



LONG BRANCH PUBLIC SCHOOLS

*George L. Catrambone
Elementary School*



**PARENT/STUDENT HANDBOOK
2020-2021**

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



2020-2021

LONG BRANCH PUBLIC SCHOOLS
BOARD OF EDUCATION

Donald Covin, President
Tasha Youngblood Brown, Vice President

Avery W. Grant
Michele Critelli, Ed.D
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Lauren McCaskill
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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

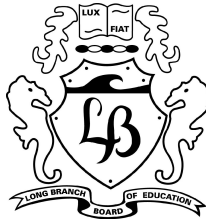
Nancy L. Valenti

Assistant School Business Administrator/Assistant Board Secretary

Alisa Aquino

District Personnel Manager

LONG BRANCH PUBLIC SCHOOLS
LONG BRANCH, NEW JERSEY



MISSION STATEMENT

We will evoke a future ready mindset
in our schools and community, from
cradle to career.



GEORGE L. CATRAMBONE SCHOOL STAFF

2020-2021

Principal

Jessica Alonzo

Vice Principal

Michelle Merckx

Student/Family Support Team Advisors

Gabriela Stanziale

Carlos Villacres

Kindergarten Teachers

Meghann Cavanagh/Carrie Cho

Sade Montgomery

Mary Shelnett

Grade 1 Teachers

Kimberly Corso

Tracey Cummings

Elizabeth Gannon

Jennifer Gonzalez

Lupe Kiy

Linda Manzo

Kelli Shaughnessy

Erica Soto

Grade 2 Teachers

Bruna Cale

Jasmine Gomez

Amanda Liska

Danielle Lynch/Caitlyn Cannito

Michele Morey

Johanna Mozo

Martha Prieto

Marlena Vitale

Secretaries

Nancy Jones

Kathy Maldonado

Helena Taborda

District Supervisors

Joy Daniels (Kindergarten)

Chantal Gudzack (ELA)

Melanie Harding (Math)

Nurse

Charlene Arcangelo

Grade 3 Teachers

Laura Tracey (ELA & Writing)

Christine Zergebel (Math & Science/SS)

Stefania DeSouza/Lyndsey Kremen

(ELA& Writing)

Maria Maisto (Math & Science/SS)

Maria Manzo (Math & Science/SS)

Sandra Rosa (ELA & Writing)

Jussara Lins (ELA & Writing)

Kalliopi Papayiannis (Math & Science/SS)

Grade 4 Teachers

Kristen Ciccone (Math & Science/SS)

Laurie DeMuro (ELA & Writing)

Victoria Deloreto (ELA & Writing)

Allison Peduto (Math & Science/SS)

Kelly Vargas (Math & Science/SS)

Diana Panora (ELA & Writing)

Karen Herrera (Math & Science/SS)

Michelle Newberry (ELA & Writing)

Grade 5 Teachers

Katie Marx (ELA & Writing)

Catarina Lopes (Math & Science/SS)

Tarik Morrison (Math & Science/SS)

Noelle Brown (ELA & Writing)

Sarah Choi (Math & Science/SS)

Brittany DeSantis (ELA & Writing)

Jose Melendez (Math & Science/SS)

Robert Luehman (ELA & Writing)

ICS Teacher

Michael Gatta

ELL Teachers

Sabrina Sheerin

Betsy Kaeli

Angela Matty

Instructional Assistants

Dudley Davis

Alexandria Gadson

Latyua Morris

Jennifer Throckmorton

Safe School Environment Persons

Alberto Moreno

Cornelius Williams

Custodians

Alfred Burrell

Abel Daza

James Coles

Oswaldo DeAssis

Guadalupe Garcia Bautista

Johnathan Maldonado

Speech/Language Specialist

Blair Sliazis

Specialist Teachers

Jasmine Gomez (Instrumental Music)

George Marucci (Vocal Music)

Nicola Merlucci (Vocal Music)

Sarah Kaplan (Art)

Michelle Abner (Phys Ed/Health)

Richard Ricigliano (Phys Ed/Health)

Amanda Castano (World Language)

Darlene Santos (World Language)

Lisa Roesch (Project Lead the Way)

Kelly Stone (Project Lead the Way)

Katie Wachter (Library/Media Center)

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

REMOTE LEARNING SCHOOL HOURS (K-5): 7:50A.M.-12:00P.M.

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**

Remote Learning Hours: 7A.M. - 6P.M.

Regular School Schedule Hours: 6:30A.M. - 7:50A.M. & 2:30P.M. - 6P.M.

For further Information please call:  
732-222-8140

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CALENDAR OF EVENTS

[Click here for District Calendar](#)

*Dates and Events subject to change

EMERGENCY SCHOOL CLOSINGS AND DELAYED OPENINGS

In the event that Long Branch Public Schools are closed or openings are delayed announcements will be made through an automated phone message and on social media (Twitter - @LBpublicschools). Bus schedules are adjusted so that the times of stops are of the same intervals as the normal time.

SCHOOL VISITORS PROCEDURES

- No visitors are to enter the building with students during arrival or dismissal.
- 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.
- Visitors must wear the assigned Visitor's Pass at all times during their visit.
- 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.

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. For safety and security reasons, students cannot be dismissed after 2P.M. during a regular full day schedule or 12P.M. on a half day schedule.
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. If your contact information has changed, please call the main office **(732) 222-3215** to have it updated.

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 	<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

			student's parent.	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 		

SCHOOL RULES

Respect Yourself, Respect Others, and 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



- 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
- 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.
- Hoodies, sweatshirts, or jackets that are not green, gray, or white are not allowed.
- Shorts are not to be worn between November 1st and March 31st.
- Unacceptable dress is defined as clothing of other styles and color, which deviate from the “Uniformity of Dress” policy.

ENFORCEMENT of 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 and contact home about dress code.

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 Mrs. Gabriela Stanziele
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.

[Click here to view the Long Branch Public Schools Anti Bullying Policy](https://www.longbranch.k12.nj.us/site/handlers/filedownload.ashx?moduleinstanceid=24556&dataid=19816&FileName=HIB%2001%2029%2014.pdf)

(<https://www.longbranch.k12.nj.us/site/handlers/filedownload.ashx?moduleinstanceid=24556&dataid=19816&FileName=HIB%2001%2029%2014.pdf>).

DATING VIOLENCE AT SCHOOL

Contact Persons: Mr. Carlos Villacres and Mrs. Gabriela Stanziele
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.

[Click here to view the Long Branch Public Schools Teen Dating Violence in its entirety](https://www.longbranch.k12.nj.us/Page/6941)

(<https://www.longbranch.k12.nj.us/Page/6941>).

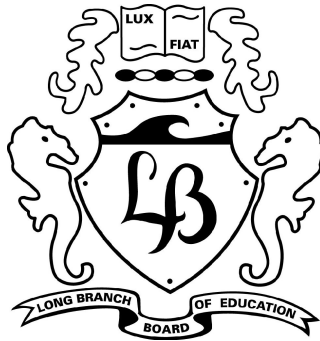
COMPREHENSIVE EQUITY PLAN

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!**