



LONG BRANCH PUBLIC SCHOOLS

Amerigo A. Anastasia School



PARENT/STUDENT HANDBOOK 2013-2014

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



2013-2014

LONG BRANCH PUBLIC SCHOOLS
BOARD OF EDUCATION

Tara Beams, President
James Parnell, Vice President

Mary L. George
Lucille M. Perez
Avery W. Grant
Michele Critelli
Bill Dangler
Armand R. Zambrano, Jr.
Allan Menkin

ADMINISTRATION

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

Michael Salvatore

Superintendent of Schools

Alvin L. Freeman

Assistant Superintendent of Schools

Garry Penta

District Administrator

JanetLynn Dudick

District Administrator for Personnel

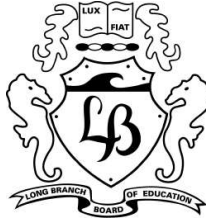
Peter E. Genovese III

School Business Administrator/Board Secretary

Nancy L. Valenti

Assistant School Business Administrator/Assistant Board Secretary

LONG BRANCH PUBLIC SCHOOLS



MISSION STATEMENT

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



AMERIGO A. ANSTASIA SCHOOL STAFF

2013-2014

Principal

Francisco E. Rodriguez

Secretaries

Geri McEwen
Susan Maccioli-Brewer

Vice Principal

Kelly R. McOmber

Receptionist

Kathleen Curley

Student/ Family Support Team Advisors

Markus Rodriguez
Lauren Sweet

Nurse

Bonnie Monteforte

Curriculum Facilitators

Denise Woolley (Math)
Jessica Alonzo (English Language Arts)

Grade K Teachers

Linda Dobel
Andrea Fried
Elizabeth Kaeli
Maria Gomez
Michele LaPiana
Michelle Mauriello Fiore

Grade 1 Teachers

Gina Keagle
Janice Mozee
Maria Panizzi
Erica Soto
Erin Smith
Lisa Truett
Noemia Vidazinha

Grade 2 Teachers

Melissa Christopher
Marjorie Chulsky
Yvette Mayo
Andrea Sirianni
Ben Woolley
Laura Tracey

Grade 3 Teachers

Jamie Gough (Math & Science)
Melissa Heggie (ELA & Social Studies)
Stephanie Brown (Math & Science)
Diane Wartmann (ELA & Social Studies)
Judith Louis (Math & Science)
Kelley Stiles (ELA & Social Studies)

Grade 4 Teachers

Cheryl Merer (Math & Science)
Carol Emick (ELA & Social Studies)
Erin Barrett (Math & Science)
Melinda Rodriguez (ELA & Social Studies)
Kirsten Coughlin (Math & Science)
Deirdre Murray (ELA & Social Studies)

Grade 5 Teachers

Shawn O'Neill (Math & Science)
Mary Mazzacco (ELA & Social Studies)
Kelly Vargas (Math & Science)
Kathleen Fitzgerald (ELA & Social Studies)

RTI Tutors

Bernadette Sherman
Paulette Wainright

Child Study Team

Kerry Keating
Mary Anayiotos
Kendra Robinson

Special Needs

Christin Bittner-Agee

Speech/Language Specialist

Marjani Morgan

Jean Buckley
Farra Caputo
Lee Carey
Jennifer Castoro
Patricia Caulfield
Kirsten Coughlin
Mukaddas Dedahanova
Dianne Griffitts
Katherine Koar
Mary Lynch
Mary Ann Moriarty
Alia Vargas
Michelle Swobodzien
Nikita Wampler

Pauline Cieri

Instructional Assistants

Lauren Bland
Cynthia Branch
Wanda Castle
Star Cleveland
Samantha Cook
Jane Flannigan
Telia Friday-Burks
Milagritos Ferraina-Turner
Terence King
Susan McNerney
Theresa Monteiro
Dawnn Montijo
Maria Montosa
Christian Perez

Joann O'Connor
Sara Ortiz
Christian Perez
Leovigilda Perez
Marie Popo
Patricia Skinner
Roszita Tatum
Elsa Villalobos
Erica Wells

Specialist Teachers

Lawrence Heptig (Drama)
John Luckenbill (Instrumental Music)
George Marucci (Vocal Music)
Lisa Zwerin (Vocal Music)
Paul Eschelbach (Music)
Lonell Klina (Art)
Ian Forman, (Phys Ed/Health)
Pamela Segner (Phys Ed/Health)
Brenda Itzol (World Language)
Wally Morales (ESL)
Jill Careri (Enrichment)
Sean Kelly (Enrichment)

Media Center Specialist

Safe School Environment Persons

Marina Basile

Terry Johnson

Yolanda Umana

Brenda Williams

Custodians

Genaro Benitez

James Coles

Jose Hidalgo

Werner Montenegro

Samuel Sapp

AMERIGO A. ANASTASIA HOURS

GRADES K-5 FULL DAY	GRADES K-5 HALF DAY
8:00 A.M. – 8:15 A.M. Breakfast (3-5)	8:00 A.M. – 8:15 A.M. Breakfast (3-5)
8:15 A.M. – 8:30 A.M. Breakfast (K-2)	8:15 A.M. – 8:30 A.M. Breakfast (K-2)
8:30 A.M. All Students Enter	8:30 A.M. All Students Enter
8:35 A.M. – 3:15 P.M. Classroom Instruction	8:35 A.M. – 1:10 P.M. Classroom Instruction
3:15 P.M. Dismissal	1:10 P.M. Dismissal

DELAYED OPENING SCHOOL HOURS (K-5):
10:35 A.M. – 3:15 P.M

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**CHILD CARE/EXTENDED LEARNING**

**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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Amerigo A. Anastasia School

Calendar of Events

2013-2014

*** Dates and Events subject to change**

September 19	Back to School Night	Gr. K-2	5:00-6:00 p.m.
September 19	Back to School Night	Gr. 3-5	6:30-7:30 p.m.
October 8	PTO Meeting		5:30 p.m.
October 14	Staff Professional Day/Schools Closed for Students		
October 24-25	Picture Day		9:00 a.m.
October 31	K-2 Parade		10:00 a.m.
November 11	Veteran's Day Assembly		1:30 p.m.
November 12	PTO Meeting		5:30 p.m.
November 15	Family Science Night		5:30-7:00 p.m.
November 21	Spell Down		1:30 p.m.
November 27	Staff Professional Day/Half Day for Students		
December 2	Picture re-takes		9:00 a.m.
December 5	Holiday Craft		3:30-4:30 pm
December 10	PTO Meeting		5:30 p.m.
December 12	Supper with Santa (PTO)		5:30 pm
December 19	Holiday Assembly		1:30 p.m.
January 7	PTO Meeting		5:30 p.m.
January 9	Assembly Winter Concert		1:30 p.m.
January 17	Professional Day/Half Day for Students		
January	100 th Day of School Activities		TBA
January 24	Winter Concert – K-2		6:00 p.m.
February 11	PTO Meeting		5:30 p.m.
February 13	Staff Professional Day/Half Day for Students		
March 11	PTO Meeting		5:30 p.m.
March 21	Staff Professional Day/Half Day for Students		
March 20	Career Day 5 th grade		9:00 a.m.
April 8	PTO Meeting		5:30 p.m.
April 29	Spring Concert/Gr. 1&3, Band & Chorus		6:00 pm
May 6	PTO Meeting		5:30 p.m.
May 21	Field Day/Gr. K-2		9:00 a.m.
May 22	Field Day/Gr. 3-5		9:00 a.m.
May 21	Math Fair		5:30-7:00 p.m.
May 22	Staff Professional Day/Half Day for Students		
June 4	Social Dance/Gr. 5		9:30-10:30
June 10	PTO Meeting		5:30 p.m.
June 17	Gr. 5 Awards/Breakfast		9:30 a.m.
June 17	Gr. 5 Moving Up Ceremony		10:30 a.m.
June 18-20	Staff Professional Days/Half Days for Students		

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): **10:35 A.M. – 3:15 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) 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.**

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 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.

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:

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

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. Markus Rodriguez and Ms. Lauren Sweet,
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. Markus Rodriguez and Ms. Lauren Sweet,
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

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

2013-2014

PTO Executive Board Members

President:	Marjorie Chulsky
Vice President:	Alda Viegas
Advisors:	Francisco Rodriguez Kelly R. McOmber
Treasurer:	Mary Ann Moriarty
Recording Secretary:	Andrea Sirianni
Teacher Representatives:	Cheryl Merer Michele Mauriello Fiore

*PTO meeting dates are listed on the *Calendar of Events*

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

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!