

# **LONG BRANCH PUBLIC SCHOOLS**

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

## ***Elementary School Handbook***



**2023-2024**

**Amerigo A. Anastasia Elementary School  
George L. Catrambone Elementary School  
Gregory Elementary School**

# **LONG BRANCH PUBLIC SCHOOLS**

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

**2023**

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## **Long Branch Public Schools Mission**

Committed to celebrating diversity and embracing uniqueness, the LBPS family strives to educate, develop and support every student to become successful community members in a rapidly changing world.

## **Long Branch Public Schools Vision**

LBPS seeks 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.



## **LONG BRANCH ELEMENTARY SCHOOLS**

**Amerigo A. Anastasia**  
92 Seventh Avenue  
Long Branch, NJ 07740  
732-571-3396  
Fax: 732-222-8469

**George L. Catrambone**  
240 Park Avenue  
Long Branch, NJ 07740  
732-222-3215  
Fax: 732-222-6953

**Gregory School**  
201 Monmouth Avenue  
Long Branch, NJ 07740  
732-222-7048  
Fax: 732-222-2807

## **ELEMENTARY SCHOOL HOURS**

<b>FULL DAY</b>	<b>EARLY DISMISSAL</b>	<b>2 HOUR DELAYED OPENING</b>
<i>7:20-7:50 A.M. Breakfast</i>	<i>7:20-7:50A.M. Breakfast</i>	<i>9:20-9:50A.M. Breakfast</i>
7:50A.M. Start of School Day	7:50A.M. Start of School Day	9:50A.M. Start of School Day
2:30P.M. Dismissal	12:30P.M. Dismissal	2:30P.M. Dismissal

## **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, social media (Twitter - @LBpublicschools), and Blackboard Connect phone call/text message. Bus schedules are adjusted so that the times of stops are of the same intervals as the normal time.

## **CALENDAR OF EVENTS**

[Click here for LBPS District Calendar](#)

## **CHAMPIONS CHILDCARE BEFORE AND AFTER SCHOOL PROGRAM**

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

Contact Information: [www.discoverchampions.com](http://www.discoverchampions.com)

Anastasia Champions: 848-275-7037

George L. Catrambone Champions: 848-275-7040

Gregory Champions: 848-275-7034

## **HOME - SCHOOL COMMUNICATION**

It is extremely important that we have current telephone numbers and emergency contact people for our students. These numbers are utilized for schoolwide/districtwide phone calls and text messages. If your contact information has changed, please call the main office to have it updated.

The schools use the following communication platforms:

- ClassDojo - schoolwide announcements, classroom announcements and information
- [Parent Portal](#) - school wide announcements, report cards
- Phone - please call the main office for any change of dismissal or absences

## **STUDENT ATTENDANCE**

[Click here for LBPS District Attendance Policy](#)

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.

### ***Arrival***

For the safety of our students, please do not drop off students prior to the start times as all students who arrive prior to this time will be unsupervised.

### ***Absences***

If your child must be absent, please notify the school by calling your child's school 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.

Please note:

1. All absences are considered unexcused except the following: identified religious observances and Bring Your Child to Work Day.
2. Doctor's notes do not excuse a student's absence. Doctor, dentist, and other necessary appointments should be made after school hours, whenever possible.
3. Any student absent for 3 consecutive days will need a doctor's note in order to return to school.
4. Any student absent for 10 or more consecutive days will be subject to being disenrolled and will be required to re-register. This jeopardizes having the same teacher, school, or schedule.
5. Any student who is absent from school for 10% or more of the scheduled school days is considered chronically absent. When identified, additional interventions will be implemented.

### ***Tardy***

The students' instructional day begins at 7:50A.M. Any student who is not present in school by 8:00A.M. will be marked tardy. Students who are repeatedly late will be addressed by the student advisor, the building principal, and if necessary, an attendance 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 written note to your child's teacher if there is any change in your child's dismissal procedure and/or call the main office no later than an hour prior to dismissal. Electronic communication will not be accepted. 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.
3. No student will be released early if a parent or designated person does not come to the Main Office to escort the child. No student will be released to the parking lot or other unsupervised areas.
4. Should it be necessary to have your child picked up by someone other than yourself, please send a written 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.

### ***Dismissal***

All schools will dismiss by 2:30P.M. If you are unable to pick up your child in a timely manner, please contact the main office. Repeated late pickups will result in further interventions.

### **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.

*Parents/Guardians of K-2 and identified students:* 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. Multiple infractions may result in further intervention, including removal from transportation.

### **SCHOOL VISITORS PROCEDURES**

No visitors are to enter the building with students during arrival or dismissal. If you are visiting the school, the following procedures will take place:

1. 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).
2. 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.
3. If the appointment is verified, the visitor will be buzzed in and must present themselves to the main office immediately upon entry.
4. Visitors will be required to show photo identification, and sign in to obtain a visitor's pass.
5. Visitors must wear the assigned Visitor's Pass at all times during their visit.
6. 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.
7. 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.
8. Ultimately, failure to follow these procedures may result in a lockdown.

### **MEDICATION**

[Click here to view the LBPS District Policy 5330 Administration of Medication](#)

All medication that is to be given in school must be administered by the school nurse (or designee) or parent/guardian. Students should not have medication in their possession. The nurse must have written instructions signed by a physician indicating the purpose of the medication and administration information. Medication must be brought to the school nurse and picked up by a parent/guardian and it must be contained in the pharmacist's package. All medication will be kept in the nurse's office. For further information, please contact the school nurse.

## **BIRTHDAY/HOLIDAY/SPECIAL OCCASION OBSERVANCES & FOOD POLICY**

Due to food allergies in children, we are doing our best to make our classrooms and our schools a safe and healthy place for all. Please do not send in food/candy into school with your child to share with their classmates for any birthdays/holidays/special occasions. Any food/candy that is brought in will be returned with your child. Alternative “treats” may include stickers, pencils, erasers, etc. Additionally, invitations to such occasions (such as a birthday party) may not be distributed during the school day, except in cases where every child in the class receives one.

## **FIELD TRIPS**

Field trips are designed to stimulate pupil interest and inquiry. They provide opportunities for social growth and development and are appropriate extensions of the classroom. Students who have difficulty following class and safety rules, listening, and following directions may be excluded from these excursions at the discretion of the building administration.

It is the responsibility of the student and parent/guardian to ensure that signed Trip Permission forms are returned to school prior to the trip date. The privilege of participating in a class trip will be denied without signed parental permission slips.

## **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.

## **PERSONAL BELONGINGS**

The use of personal belongings, such as cell phones, pagers, walkie-talkies, other personal communication devices, electronic devices, and/or toys are not permitted during school hours, unless approved by a staff member. If a student is found to have unapproved personal belongings out during the school day without staff permission, the item(s) 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 item(s). Further violations may result in a Corrective Action Plan.

Students who bring personal belongings to school do so at their own risk. The school will not be held responsible for lost, stolen, or damaged items, nor will administration investigate such incidents. Students bring these items to school at their own risk.

## **UNIFORMITY OF DRESS**

Click here for LBPS Dress Code [Policy](#) and [Regulations](#)

- Pants, shorts, jumpers, skirts, and skorts in khaki/black color
- Collared shirts, short or long-sleeved, in dark green, white, or gray
- Turtleneck shirts in dark green, white, or gray
- Cardigan sweaters, hoodies, sweatshirts in dark green, white, or gray



- Sneakers are the desirable choice of footwear to be worn daily. Sandals, plastic beach shoes, and/or plastic shoes and excessively high heels and platform shoes are not permitted.
- Hats, scarves, and bandanas are not to be worn in school. “Hats” and head coverings of a religious significance will be allowed.
- 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:

- 1<sup>st</sup> Offense – Teacher will send home a copy of the Dress Code Reminder Slip and contact home about dress code.
- 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.

## **SCHOOL RULES**

*Respect Yourself, Respect Others, and Be Responsible*

### **STUDENT CONDUCT**

[Click here for LBPS Policy 5600 Student Discipline/Code of 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, 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 or Student Advisor, 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*

<b>Tier Level</b>	<b>Type of Behavior</b> (including, but not limited to)	<b>Corrective Action 1</b> (including, but not limited to)	<b>Corrective Action 2</b> (including, but not limited to)	<b>Corrective Action 3</b> (including, but not limited to)
Tier 1	<ul style="list-style-type: none"> <li>Horseplay (Non malicious physical behavior)</li> <li>Inappropriate, Profane, or Vulgar conversation/action (non malicious)</li> <li>Failure to follow the reasonable request of a staff member</li> <li>Non compliance</li> <li>Disturbing the class</li> </ul>	<ul style="list-style-type: none"> <li>In class consequences for all offenses. Teacher to properly document and discuss behavior and consequence issued with student's parent.</li> </ul>	<ul style="list-style-type: none"> <li>Second offense for same behavior, submit disciplinary referral, issue in class consequence. Teacher to properly document and discuss with student's parent.</li> </ul>	<ul style="list-style-type: none"> <li>Third offense for same behavior, student meeting with student advisor and/or administration with consequence issued. Teacher/Student Advisor to properly document and discuss with student's parent</li> </ul>
Tier 2	<ul style="list-style-type: none"> <li>Disrespectful behavior</li> <li>Student intentionally leaving the direct supervision of the assigned staff member without direct permission</li> <li>Defacing property of others/ school property</li> <li>Horseplay (malicious)</li> <li>Inappropriate, Profane, or Vulgar conversation/action (malicious)</li> <li>Theft</li> <li>Violation of Network User Agreement</li> <li>Verbal threats</li> </ul>	<ul style="list-style-type: none"> <li>First offense, disciplinary referral and classroom consequence. Teacher to properly document and discuss behavior and consequence issued with student's parent.</li> <li>Corrective action from Principal or Student Advisor may follow. If issued, parent contacted.</li> </ul>	<ul style="list-style-type: none"> <li>Second offense for same behavior, disciplinary referral, student and parent meeting with student advisor and teacher, corrective action from Principal or Student Advisor.</li> </ul>	<ul style="list-style-type: none"> <li>Third offense for same behavior, disciplinary referral, student and parent meeting with Principal or Student Advisor, corrective action from Principal.</li> </ul>
Tier 3	<ul style="list-style-type: none"> <li>Exiting the classroom without permission, or as an act of defiance</li> <li>Fighting</li> <li>Creating an unsafe learning environment.</li> <li>Exiting the building/Leaving school grounds</li> </ul>	<ul style="list-style-type: none"> <li>Teachers immediately contact safe school or main office for intervention from Principal/Student Advisor. Principal meets with student, student advisor and parent. Corrective action will be assigned by Principal.</li> </ul>		

## **HARASSMENT/HAZING, INTIMIDATION, or BULLYING**

[Click here to view the LBPS Harassment, Intimidation, and Bullying Policy](#)

Contact Persons: Student Advisors/School Counselors

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.

## **DATING VIOLENCE AT SCHOOL**

[Click here to view the LBPS Teen Dating Violence Policy](#)

Contact Persons: Students Advisors/School Counselors

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 LBPS 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***



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Amerigo A. Anastasia Elementary School  
George L. Catrambone Elementary School  
Gregory Elementary School

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

**Francisco E. Rodriguez**  
Superintendent of Schools

**Michelle Merckx**, AAA Lead Principal  
**Jessica Cunneff**, GLC Lead Principal  
**Nikolas Greenwood**, GRE Lead Principal

### **Elementary School Handbook Acknowledgement**

I have reviewed the Long Branch Public Schools Elementary Handbook found on the school's webpage on the district website ([www.longbranch.k12.nj.us](http://www.longbranch.k12.nj.us)). I understand the policies and information contained in this handbook and any revisions made to it.

Student's Name: \_\_\_\_\_

Student's School (circle): AAA GLC GRE      Student's Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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



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