

**SALOME H. LONG MEMORIAL SCHOOL**  
**STUDENT/PARENT/TEACHER HANDBOOK**  
**2019-2020**



**HOME OF TOMORROW'S LEADERS**

Salome H. Long Memorial School  
260 Floral Lane  
Saddle Brook, NJ 07663  
Phone: 201-796-6250  
Fax: 201-796-1671  
<http://www.sbpsnj/sbsd/Long/>

**SALOME H. LONG MEMORIAL SCHOOL ADMINISTRATION**

Mrs. Jaynellen Behre Jenkins, Principal  
Mrs. Candace Truax, Secretary  
Mrs. Linda Blois, Clerical Aide  
Mrs. Diana Capani, School Counselor  
Mrs. Kelly Fontana, School Nurse

**DISTRICT ADMINISTRATION**

Mrs. Danielle M. Shanley  
Superintendent of Schools

Mr. Raymond G. Karaty  
School Business Administrator

355 Mayhill Street  
Saddle Brook, NJ 07663  
(201) 843-2133

**SADDLE BROOK BOARD OF EDUCATION**

**Saddle Brook Board of Education:**

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**LONG MEMORIAL SCHOOL STAFF**

KINDERGARTEN	MRS. DANIELLE ALLING
KINDERGARTEN	MS. ARIANNA DEAQUINO
GRADE ONE	MS. KATHRYN DALIE
GRADE ONE	MRS. GERALYN MILICI
GRADE TWO	MS. LAUREN DEMARSICO
GRADE TWO	MS. JULIA FUNCHEON
GRADE THREE	MRS. LAURA SILVERS
GRADE THREE	MS. ALISSA LYONS
GRADE FOUR	MR. PETER IANACONE
GRADE FOUR	MRS. LAURA MAZZONE
GRADE FIVE	MR. BRIAN GELENIUS
GRADE FIVE	MS. NICOLE MONT
GRADE SIX	MR. MATTHEW MARTINEZ
GRADE SIX	MS. CAREN YEGELWEL

ART	MRS. MICHELA VISCARDI
BEHAVIORIST	MS. XIOMARA VALDEZ-HADNOT
CUSTODIAN (HEAD CUSTODIAN)	MR. KEVIN KOZLOWICZ
CUSTODIAN (NIGHT CUSTODIAN)	MR. TODD CALANDRILLO
ENGLISH AS A SECOND LANGUAGE	MRS. SUZANNAH LEE
GUIDANCE	MRS. DIANA CAPANI
SPANISH	MS. AMY LONGO
LIBRARY AIDE	MRS. LINDA BLOIS
MEDIA SPECIALIST	MRS. JUNELL FERLANTI
MUSIC-VOCAL/ CHORUS/INSTRUMENTAL BAND	MS. LISA GRADOS
NURSE	MRS. KELLY FONTANA
OCCUPATIONAL THERAPY	MRS. REGINA FRENCH
PHYSICAL EDUCATION	MR. JOSEPH MUNOZ
PHYSICAL THERAPY	MRS. LAURA STERN
READING REINFORCEMENT	MS. NICOLE LAUBE
RESOURCE ROOM-GRADE 1, 2 & 3	MRS. MARYANN KOMAR
RESOURCE ROOM-GRADE K, 1	MRS. DONNA FERRARO
RESOURCE ROOM - GRADE 4, 5, 6	MRS. ORLEANS SARMIENTO
RESOURCE ROOM-GRADE 2 -6 Math	MRS. JAMIE KEARNEY
SECRETARY	MRS. CANDACE TRUAX
SCHOOL PSYCHOLOGIST	MRS. JESSICA BERNSTEIN
SPEECH	MS. ERICA JAHN
ABA	MS. REBEKAH NAPPI

**Saddle Brook’s Mission/Vision Statement:**

The vision of Saddle Brook Public School system is to foster an environment that promotes academic excellence through self-directed lifelong learning so that all students develop knowledge of self, community, and the world, actualized through self-awareness, self-respect, and tolerance. Such an environment is one in which:

- Students feel physically and emotionally safe.
- Students are actively engaged in the learning process.
- Students appreciate the important role communication plays in today’s global society and have opportunities to engage in a wide variety of communicative activities.
- Students have opportunities for exploration, inquiry, and interaction, which will allow them to take initiative, be creative, and learn from mistakes.
- Students are encouraged to problem solve, think critically, and take responsibility for the decisions they make.

Through the commitment of staff, parents and community we will enable and empower our entire student population to develop into confident, productive, and well-informed individuals and citizens.

## **POLICIES AND REGULATIONS**

The Board of Education has authorized the Superintendent of Schools to promulgate administrative regulations except where approval by the Board of Education is required by statute or administrative code for the orderly operations of the Saddle Brook School District that are binding on all pupils, employees, and visitors to the district. These regulations apply to the entire school district.

These regulations are available for your review in the Principal's Office and also at the district website.

## **ELECTRONIC SURVEILLANCE DISCLOSURE**

Pursuant to Board of Education Policy 7441, the Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.

## **CIVIL RIGHTS NOTIFICATION:**

The following information is provided in compliance with federal and state civil rights guidelines.

## **DISTRICT NONDISCRIMINATION POLICY**

The Saddle Brook Public Schools ensures all students in the public schools of Saddle Brook equal educational and vocational opportunity and all employees equal employment opportunity regardless of race, creed, color, religion, sex, ancestry, national origin, social or economic status, marital status, political affiliation and non-applicable handicap. Furthermore, the schools shall maintain working and academic environments free of harassment.

The district officers are:

- Affirmative Action Officer: Mr. Donald Meisch@Saddle Brook Middle School: dmeisch@sbpsnj.org
- 504 District Coordinator: Kim Salma @ The Office of Academic Programs: ksalma@sbpsnj.org

## **GRIEVANCE PROCEDURE FOR CIVIL RIGHTS COMPLAINTS:**

Students in the Saddle Brook schools may file complaints regarding denial of civil rights through the pupil grievance process as described in the Board of Education Policy #5710, a copy of which may be requested from the building principal or the superintendent. In general, it requires that a written statement be filed with the building principal of the specific nature of the grievance, the facts of the situation, and the relief sought with reasons why that relief is appropriate. If the complaint is not satisfied at that level, it may be taken to the Superintendent and the Board of Education, in that order. Students are urged to seek assistance of their parents as well as the district's Affirmative Action Officer in the filing and processing of complaints.

## **PUBLIC COMPLAINTS AND GRIEVANCES:**

Board of Education Policy #9130 provides a comprehensive format for complaints related to personnel, the educational program, instructional or resource materials, and operations. Initially, requests and complaints "should be resolved, whenever possible, by informal discussion between or among interested parties. Matters which cannot be resolved may be appealed at successive levels of authority." Parties interested in reviewing information about further action should ask for a complete copy of this policy from the school offices.

Compliance with this policy would be greatly appreciated. The policy is consistent with good management procedure and "fair play."

**PEST CONTROL TREATMENT:**

A licensed contractor conducts pest control management on a monthly basis. The service will take place after school hours or during the weekend when the building is unoccupied. Please call the school office if you have any questions regarding this matter.

**PRINCIPAL'S OFFICE**

Parents seeking a conference with the principal are asked to make an appointment with Mrs. Truax our school secretary in advance, so that a mutually convenient time may be scheduled. Of course, all classroom issues should first be addressed with a child's classroom teacher via telephone, e-mail or personal conference.

**SCHOOL HOURS**

Children should arrive at the entrance to the All Purpose Room no earlier than 8:35 A.M., at which time teachers provide supervision. Except for band and choral rehearsals and other planned activities, children should not be on school grounds prior to 8:35 A.M.

**Regular School Hours**

Grades K-6 8:45 A.M. - 3:05 P.M.

**Lunch Hours**

Grades K, 1, 2 & 3 11:13 A.M. - 11:57 P.M.  
Grades 4, 5 & 6 12:01 P.M. - 12:45 P.M.

**SINGLE SESSION (HALF DAY) SCHOOL HOURS- Grades K-6 8:45 A.M.- 1:00 P.M.**

Note that lunch is not served on single session days.

**DATES FOR SCHEDULED SINGLE SESSION DAYS FOR 2018-19 SCHOOL YEAR**

Thursday, September 5, 2019	Professional development for staff
Tuesday, September 24, 2019	Professional development for staff
Monday, October 21- Thursday October 24, 2019	Parent Teacher Conferences
Thursday, October 31, 2019	Professional development for staff
Wednesday, November 27, 2019	Day before Thanksgiving Break
Friday, December 20, 2019	Day before winter break
Monday, February 24, 2020	Professional development for staff
Monday, March 16, 2020 (Rescheduled)	Professional development for staff
Monday, May 11, 2020	Professional development for staff
Monday, June 22, 2020 - Friday, June 25, 2020	Last week of school for students/Professional development

**STANDARDS-BASED REPORT CARDS**



emergency contacts to pick up the child. If a parent fails to pick up a child by 3:15 P.M. and/or if a parent is chronically late picking up his/her child, then the child will be supervised by the staff of Champions Aftercare program in the south wing of the school by the gym entrance, and the parent will be subject to pay for the rendered aftercare services.

**Family dismissal plans are completed through the Parent Portal.  
Any changes to a child's pick up or dismissal should be communicated to your child's teacher.**

### **REVERSE CALLS**

Just as parents will be notified regarding school closings, delayed openings and early dismissals via a reverse 911 telephone call; parents may also be contacted via a Reverse 911 telephone call or text message regarding any other school emergency that may require an immediate parent response. Also, it will be used periodically to notify parents of special announcements from the principal/school district.

### **SCHOOL ENTRY TIME**

Children are not to report to school in the morning prior to 8:35am at which time supervision is provided on the playground. Exception to this includes band and/or chorus practice, arrangements with the teacher for extra help, and chorus.

Please cooperate with the following arrival times when supervision is available:

- **Regular Session and Single-Session Days**-between 8:35 am and 8:45 am
- **Delayed Opening Days**-between 10:05 am and 10:15am

On days when there is inclement weather the students will go to their previously assigned areas that the teachers inform them about. The students are allowed in at 8:35am. During these days, no parents or anyone else dropping off the child is permitted in the building. This is a safety matter that all must abide by.

### **STUDENT DROP-OFF**

When dropping off students in the morning, please drive up past the driveway and have your children exit your car at Hutter Street. This will relieve congestion in the driveway area. There is a safety concern with so many children exiting near the driveway.

Parental requests for early dismissal should be in writing and should state the reason. In cases of early dismissal requests, a parent must pick up the child in the school office.

### **TRAFFIC SAFETY PROCEDURES**

Please remind your children to practice good safety habits when walking to and from school. Students should use sidewalks on main roads. Also, please support our township safety marshals by crossing at designated crosswalks.

In order to ensure the safety of our children, it is imperative that parents/guardians follow all driving regulations and obey local parking regulations, especially handicapped parking signs and bus drop off/pick up signs.

### **PARENT VISITORS**

Visitors must register in the school office when entering the school building. Each visitor will be issued a visitor's pass. This procedure was established for the protection of all children in the building.

## **NO PARKING IN DRIVEWAYS**

All parents who drive their children to school are reminded to respect the driveway properties of our neighbors. Please do not block the driveways near the school building while discharging or waiting for your children.

## **CROSSWALK SAFETY**

Parents and students are reminded to cross Floral Lane during school hours ONLY AT THE DESIGNATED LINES IN FRONT OF THE MAIN ENTRANCE TO THE SCHOOL.

## **BICYCLES/SKATEBOARDS/ROLLERBLADES**

The only students who are permitted to ride their bicycles to school are 5<sup>th</sup>/6<sup>th</sup> graders. In order to do so they must obtain a permission slip from the school website at <http://www.sbpsnj.org/long/school-news>.

**However, the school is not responsible for damage to or theft of bicycles.** Bicycle riders must wear a helmet according to state law. **The riding of bicycles on school property is not permitted.** Bikes must be walked on school property. Bicycles should be locked to prevent theft. Failure to abide by these rules will result in loss of bike-riding privileges. Skateboards and rollerblades are not permitted in the school or on school property at all times. Please refer to Saddle Brook Board of Education Policy and Regulation 5514.

## **STUDENT ABSENCE**

If your child is absent in the AM or PM on any given day, please call the school and press **1** prior to 8:45 am. It is unacceptable for the school to have to make phone calls and wake up parents and students to come to school or to find out if they are absent.

Parents are asked to schedule all appointments and vacations for days when school is not in session. When parents/guardians know in advance of unique or special family circumstances which will require absence from school, they must notify the classroom teacher and office in writing.

For the safety of our children, we will follow up all unconfirmed absences by a telephone call from the office to the parent/guardian's home or place of work.

If you are picking up your child's homework when they are absent you may only do so at 3:05 and not before that. This is done so as to limit classroom disruption during the day.

If your child is present for the morning session but will not return to school for the PM session, please call the school office during the lunch hour.

ALL UNCONFIRMED ABSENCES WILL BE INVESTIGATED.

Please refer to Link: <https://www.sbpsnj.org/Page/766> (Policy 5200)

**A letter will be sent home before each report card if your child has over 5 unexcused absences.**

## **EXTENDED STUDENT ABSENCES**

Pursuant to the Saddle Brook Board of Education procedures adopted February 8, 2006, the following will apply when a student is absent from school for an extended family vacation during the school year, whereby a student misses an extended period of school over a consecutive calendar period:

A student who is out of school for ten consecutive days shall be marked absent.

As of day eleven, the absence will be changed to a withdrawal from school dated back to the first day of absence.



If a family returns, the student will be re-admitted but a registration must be commenced and completed within a 30 day period. Note: The ten consecutive days of missed education shall not include school holidays.

**STUDENT TARDINESS/EARLY DISMISSAL**

Regular and punctual attendance at school is essential to maximize educational benefits, ensuring continuity of instruction, and fostering student success. However, if you anticipate your child arriving late to school, your child should bring a note to school indicating the reason for the tardiness. Children who arrive late are to report to the nurse’s office for a late pass.

In order for your child to benefit from our school program and to avoid classroom disruption, we strongly urge you to make all appointments for your child before or after school hours. Please note that on class trip days students are required to remain in school until 3:05 P.M.

Requests for early dismissal from school should be in writing and should state the reason for the request. Parents/guardians must pick up children in the office and sign the early dismissal book.

Please refer to Link: <https://www.sbpsnj.org> (Policy 5240)

**A letter will be sent home before each report card if your child has over 5 unexcused tardies.**

**SCHOOL REGISTRATION**

Parents seeking to enroll their children in the Saddle Brook School District are reminded that the district has a two-step process. District registration forms are available online at:<http://saddlebrookschooldistrict.org/district/student-registration-information>

Step 1 Children who live in the Township of Saddle Brook will need a District “Certification of Student Eligibility” to register. Parents must obtain this certification by applying at the Office of the Superintendent of Schools, 355 Mayhill Street, Saddle Brook, NJ 07663. You must bring with you your child’s original birth Certificate with the raised seal or passport and four proofs of residency. If you need further information and for office hours, please call the Superintendent’s Office at 201-843-2880 extension 2304.

Homeowners must provide at least one of the items in bold plus three additional proofs. Tenants must provide one of the items in bold plus three additional proofs.

<b>HOMEOWNERS</b>	<b>TENANTS</b>
<b>Property Tax Bill</b>	<b>Notarized letter from landlord/Form 114</b>
<b>Contract of Sale</b>	
<b>Mortgage</b>	Lease
Drive License	Drive License
Court Order	Court Order
Utility bill/telephone/cable/PSE&G	Utility bill/telephone/cable/PSE&G
Cancelled check/bank statement	Cancelled check/bank statement
Affidavits	Affidavits

Step 2

Parent/guardian(s) must then bring their "District Certification Of Student Eligibility," completed "Long Memorial School Packet," evidence of date of birth for the incoming child (original birth certificate or passport) and medical/immunization records to Long Memorial School to complete the registration process. Registration hours at Long Memorial School are by appointment only. If you need further information, please call Long Memorial School office at 201-796-6250 x 3400.

AFTER YOU HAVE OBTAINED THE REQUIRED "CERTIFICATION OF STUDENT ELIGIBILITY" FORM AND THE "LONG MEMORIAL SCHOOL PACKET," which you will receive at the Superintendent's Office, please bring the completed paperwork to the Long Memorial School main office with your child's original birth certificate or passport and record of immunization.

**NO RETURN TO SCHOOL FOR HOMEWORK, BOOKS, ETC. AFTER 3:30 PM DAILY**

PARENTS and/or STUDENTS may not retrieve anything from the classrooms after 3:30pm each day. Our goal is for students to remember to take all necessary materials needed for daily assignments with them at dismissal.

**ADDRESS/EMAIL/TELEPHONE CHANGES**

Parents should notify the main office of address, email and telephone number changes. This is especially important in the event that an emergency contact needs to be made. Any address change within the Long Memorial School district will also necessitate a district re-registration at the Office of the Superintendent as referenced above.

**STUDENT CELL PHONE USE**

Students may not use personal cell phones in school for any purpose. Cell phones are to be shut off and stay in the backpack. Any digital watch or device that serves the same purpose of a cell phone is to be shut off and stay in backpack. All calls home are to be made from the main office. Teachers are not to have students call home from the classroom phone. Cell phone/Camera use at school events by students is prohibited.

**PARENT-TEACHER CONFERENCES**

During parent-teacher conference week we will set aside a special time when you and your child's teacher(s) can discuss your child's progress.

**PARENT TEACHER CONFERENCE DATES**

Monday, October 21, 2019	All Grades	2:00-4:00pm	Single Session Day
Tuesday, October 22, 2019	All Grades	6:00-8:00pm	Single Session Day
Wednesday, October 23, 2019	All Grades	2:00-4:00pm	Single Session Day
Thursday, October 24, 2019	All Grades	6:00-8:00pm	Single Session Day

If you have more than one child in Long Memorial School, we will make every effort to schedule conferences with your children's teachers following consecutively on the same day.

### **SCHOOL LUNCH PROGRAM**

A lunch program is provided for all students. Students may bring a lunch from home or buy a school lunch via a "Point of Sale" (POS) system in each cafeteria. There is a secure online payment service called [www.myschoolbucks.com](http://www.myschoolbucks.com). This website allows you to deposit money directly into your child's school meal account and view balance/purchase information. If you choose not to take advantage of the online payment system you may add money to our child's account by check made payable to the "Saddle Brook Cafeteria Account". Your child can hand the check to the cashier in the cafeteria and the amount will be added to their account. This information is also available on the district's website under Departments/Food Services.

Applications for free or reduced lunch are available from the main office.

### **BIRTHDAY TREATS/HOLIDAY CELEBRATIONS/INVITATIONS**

- Check with the teacher beforehand to approve all birthday treats in order to accommodate children with allergies.
- Individual/finger servings only, preferably healthy snacks.
- Food must be dropped off by parent/student in the morning. Parents may not bring treats to the classroom.
- **No drinks**
- Invitations for birthday parties must be distributed outside of school.
- Class Parties hosted in conjunction with the PTO are held in October, December and June and will be 45 minutes in length.

### **NUTRITION GUIDELINES**

According to the Saddle Brook Board of Education Nutrition Policy 8505, food and beverages served during special school celebrations or during curriculum related activities shall be **exempt** from this policy with the exception of food of minimal nutritional value as defined by the USDA regulations (water ices, chewing gum, hard candies, jellies, gum, marshmallow candies, fondant, licorice, spun candy, candy coated popcorn). While special school celebrations may be exempt from the policy, we request and strongly encourage you to follow the standards outlined in the policy when sending in treats with your child. Such standards include:

- All snack and beverage items shall contain **no more than 8 grams of total fat** per serving
- All snack and beverage items shall contain **no more than 2 grams of saturated fat** per serving
- Beverages **shall not exceed 12 ounces**, with the exception of low fat milk and water.
- Foods of minimal nutritional value (as referenced above) **may not be served at any time** during the school day.

### **MEDICATION POLICY**

1. The administration of medication shall be done only in exceptional cases wherein the pupil's health can be jeopardized without it.
2. Pupils requiring medication--whether prescription, non prescription, or cough drops--during school hours must have a written order from the family physician specifying the name of the drug, dosage, and time of administration.
3. The parent or guardian must provide a written request for the administration of the prescribed medication in school.
4. The medication should be brought to school in the original container, appropriately labeled by the pharmacist or physician.

5. All medications will be kept in a locked space.
6. Medication is to be administered in school only by the school nurse or parent/guardian.
7. The school nurse will document and keep records of all medications given.

### **USE OF CRUTCHES**

The policy for the use of crutches in school by pupils is as follows:

1. A written statement from the family physician is submitted approving the use of crutches in school.
2. A written statement from the parent/guardian is submitted requesting that his/her child be permitted to use crutches in school.
3. School authorities will make special provisions to enable pupils to travel from class to class.
4. Students on crutches should not be permitted on the playground during lunch period.

### **STUDENT DRESS CODE**

Please refer to the new Saddle Brook Board of Education Policy regarding school uniforms for all grade levels on the district website. <http://www.sbpsnj.org/Page/584>

### **ART CLASS APPAREL**

Parents are requested to provide an old, long-sleeved shirt or smock for their youngster to be worn as a protective covering during art class.

### **PERSONAL BELONGINGS AND OWNERSHIP**

Parents are advised to label or mark personal belongings such as jackets, lunch bags/boxes, recreational equipment that their children bring to school. Since these items are mass-produced, it is often impossible to determine ownership in the event of a dispute. Hopefully, this will eliminate time-consuming efforts to determine ownership.

The school cannot be responsible for radios, toys, electronic equipment, and other personal items, which should be left at home. Disruptive or dangerous objects such as fireworks, sharp tools, and water guns are also not permitted. Cell phones, pagers, and look-alike guns are prohibited by New Jersey statutory law.

### **CARE OF SCHOOL PROPERTY**

School buildings, grounds, equipment, and supplies are a public trust, supported and maintained by public funds. Money used to replace carelessly treated property is money unavailable for worthwhile projects. It is the responsibility of ***ALL*** students to care for school property. This includes the care and use of books, supplies, equipment and school property, including buildings and grounds.

### **Students can be a great help to our school building and property by:**

- Taking care of school books. Lost and damaged books and other school property, such as calculators, will be the responsibility of the child; fines will be collected.
- Treating furniture in the school with respect. Refrain from marking desks, walls, or other school property.
- Placing waste paper and paper towels into the trash cans provided throughout the building.
- Reporting any damage to the office immediately.

### **FIELD TRIPS**

Educational trips are a valuable part of our school program. Teachers carefully schedule trips to maximize educational opportunities for their students and send home permission slips informing parents of the details

for each trip. Permission slips must be signed by a parent/guardian before the child is permitted to attend the field trip. Clothing appropriate for possible changes in weather should be worn. Parent/guardian chaperones will be provided field trip guidelines, which they will be expected to comply.

Any parent chaperoning a field trip is to enter through the front door of our building and sign in as a field trip chaperone on the clipboard outside of the main office. At this time, based upon the directions provided from the teacher, chaperones will either report to the classroom or to wait in the hallway until further instruction.

### **STUDENT USE OF THE TELEPHONE**

The telephone is to be used in cases of emergencies only. Please work with your child to help him/her come to school prepared for the school day with books, homework, lunch, school supplies, instruments, etc. Phone calls home for these reasons are not considered emergencies. Students may not use personal cell phones or digital watches or devices in school for any purpose.

### **STUDENT'S BASIC RIGHTS**

- The right to a safe environment
- The right to freedom from discrimination
- The right to educational opportunities
- The right to inquiry and expression

### **STUDENT'S BASIC RESPONSIBILITIES**

Therefore, the privileges of rights carry with them the task of responsibility. The students have the responsibility to adhere to school rules.

### **MY RIGHTS AND RESPONSIBILITIES AS A STUDENT**

I have the right to be happy and treated kindly;  
This means no one will laugh at me or hurt my feelings.

I have the responsibility to treat others kindly;  
This means I will not laugh, tease, or try to hurt the feelings of others.

I have the right to be safe in school;  
This means no one can hit me, kick me, push me, pinch me, threaten me, or hurt me.

I have the responsibility to make this school safe  
By not hitting, kicking, pushing, pinching, threatening, or hurting anyone.

I have the right to expect my property to be safe in school.

I have the responsibility not to take or destroy the property of others.

I have the right to hear and be heard in this school;  
This means that no one will yell, scream, shout, make loud noises, or disturb others.

I have the right to be myself in this school;  
This means no one will treat me unfairly because of how I look, the color of my skin, tall or short, boy or girl, adult or child.

I have the responsibility to respect others as individuals and not to treat others unfairly because of how they look, the color of their skin, tall or short, boy or girl, adult or child.

I have the right to expect all these rights will be mine and the responsibility to protect my rights and those of other people by exercising my full responsibilities in all circumstances.

### **CODE OF CONDUCT-ACCEPTABLE AND UNACCEPTABLE BEHAVIOR**

In order to develop the self-discipline necessary for learning and living, students need to know what acceptable behavior is. To assist their learning of behavioral expectations, this Code of Conduct is provided. Your cooperation is needed in this process. The Code of Conduct should be carefully read and understood by parents and students. Every student is expected to follow this Code of Conduct.

#### **ACCEPTABLE BEHAVIOR**

1. Being prepared for class
2. Completing all class work, assignments, and homework
3. Using class time appropriately
4. Following directions and listening appropriately
5. Taking care of all school property, including books, materials, equipment, etc.
6. Acting with respect and responsibility during the school day and at school functions

#### **UNACCEPTABLE BEHAVIOR**

1. Name calling, verbally putting down, making derogatory statements, teasing of others which causes offense to the person
2. Verbal Abuse: to attack with cruel statements intended to insult a person, possibly having a negative emotional effect on the person
3. Verbal Harassment: a pattern of abusive statements or language directed at another person
4. Use of profanity: use of unacceptable language or gestures, which is of an obscene or profane nature
5. Bullying: cruel behavior to other people
6. Intimidation: behavior, which is intended to make others timid or frightened
7. Threats: expressing intention to inflict harm or pain to others
8. Discriminatory Behavior: any behaviors which exclude or berate someone due to their racial, ethnic or religious background, or due to their disability, age, or gender with the intent to harm physically or emotionally
9. Cheating: to act dishonestly on any academic work
10. Scuffle: physical contact between two people where harm could occur but is not intended (i.e. pushing and shoving)
11. Fighting: any physical confrontation between two or more people
12. Assault: a person intends to cause or recklessly causes bodily injury to another
13. Vandalism: willful or malicious defacement or destruction of public or private property
14. Theft: to take away without permission the property of another
15. Willful disobedience, refusal to follow directions, not reporting to class

**REMEMBER: LONG MEMORIAL SCHOOL IS A NO BULLYING ZONE!**

#### **DISCIPLINARY SANCTIONS/CONSEQUENCES**

Violations of the above unacceptable behaviors, schools rules, cafeteria rules, etc. are subject to consequences. A student may receive a lunch detention for however many days that the teacher decides possible exclusion from special school activities, such as parties, field trips, assemblies and/or suspension depending on the severity of the offense. Certain violations can result in a report being filed to the State of New Jersey, and/or notification to the local police department.

## **LUNCH PERIOD RULES AND REGULATIONS**

Eating in school should be regarded in the same manner as dining at home. Lunchtime should be a time for friendly conversation as children enjoy their lunches. We expect the cooperation of every child in maintaining self-control in order that the safety, comfort, and well-being of all may be assured. In order to help provide enjoyable lunch periods for our students, please note the following:

All school rules and regulations are in effect during the entire lunch period. These regulations have been designed for the safety and welfare of all students.

### **1. Cafeteria**

- a. Children must walk quietly in the hall going to and from the cafeteria
- b. All students will eat only at his/her assigned grade level table
- c. Good table manners are to be observed at all times
- d. Students may talk in normal tones-not shout
- e. For safety reasons, no student may leave his/her seat without permission from a lunch aide
- f. Disrespect for lunch aides will not be allowed
- g. All food must be eaten in the cafeteria-no part of lunch may be taken to the playground
- h. Students must show respect for the person and property of others
- i. Throwing of food, paper, etc. is not allowed
- j. Students are not to touch, move, etc. another person's food
- k. When a lunch aide raises her hand, all students must become quiet immediately
- l. Bags, etc. may not be popped
- m. Tables and floors are to be left clean
- n. All items that are to be disposed of should be thrown out in the proper cans when the lunch aide tells you to do so

### **2. PLAYGROUND/RECESS**

On most school days, barring inclement weather or poor ground conditions, children go outside for recess during lunch period. Therefore, children should always be dressed appropriately. No snacks, candy or other foods may be eaten during outdoor recess, since such practices are hazardous and could lead to choking, mouth injuries, etc.

- a. Grade level students are to stay in the assigned grade level areas on the playground
- b. Grade level students must share school equipment during the lunch period
- c. All grade level students are allowed to play in the grade level game
- d. Students may not leave the playground during the lunch period

## **PROCEDURE TO RESOLVE DIFFERENCES**

1. Discuss the complaint with the staff member involved. If the complaint is not satisfied, then you should follow the next step.
2. Discuss the complaint with the Principal. If a satisfactory adjustment cannot be made by the Principal, then the complaint should be referred to the Superintendent of Schools.
3. If the Superintendent does not resolve the matter to the satisfaction of the parties involved, the Board of Education will, if it deems advisable, grant a hearing to the parties interested.

## **INTERVENTION AND REFERRAL SERVICES**

The Long Memorial School Intervention and Referral Services (I&RS) is an interdisciplinary team consisting of teachers, the school nurse, the principal, and the parent/guardian(s) of a referred child. Our I&RS Committee

develops and monitors strategies for pupils experiencing academic and/or behavioral difficulties at school. It is a school service for classroom teachers who feel that a team approach may be helpful in discussing and developing solutions to difficulties experienced by a child in his or her class. It is an approach based on sharing and caring and has been a distinct benefit in helping many of our children to progress.

The I&RS serves pupils by:

- Providing support and guidance to classroom teachers.
- Coordinating the access to and the delivery of school services for referred children.
- Planning and providing for appropriate interventions for referred pupils.
- Actively involving parents and guardians in the development and implementation of an Intervention and Referral Services Plan.

### **PROCEDURE FOR PARENTAL REQUESTS FOR REFERRAL TO CHILD STUDY TEAM**

A parent(s) can request and submit a written request for a Child Study Team evaluation for their child. The note should include the student's name, age, name of school attending, and a brief description of the student's academic difficulty. The parent should also include a phone number at which he or she can be reached. This note should be forwarded to Mrs. Lauren Reisenauer, Director of Special Services, (Washington School, 225 Market Street, Saddle Brook, NJ 07663; 201-843-6400), who will assign the submittal to a case manager.

When a student is referred for an evaluation for special education services, the Child Study Team may convene a meeting within 20 calendar days (excluding school holidays but not summer vacation). However, they also may refer the child back to the school's Intervention and Referral Services Team (I&RS). At this meeting, specific student information will be reviewed and a decision will be made whether or not an evaluation is warranted.

Once the referral is received by the Child Study Team, the following information will be obtained by the student's assigned Case Manager:

1. Written documentation of the implementation and effectiveness of interventions in general education (i.e., I&RS, Reading Reinforcement, Basic Skills, ESL, ESLS, behavior management strategies, etc.);
2. Report Cards (previous year, if applicable, and current year);
3. Standardized Test Scores;
4. Audiometric and Vision Screening information;
5. A review and summary by the school nurse of available health and medical information; and
6. Basic student information (i.e., date of birth, grade, teacher(s), parent(s) names, address, phone numbers).

### **PARENTAL INVOLVEMENT**

Parents are a key factor to how well a child does in school. Parents are the first teachers a child has, and their role continues even after the child enters school.

We encourage you to get involved in the Long Memorial School Community. One of the best ways to get involved is by joining the Long Memorial PTO. Join us and actively participate in and support your child's education.

### **PTO**

All parents are encouraged to join the PTO and participate in PTO Committee meetings that are monthly. The staff of Long Memorial School looks forward to working closely with the PTO for a successful and educational school year.



## **HARASSMENT, INTIMIDATION & BULLYING INFORMATION**

Allegations of HIB may be referred to:

### **Long Memorial School Principal:**

**Jaynellen Behre Jenkins** Long Memorial School  
260 Floral Lane  
201-796-6250  
[jjenkins@sbpsnj.org](mailto:jjenkins@sbpsnj.org)

### **Long Memorial School Anti-Bullying Specialist:**

**Diana Capani** Saddle Brook Middle/High School  
355 Mayhill Street  
201- 796-6250  
[dcapani@sbpsnj.org](mailto:dcapani@sbpsnj.org)

### **Saddle Brook Public School District Anti-Bullying Coordinator:**

**Ray Searles** Saddle Brook Middle/High School  
355 Mayhill Street  
201- 843-1142  
[rsearles@sbpsnj.org](mailto:rsearles@sbpsnj.org)

### **Saddle Brook Public Schools Harassment, Intimidation and Bullying Reporting Form- [HIB Saddle Brook Reporting Form](#)**

(<http://www.saddlebrookschoools.org/sites/default/files/uploads/boe/policies/HIBsbreportingform.pdf>)

### **Saddle Brook Board of Education Policy 5512, Harassment, Intimidation and Bullying- [Bully Policy](#)** (<http://www.saddlebrookschoools.org/sites/default/files/uploads/boe/policies/bulypolicy.pdf>)

### **Saddle Brook Board of Education Policy 5600, Pupil Discipline/Code of Conduct- [Code of Conduct Policy](#)** (<http://www.saddlebrookschoools.org/sites/default/files/uploads/boe/policies/policycodeofconducts>)