



# LONG BRANCH PUBLIC SCHOOLS

## *George J. Catrambone Elementary School*



# PARENT/STUDENT HANDBOOK

## 2016-2017

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



2016-2017

**LONG BRANCH PUBLIC SCHOOLS**  
**BOARD OF EDUCATION**

Rose M Widdis, President  
Bill Dangler, Vice President

Mary L. George  
Avery W. Grant  
Michele Critelli Ed.D  
Armand R. Zambrano, Jr.  
James N. Parnell  
Donald C. Covin  
Caroline Bennett

**ADMINISTRATION**

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

**Dr. Michael Salvatore**  
Superintendent of Schools

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

**Dr. JanetLynn Dudick PhD.**  
Assistant Superintendent 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



## **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

2016-2017

## **Principal**

Christopher J. Volpe

## **Vice Principal**

Joy Daniels

## **Student/ Family Support Team Advisors**

Carlos Villacres

Toni Ann Lisanti

## **Kindergarten Teachers**

Sade Montgomery

Megan Cavanaugh

Mary Shelnett

## **Grade 1 Teachers**

Lupe Kiy

Michelle Newberry

Tracey Cummings

Linda Manzo

Amanda Liska

Kimberly Corso

Marta Prieto

Danielle Buono

Jennifer Gonzalez

Cheryl Smith

## **Grade 2 Teachers**

Lenora Beale

Roxana Alonzo

Elisa Perez

Christine Zergebel

Bruna Cale-Oliveira

Marlena Vitale

Emily Elias

Michele Morey

Robyn Silberstein

## **Secretaries**

Nancy Jones

Helena Tabora

Kathy Maldonado

## **Receptionist**

Anna Newman

## **Nurse**

Charlene Arcangelo

## **Grade 3 Teachers**

Kalli Stavrakis (Math & Science)

Laura Tracey (ELA & Social Studies)

Maria Manzo (Math & Science)

Katie Wachter (ELA & Social Studies)

Maria Maisto (Math & Science)

Kelli Napolitano (ELA & Social Studies)

Alyson Stagich (Bilingual )

Jussara Lins (Port of Entry )

## **Grade 4 Teachers**

Beth Applegate (Math & Science)

Laurie DeMuro (ELA & Social Studies)

Allison Peduto (Math & Science)

Kelly Vargas (Bilingual )

Alexandra Ferretti ( ELA )

Gustavo Barrientos (Math & Science)

Victoria Ferrara (ELA & S.S.)

Laura Oliveria (Math & Science)

Margaret Dos Santos ( ELA & SS )

## **Grade 5 Teachers**

Catarina Lopes (Math & Science)

Katie Gervolino (ELA & Social Studies)

Tarik Morrison (Math & Science)

Noelle Brown (ELA & Social Studies)

Jose Melendez (Math & Science)

Robert Luehman (ELA& Social Studies )

Sarah Choi ( Math &Science )

Brittany DeSantis (ELA & SS )

**RTI Tutors**

Donna Clay  
Bill Lisa

**ELL Tutors**

Wally Morales  
Betsy Kaeli  
Angela Matty  
Allison Munoz Cassidy  
Thlema Styslinger

**Media Center Specialist**

Cheryl Addonizio

**Instructional Assistants**

Caryn Berman  
Latyua Morris  
Dudley Davis  
Anna Newman  
Dahemia Stewart

**Custodians**

Alfred Burrell  
Able Daza  
James Manny  
Oswaldo DeAssis  
Christopher Sanchez

**Speech/Language Specialist**

Maureen Weiland  
Jacqueline Raccuia

**Specialist Teachers**

Skyla Howell (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)

**Safe School Environment Persons**

Alberto Moreno  
Cornelius Williams

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**GEORGE L. CATRAMBONE SCHOOL HOURS**

<b>GRADES K-5 FULL DAY</b>	<b>GRADES K-5 HALF DAY</b>
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

### 2016-2017

**\*Dates and Events subject to change**

**2016**

**SEPTEMBER**

**6** First Day of School for Students  
**15** Back to School Night

**OCTOBER**

**10** **SCHOOLS CLOSED FOR STUDENTS**  
**28** Halloween Parade K-2

**NOVEMBER**

**1-2** Picture Day  
**10-11** NJEA CONVENTION – SCHOOLS CLOSED  
**24-25** THANKSGIVING RECESS – SCHOOLS CLOSED

**DECEMBER**

**23-January 2** WINTER RECESS – SCHOOLS CLOSED

**2016**

**JANUARY**

**3** SCHOOLS RE-OPEN  
**16** Martin Luther King Day/ SCHOOLS CLOSED  
**27** Professional Day for Staff – ½ Day for Students

**FEBRUARY**

**16** Professional Day for Staff – ½ Day for Students  
**17** President's Day/SCHOOLS CLOSED  
**20** President's Day/SCHOOLS CLOSED

**MARCH**

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

**APRIL**

**10** SPRING RECESS – SCHOOLS CLOSED  
**18** SCHOOLS RE-OPEN

**MAY**

**19** Professional Day for Staff – ½ Day for Students  
**26-29** Memorial Day Weekend – Schools Closed for Students & Staff

**JUNE**

**14-15** Professional Day for Staff – ½ Day for Students  
**15** 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. Vacations are considered unexcused absences; this will be reflected on the report card.**
- 2. Absences considered excused must provide documentation (i.e. doctor's note).**
- 3. 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.

## **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:

**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. 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](http://www.longbranch.k12.nj.us-DEPARTMENTS-ANTIBULLYING-CLICK%20TEEN%20DATING%20VIOLENCE)

### **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!*