

# **GREGORY SCHOOL**



## **2013-2014 PARENT/STUDENT HANDBOOK**



**201 MONMOUTH AVENUE  
LONG BRANCH, NJ 07740  
732-222-7048**

2013-2014



**LONG BRANCH PUBLIC SCHOOLS  
BOARD OF EDUCATION**

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**ADMINISTRATION**

Administration/Educational Center  
540 Broadway  
Long Branch, New Jersey  
(732) 571-2868

**MICHAEL SALVATORE**  
Superintendent of Schools

**Alvin L. Freeman**  
Assistant Superintendent of Schools

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District Administrator for Personnel

**Peter E. Genovese III**  
School Business Administrator/Board Secretary

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

**LONG BRANCH PUBLIC SCHOOLS  
LONG BRANCH, NEW JERSEY**

"The whole purpose of education is  
to turn mirrors into windows."  
~Sydney J. Harris



**Long Branch Board of Education**  
**Dedicated to Excellence**  
*~Where Children Matter Most*



**Have a wonderful school year!**

**MISSION STATEMENT**

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

**VISION STATEMENT**

Our vision at the Gregory School is to inspire  
students to succeed and grow to their highest  
potential by providing a safe, nurturing, and  
challenging learning environment.

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### Harassment/Hazing, Intimidation or Bullying

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 Long Branch Board of Education Policy.

To view the Long Branch Public Schools Anti Bullying Policy in it's entirety, please visit the district website  
@ <http://www.longbranch.k12.nj.us-DEPARTMENTS-ANTIBULLYING-CLICK ON ANTIBULLYING>

## Dating Violence at School

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 The Long Branch Board of Education's Dating Violence at School Policy.

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

### GREGORY SCHOOL STAFF

2013-2014

<b>Principal</b>	Bridgette A. Burt	
<b>Vice Principal</b>	Erica Green	
<b>Nurse</b>	Diane Anthony	
<b>Student Advisors</b>	Nikolas Greenwood	Carlos Villacres
<b>Curriculum Facilitators</b>	Melanie Harding (Math)	Chantal Gudzak (Reading/Writing)
<b>Grade K Teachers</b>	Linda Bennett Stephania Britt Nicole Daniele Columbia Delpizzo Tara Ebert Carli Perez	
<b>Grade 1 Teachers</b>	Patricia Bruckner Donna Fogler Kevin Gilbert/Sabrina Sheerin Lisa Jones Suraya Kornegay Erin McConville	
<b>Grade 2 Teachers</b>	Megan Bruno Chad King Michelle Lucas Christina Marra Aimee Staley Christina Tierney	
<b>Grade 3 Teachers</b>	Lauren Crupi (Math & Science) - Lindsay Guzman (ELA & Social Studies) Tina Vitolo (Math & Science)- Stephanie Dispoto (ELA & Social Studies) Marian Frank (Math & Science)- Meredith Fleming (ELA & Social Studies)	
<b>Grade 4 Teachers</b>	Melissa Joyce (Math & Science)- Kourtney Dillon (ELA & Social Studies) Kristin Ciccone (Math & Science)- Tracey Hunter (ELA & Social Studies)	
<b>Grade 5 Teachers</b>	Megan Farrell (Math & Science)- Michelle Esten (ELA & Social Studies) Laura Lazzati (Math & Science)- Elizabeth Muscillo (ELA & Social Studies) Michael McLaughlin (Math & Science)- Cari Rock (ELA & Social Studies)	

**Secretaries**

Shirley Di Maggio  
Irene Grasso

**Main Office**

Lucille Briones

**Child Study Team**

Melissa D'Ambrisi  
Rosemary Dougherty

**RTI Tutors**

Patricia McArdle  
Antonia Ryan  
Rachel Robinson

**Special Needs Teachers**

Alisha Bozeyowski  
Melissa Bryant  
Nicole Campece  
Cheryle Haynes  
Lyn-anne Klinga  
Carly Oppito  
Correne Rodas  
Jennifer Serviss  
Kathleen Szafranski

**Instructional Assistants**

Dawn Armour	Virgina Feldman
Elvia Giron	Diane Goldberg
Angel Green	Jean Guzzi
Hadja Haskovic	Crystal Houston-Bey
Melanie Messina	Latuya Morris
Angela Olivadoti	Julia Santos
John Severs	Lisa Smolenyak
Marissa Toccacelli	Rosemary Toffel
Michelle Velasquez	Ginerva Zungri

**Speech**

Patricia Garlipp  
Ann Grabowski

**Specialist Teachers**

Thomas Cianflone (Vocal Music)  
Tracey Ciambone and Naomi Greca (Physical Education/Health)  
Margaret Marzullo (Art)  
Edna Newman (World Language)  
John O'Neill (Instrumental Music)  
Kimberly Pagan (ESL)  
Stacy Simms (Media Center Specialist)

**Safe School Environment Person**

Joseph DeFillippo

**Custodians**

Joseph Lebron	Jose Lora
Maria Macpherson	Luis Rodriguez
Michael Rozza	



The Long Branch Public Schools encourage parents to become an integral part of their child's education. Parents working with teachers to educate our children is always a winning team.

**Gregory School**  
**2013-2014**  
**PTA Executive Board Members**

**President**

Janine Mincieli

**Vice President**

Maria Giurlando

**Advisor**

Bridgette Burt

**Treasurer**

Marlena Santos

**Corresponding Secretary**

Patricia Bruckner

**Recording Secretary**

Anne-Sophie Lehman

- Meeting dates listed on the *Calendar of Events*
- Please feel free to contact the school or the PTA president with questions regarding membership, meetings, fundraisers, activities and events.



## CONTACTING HOME & THE PARENT PORTAL

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

Please make sure that you provide any updates to your child's information on the "STUDENT DEMOGRAPHICS" page that will be sent home in the Opening Day Information Packet on the first day of school.

We are also excited to bring to you the Genesis Student Information System Parent Portal. Please review the letter in your Opening Day Information Packet on the first day of school to create an account for this service.



## HOMEWORK POLICY

Students are given homework each night. It is expected that his/her homework is completed to the best of the student's ability. If homework is not completed, the student's parent/guardian will be contacted. Please ensure that your child's homework is completed and returned the following day.

Please check your child's teacher's web page for additional information and due dates.

## 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.



## GREGORY SCHOOL HOURS

**Grades K-5**  
8:20-8:45 A.M.  
8:55 A.M.  
3:30 P.M.

**8:50 A.M to 3:30 P.M.**  
Breakfast  
Instruction Begins  
Student Dismissal

### EARLY DISMISSAL

**Grades K-5**  
8:20-8:45 A. M.  
8:55 A.M  
1:25 P.M.

**8:50 A.M.– 1:25 P.M.**  
Breakfast  
Instruction Begins  
Student Dismissal

### OFFICE HOURS

**8:00 A. M. –4:00 P. M.**



## DATES TO REMEMBER

### MARKING PERIOD

### DATES

### NUMBER OF DAYS

1	September 9, 2013-November 13, 2013	45
2	November 14, 2013– January 30, 2014	45
3	January 31, 2014- April 7, 2014	45
4	April 8, 2014- June 20, 2014	45

## PARENT CONFERENCES

### FALL

#### **November 19, 2013-November 22, 2013**

November 19, 2013	5:30 pm
November 20, 2013	1:45 pm
November 21, 2013	5:30 pm
November 22, 2013	1:45 pm

### SPRING

#### **April 22, 2014-April 25, 2014**

April 22, 2014	5:30 pm
April 23, 2014	1:45 pm
April 24, 2014	5:30 pm
April 25, 2014	1:45 pm

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## KLC CHILD CARE (EXTENDED LEARNING)

### BEFORE AND AFTER SCHOOL PROGRAM

6:30 A.M.-8:30 A. M.  
3:30 P.M. – 6:00 P.M.

For further Information please call:  
732-222-8140

### **EMERGENCY SCHOOL CLOSINGS**

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 before the 10:00 A.M. start as before the normal time.



### **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. Students who choose not to obey school district bus rules/regulations 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 the Gregory School at the Rockwell Avenue Entrance, and you are subject to pay for after care services.

### **PARENT PICK UP**

Parents and guardians who bring their child/children to school and/or pick them up must do so at the Main Office (unless student is tardy; pg. 8). In the event that an individual other than the parent or guardian is picking up a student he/she must have written permission. For your child's safety he/she will not be released unless arrangements have been made and approved by the building principal.



### **STUDENT CONDUCT**

The Long Branch Public Schools have set high expectations for student conduct. While raising children in our schools establishing a clear set of rules and maintaining consistency provides necessary structure for our students. We recognize our responsibilities to maintain proper and appropriate behavior in school, we also encourage our parents to support our efforts by discussing the school rules with their child. In an attempt to build and strengthen relationships between school and home we strongly encourage parents and teachers to maintain ongoing communication throughout the school year.

#### **RULES**

**Respect yourself  
Respect others  
Be responsible**



#### **Comprehensive Equity Plan**

The Long Branch School District 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.

#### **Some 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 plan and respond to it by contacting the office of the Affirmative Action Officer at 732-571-2868.

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



## ***ENFORCEMENT— Uniformity Of Dress Policy***

Procedures for student inappropriately dressed are as follows:

**1<sup>st</sup> Offense** – Teacher will send home a copy of the Dress Code Reminder Slip.

**2<sup>nd</sup> & 3<sup>rd</sup> 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.

**4<sup>th</sup> Offense** – Principal or designee will meet with parent/guardian regarding the dress code regulations; and if families do not wish to participate, 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.



## **ATTENDANCE**

The Long Branch Board of Education requires that the pupils enrolled in the public schools attend regularly and in accordance with the laws of the state. The curricula 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) 222-7048 and leave a message on the school's machine at 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.**



## **TARDY POLICY**

Any student not in their homeroom, will be marked tardy. All students arriving after that homeroom 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, Building Principal and truancy officer if needed.

## Long Branch Public Schools Security Procedures

### VISITOR TO SCHOOL PROCEDURES

- 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.)
- If a visitor arrives without an appointment, they may be subject to intense security screening which may result in substantial wait time.
- 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.
- No visitors are to enter the building during dismissal. 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 lock down.

**ALL VISITORS MUST REPORT TO THE MAIN  
OFFICE TO SIGN IN/OUT!**

**VISITORS WILL RECEIVE AND MUST WEAR A VISITORS BADGE**



### UNIFORMITY ACCEPTABLE ATTIRE

Pants, shorts, jumpers and skorts in khaki color

Golf shirts, short or long-sleeved, in dark green, white or gray

Turtleneck shirts in dark green, white or gray

Cardigan sweaters in dark green or white

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.

### 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 1<sup>st</sup> and March 31<sup>st</sup>.

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.