



LONG BRANCH PUBLIC SCHOOLS

*George J. Catrambone
Elementary School*



PARENT/STUDENT HANDBOOK

2018-2019

240 Park Avenue
Long Branch, NJ 07740
732-222-3215



2018-2019

LONG BRANCH PUBLIC SCHOOLS
BOARD OF EDUCATION

Michele Critelli Ed.D, President
Donald Covin, Vice President

Mary L. George
Avery W. Grant
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Caroline Bennett
Tasha Youngblood Brown
Lauren McCaskill
Violeta Peters

ADMINISTRATION

Administration/Educational Center
540 Broadway, Long Branch, NJ, 07740
(732) 571-2868

Michael Salvatore PhD.
Superintendent of Schools

Alvin L. Freeman Ed.D
Assistant Superintendent of Schools

JanetLynn Dudick PhD.
Assistant Superintendent for Personnel

Roberta Freeman, ED.D
Chief Academic Officer

Peter E. Genovese III, RSBO, QPA
School Business Administrator/Board Secretary

Nancy L. Valenti
Assistant School Business Administrator/Assistant Board Secretary

Alisa Aquino
District Personnel Manager

LONG BRANCH PUBLIC SCHOOLS
LONG BRANCH, NEW JERSEY



MISSION STATEMENT

We, the Long Branch School
Community,
strive to meet and exceed the
standards set forth
by the state of New Jersey



GEORGE L. CATRAMBONE SCHOOL STAFF

2018-2019

Principal

Christopher J. Volpe

Vice Principal

Michele Merckx

Student/ Family Support Team Advisors

Carlos Villacres

Gabriela Stanziale

Kindergarten Teachers

Sade Montgomery

Megan Cavanagh

Mary Shelnut

Grade 1 Teachers

Lupe Kiy

Tracey Cummings

Linda Manzo

Michelle Newberry

Kimberly Corso

Tyra Washington

Danielle Buono

Jennifer Gonzalez

Judith Acer

Secretaries

Nancy Jones

Helena Taborda

Kathy Maldonado

Receptionist

Nurse

Charlene Arcangelo

Grade 3 Teachers

Christine Zergebel (Math & Science)

Laura Tracey (ELA & Writing)

Maria Maisto (Math & Science)

Katie Wachter (ELA & Writing)

Allyison Stagich (ELA & Writing)

Maria Manzo (Math & Science)

Noemia Vidiziniah (Math & Science)

Jussara Lins (ELA & Writing)

Grade 2 Teachers

Amanda Liska
Maria Panizi
Elisa Perez
Johanna Mozo

Bruna Cale-Oliveira
Marlena Vitale
Emily Elias
Michele Morey
Martha Prieto

Grade 4 Teachers

Kristen Ciccone (Math & Science)
Laurie DeMuro (ELA & Writing)
Allison Peduto (Math & Science)
Alexandra Ferretti (ELA)
Gustavo Barrientos (Math & Science)
Kelly Vargas (ELA & Writing)
Jose Melendez (Math & Science)
Margaret Dos Santos (ELA & Writing)

Grade 5 Teachers

Katie Gervolino (ELA)
Tarik Morrison (Math)
Noelle Brown (Writing)
Catarina Lopes (Math & Science)
Robert Luehman (ELA& Writing)
Sarah Choi (Math &Science)
Brittany DeSantis (ELA & Writing)

ICS Teacher

Mike Gatta

ELL Tutors

Betsy Kaeli
Angela Matty
Allison Munoz Cassidy
Roxano Alonzo

Media Center Specialist

Cheryl Addonizio

Speech/Language Specialist

Maureen Weiland

Specialist Teachers

Jasmine Gomez (Instrumental Music)
George Marucci (Vocal Music)
Nicola Merlucci (Vocal Music)
Sarah Kaplan (Art)
Michelle Abner (Phys Ed/Health)
Fred Balina (Phys Ed/Health)
Amanda Castano (World Language)
Darlene Santos (World Language)
Lisa Roesch (Project Lead the Way)
Kelly Stone (Project Lead the Way)

Instructional Assistants

Theresa Gillespie
Latyua Morris
Jenn Throckmorton

Safe School Environment Persons

Alberto Moreno
Cornelius Williams

Custodians

Alfred Burrell
Able Daza
James Manny
Oswaldo DeAssis
Christopher Sanchez
Daniel Joseph

GEORGE L. CATRAMBONE SCHOOL HOURS

GRADES K-5 FULL DAY	GRADES K-5 HALF DAY
7:20-7:50 A.M. Breakfast (K-5)	7:20-7:50 A.M. Breakfast (K-5)
7:50 A.M. – 2:30 P.M. Classroom Instruction	7:50 A.M. – 12:30 P.M. Classroom Instruction
2:30 P.M. Dismissal	12:30P.M. Dismissal

DELAYED OPENING SCHOOL HOURS (K-5):
9:50 A.M. – 2:30 P.M

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**KLC CHILD CARE/EXTENDED LEARNING**  
**KNOWLEDGE UNIVERSE EDUCATION (CHAMPIONS)**

**BEFORE AND AFTER SCHOOL PROGRAM**

6:30 A.M. – until the start of the school day  
2:30 P.M. - 6:00 P.M.  
For further Information please call:  
732-222-8140

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George J. Cattrambone School

Calendar of Events

2018-2019

***Dates and Events subject to change**

2018

SEPTEMBER

6 First Day of School for Students
13 Back to School Night

OCTOBER

8 **SCHOOLS CLOSED FOR STUDENTS**

NOVEMBER

8-9 **NJEA CONVENTION – SCHOOLS CLOSED**
22-23 **THANKSGIVING RECESS – SCHOOLS CLOSED**

DECEMBER

21-January 1 **WINTER RECESS – SCHOOLS CLOSED**

2019

JANUARY

2 **SCHOOLS RE-OPEN**
21 **Martin Luther King Day/ SCHOOLS CLOSED**
25 **Professional Day for Staff – ½ Day for Students**

FEBRUARY

15 **President's Day/SCHOOLS CLOSED**
18 **President's Day/SCHOOLS CLOSED**
22 **Professional Day for Staff – ½ Day for Students**

MARCH

22 **Professional Day for Staff – ½ Day for Students**

APRIL

19-26 **SPRING RECESS – SCHOOLS CLOSED**

29

SCHOOLS RE-OPEN

MAY

24-27 **Memorial Day Weekend – Schools Closed for Students & Staff**

JUNE

17-18 **Professional Day for Staff – ½ Day for Students**
18 **Last Day of School for Students and Staff**

EMERGENCY SCHOOL CLOSINGS AND DELAYED OPENINGS

In the event that Long Branch Public Schools are closed or openings are delayed announcements will be made over the following stations: WJLK (1310 AM/ 94.3 FM) and WOMB (1160 AM/ 92.7 FM). Bus schedules are adjusted so that the times of stops are of the same intervals as the normal time.

DELAYED OPENING SCHOOL HOURS (K-5):

9:50 A.M. – 2:30 P.M

SCHOOL VISITORS

Since the tragic events in Newtown, Connecticut, the Board of Education and District Administration have been actively exploring best practices in school safety. We have established School Safety Committees in each school whose members have made recommendations to further improve the security of each building. Among those recommendations were building access cards, building risk assessments, video cameras, and additional training for school safety personnel.

After reviewing our procedure for visitors to schools, it was found that there is a need to make some changes to the procedure. The revised procedure for visitors is listed below.

Visitor to School Procedure Effective April 22, 2013

- No visitors are to enter the building with students during arrival. All visitors to our schools will need to have an appointment to enter the building. (If you require assistance, an appointment must be made after the start of the school day).
- At the buzzer, it is expected that all visitors will state the purpose of their visit and/or specify with whom they have an appointment.
- If the appointment is verified, the visitor will be buzzed in and must present themselves to the main office immediately upon entry.
- Visitors will be required to show photo identification, and sign in to obtain a visitor's pass.
- It is imperative that visitors do not hold the door open for others behind them. Each visitor must be acknowledged individually through the buzzer system.
- If you will be picking your child up early, you must notify the office in writing prior to dismissal. If it is an emergency, call the office to notify the school.
- Front Office secretaries will be required to call 911 and notify school administrators if a visitor is uncooperative, does not adhere to the procedures, or becomes threatening.
- Ultimately, failure to follow these procedures may result in a lockdown.

We know that this protocol is more stringent than past practice and may inconvenience our visitors who are, as always, welcome in our schools. Unfortunately, these are the times we are living in, and I am optimistic that our visitors will ultimately recognize our need to be as vigilant as possible. If you should require clarification regarding the new protocol please contact me. I will be happy to answer your questions to ensure your full understanding and adherence to our procedures. With your cooperation, our schools will be more secure for students and staff.

Thank you in advance for your cooperation.

**ALL VISITORS MUST REPORT TO THE MAIN OFFICE TO SIGN IN/OUT,
AND WILL RECEIVE AND MUST WEAR A VISITOR'S BADGE AT ALL TIMES**



ATTENDANCE

In accordance with NJ State Laws on student attendance, the Long Branch Board of Education requires that all pupils enrolled in Long Branch Public Schools attend consistently and regularly. The curriculum implemented in each class is accelerated and requires the students' presence. Attendance and punctuality shall be required of all students during the days and hours that each school is in session. For the safety of our children, students should not be permitted to arrive at school more than 10 minutes before opening school times. All students who arrive prior to this time will be unsupervised.

ABSENCE

If your child must be absent, please notify the school by calling **(732) 222-3215** and leave a message on the school's machine anytime prior to the opening of school. We ask that the following information be provided: **child's name, teacher, reason for absence and expected duration. Doctor, dentist, and other necessary appointments should be made after school hours whenever possible.**

Please note:

- 1. All absences are considered unexcused except the following: religious observance and bring your child to work day. Illness is considered unexcused. This will be reflected on the report card.**
- 2. Any student absent for more than the 10 days will be subject to being disenrolled and will be required to re-register. This jeopardizes having the same teacher, school or schedule.**

TARDY POLICY

Any student who is not in their homeroom at the beginning of instruction will be marked tardy. All students arriving after that time must go through the front door and report to the **Main Office** to receive a late pass. Students who are repeatedly late will be addressed by the student advisor, the building principal, and if necessary, a truancy officer.

EARLY RELEASE OF STUDENTS

Should it be necessary to take a child out of school for a valid reason before the regular dismissal time, please adhere to the following procedures:

1. Please send a note to the teacher one to two days in advance of the early dismissal date. We must receive a note or phone call by the day of the early release.
2. Report to the Main Office in order to pick up your child. **DO NOT GO DIRECTLY TO YOUR CHILD'S CLASSROOM. TEACHERS ARE NOT AUTHORIZED TO RELEASE STUDENTS.**
3. No student will be released to the parking lot or other unsupervised areas. Parents must wait in the Main Office and leave with their child.
4. Should it be necessary to have your child picked up by someone other than yourself, please send a note to school stating the person's name and giving your consent. Please advise the other person to report to the Main Office and be prepared to show photo identification.
5. No student will be released early if a parent or designated person does not come to the school to escort the child.

CONTACTING HOME

It is extremely important that we have current telephone numbers and emergency contact people for our students.

Please watch your child's folder for a NEW form that will replace the previously used emergency cards. This new form will have medical information on one side and emergency contact information on the other side.

STUDENT CONDUCT

The Long Branch Public Schools have set high expectations for student conduct. It is vital that we establish a clear set of rules and maintain consistency in order to provide the structure that is necessary for our students to become successful. We recognize our responsibility to maintain proper and appropriate behavior in school, and we encourage you to support our efforts by discussing the school rules with your child. In order to build and strengthen relationships between school and home, we also strongly encourage parents and teachers to maintain ongoing communication to ensure every child's academic success.

Proper and reasonable behavior is expected from every student. As an elementary school, we understand that children come to school to learn and where/when possible we will attempt to teach students through their behavior to make better choices. However, when the behavior is repeated or the severity of the behavior deems consequences to be necessary, corrective action will be taken. It is the student's responsibility to recognize that the principal, teachers, and other adults in the school are responsible for the students and their actions at all times. Under no circumstances will defiant or disrespectful behavior be tolerated. Improper student behavior will result in immediate corrective action as deemed fit by the Principal/Vice Principal, according to district policy.

Improper student behaviors are classified into three disciplinary action tiers; Tier 1, Tier 2, and Tier 3. Following an investigation by the Principal/Vice Principal or Student Facilitator, as needed, suggested corrective actions per tiered behavior are listed in the following table. Please note, corrective actions and consequences are individually based, and will only be discussed with the child's legal parents/guardians. **Building administration has the ability to exercise discretion relative to individual student needs and the Code of Conduct in order to support and maintain a safe and orderly school environment.**

Student Code of Conduct

Tier Level	Type of Behavior: (including, but not limited to)	Corrective Action 1	Corrective Action 2	Corrective Action 3
Tier 1:	<ul style="list-style-type: none"> • Horseplay (Non malicious physical behavior) • Inappropriate, Profane, or Vulgar conversation/action (non malicious) • Failure to follow the reasonable request of a staff member • Non compliance • Disturbing the class 	<ul style="list-style-type: none"> • In class consequences for all offenses. Teacher to properly document and discuss behavior and consequence issued with student's parent. 	<ul style="list-style-type: none"> • Second offense for same behavior, submit disciplinary referral, issue in class consequence . Teacher to properly document and discuss behavior and consequence issued with student's parent. 	<ul style="list-style-type: none"> • Third offense for same behavior, student meeting with student advisor and/or administration with consequence issued. Teacher/Student Advisor to properly document and discuss behavior and consequence issued with student's parent

Tier 2:	<ul style="list-style-type: none"> • Disrespectful behavior towards peers/staff. • Student intentionally leaving the direct supervision of the assigned staff member without direct permission • Defacing property of others • Defacing school property • Horseplay (malicious) • Theft • Violation of User Agreement (technology usage) • Verbal threats 	<ul style="list-style-type: none"> • First offense, disciplinary referral and classroom consequence. Teacher to properly document and discuss behavior and consequence issued with student's parent. • Corrective action from Principal/Vice Principal or Student advisor may follow. If issued, Principal/Vice Principal or Student Advisor will contact parent. 	<ul style="list-style-type: none"> • Second offense for same behavior, disciplinary referral, student and parent meeting with student advisor and teacher, corrective action from Principal/Vice Principal or Student Advisor. 	<ul style="list-style-type: none"> • Third offense for same behavior, disciplinary referral, student and parent meeting with Principal/Vice Principal or Student Advisor, corrective action from Principal/Vice Principal.
Tier 3:	<ul style="list-style-type: none"> • Exiting the classroom without permission, or as an act of defiance • Fighting • Creating an unsafe learning environment. • Exiting the building/Leaving school grounds 	<ul style="list-style-type: none"> • Teacher Immediately contact safe school or main office for intervention from Principal/ Vice Principal or Student Advisor. Principal will meet with student, student's advisor and parent. Corrective action will be assigned by Principal/ Vice Principal 		

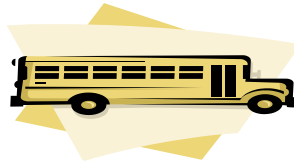


RULES

Respect yourself

Respect others

Be responsible



BUS REGULATIONS

Transportation and its related activities are an extension of the school building. Student behavior at bus stops and on buses is subject to the same standards as in the school building. Therefore, students are expected to adhere to all school rules at bus stops and on the bus. ***Students who choose not to obey school and district bus rules/regulations will forfeit their right to this service.***

It is imperative that you as a parent/guardian bring your child to the bus each morning and receive your child at the bus stop. If you fail to pick up your child he/she will be brought to an after school program located at the Gregory School, and you are subject to pay for after care services.

BICYCLES AT SCHOOL

Students riding bicycles to school are not permitted to bring them into the building. Each bicycle must have a lock and chain securing it to the bicycle rack.



UNIFORMITY OF DRESS ACCEPTABLE ATTIRE



- **Pants, shorts, jumpers and skorts in khaki color**
- **Golf shirts (collared shirts), short or long-sleeved, in dark green, white or gray**
- **Turtleneck shirts in dark green, white or gray**
- **Cardigan sweaters in dark green, white, or gray**

All shirts, turtlenecks and sweaters are to have the Long Branch Public School patch (emblem) attached as part of your child's daily attire. The school will provide these emblems.

Sneakers are the desirable choice of footwear to be worn daily. If sandals are worn, they need to have a back. Plastic beach shoes and/or plastic shoes are not to be worn to school. Hats, scarves and bandanas are not to be worn in school. "Hats" and head coverings of a religious significance will be allowed.



UNACCEPTABLE ATTIRE

- **Pants, shorts, skirts with pockets on the legs otherwise known as "CARGO" are not allowed.**
- **Hoodies, sweatshirts or jackets that are not green, gray or white are not allowed.**

Unacceptable dress is defined as clothing of other styles and color, which deviate from the “Uniformity of Dress” policy. Shorts are not to be worn between November 1st and March 31st.

ENFORCEMENT
Uniformity of Dress Policy

Procedures for students inappropriately dressed are as follows:

1st Offense – Teacher will send home a copy of the Dress Code Reminder Slip.

2nd & 3rd Offense – The school will contact the parent/guardian. Due to safety and security issues, students not conforming to the policy will not be included in field trips, local excursions and possibly outdoor activities.

4th Offense – Principal or designee will meet with parent/guardian regarding the dress code regulations. If, at that point, families do not wish to participate in the uniformity of dress, then the alternative of not continuing in the District will be reviewed as well as the loss of privileges due to student safety and school security.

CELL PHONES

The use of cell phones, pagers, walkie-talkies and other personal communication devices are not permitted during school hours. The first time any such device is seen or heard during the school day, it will be confiscated and parents will have to retrieve it. Further violations may result in confiscation until the school year’s end.



Harassment/Hazing, Intimidation or Bullying

**Contact Persons: Mr. Carlos Villacres and Ms. Toni- Ann Lisanti,
Student/Family Support Team Advisors**

The Board of Education, in accordance with the Anti Bullying Bill of Rights Act of 2011, prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil’s ability to learn and a school’s ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

“Harassment, intimidation, or bullying” means any gesture, any written, verbal, or physical act, or any electronic communication, as defined in N.J.S.A 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil’s education or by severely or pervasively causing physical or emotional harm to the pupil.

Each incident will be handled individually per Policy set forth by the Long Branch Board of Education. To view the Long Branch Public Schools Anti Bullying Policy, please visit the district website: <http://www.longbranch.k12.nj.us//>

Dating Violence at School

Contact Persons: Mr. Carlos Villacres and Student/Family Support Team Advisors

The Long Branch Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil’s safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical or emotional will not be tolerated and will be dealt with in accordance with the school’s pupil code of conduct and policy set forth by the Board of Education.

To view the Long Branch Public Schools Teen Dating Violence in its entirety, please visit the district website @ <http://www.longbranch.k12.nj.us-DEPARTMENTS-ANTIBULLYING-CLICK> TEEN DATING VIOLENCE

Comprehensive Equity Plan

The Long Branch School District has conducted a comprehensive needs assessment of its equity and equality needs. The Comprehensive Equity Plan is designed to meet these assessed needs. The Board of Education has authorized the submission of the Comprehensive Equity Plan to the New Jersey State Department of Education, and will

support full implementation of the plan. Highlights of the plan include:

- ***Staff Development and Training***
- ***School and Classroom Practices***
- ***Equity and Equality in Curriculum***
- ***Equity and Equality in Guidance and Services***

You may review the comprehensive plan and respond to it by contacting the Office of Affirmative Action at 732-571-2868.

LONG BRANCH PUBLIC SCHOOLS
LONG BRANCH, NEW JERSEY



Where Children Matter Most!

**Long Branch Board of Education
Dedicated to Excellence**

Have a wonderful school year!

