

Ridgewood Avenue School

Parent/Student Handbook 2007-2008

Glen Ridge, New Jersey 07028

Telephone: (973) 429-8306

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Dirk Phillips, Principal

Michael Donovan, Assistant Principal

Lauren Dutton, Guidance Counselor

This School Agenda belongs to:

NAME: _____

ADDRESS: _____

TOWN: _____ ZIP CODE: _____

PHONE: _____

HOMEROOM TEACHER: _____

AFFIRMATIVE ACTION

It is the policy of the Glen Ridge Board of Education not to discriminate on the basis of race, color, creed, religion, sex, handicap, ancestry, national origin, or social or economic status in its educational programs or activities. Inquiries regarding compliance should be directed to the district Affirmative Action Officer, Barbara Gemza. The district affirmative action grievance procedure is available through Barbara Gemza. The grievance procedure may be utilized by any student, parent, staff, or community member who has a concern arising from the application of policies or administration decisions arising from prejudice or discrimination on the basis of the aforementioned items.

AFTER SCHOOL ACTIVITIES

Various after school activities will take place during the course of the school year. Some of the programs are offered free of charge and others require a fee. The following are some examples of the programs that may be offered if there is enough interest: After School Computer/Library use, Lamp Post (school newspaper-meets in the morning), Student Service Council, Teen Leadership (Grade 6 only) and Discovery Series.

AFTER SCHOOL HELP

The time from 3:00 to 3:30 p.m. is set aside each day for students who need extra tutoring or individual attention. Parents/guardians will be notified prior to students staying after school.

ATTENDANCE AND ABSENCE

Attendance is taken in the classroom each morning at 8:30 and students are dismissed each day at 3:00 pm. Students are picked up by their homeroom teachers at 8:20 am. **Students MAY NOT arrive to school prior to 8:10 am, as there is no supervision.** Parents/guardians are responsible for notifying the school when a child will be absent. This should be done as early as possible by calling 973-429-8300 and leaving a message on Ext. 3273, or by calling the Main Office at 973-429-8306. Please state the reason for the absence when calling, and state whether you intend to pick up homework at the end of the day. Upon returning to school following an absence, the student must present a written excuse from a parent/guardian

stating the date(s) of the absence and reason for the absence.

Parents will be notified when absences become excessive. The frequent absence of pupils from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of pupils to complete the prescribed curriculum requirements successfully. The school will notify parents of cumulative absences.. A total of twenty absences in the school year may result in your child being referred to the I&RS Committee and may result in retention. **If a student is absent from school on a day where there is a night event scheduled, that students WILL NOT be allowed to participate.**

Students are expected to make up any missed work due to their absences.

BICYCLES/SKATEBOARDS/ SCOOTERS/ROLLERBLADES

Students who ride bicycles to school are to park and lock them up in the racks near the auditorium. Bikes are to be removed from racks only upon leaving school in the afternoon. **Students are to walk their bikes until they are off school grounds.** The school will not be held responsible for any lost or damaged bicycles. Students must wear helmets and are to follow road regulations for safety. **Skateboards, scooters, and rollerblades are not permitted due to safety reasons.** Students may not use "heely's" on school property.

BULLYING

The Glen Ridge Board of Education recognizes the need for a procedure to be in place for persons to report and investigate allegations of harassment, intimidation, or bullying behavior (Policy 5512.01). This policy can be seen upon request in the school's main office or at the Glen Ridge Public Library. The building principal or his/her designee shall conduct a prompt, thorough and complete investigation of the alleged incident. If the principal has determined this behavior has occurred, the administrators and staff shall take reasonable, age-appropriate, and effective corrective action. There will also be consequences for students found to have falsely accused another of harassment, intimidation, or bullying.

CHILD CARE PROGRAM

The CHILD CARE PROGRAM is designed to complement both home and school by providing a secure environment in which children can grow socially, physically, emotionally, and academically. Children explore such areas as arts, science, music, games and sports through supervised activities. A caring attitude toward home, school and friends is fostered at the CHILD CARE PROGRAM by providing time to discuss problems and giving attention to individuals as well as groups.

All students who attend the Ridgewood Avenue School are eligible for the program and currently this site has both a Before Care and After Care program. Before Care operates from 7:30 to 8:10 each morning. After Care hours are 3:00 to 6:00, Monday through Friday.

For additional information, please call 973-429-1269 or leave a voice mail by calling 973-429-8300, Ext. 3235.

CALENDAR OF EVENTS

Check the district website at www.glenridge.org to keep abreast of current events.

September 4	School Re-Opens	
September 13	Schools Closed	Rosh Hashana
October 8	Schools Closed	Columbus Day
November 8-9	Schools Closed	NJEA Conv.
November 21	Half Day	Thanksgiving
November 22-23	Schools Closed	Thanksgiving
December 21	Half Day	Holiday Break
December 24-31	Schools Closed	Holiday Break
January 2	School Re-Opens	
January 21	Schools Closed	MLK Day
February 18	Schools Closed	President's Day
February 19-22	Schools Closed	Winter Break
March 21	Schools Closed	Good Friday
April 21-25	Schools Closed	Spring Break
May 26	Schools Closed	Memorial Day
June 20	Last Day of School	

CELLULAR TELEPHONES

Pupils are not permitted to use cellular telephones while school is in session or at school activities after school. Cellular telephones must be turned off while the pupil is in the school building and may only be turned on after school has concluded for the day and outside the school building. Cellular telephones that are turned on in violation of this policy may be

confiscated by the Building Principal and the pupil will be subject to appropriate disciplinary action.

CODE OF EXPECTATIONS

The following is the Code of Expectations set for all students who attend Ridgewood Avenue School:

CODE OF EXPECTATIONS

- ❖ I will maintain a positive ATTITUDE.
- ❖ I will act with INTEGRITY.
- ❖ I will take RESPONSIBILITY for my actions and set a good example.
- ❖ I will demonstrate PERSEVERANCE toward accomplishing goals.
- ❖ I will honor the COMMITMENT to make our school a safe and exciting learning community.
- ❖ I will take PRIDE in my community and myself.

RIGHTS

- ❖ I have the right to be heard.
- ❖ I have the right to an education.
- ❖ I have the right to be a part of a learning community.
- ❖ I have the right to kind and fair treatment.
- ❖ I have the right to be safe at school.
- ❖ I have the right to be accepted as myself.

RESPONSIBILITIES

- ❖ I have the responsibility to listen.
- ❖ I have the responsibility to pay attention in class, do my homework, and be on time for school.
- ❖ I have the responsibility to contribute to the creation of a pleasant school climate.
- ❖ I have the responsibility to treat others fairly and kindly.
- ❖ I have the responsibility to keep my actions safe.
- ❖ I have the responsibility to be the best that I can be.

COMPUTERS/INTERNET

The Internet provides students with a wealth of information, which greatly enriches the educational program. A COMPUTER/INTERNET USER AGREEMENT has been created to apprise students and parents/guardians of the expectations set forth regarding the use of technology. It is imperative that students understand and abide by the expectations set forth in the agreement.

COUNSELING SERVICES

School Counseling support is available to all students at Ridgewood Avenue School. The school counseling program focuses on meeting students' needs through prevention, early identification, and intervention on academic, personal, and emotional levels. All classrooms will have monthly guidance lessons teaching students skills and coping strategies on a variety of topics including making and keeping friends, problem solving, decision making, communicating feelings, self awareness, managing stress and bullying. Group counseling is also available on more specific topics affecting a small number of students. Students can be self-referred for individual counseling or through a parent or teacher. Many resources are available for parents as well. If you or your child is in need of additional support please feel free to contact Lauren Dutton. 973-429-8306 ext. 3280.
ldutton@glenridge.org

DETENTION

From time to time, teachers or administrators will request that students remain after school or report early to school for detention. Parents/guardians will be notified in advance by written communication or phone contact. Children will not be detained if no contact has been made. Students may be given lunch/recess detention by the office or teacher.

DISCIPLINE

The following procedures will be used for dealing with inappropriate behavior:

Teacher Intervention

The first person a child will encounter when the need arises for behavior guidance will be his/her teacher or classroom aide. The general procedure at this level follows:

- Identification of inappropriate behavior
- Teacher/student problem solving session
- Possible parent contact via letter or telephone
- Follow up as needed

Administrative Intervention

If a behavior problem becomes persistent, or is more serious in nature, the student will be referred to a

school administrator. The general procedure at this level follows:

- Persistent, inappropriate behavior identified by teacher
- Referral to school administrator
- Parent contact
- Development of action plan with family, and school administrator
- Follow up as needed

Extreme Circumstances

In the rare case when a behavior problem causes a safety issue or an extreme disregard for the CODE OF EXPECTATIONS for students at our school (i.e. fighting, abusive language, threats to self or others), the student will be immediately referred to a school administrator. The general procedure at this level follows:

- Immediate referral to a school administrator
- Parent conference
- Development of action plan
- Possible detention (parents will be notified in advance)
- Possible suspension

DRESS CODE

All students are expected to dress appropriately while attending school. Anyone who dresses in an inappropriate manner may call home for a change of clothes. School policy prohibits pupil dress or grooming practices that:

- Are hazardous to health or safety
- Interfere with school work
- Disrupt the educational program
- Advocate illegal or unhealthy behavior
- Contain inappropriate pictures or words
- Causes excessive wear or damage to school property

The following types of dress have been termed INAPPROPRIATE:

- A. Clothing which is torn or dirty.
- B. Clothing which draws attention to physical characteristics.
- C. The following types of dress are prohibited: revealing tank tops, halter tops, tube tops, bare midriffs, short-shorts or short skirts (short-shorts or short skirts must be approximately one hand length above the knee), spandex shorts, form-fitting sweat pants, pants, shorts or skirts with writing across the backside, and underwear as an outer garment or exposed.

- **NOTE:** Appropriate shirts/tops with straps will minimally have three inch straps that cover shoulders
- D. At no time will any form of jewelry be worn in physical education classes that may jeopardize the safety and well being of the students and others. (This includes, but is not limited to: watches, earrings, rings, bracelets, necklaces, etc.)
- E. Appropriate footwear must be worn. Parents are encouraged to consider safety concerns for their children when wearing flip-flops during recess and in cases of emergency evacuation procedures.
- F. Hats may not be worn inside the building.

DRILLS

By law, two fire drills will be conducted each month. We will also conduct a minimum of two lockdown/evacuation drills during the school year.

DROP OFF / PICK UP

Students may be dropped off on Ridgewood Avenue, closest to the Auditorium or on High Street near the steps leading to the playground.

Under no circumstances should parents/guardians use the parking lot, driveway, or circle for drop off.

Students should arrive to school no earlier than 8:10, as there is no supervision until then. Students may be picked up at 3:00. Students may not play on the playground equipment in the morning. Students and parents are asked to be respectful of the landscaping.

EARLY DISMISSAL

Written notification from the parent/guardian is required for students needing to be dismissed early. Students will obtain an early dismissal pass from the Main Office in the morning. **Parents/guardians MUST pick up children at the designated time in the Main Office to sign them out.**

EMAIL

Notices will be sent to parents via email. All notices and flyers sent through email will also be posted in the “backpack” section of the Ridgewood Avenue website, accessible through www.glenridge.org. Please check email and this section regularly and make sure to update your email address if it should change.

EMERGENCY SCHOOL CLOSING

For more detailed information, refer to the EMERGENCY SCHOOL CLOSING notice sent out by the Superintendent. There will also be a voice mail message at 973-429-8300.

- Full Day Shutdown

Teachers and parents/guardians will be advised of school closing through email, the glenridge.org website, or by calling the school voicemail system

- Delayed Opening

A delayed opening means that reporting time for teachers and arrival time for students will be ninety minutes later than the regular reporting and starting times. Students can be dropped off at 9:40 a.m. Classes will begin promptly at 10:00 a.m.

- Early Closing

Unless conditions dictate otherwise, an early closing would take effect four hours after the regular school starting time with dismissal at 12:30 p.m. In the event of an early school closing, the Home & School will activate the emergency-calling plan.

FIELD TRIPS

Field trips enrich the educational program. School personnel administer all field trips. Parents/guardians must give written consent before students are permitted to attend any field trips. Costs of trips are to be borne by parents/guardians; however, no student shall be denied participation in a trip due to financial need. Parents should contact the Principal directly if they are in need of financial assistance. Chaperones will be arranged through the teachers; in order to provide proper supervision, only those chaperones arranged through the teacher should attend the trip.

GAME BOYS/HEADPHONES/CD PLAYERS

The above items are allowed in school, but may only be used while at recess. Students who repeatedly abuse this privilege will have their belongings confiscated. A parent or guardian can retrieve these items from the office or teacher. The school will not be held responsible for lost or damaged belongings.

GIFTED and TALENTED

Pupils who are identified as exceptionally able students when compared to their peers within the district will be

considered for participation in the gifted and talented program. G & T is a pullout program offered in grades four through six for those students satisfying the district criteria. The criteria used to identify students includes: their score on the test of cognitive skills, the results of their NJASK or Terra Nova standardized tests and teacher recommendation. For further details about the criteria and program, please visit the Gifted and Talented site, accessible through the Special Services portion of the Glen Ridge website.

GYM EXCUSES

If parents wish their child to be excused from gym for a short period of time, the child must present a written note to the nurse, who will then issue an excuse form. A long exclusion requires more specific instructions from the doctor. Returning to gym also requires a note from the doctor.

HEALTH SERVICES

School health services are available through the school nurse. The nurse checks children who show signs of illness, and will contact parents/guardians in case of an emergency. The nurse can be contacted by calling 973-429-8306, Ext. 3230.

- **Physical examinations** are performed by the child's private physician, and are required in Pre-K, 3rd, and 7th grades as well as students participating in athletics and all new students. A special form is provided to the students for their own doctors to complete.
- **Audiometric** screening is performed on students annually in grades K-3, 7,9 and 11. All new students with known hearing problems shall be tested. A child who is unable to pass the screening is rechecked and the parents notified with recommendation that a physician be consulted for a more detailed ear examination.
- **Vision** screening is done in grades four and six. A child who does not perform satisfactorily on vision screening is rechecked. A referral letter is sent to the parents after the second check, if necessary, suggesting a thorough eye examination. New students and referrals are also tested.
- **Tuberculosis** screening with an intradermal test is required by state law for all students who are new to the country or state or at the school nurse's discretion. Students must have proper documentation of a Mantoux Tuberculin test. The only acceptable method of screening is the

Mantoux Test, which is done in the first few months of the school year.

- **Spinal curvature (Scoliosis)** screening is conducted biennially for children in 5th grade.
- **Immunizations** All students entering school are required to have the following immunizations: if under age 12 – Diphtheria, Whooping Cough, Tetanus, Polio, Measles, and Mumps. A Diphtheria-Tetanus booster is required every ten years for all students. A Hepatitis B series is also required of all students entering kindergarten and grade six and all high school students as well.

Any student who needs the use of crutches, a sling, a cast or any other medical apparatus must bring a written doctor's note to the nurse stating so prior to reporting to class.

Please note that health regulations are subject to change due to state mandates.

HOME & SCHOOL ASSOCIATION

The Home & School Association is a parent group whose objectives are:

- ❖ To form a closer relationship and communication with parents, teachers, and administrators of the public schools of Glen Ridge.
- ❖ To aid in informing parents of the educational philosophy of the Board of Education and to inform the Board of Education and the administration of concerns of parents about the educational process in Glen Ridge Schools.
- ❖ To provide fund-raising to support enrichment materials and progress for the students of Glen Ridge.

The Home and School Association provides a list of committee members and dates of meetings.

HOMEWORK

Homework is an integral part of the instructional program, an extension of the work and activities done at school. It is used to further develop knowledge and skills, to build more effective study habits, to develop independence in study, to practice fundamental skills and to carry on primary research. The amount of time spent on homework varies among grade levels, increasing as students get older. A good guideline is approximately 10-15 minutes per grade level. (Example - Grade 3, thirty to forty-five minutes, Grade 6, sixty to ninety minutes) Reading is encouraged at

all times and is not part of these minutes. If your child is spending hours and hours on homework, please contact your child's teacher.

INCLEMENT WEATHER

On days of inclement weather, students will be admitted into the building at 8:10 a.m. All students will enter the wing doors. Third and fourth grade students will proceed to the gym (Mrs. Beckmann's) and fifth and sixth grade students will report to the cafeteria.

INSURANCE

Student accident insurance may be purchased each year and is voluntary. Forms are sent home at the beginning of the school year and are also kept in the Main Office.

INTERVENTION AND REFERRAL SERVICES

School districts are required to provide the following building based functions in support of intervention and referral services for general education pupils who may be experiencing difficulty academically, socially, or behaviorally. They are: 1. Identify pupils in need, and plan and provide for appropriate intervention or referral services and/or referral to school and community resources based on desired outcomes, 2. Identify the roles and responsibilities of the building staff who participate in planning and providing referral services, 3. Provide support, guidance, and professional development to school staff who identify and refer pupils, 4. Actively involve parents or guardians in the development and implementation of intervention and referral plans, 5. Coordinate the access and development of school services for identified pupils, 6. Coordinate the services of community based social and health provider agencies, and 7. Review and assess the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral plan.

LATE ARRIVAL/TARDINESS

Students who arrive after school begins at 8:30 a.m. should report directly to the Main Office where they will be issued a late pass. All tardies are unexcused except for doctor appointments. Parents will be notified when tardiness becomes excessive. A student arriving late is a distraction to the overall educational process for him/herself as well as fellow classmates.

LIBRARY INFORMATION CENTER

The Library Information Center provides students with the opportunity to obtain books and magazines as well as use of the computers equipped with Internet access. The LIC is open after school on Tuesday, Wednesday, and Thursday from 3:00 to 3:30, except on those days when the room is being utilized for meetings and workshops.

The following are policies relating to the borrowing of books:

- ◆ Two books may be borrowed at one time.
- ◆ Books may be borrowed for two weeks.
- ◆ Magazines may be borrowed overnight.
- ◆ Reference books may be borrowed overnight.
- ◆ Overdue fines will be charged at five cents a day not including weekends, holidays, or illness.
- ◆ Replacement cost will be charged for lost or damaged books.

LOCKERS

Many students have been assigned lockers and are expected to use them for storage of personal items and school materials. State law requires that the administration have the combination of every locker occupied within the school building. This information will remain on file in the office and will be kept confidential. Students should not give their combination to anyone else. Locks will be provided to all students. The school cannot be responsible for any theft.

School lockers remain the property of the district even when used by pupils. Lockers should not be defaced or marked in any way. Lockers are subject to administrative search or inspection in the interests of school safety, sanitation, discipline, enforcement of school regulations, and to search by law enforcement officials on presentation of proper warrant.

LOST AND FOUND

Any money or valuables lost should be brought to the Main Office and left with the secretary. Other miscellaneous lost items will be placed in the cubbies in the cafeteria. Students are encouraged to check the lost and found cubbies periodically. Please label all lunch boxes and bags with your child's name and room number. Please put some identification in clothing, especially sweaters and jackets. Unclaimed items will periodically be collected and donated.

LUNCH/RECESS

Students eat lunch in the cafeteria and enjoy recess on the playground. Parents/guardians wishing to bring their children home during the lunch period, must send in written notification, pick their child up in the Main Office to sign them out, and bring them back to the Main Office to sign them in.

Seating Arrangements

At the start of the school year, classes are assigned tables at which they must sit. When students have proven that they understand the expectations of the cafeteria, they will be permitted to sit at a table of their choosing. Unassigned seating is a privilege that must be earned and may be revoked at any time.

Menu Items

Students may purchase a variety of items from the cafeteria on a daily basis. A menu is posted on the website each month. Students should not share or trade food.

Parents/guardians are encouraged to review the prices of the lunch menu items and provide children with as close to exact change as possible. **For those students who forget lunch or don't have lunch money, money will be given to them on loan in the Main Office, which is to be repaid the next school day.**

Student Expectations - The following are expectations relating to the cafeteria:

- **Lunches are not to be shared due the possibility of food allergies.**
- Each student is responsible for disposal of garbage at his/her table. No trash, food, or drink should be left on the tables, floor, or chairs.
- Students should not bring in glass bottles.
- Students must remain at the table they have been assigned or have chosen. "Floating" from one table to the next is not permitted without permission.
- Students are not permitted to loan or borrow money from other students.
- Students must ask permission to use the lavatories and are required to sign out and in using the book provided.
- Students wishing to purchase snacks should remain seated until their table is called.

MOVE-UP DAY

The last day of school in June is designated as "Move-Up Day." The purpose of "Move-Up Day" is to acquaint students and teachers with each other and

with classroom procedures. Students in sixth grade will report to the High School for "move-up" to seventh grade. Students in grades three through five "move-up" to their next grade. Students in grade two will "move-up" to Ridgewood Avenue School.

PARENT CONFERENCES

Scheduled conferences for all parents will be conducted in late fall, following the first marking period. These are 15 minutes in duration. If there are more serious concerns or needs, a conference prior to November should be scheduled. At any time throughout the year, additional conferences may be held as needed.

Unscheduled visits regarding academic progress or concerns are discouraged because the teacher may be preparing for class, helping a child, or communicating with other staff. In any event, the teacher will need time to thoroughly consider the situation before any solution can be formulated.

PLAYGROUND/SCHOOL PROPERTY

The following rules are established by the Board of Education regarding the use of Board owned property:

- ◆ During the hours when school is in session, no one will be allowed on the school playgrounds or fields except Glen Ridge students under the supervision of school staff.
- ◆ No animals will be permitted on the properties.
- ◆ No one shall be permitted on the school playgrounds or fields after dusk or before dawn.

RELATED ARTS

All students receive the following related arts: Art, Library, Music, Physical Education/ Health, World Language, Synergistics (grades 5 & 6 only). Fifth and Sixth Grade students will have cycle courses for Art, Music and Synergistics; this means they will have one of those courses for sixty consecutive school days, then rotate to the next course and then rotate to the final course.

REPORT CARDS/ END OF MARKING PERIODS

1st Marking Period- September 4- November 2, 2007

2nd Marking Period- November 5- January 16, 2008

3rd Marking Period- January 17- April 2, 2008

4th Marking Period- April 3- June 18, 2008

Report cards are usually distributed about one week later via the students' backpacks.

SEXUAL HARASSMENT

- The Board of Education explicitly forbids any conduct or expression that may be construed as the sexual harassment of a pupil or employee, by an employee of the district at any time or by another pupil on district property or during school sponsored events.
- Sexual harassment between students can be any unwanted and uninvited behavior, words, threats, or physical contact on a gender or sexual basis that results in the physical harm or causes a person to feel uncomfortable or threatened.
- Any student who feels they are being harassed should immediately report the incident to the administration.

SMOKING

In accordance with state law, smoking in the school building or on school property is strictly forbidden to everyone.

SNACKS

Several students in the building have food related allergies; when sending snacks into your child's classroom, please consult with the teacher ahead of time and take those food allergies into consideration when choosing an appropriate snack.

SPECIAL SERVICES

The Glen Ridge Public Schools offer a full continuum of placements to meet the needs of students with disabilities, ages three through twenty-one, for special education and related services. Educational program options throughout the district may include a general education class program, in-class support, supplementary aides and services and appropriate curricular and instructional modifications and related services, as required in each student's Individualized Education Plan (IEP). There are also resource center programs for replacement instruction as well as resource center support. Other self-contained special class programs, designed to meet the needs of children requiring small classes in order to benefit from their educational programs, are provided for students with preschool disabilities, and language/learning disabilities. All placement decisions are made through the IEP team process after the individualized

educational program has been designed. Any questions or concerns regarding eligibility for special education services should be referred to the Director of Student Services at 973-429-8305.

TELEPHONES

Students should not call home for missing items such as homework, lunch money, band instruments, signed forms, and so forth. Likewise, parents should only call the school to leave messages for their children in emergency situations. **Play dates and after school plans should be arranged before the child leaves for school- these messages will not be given to students.**

TEXTBOOKS

Textbooks used by students are to be covered at all times with paper or other suitable materials. Books are expected to be returned in the same condition in which they were received. Fines will be assessed for damaged books. Students who have lost textbooks will be sent to the Main Office to pay for the lost book. Then, a new text will be issued to the student.

TRADING CARDS

Trading cards are not permitted in school at any time.

VACATIONS

Students are responsible for all work missed due to vacation time taken while school is in session. Parents should give the teacher ample notice so they can prepare and provide make-up work for the child.

VIDEO SURVEILLANCE

The Board of Education authorizes the use of electronic surveillance monitoring devices in school building and on school grounds.

VISITORS

All visitors, including parents/guardians, must check in with the Main Office, sign-in immediately, and receive a visitor's pass. Any visitor in the building who is not wearing a visitor's pass will be asked to return to the main office. Parents/guardians are asked not to go to classrooms directly to drop off items such as homework, money, or lunch for their children. Anyone wishing to discuss a matter with a teacher should make a mutually convenient appointment.

Students' friends or relatives may not visit with them during the school day.

WEAPONS

Students will be suspended for possession of a firearm, knife, or any item which does or could endanger the health, safety, or welfare of any member of the school community.

VOICEMAIL EXTENSIONS

<u>STAFF</u>	<u>EXT.</u>	<u>STAFF</u>	<u>EXT.</u>
Mr. Dirk Phillips	3271	Mrs. Cristina Jerolimic	3701
Mr. Michael Donovan	3214	Mrs. Trish Johnson	3281
Ms. Carol Cahill	3237	Ms. Mary Ladolcetta	3347
Mrs. Pam Flippin	3273	Ms. Jamie Lally	3418
Mrs. Agata Aiello	3505	Mr. Tom Langmack	2703
Mrs. Stacy Amanna	3341	Ms. Ali Lehr	3217
Mrs. Karen Bauer	3375	Ms. Lauren Liberman	3262
Mrs. Juliann Beckmann	3371	Mrs. Meghan LoBue	2502
Mr. Keith Bucher	3349	Mrs. Erica Marinaro	3421
Mrs. Emilia Campbell	3365	Mrs. Cristina McEnry	TBD
Mrs. Paulette Cinotti	3804	Ms. Michele Mirante	2307
Mr. Angelo Corbo	6379	Ms. Joyce Mooney	3229
Mrs. Charlene Dalton	3298	Mrs. Kim Patterson	3215
Mrs. Joan DeJong	3230	Mr. Steve Pi	3700
Ms. Alyssa DeSimone	3308	Mrs. Collette Pretre	3352
Ms. Melissa DiFiore	3390	Mrs. Roberts(Ms. Sullo)	3303
Mrs. Dilkes(Ms. Novick)	3345	Mrs. Geni Sackson	3259
Ms. Jessica Dunphy	3227	Ms. Erica Schwerin	3711
Ms. Lauren Dutton	3280	Mr. Simon (after care)	3235
Mrs. Lisbeth Ellersick	3350	Mr. Scott Terpin	3710
Mrs. Paula Ely	3471	Mrs. Alice Terry	3356
Ms. Cristin Geoghegan	3847	Mrs. Adrienne Thomas	3268
Ms. Fiona Goldberg	3351	Mrs. Debbie Torella	3348
Mrs. Amanda Goodwin	3344	Ms. Kelly Vicchiariello	3260
Ms. Keisha Harris	3359	Mr. Jerry White	3355
Mr. Doug Hellstern	3267		
Mrs. Eileen Ippolito	3600		

**Staff members can also be contacted using email. Please use the first initial of their first name, along with their entire last name @glenridge.org.
(example: Dirk Phillips= dphillips@glenridge.org)**

