

Table of Contents

Welcome from the Principal.....	3
Bernards Township Schools.....	4
District Policy: Harrassment/Bullying and Special Services.....	5
Liberty Corner School Staff	6
General School Information	8
Parent-Teacher Conferences, Report Cards and Standardized Testing	10
Board of Education Attendance Policy	11
Homework Guidelines	12
School Closing/Emergencies.....	13
Health Service Information	14
Elementary Guidance Program.....	15
Discipline Guidelines	15
Liberty Corner School Parent Teacher Organization.....	16
School Map.....	18
Carpool Diagram.....	19

A Welcome From The Principal

September 2006

Dear Families,

I would like to take this opportunity to officially welcome you to the Liberty Corner family. To those of you who are new to Liberty Corner School, we're glad you're here. To those of you who are returning to our school community, welcome back.

Thanks to our Parent Teacher Organization (PTO), this Handbook provides basic policies and contacts to enhance the communication between our school and your home. The enclosed information will enable you to be in touch with appropriate school personnel and staff as the year progresses. We hope that this handbook will provide you with helpful information about Liberty Corner School. You will also find our website quite useful for important dates and updates <http://www.bernardsboe.com/Liberty-Corner/> as well as the Bernards Township Schools' website <http://www.bernardsboe.com/>.

Our new families will quickly understand what that "special Liberty Corner feeling" is as you become part of our school family. You will realize how much we, the staff and administration, value your input and participation in your child's education. You will be encouraged to become pro-active in your child's learning environment. A strong home/school partnership is essential if we are to achieve our goals and high expectations. We hope to see you during the year in several capacities: in the audience at a school performance, in the classroom as a volunteer, or at PTO committee meetings. Whatever you can do to help is always appreciated and valued. Working parents are encouraged to help with a large variety of home projects.

We look forward to individually meeting with you during fall and spring conferences when you can confer with your child's teacher regarding your child's progress and achievements. Be sure to establish an open relationship with your child's teacher, and feel free to contact me if you have any other concerns. I know we will have a wonderful year together.

Sincerely,

Kathy Pecoraro, Ed.D.

Bernards Township Schools

101 Peachtree Road, Cedar Hill Annex
Basking Ridge, NJ 07920
908-204-2600

Superintendent:	Valerie Goger	204-2600 x101
Business Administrator:	H. Ronald Smith	204-2600 x106
Transportation Coordinator:	Gil Taylor	541-9574
Food Service:	Aramark	204-2585 x132
Public Access Officer:	H. Ronald Smith	204-2600 x106
Affirmative Action Officer:	Regina Rudolph	204-2600 x104

District Schools

Liberty Corner	K-5	204-2550
Oak Street	K-5	204-2565
Cedar Hill	K-5	204-2639
Mt. Prospect	K-5	470-1600
William Annin Middle	6-8	204-2610
Ridge High	9-12	204-2585

Curriculum Supervisors

(some offices are at the William Annin M.S. and Ridge H.S. buildings)

Language Arts	Janet Ankiel	204-2610
Math	Marian Palumbo	204-2610
Social Studies	Sean Siet	204-2585
Science and Technology	Brian Heineman	204-2585
Fine & Practical Arts	Chris High	204-2585
Special Services	Monica Butler	204-2600 x 121
World Languages	Mary Asfendis	204-2585

Board of Education

Michael Byrne	Louis Carlucci (President)
William Koch	Susan McGowan
Susan Carlsson	Janet Smith
Leslie Stevens	Lisa Winter (VP)
Ann Marie Woolford	

School Board Meetings are usually held the 2nd and 4th Monday of every month at 8 p.m. in the Cedar Hill Multi-Purpose Room, but please check the website for occasional variations in this schedule. The public is invited and encouraged to attend.

District Policy

Harassment/Bullying:

The Board of Education believes that harassing, bullying and hazing activities of any type are inconsistent with the educational process and the Board prohibits all such harassing, bullying and/or hazing behavior at any time on school premises, at any school sponsored function, or on any school bus. Any person who believes that he or she has been the victim of harassment, bullying or hazing, or any person with knowledge or belief of conduct which may constitute harassment, bullying or hazing, shall report the alleged acts immediately to the school principal, or Affirmative Action Officer Regina Rudolph at (908) 204-2600 ext. 102, or Superintendent Valerie Goger at (908) 204-2600 ext. 101.

The Bernards Township Board of Education affirms its responsibility to ensure all students in the public schools of Bernards Township equal educational opportunity and all employees equal employment opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, and social or economic status. Any person who believes that there has been a violation of the Board policy governing affirmative action may file a complaint with Affirmative Action Officer Regina Rudolph at (908) 204-2600 ext. 102.

For more details please visit the district website at www.bernardsboe.com and go to Policy/Procedures File Code 5512.

Special Services:

In accordance with N.J.A.C.6A:14, The Bernards Township Public School District provides a free, appropriate public education to all students with disabilities ages three through 21 who reside within the school district. Students who may be disabled due to physical, sensory, emotional, communication, cognitive or social difficulties are to be evaluated by the district and educated with their non-disabled peers to the greatest extent appropriate. No handicapped person shall, on the basis of the handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to, discrimination under any program or activity which receives or benefits from Federal assistance. Parents who suspect that your child has a disabling condition should call Monica Butler, Director of Special Services at (908) 204-2600 ext.121.

To review the complete policy and procedures of the Board of Education, please visit the district website at www.bernardsboe.com.

Liberty Corner School Staff

Main Number: 204-2550

Dr. Kathleen A. Pecoraro
Principal x101

Dr. Eileen Cambria
Asst. Principal x191

Mrs. Debbie Tracy
Secretary x200

Mrs. Gerry Burns
Secretary x103

<u>ROOM</u>	<u>TEACHER</u>	<u>GRADE/AREA</u>	<u>EXT</u>
16	Lisa Brouillard	K	193
118	Cindy Mastrian	K	192
14	Sandra Somers	K	178
111	Rebecca Vezza	K	128
114	Jenna Hoyt	1	184
107	Dina Niece	1	223
110	Rosemary Testa	1	134
108	Trisha Bubnowski	1	157
101	Leyna Bollwage	2	208
200	Jennifer Cerra	2	121
105	Karen Finazzo	2	138
104	Lisa Mullarkey	2	219
106	Heather Ray	2	153
212	Beth Bierbower	3	209
220	Dierdre Benson	3	137
218	Janet Grossarth	3	173
210	Connie Semler	3	160
209	Erica Constad	4	168
207	Tara Lebofsky	4	136
208	Debbie Len	4	224
205	Noreen Quinn-Foy	4	118
203	Barbara House	5	127
200	Sara Mastroianni	5	171
204	Jaime Mauro	5	222
202	Sandra Russo	5	196

ROOM	TEACHER	GRADE/AREA	EXT
102	Pamela Agodon	LLD 1	123
103	Patricia Manies	LLD 2	133
101	Linda Saalfield	LLD 3	201
111	Colleen Nejme	P.A.C.	124
120	Megan Mongno	P.E.A.C.H.	218
18	Dorothy Machnowski	P.E.A.C.H.	198
116	Mariann Abbaticola	Nurse	104
206	Caryn Albert	Social Worker/C.S.T.	105
109	Barbara Alfieri	Literacy Support	212
109	Helayne Bilenker	Reading Specialist	145
200-B	Kathy Bubser	Speech/Lang.	129
211	Jennifer Brown	Special Education	132
112	Sarah Bruce	Strings	186
112	Rebecca Cahill	Vocal Music	148
Lower Level	Leslie Catello	P.T.	204-2600 x159
Lower Level	Colette Clark	Literacy Support	142
200	Maryanne Climes	Special Ed.	141
112	TBA	Strings	217
21	Regina DeFrancisco	Art	155
Receiving	Carmen Gonzolaz	Head Custodian	office/112
Library	Arlene Erik	Enrichment	110
Gymnasium	John Fico	Phys. Ed.	185
206	James Garrity	Psychologist/C.S.T.	122
Library	Deb Goetjen	Media Specialist	152
Gymnasium	Andrew Henthorn	Phys. Ed.	175
120	Susan Huyler	Speech/Lang. PEACH	220
200-A	Danielle Brown	Speech/Lang.	211
18	Christina Donahue	World Language	183
109	Mary Grace Mullins	Special Ed.	197
Lower Level	Laurie Nass	O.T.	204-2600 x157
211	Maureen O'Neil	Resource	130
214	Phillip Peluso	Computer	151
103-A	Eric Rauschenberger	Guidance Counselor	108
112	Robert VonWageninge	Band	117

General School Information

Arrival and Dismissal

Students who arrive at school between 8:30 and 8:45 must wait in the hallways and cafeteria. Students will be dismissed from these areas when the bell rings at 8:45. Students **may not** enter the building before **8:30**. The **9:00 bell** signals the beginning of the instructional day. Students arriving after this bell are considered tardy.

8:30 am	Students may arrive no earlier than 8:30 AM . Car riders may only enter through main entrance. Walkers may arrive through main entrance or cafeteria entrance.
8:45 am	All students should report directly to their classrooms.
9:00 am	Instructional day begins. Students who arrive after 9:00 AM will be marked tardy and must report to the main office.
3:00 am	Dismissal

Car-Pool / Individual Parent Drivers' Procedures

Arrivals - Drivers should enter the east driveway and proceed around the school to the main entrance between 8:30 and 9:00 a.m. Drivers should drive slowly and have their child exit from the driver's side of the car. Drivers are asked to **remain in their car** at all times. **Because space is limited, students should walk carefully on sidewalks and close to the building.**

Dismissal – Students in kindergarten, grade 1, grade 2 and grade 3 who are not traveling with older siblings (4,5) are dismissed from the main entrance. Drivers should enter the east driveway and get in the far right (outside) line. Students in grades 4 and grade 5 and younger siblings (K,1,2,3) are dismissed from the gym. Drivers should enter the east driveway and get in the far left (inside) line. The middle lane must be kept clear for school vans.

Please see the Carpool Diagram at the back of the Handbook.

Bus Transportation / Procedure

Buses normally arrive at school between 8:40 and 8:50 a.m. and depart between 3:05 and 3:15 p.m. Students may not ride on buses other than those assigned or exit their assigned bus at different stops. The school district is legally responsible and accountable for the safe transportation of students. All pupils transported and all bus routes are on file with the Department of Education and our bus contractors. In an emergency, the Transportation Department must be notified by telephone (908-541-9574) and in writing to be kept on file. If parents are going to be away (vacation or business trip), they must arrange for the caregiver to transport the student to and from his assigned bus stop.

Bus Rider Guidelines

- All bus students must only ride their assigned bus.
- Students may not exit their bus at a different stop.
- If there is a change in dismissal, a note must be presented from the child's parent/guardian informing the office of the change and who will be meeting the child at dismissal.
- All bus riders must follow the Student Bus Safety Rules.

Early Pick Up - In order to minimize classroom disruptions, early pick-ups are strongly discouraged. If early pick-up is unavoidable, a note must be sent to school that includes adult's name picking up, departure time, reason for dismissal and parent/guardian signature. Please avoid picking up a student between 2:45 and 3:00 p.m. Parents/guardians must sign out student(s) before leaving the building. Parking for early pick-ups is in the designated parking spaces in the front west lot. **Due to the traffic, cars are not permitted in the bus loop during arrival and departure times.**

Class Interruptions - An increasing need for the security of our students requires that all parents and visitors report to the school office and sign in before proceeding to their scheduled business. All visitors and volunteers must wear badges which identify them as such. All items or messages should be brought to the school office to prevent excessive class disruption. All doors are locked promptly at 9:00am. Access into the building after 9:00am is through the main office door only. Visitors will be admitted only after using the buzzer system.

Absence from School - If your child will be absent, please call the school nurse's office at 204-2554 before 9:30 a.m. on the day of the absence. If the school nurse is not notified of the student's absence by 9:30 a.m., she will telephone your home or place of business. If no one can be reached at home or work, the nurse will then notify the police who will be sent to your home to verify your child's absence. Students who have been absent from school are expected to bring a note of explanation from a parent or guardian. Children returning from a period of illness are expected to resume the normal schedule which includes outdoor play, physical education, etc. Therefore, they should be well enough to participate and be adequately dressed for the weather. If the doctor does not believe the student is ready to resume a full program, special arrangements can be made with the principal or nurse.

Lunch – Students may bring their lunch from home or purchase lunch at school. Hot lunches which include milk or juice cost \$1.85; milk or juice alone costs \$0.45. Menus are sent home every month and can be viewed on the District website. Our school uses a computerized Point of Sale, or debit, system in the cafeteria. Students identify themselves to the system using 3-digit PIN numbers. Please encourage your child to turn in payments with the morning lunch count which each teacher takes. Processing checks in the lunch line delays the line. Cash is still accepted in the cafeteria, but we hope that you will take advantage of our debit system. Please make checks out to Bernards Township Board of Education, Food Service. If you have any questions, please call Deb Smith, on-site Aramark manager at 204-2585 x132. Please make sure your child's lunch is well marked if it is brought from home.

Lunch/Recess Schedule

Grade	Lunch	Recess
K	12:20 - 12:45	11:55 - 12:20
1	11:00 - 11:25	11:25 - 11:50
2	11:25 - 11:50	11:00 - 11:25
3	11:55 - 12:20	12:20 - 12:45
4	12:50 - 1:15	1:15 - 1:40
5	1:15 - 1:40	12:50 - 1:15

Visitors/Volunteers - All visitors and volunteers are required to enter the building using the main office buzzer system and sign in at the main office to indicate their presence and location in the school building. Visitor badges are also required.

Change of Address/Phone - It is important that you notify the school office of any change in address or telephone number. This includes cell phone numbers, home and work numbers, and emergency contact numbers. Emergency card information is vital to our ability to locate you.

Lost and Found - A box for lost lunch boxes and clothing is maintained in the lunch room. Parents may check the lost and found box themselves from time to time. Please label clothing and lunch boxes so they may be easily identified.

Guideline for Teacher Gift Collection - The Room Parents may collect a yearly total of up to \$10 per child (voluntary) for the purpose of teacher gifts.

Parent-Teacher Conferences

Conferences are held in October and in March. The October conference is held early in the academic year and serves as an opportunity for parents to share information with the teacher regarding the student. Additional consultations between parent and teacher may be arranged whenever either requests it.

Report Cards

Grades 1-5 November, February, April, June
Kindergarten February, April, June

Standardized Testing

Grade	Test	Month
2	Cogat	April
3	NJASK3	March
4	NJASK4	March
5	NJASK5	March

Homework Guidelines

Purpose/Philosophy - Homework is considered to be an integral part of the school program and is designed to be an extension of school learning. Some purposes of assigning homework are developing responsibility, developing a sense of time management, and reinforcing skills previously introduced in the classroom. Homework is not given as a punishment.

Length of Assignments - Homework is established as part of a routine, assigned four days per week and generally not on weekends. In kindergarten there is no formal homework, except for HomeLink activities and some reading time. However, it is expected that children and their parents/guardians review each day's activities and papers together. The following guidelines apply to evening assignments for first to fifth graders.

Grade 1	10-15 minutes
Grade 2	15-30 minutes
Grade 3	20-40 minutes
Grade 4	30-50 minutes
Grade 5	40-60 minutes

Individual students vary in the pace in which they complete tasks. These times do not include long term projects, book reports, etc. Specific grade level guidelines are sent home in September by the individual teacher. In addition, each child is expected to read independently or with parent support. Ten to thirty minutes is a recommended amount of time, but can vary depending on interest and grade level.

Absence/Illness - Every effort is made by staff to deal with absences due to illness. Only after a child has been absent for three or more days will school make-up work be provided. A parent may request this work by calling the school office. Do not request advance classwork or homework preceding a vacation scheduled outside of the school calendar. Teachers are not able to provide such a service.

Board of Education Attendance Policy

Policy - The Board, through the school administration, reserves the right to verify such statements and to investigate the cause of each absence of more than three days duration or repeated unexplained absences or tardiness. For mutual guidance of parents, pupils, and school officials, the following reasons are acceptable for excused absence or tardiness:

1. Illness of student;
2. Illness, death, or other serious problem in the family;
3. School-related trip or activity (approved in advance by school officials);
4. Religious holiday (approved religious holidays shall be those listed annually by the Commissioner of Education);
5. A reasonable number of routine medical or dental appointments.

No other reasons for student absences are deemed to be appropriate by the Board of Education. Where extreme extenuating circumstances create the necessity for a student's absence due to any other reason, a written request must be submitted at least one week in advance to the school principal. Unexcused absences are not condoned by the Board of Education. All work or tests missed because of such absences become the student's responsibility.

Attendance Criteria - The Board of Education has established the following criteria for determining whether a student is present or absent:

1. A student must be in attendance for at least four (4) hours to be counted as present for the entire day.
2. A student must be in attendance for at least two (2) hours to be considered to have attended school for a half day.
3. A student will be considered absent from school if they are present for less than two (2) hours.

Written Notification to Parents - Parents will be notified when a student's absences become excessive.

1. When a student has been absent 11 days in any one school year, the principal/assistant principal will notify the student's parent in writing of the number and dates of the absences and possible adverse academic consequences. A copy of the notice will be sent to the District Attendance Officer.
2. When a pupil has been absent 20 days in any one school year, the principal/assistant principal will send a written notice to the student's parent warning of possible adverse academic consequences and requiring a conference with the parent(s), student, principal, and guidance counselor. A copy of the notice will be sent to the District Attendance Officer.
3. When a student has been absent 36 or more days in any one school year, the principal will notify the student's parent in writing that the pupil will be retained at his/her grade level. A copy of the notice will be sent to the District Attendance Officer.

Tardiness – Prompt arrival to school is necessary if children are to begin their instructional day prepared and with a positive attitude. Therefore, families of children who have 10 or more tardy occurrences will receive a letter from the office as a reminder of the importance of being on time. Children are to be in their classrooms and ready to begin the day by 9:00 am. Children who are dropped off at the main office at 9:00 a.m. cannot physically get to their classrooms on time.

Illness - Students who are out sick for a school day are not permitted to attend or participate in after school activities such as mini units, intramurals, concerts, PTO activities, etc. later that day.

Health Service Information

Nurse's Office: 204-2554

Emergency Cards - Emergency cards are kept on all students. It is important that they be kept up-to-date. If no one is available at home for an entire school day, please tell the school nurse whom to notify in case your child is too ill to remain in school.

Medications in School - Parents should not send medication to school with their children for self-medication. If medication (prescription or non-prescription) is necessary during the day, please send the pharmacy-labeled medication to the school nurse, with the doctor's order and reason for the medication. It is also necessary to write a note giving the school nurse permission to administer the medication. The school nurse should be advised of any medication that is being taken at home by your child which may in any way affect his/her performance at school.

Physical Education Excuses - A recommendation from the doctor, stating the reason for the excuse and probable duration of the condition, will be necessary for an extended excuse from participation in physical education class. If the excuse is for a day or two, a note from the parent stating the reason for non-participation is to be sent to the school nurse.

Hearing and Vision -All students are screened for vision and hearing yearly. The results, if not within the accepted normal range, will be referred to the parent.

School Closing/Emergencies

Cancellation, Delayed Opening and Early Dismissal - The Bernards Township School District uses an automated phone messaging system called BLAST. You will be asked to provide a **reliable** emergency phone number for this purpose. If weather, or any other emergency necessitates a cancellation, delayed opening or early dismissal, **you will receive the BLAST message only**. There are several other ways to determine whether there is a school cancellation, delayed opening or early dismissal:

Websites

www.bernardsboe.com

www.wor710.com

www.news12nj@news12.com

www.cancellations.com (register free online and receive e-mail alerts)

Radio

WOR 710 AM

New Jersey 101.5

Television

News 12 New Jersey

WABC Channel 7

Bernards Township Public Access Television Station

Please DO NOT telephone the school or the police.

Delayed Opening – The school building opens at 10:45 am and instruction begins at 11:00 am. Morning session of PEACH program is cancelled. No lunch is served. Bring snack.

Early Dismissal – Students are dismissed at 1:00 pm. No lunch is served. PEACH classes will dismiss at 10:45 am. There is no afternoon PEACH session.

The Elementary Guidance Program

Guidance Office: 204-2550 x108

The elementary guidance program is designed to assist each student in knowing himself or herself as an individual, in making the most of his or her strengths and in correcting or compensating for his or her limitations. Elementary school guidance activities are preventive, diagnostic, and remedial in nature. The program provides direct services to students and indirect services to faculty, parents, and the community. The program is based on a team approach. To be successful in helping our students, communication and consultation with administration, faculty, and parents is essential. Everyone is encouraged to take part in the guidance program. Students are taught in classes by the guidance counselor and are seen in small groups or individually.

Discipline Guidelines

Procedures - Teachers establish basic rules of behavior, such as: follow directions; raise hand before speaking; stay in seat; keep hands, feet and objects to yourself; no bad language or teasing. Rules are enforced quickly and consistently. Disruptions are not ignored. When a student breaks a rule a warning is given. Parent/teacher conferences may be requested. After several warnings and parent contact, the student will be sent to the principal. In cases of severe disruption, the student is sent immediately to the principal. The principal and teacher will decide together on what is to be done with students who are sent to the office. The principal and teacher will decide together on who will notify the parents. The student will be asked to reflect upon the disruptive behavior by filling out a School Behavior Referral form with the principal.

Plan/Options -The principal will speak to the student. Consequences for inappropriate behavior are delineated in a school disciplinary plan and include recess detention at the discretion of the teacher and/or administrator. In a serious situation, a parent may be requested to come to school for a conference and the child may be sent home with the parent.

Liberty Corner School Parent Teacher Organization

Board Members

Co-Presidents	Bev Cwerner	647-9112
	Robin McKeon	204-9799
1st Vice President	Amy Jones	604-6869
Co-2nd Vice Presidents	Gail McComb	626-0664
	Dorit Kransdorf	903-9460
Treasurer	Chris Bedrosian	604-6439
Secretary	Neslihan Montag	604-1141
Newsletter	Susanna Kopchains	647-0266

Committee Chairs

Back to School Night	Donna Haiback	630-9530
	Denise O'Brien	766-7627
Bingo Night	Susan Roos	626-1516
Book Fair	Beth Fain	630-0501
	Sandra LaRocca	607-1913
	Eileen McDonald	470-2854
	Katie Mohan	626-0882
Books & Buddies Café	Kelly Sheppard	626-1256
	Katie Van Cleef	604-8033
Box Tops	Lydia Heathcote	903-9333
	Jennifer Blanchard	696-0979
Casino Night	Donna Horn	953-8384
	Maureen Matthias	626-0927
DNA Testing	Deb Hellings	204-1986
Family Fun Night	Danielle Dewil	604-8085
	Donna Marie El Hassan	626-0434
Field Day	Maryann Burdi	626-9080
	Cindy Egnatuk	542-9176
	Cathy Ingal	953-9159
Fifth Grade Celebration	Lori Velasco	766-1625
	Katie Van Cleef	604-8033
	Bonnie Graziano	604-5979
First Day of School Coffee	Michele Rishty	903-1612
Gift Wrap	Corinne Fern (Grades K-2)	696-1823
	Juanita Tam (Grades 3-5)	542-1879

Hallway Handprinting	Bev Cwerner	647-9112
Handbook	Amy Jones	604-6869
Hospitality	Tanya Morrow	626-0117
Kindergarten Registration	Beth Fain	630-0501
Message Board	Tess Buckley	766-6476
New Family Orientation	Bev Cwerner	647-9112
	Amy Jones	604-6869
	Neslihan Montag	604-1141
Pages & Paws	Donna Horn	953-8384
	Kim McCavera	221-0822
Photography	Betsy Aigner	696-0737
Pizza Night	Danielle Dewil	604-8085
	Beth Von der Linde	542-1162
Public Relations Liaison	Kim Murphy	350-3437
Room Parents	Michele Rishty	903-1612
	Maria Weber	542-1101
School Beautification	Mary Carpenter-Kupsch	542-1651
	Sandra LaRocca	607-1913
School Board Rep	Carla Hagerman	350-3577
School Directory	Susanna Kopchains	647-0266
Schoolwide Enrichment	Neslihan Montag	604-1141
	Robin McKeon	204-9799
School Sportswear	Tess Buckley	766-6476
Staff Appreciation Lunch	Jeanne Starr	766-8997
Valentine's Day Breakfast	Christine Bedrosian	604-6439
	Bernadette Verdi	696-0664
Wizards of Words/	Kim Giammarino	542-1125
	Cathy Ingal	953-9159
Writers in the School	Kim Giammarino	542-1125
	Cathy Ingal	953-9159

School Map

Carpool Diagram

Calendar