



LONG BRANCH PUBLIC SCHOOLS

Amerigo A. Anastasia School



PARENT/STUDENT HANDBOOK 2021-2022

92 Seventh Avenue
Long Branch, NJ 07740
732-571-3396

LONG BRANCH PUBLIC SCHOOLS

"Together We Can, Juntos Nós Podemos, Juntos Podemos"

2021

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Long Branch Public Schools

Mission & Vision

Our mission is to educate, develop, and support every student to become successful community members in a rapidly changing world.

Our vision is to empower our students socially, emotionally, and academically, for life and career in an inclusive, dynamic, and innovative learning environment from PreK thru 12th grade and beyond.



AMERIGO A. ANASTASIA ELEMENTARY SCHOOL

Grades 1-5



92 Seventh Avenue, Long Branch, NJ 07740

Phone: 732-571-3396 Fax: 732-222-8469



Michelle Merckx
Principal



Aisha Wickes
Vice Principal

Secretaries:

Eliana Garcia (Español)
Liliana Menino (Português)
Lenor Langan

School Hours:

Full Day: 7:50 AM - 2:30 PM
Half Day: 7:50 AM - 12:30 PM
Delayed Start: 9:50 AM



AMERIGO A. ANASTASIA SCHOOL STAFF

2021-2022

PRINCIPAL Michelle Merckx		ASSISTANT PRINCIPAL Aisha Wickes
NURSE Bonnie Monteforte	SECRETARIES Eliana Garcia Lenor Langan Liliano Menino	STUDENT ADVISORS Maria Herrera Lauren Sweet
CHILD STUDY TEAM Meghan Amendola, Psychologist Kerry Keating, Social Worker Lisa Kean, LDTC	SPEECH Gina Bisogna Sarah Grill	RTI TUTORS Donna Clay William Lisa
GRADE 1 Marjorie Chulsky Fabianne Flores Tirado Lyndsey Kremen Stephanie Pragosa Dahemia Stewart Gina Zinski	GRADE 2 Melissa Christopher Yvette Mayo Eliza Perez Heidi Ross Benjamin Woolley Ana Warner	GRADE 3 Alexandra Ferretti Jamie Gough Deirdre Howard Jamil Pitts Diane Wartmann Denise Woolley
ALP Lisa Pangborn LITERACY COACH Michelle Falco	GRADE 4 Judith Edwards Carol Emick Erin Hennelly Cheryl Martin Michael Vieira	GRADE 5 Erin Barrett Mary Mazzacco Shawn O'Neill Kelley Stiles
SPECIAL NEEDS Christine Bollwage Jillian Clemente Lee Carey Patricia Caulfield Michelle Fowler Beth Gregory Amaryllis Herrera Dana Hochstaedter Caitlyn Mielcareck Correne Rodas Stephanie Small Stephanie Sniffen Samantha Vieira	IN CLASS SUPPORT Farra Caputo Melissa Bryant Eva Hanna Greenwood- Goodell Beth Gregory Lyn-Anne Klinga Ellen Marx	SPECIALIST TEACHERS Tracey Ciambrone, (Phys Ed/Health) Andrew Critelli (Phys Ed/Health) Melissa Heggie (Dance) Brenda Itzol (World Language) Irina Kinley (Art) John Luckenbill (Instrumental Music) Kim Pagan (ESL) Lisa Zwerin (Vocal Music) Marina Basile (Media Specialist)
INSTRUCTIONAL ASSISTANTS Cynthia Branch Jason Corley Jr. Melinda D'Amelio Yoselin Gomez Karla Hernandez Terrance King Leovigilda Perez Rosita Tatum Elyse Williams Stephanie Brown Isabelle De Abreu Lorraine Gaal Rita Grandenitti Theresa Henderson Susan McNerney Maria Popo Shatika Wallace	SAFE SCHOOL PERSONS Terry Johnson Marie Scalise (KLC) Tony Scalise (KLC)	CUSTODIANS James Cole, Jr. Richard Morgan Joaquin Nieves Pedro Rosario Samuel Sapp

FULL DAY LEARNING SCHEDULE

Monday through Friday

Start Time - 7:50 am

End Time - 2:30 pm

AMERIGO A. ANASTASIA HOURS

GRADES 1-5 FULL DAY	GRADES 1-5 HALF DAY
7:20 A.M. Breakfast (3-5) 7:35 A.M. Breakfast (1-2)	7:20 A.M. Breakfast (3-5) 7:35 A.M. Breakfast (1-2)
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	12:30 P.M. Dismissal

DELAYED OPENING SCHOOL HOURS (1-5)

9:50 A.M. – 2:30 P.M

No students will be dismissed from the office after 2:00pm on Full Days and 12:00pm on Half Days.

KLC CHILD CARE/EXTENDED LEARNING

KNOWLEDGE LEARNING CENTER (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:

848-275-7037

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 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 (1-5):

9:50 A.M. - 2:30 P.M

Breakfast will not be served on a delayed opening. Please follow the delay hours.

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 allowed 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 lanyard.
- 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 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) 571-3396 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. Such appointments are not excused even if a note is provided.**

Please note:

- 1. Vacations are considered unexcused absences; 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.**
- 3. Absences totaling more than 10% are of great concern. Families should endeavor to have less than 10 absences per school year.**

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 procedure:

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.
6. **Students will not be released from the front office after 2:00 p.m or 12:00pm when it is early dismissal.**

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.**

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 (Grades 1 & 2 and Special Needs), 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

The Long Branch Public Schools has updated the dress and grooming policy, which reflects "Uniformity of Dress" for all Preschool - Grade 12 students. Students are required to wear any combination of the following, which will be strictly enforced:

- Pants, Shorts, Jumpers and/or Skorts in Khaki or Black color
- Collared Golf/Polo Shirts, Short or Long-Sleeved, in White, Gray or Dark Green
- Collared Shirt Exceptions: Turtlenecks and blouses in dark green, white or gray
- All shirts must have the Long Branch Public Schools Emblem Patch

***Middle and High School Students Only** - In addition to a solid green, grey, or white collared shirt, students will be permitted to wear a Long Branch Middle or High School affiliated non-collared shirt. This non-collared shirt can be that of the school uniform or be from an extra-curricular activity within the school (i.e. Athletics, VPA, club, etc.).



Purchases for clothing can be made at the store of your choice. The district does not have a private provider for clothing. Local stores and vendors that stock the items mentioned above are as follows:

- Target
- Walmart
- Kohls
- Kids City
- JC Penney
- Old Navy
- GAP



Black and Khaki



Black and Khaki



White



Gray



Dark Green

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/ELECTRONIC DEVICES

The use of cell phones, pagers, walkie-talkies, other personal communication devices, and/or electronic devices are not permitted during school hours. If a student is found to have a device out during the school day without staff permission, the device may be confiscated at the staff members discretion and returned at the end of the school day. Certain situations may deem it necessary for a parent/guardian to pick up the phone/electronic device. Further violations may result in a Corrective Action Plan.

Students who bring cell phones/electronic devices to school do so at their own risk. The Amerigo A. Anastasia Elementary School will not be held responsible for lost, stolen, or damaged phones/electronic devices, nor will administration investigate such incidents. Students bring these devices to school at their own risk.

Harassment/Hazing, Intimidation or Bullying

[Click here to view the Long Branch Public Schools Harassment, Intimidation, and Bullying Policy](#)

Contact Persons: Mrs. Maria Herrera and Ms. Lauren Sweet, Student Advisors

“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 by any other distinguishing characteristic;
2. 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,
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or has the effect of insulting or demeaning any student or group of students; or creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

Each incident will be handled individually per Policy set forth by the Long Branch Board of Education.

Dating Violence at School

[Click here to view the Long Branch Public Schools Teen Dating Violence Policy](#)

Contact Persons: Mrs. Maria Herrera and Ms. Lauren Sweet, Student 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.

Comprehensive Equity Plan

[Click here to view the Long Branch Public Schools 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.

Parent Teacher Organization

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.

Amerigo A. Anastasia School

2021-2022

PTO Executive Board Members

President: Marjorie Chulsky

Vice President: Samantha Viera

Treasurer: Maria Herrera

Recording Secretary: Lauren Sweet

Advisors:

Grade 1: Lisa Pangborn

Grade 2: Melissa Christopher

Grade 3: Grade Level Advisor

Grade 4: Samantha Vieira

Grade 5: Erin Barrett & Mary Mazzacco

Special Education Team Representatives: Terrence King, Lee Carey, Ellen Marx

Teacher Representatives: Cheryl Martin



*Please feel free to contact the school or the PTO president with questions regarding membership, meetings, fundraisers, activities and events.

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



Together We Can, Juntos Nós Podemos, Juntos Podemos

Have a wonderful school year!