

**SALOME H. LONG MEMORIAL SCHOOL**  
**STUDENT/PARENT/TEACHER HANDBOOK**  
**2022-2023**



**HOME OF TOMORROW'S LEADERS**

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Director of Curriculum & Instruction

Mrs. Jaynellen Behre Jenkins  
Director of Student Personnel Services

Dr. Lauren Reisenauer  
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Mrs. Jillian Cawley  
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Mr. Chris Ianello  
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Mr. Mike Maher  
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**Address and Telephone Changes:**

Parents should update email and telephone number changes directly into the Genesis Parent Portal. This is especially important in the event that an emergency contact needs to be made. Any address change within the district will also necessitate a district re-registration at the Office of the Superintendent as referenced above.

## Arrival and Dismissal Procedures:

Grade Level:	Arrival Time:	Dismissal Time:
Kindergarten	8:35 Front Door	3:05 Kindergarten classroom exterior door
Grade 1 & 2	8:35 Front Door	3:05 Front Door
Grade MG/K	8:35 Door #2 Driveway Exit Door	3:05 Door #2 Driveway Exit Door
Grade 3, 4	8:35 Door #2 Driveway Exit Door	3:05 Library Door (Door #6)
Grade 5 & 6	8:35 Door #8 Driveway Entrance Door	3:05 Door #2 Driveway Exit Door
Siblings	May enter the door assigned to the youngest sibling.	May be dismissed at the door assigned to the youngest sibling.

Arrival is from 8:35 a.m. - 8:45 a.m.. Children are not to report to school in the morning prior to 8:35a.m. unless they are attending the Breakfast Program.

- The parking lot is CLOSED to CARS from 8:30 a.m. - 8:45 a.m. and from 3:05 p.m. - 3:20 p.m.
- 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.
- Please do not park in people's driveways or block driveways. Always use the crosswalks to walk across the street. Crossing in the middle of the street is dangerous.
- There is a **Drop & Go Line along Floral Lane** during Morning Arrival which is from 8:35 am-8:45 am.
- Cars taking advantage of the Drop & Go line should pull up along Floral Lane. Students can walk to their designated door.
- Staff members will be there to greet students and guide them to the arrival entrance.
- Upon entering the building students will be supervised by Long staff members in the following locations:
  - Kindergarten-Second Grade - First Floor Hallway
  - Third & Fourth Grade-Second Floor Hallway
  - Fifth & Sixth Grade - Gym
- At 8:45 am, the arrival doors will close. Students arriving after 8:45 should use the Front Entrance and will be marked late. Notification will be sent when your child has reached 10 tardies.
- Parents need to inform their child's teacher regarding how their child will be dismissed after school - walking home, picked up by a designated person, or attending ALPHABest (the onsite child care provider).
- Parents/caregivers are expected to pick up their children punctually at dismissal times, if that is the arrangement that a parent has made for his/her child at dismissal.
- Those children who are not picked up punctually will be escorted to the main office by their teacher, and office staff will then proceed to call each child's parents and emergency contacts to pick up the child.

## Bicycles:

The only students who are permitted to ride their bicycles to school are 5th & 6th-grade students. The school is not responsible for damage 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 when on school property - including the parking lot. Bicycles should be locked to prevent theft. Failure to abide by these rules will result in loss of bike-riding privileges. Please refer to Saddle Brook Board of Education Policy and Regulation 5514.

### **Birthdays/Holiday Celebrations/Invitations:**

- Class Parties hosted in conjunction with the PTO are held in October, December, and June and will be no longer than 44 minutes in length.
- Class parties may include individual pre-packed, store-bought serving items only that meet our nutrition guidelines. All food needs to be cleared by the school nurse.
- Check with the teacher beforehand to approve all birthday giveaways, such as pencils, erasers, stickers, etc... Food items are not to be exchanged for birthdays at this time.
- Invitations for personal birthday parties must be distributed outside of school.

### **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, computers, Chromebooks, iPads, 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 recycling/trash cans provided throughout the building.
- Reporting any damage to the office immediately.

### **Civil Rights Notification:**

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

### **Code of Conduct - Acceptable and Unacceptable Behavior:**

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 comments, teasing of others which causes offense to the person
2. Verbal abuse - to attack with cruel statements intending 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 - Behavior that violates the NJ Anti-Bullying Act as defined is any gesture, any written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated by either an actual or perceived characteristic. In order to be bullying, the conduct must substantially disrupt or interfere with the orderly operation of the school or the rights of other students; and:
  - Be something that a reasonable person under the circumstances should know would have the effect of physically or emotionally harming a student or a student's property, or putting a student in reasonable fear of harm to himself or herself or his or her property;
  - Insult or put down a student or group of students; or



- Create a hostile educational environment for the student by interfering with their education or severely or pervasively causing physical or emotional harm to the student.
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 (pushing, shoving, etc.)
  11. Fighting - any physical confrontation between two or more people
  12. Assault - intending to cause or recklessly cause bodily injury to another
  13. Vandalism - the willful or malicious defacement or destruction of public or private property
  14. Theft - to take the property of another without permission
  15. Willful disobedience, refusal to follow directions, not reporting to class

### Consequences:

The Saddle Brook School District is committed to helping students make good decisions and learn from their mistakes. When students do violate the Student Code of Conduct, our goal is to educate them so that they can make better choices in the future. Violations of the above unacceptable behaviors, school rules, cafeteria rules, etc. are subject to consequences. A student may receive detention for however many days that the teacher decides, possible exclusion from special school activities (parties, field trips, assemblies, etc.) 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.

### Delayed School Opening/Emergency School Closing:

In the event that inclement weather necessitates a school closing, a delayed opening, or an early dismissal, parents will be informed via a telephone call, email or text from the school district. Parents may also access school closing information in the following ways:

- Check the main page of the Saddle Brook Public Schools website
- Once school has been closed or students have been dismissed early, all school activities are canceled for that day.

<u>Delayed Opening Time Schedule:</u>	10:35 am - 3:05pm
<u>Early Dismissal Time Schedule:</u>	8:45 am - 1:00pm
<u>Lunch Hours for Delayed Opening:</u>	First Lunch Period: 12:12pm - 12:56pm Second Lunch Period: 12:58pm - 1:42pm

### 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 High School: [dmeisch@sbpsnj.org](mailto:dmeisch@sbpsnj.org)
- 504 Officer: Jaynellen Behre Jenkins: [jjenkins@sbpsnj.org](mailto:jjenkins@sbpsnj.org)

### Dress Code/Physical Education Apparel:

Please refer to the [Saddle Brook Board of Education Policy 5511](#) for detailed information.

## **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.

## **Grievance Procedures 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 from their parents as well as the district's Affirmative Action Officer in the filing and processing of complaints.

## **Harassment, Intimidation, and Bullying (HIB) Information:**

As a result of the New Jersey Anti-Bullying Bill of Rights Act signed into law in January of 2011, each school must establish a School Safety Team whose purpose is to prevent and address acts of harassment, intimidation, and bullying. Allegations of HIB may be referred to:

- Long Memorial School Principal - Mrs. Jacquelyn Mansfield
  - 260 Floral Lane; 201-796-6250 ext.3401
  - [jmansfield@sbpsnj.org](mailto:jmansfield@sbpsnj.org)
- Long Memorial School's Anti-Bullying Specialist - Mrs. Diana Capani
  - 260 Floral Lane; 201-796-6250 ext.1408
  - [dcapani@sbpsnj.org](mailto:dcapani@sbpsnj.org)
- Saddle Brook Public School's District Anti-Bullying Coordinator - Mr. Will Osbourne
  - 355 Mayhill Street; 201-843-1142
  - [wosbourne@sbpsnj.org](mailto:wosbourne@sbpsnj.org)
- [HIB Reporting Form](#)
- [HIB Information Page](#)

## **Lunch and Recess:**

First Lunch Period: 11:15am- 11:59am

Second Lunch Period: 12:00pm - 12:44pm

- There are approximately 20 minutes for lunch and 20 minutes for recess.
- On inclement weather days, students will have inside recess.
- Children should always be dressed appropriately as we will always attempt to go outside for recess if it is above 35 degrees Fahrenheit.
- Parents are discouraged from dropping off lunch from restaurants (including fast food restaurants) for their children. If it is necessary to drop off a lunch, you may do so for your child only.
- Pay Schools is replacing MySchoolBucks. To set up payment and order lunch visit: [Pay Schools](#).

## **Medication Policy**

- The administration of medication shall be done only in exceptional cases wherein the pupil's health can be jeopardized without it.
- Pupils requiring medication - whether prescription or nonprescription - during school hours must have a written order from the family physician specifying the name of the drug, dosage, and time of administration.
- The parent or guardian must provide a written request for the administration of the prescribed medication in school.

- The medication should be brought to school in the original container, appropriately labeled by the pharmacist or physician.
- All medications will be kept in a locked space.
- Medication is to be administered in school only by the school nurse or parent/guardian.
- The school nurse will document and keep records of all medication given.

### **Multi Tiered Systems of Support:**

The Long Memorial Elementary School Multi-Tiered System of Support is an interdisciplinary team consisting of teachers, the school nurse, the principal, and the parent/guardian(s) of a referred child. Our MTSS 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 MTSS Committee 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.

### **Nutrition Guidelines:**

According to the Saddle Brook Board of Education Local Wellness Policy (8505), school meals will meet the nutritional standards as set by the Healthy, Hunger Free Kids Act (HHFKA) of 2010. Any outside food must be approved by the principal and school nurse and should work to meet the Smart Snacks and guidelines set by the HHFKA of 2010.

Such guidelines 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, such as gum and candy, should not be served or brought to school.

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

### **Parent Teacher Organization (PTO):**

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

### **Personal Belongings:**

Parents are advised to label all personal belongings including jackets, lunch boxes, novelty pens, etc. The school is not responsible for any toys, electronic devices, and other personal items that should be left at home. Please discourage your child from bringing valuable items to school. Disruptive or dangerous objects such as sharp tools, water guns, toy guns, etc. are not permitted. There is a Lost and Found in our front vestibule. Please send your child to Lost and Found to search for any lost or forgotten items.

### **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.

### **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 on our school website.

### **Principal's Office:**

Parents seeking a conference with the principal are asked to make an appointment in advance, so that a mutually convenient time may be scheduled. All classroom issues should first be addressed with a child's classroom teacher via telephone, email, or personal conference.

### **Procedure for Parental Requests for Referral to Child Study Team:**

A parent may submit a written request for a Child Study Team evaluation for their child. The letter should include the student's name, age, name of attending school, and a brief description of the student's academic difficulty. The parent should also include a phone number at which he/she can be reached. This letter should be forwarded to:

*Director of Special Services  
Board of Education  
35 Mayhill St.  
Saddle Brook, NJ 07663*

When a student is referred for an evaluation for special education services, the Child Study Team will convene a meeting within 20 calendar days (excluding school holidays, but not summer vacation). 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:

- Written documentation of the implementation and effectiveness of interventions in general education (I&RS, Reading Reinforcement, Basic Skills, ESL...)
- Report cards (previous year, if applicable, and current year)
- Standardized test scores
- Audiometric and vision screening information
- A review and summary by the school nurse of available health and medication information
- Basic student information (date of birth, grade, teacher, parent names, address, phone numbers...)

### **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.

## 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.”

## Reverse 911:

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. Periodically, the school district and/or school may also initiate a Reverse 911 telephone call or text message to notify parents of special announcements.

## Saddle Brook Mission/Vision Statement:

The vision of the 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.

## School Hours:

Children should arrive at school no earlier than 8:35am, at which time teachers provide supervision. Except for band, chorus, and other planned activities, students should not be on school grounds prior to 8:35am.

- Breakfast Program: 8:05am - 8:35am
  - In the event of a Delayed Opening, the Breakfast Program is canceled.
- School Hours: 8:35am - 3:05pm
- Lunch/Recess Hours:
  - First Lunch Period: 11:15am- 11:59am
  - Second Lunch Period: 12:00pm - 12:44pm
- Minimum Day/Half-Day/Single Session Days: 8:35m - 1:00pm.
  - No lunch is served during minimum days. All students will have snack each single session day.

## School Breakfast Program:

Long Memorial School offers a breakfast program. Students are allowed into the school building at 8:05 am using the closest driveway entrance door. The **doors will close by 8:15**. Breakfast is served from 8:05 - 8:35 am in our Cafeteria. Each morning the following will be offered: assorted cereals, graham crackers, milk, and juice. Students in attendance must purchase and eat food while attending the Breakfast Program.

## **Student Tardiness/Early Dismissal:**

All entry doors will be closed at 8:45 am. Students who arrive after 8:45am are to walk up the front steps and enter through the front door. All late students are to report to the Main Office where their tardiness will be entered into their attendance record. Please make all efforts to have your child arrive at school before 8:45am. A letter will be sent home before each report card if your child has reached 10 unexcused tardies. Please refer to the link: <https://www.sbpsnj.org> (Policy 5240).

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. We understand that sometimes this may not be realistic. When these circumstances arise, please have your child prepared with a note stating the time they will be picked up at school or the reason why they are late. If you are picking up your child before dismissal time, you must sign your child out at the main office and your child will be called downstairs. Please allow yourself enough time for your child to pack up their belongings and travel to the main office. Students will not be sent downstairs to wait for an early pick-up at the main office.

## **Student Absence:**

If your child is absent in the AM or PM on any given day, please call the school office @ 201-796-6250 by 8:45am and press "1" at the message prompt. Please leave your child's name, grade, teacher, and reason for absence. For the safety of our children, we will follow up all unconfirmed absences by a telephone call from our office to the parent/guardian's home and/or place of work. Parents will also receive an automated phone call alerting them of their child's absence.

Parents are asked to schedule all appointments and vacations for days when school is not in session. When parents/guardians know in advance of a unique or special family circumstance that will require an absence from school, they must notify the classroom teacher, Mrs. Fontana, and Mrs. Truax in the main office in writing or by email. If you wish to pick up missed assignments and/or homework, email your child's teacher before 8:45 am. The teacher will only be able to gather the student's work during their "prep" time which varies each day. The teacher will bring the work down to the main office after dismissal, where it may be picked up until 3:40 pm.

Note that any student who is absent during the school day may NOT attend nor participate in any school-related evening activities or performances.

**ALL UNCONFIRMED ABSENCES WILL BE INVESTIGATED.**

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

A letter will be sent home if your child has reached 10 unexcused absences.

## **Student Absences (Extended):**

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 each day.
- As of day eleven, the absence will be changed to a withdrawal from school dated back to the first date of the absence.
- If a family returns, the student will be re-admitted however 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.

Students who exhibit a pattern of excessive absences and/or tardies will be contacted by the principal. Letters will be sent home in accordance with the [Saddle Brook Board of Education Policy #5200](#).

## **School Registration:**

Parents seeking to enroll their children in the Saddle Brook School District should begin the process by following this link: <https://www.sbpsnj.org/Page/583>

## **School Security:**

Security is taken very seriously for the protection of everyone in our building. Due to new security measures, everyone must obey the following rules:

- Please call the school before arriving to volunteer, visit, etc.
- Anyone picking up a student who is not a parent will have to show their ID upon student pick up.

## **Social Emotional Learning (SEL):**

The Saddle Brook School District is invested in the social and emotional learning of each of our learners. SEL activities take place at the classroom, building and district level. Our students, families, and staff encompass our school community. In order to take care of one another, we need to take care of ourselves. We recognize this looks differently for each individual. Respecting this diversity, we aim to facilitate the building of positive relationships across these three constituencies. Learning will occur organically once all involved persons feel valued, protected, and connected. Follow this link to the district Social Emotional Learning webpage:

<https://sites.google.com/sbpsnj.org/sbps-sel-committee/home>

## **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.

## **Student Use of the Telephone:**

The telephone is to be used in case of emergencies only. Please work with your child to help him/her come to school prepared for the school day with books, homework, instruments, etc. Phone calls home for these reasons are not considered emergencies. Students may not use personal cell phones in school for any purpose. These cell phones are to be powered 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 a backpack. All calls home are to be made from the main office. Teachers are not to have students call home from the classroom phone.

## **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.
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. Other students may be appointed to assist a student on crutches in opening classroom doors, carrying books and supplies, etc.
5. Students on crutches should not be permitted on the playground during lunch period. They may walk outside to sit in the fresh air and talk to their friends.

## **Visitors:**

All visitors are to ring the front bell of the main entrance. Visitors are not permitted to enter through any other school door unless given prior permission by the principal. All staff members and students have been directed to not open any doors in the building for visitors. Upon hearing the voice of the main office, you are to state your name and reason for your visit. All visitors must sign-in and stop in the school office when entering the school building. Each visitor will be issued a visitor's pass which must be worn to identify yourself as a visitor.