

***Linden Avenue School  
K-2 Handbook  
2019-2020***



***Linden Lions  
“Paws Up!”***

205 LINDEN AVENUE, GLEN RIDGE, NJ 07028  
TEL (973) 429-8301 FAX (973) 429-3243

## Philosophy

The major goals at the Primary School level are for each child to develop a firm foundation in basic skills and a positive attitude about himself or herself. Since growth varies with each child, the school aims to help each pupil achieve at a level which is commensurate with his/her ability and at a rate of speed which is comfortable for him or her. In order to accomplish this goal, whole class instruction as well as small group and individual instruction are employed to meet the diverse developmental levels of the youngsters.

### **CENTRAL OFFICE STAFF**

(973) 429-8302

www.glenridge.org

Superintendent . . . . . Dirk Phillips  
Administrative Assistant to the Superintendent . . . . . Mrs. Glorylyz Santangelo  
Business Administrator/Board Secretary . . . . . Mrs. Barbara J. Murphy

### **BOARD OF EDUCATION**

Ms. Elizabeth Ginsberg, President  
Mr. Anthony Bonnett  
Ms. Theresa Boyle-Vellucci  
Mr. Michael deLeeuw, 1st Vice President  
Mr. David Campbell, 2nd Vice President  
Ms. Alison Lang  
Mr. Paul Romano  
Ms. Tracy St. Auburn  
Dr. Heather Yaros-Ramos

### **BOARD OF EDUCATION MEETINGS 2019-2020**

<u>2019</u>	<u>Work Session/Action</u>	<u>Action</u>	
	September	9	23
	October	7	28
	November	18	
	December	9	
<u>2020</u>	January	27	
	February – June	TBD	

Board of Education meetings are held in accordance with the “Open Public Meetings” Act. Formal action may be taken at any meeting. The Board of Education meetings are held in the LGI Room at the High School, 200 Ridgewood Avenue, and will begin at 8:00 PM.

\* Executive Session will begin at 6:00 PM

## Linden Avenue School Staff 2019-2020

<b>Position</b>	<b>Name</b>	<b>Email</b>	<b>Voicemail</b>	<b>Room</b>
Principal	Joseph A. Caravela	JCaravela@glenridge.org	4002	2
Secretary	Debora Travisano	DTravisano@glenridge.org	4000	1
Custodians	James Doran	JDoran@glenridge.org	4007	B7
	Michael Pierro	MPierro@glenridge.org	4007	B7
<b>Grade:</b>				
LLD	Lyndsay Batikha	LBatikha@glenridge.org	4114	14
Kindergarten	Jodie Schnack Pam Urban Donna Chiaramonte	JSchnack@glenridge.org PUrban@glenridge.org DChiaramonte@glenridge.org	4106 4016 4017	6 16W 17W
One	Kelly Ann Kren Beth Coletta/James McCarren Helene Maia	KKren@glenridge.org BColetta@glenridge.org jmccarren@glenridge.org HMaia@glenridge.org	4107 4108 4109	7 8 9
Two	Rachel Patterson Jennifer Gonzaga Theresa Messineo	RPatterson@glenridge.org JGonzaga@glenridge.org TMessineo@glenridge.org	4110 4111 4112	10 11 12
<b>Specialists Staff:</b>				
Library	Trisha Fagan	TFagan@glenridge.org	4015	15
Reading Specialist	Paula Horton	PHorton@glenridge.org	4114	14
LDTC	Lisa Jacobsen	LJacobsen@glenridge.org	4006	B6
Guidance	Kaitlyn Reilly	KReilly@glenridge.org	4008	B6
OT	Francesca Roselli	FRoselli@glenridge.org	4003	B3
Art	Danielle Chesney	DChesney@glenridge.org	4102	B2
Physical Education	Katie Stapp	KStapp@glenridge.org	4003	B3
Physical Education	Robert Stomber	RStomber@glenridge.org	4003	B3
Nurse	Pamela Barton	PBarton@glenridge.org	4005	B5
Speech	Heather Goss	HGoss@glenridge.org	4009	B1
Music	Elaina Frissell	EFrissell@glenridge.org	4015	15
Resource Room	Daria Zawisa	DZawisa@glenridge.org	4113	13
<b>Aides:</b>				
Gr. 1 Gr. 2 Special Education	Rose Marie Cancelliere Linda Sant' Ambrogio TBD	RCancelliere@glenridge.org LSantambrogio@glenridge.org		

Kindergarten	Joanne Prussak Sara Melnik Nicole Gomez	JPrussak@glenridge.org SMelnik@glenridge.org NGomez@glenridge.org		6 16W 17W
Special Education	Dalia Badawi Cory Dowd	DBadawi@glenridge.org CDowd@glenridge.org		Central Central
LLD	Isabella Badagliacca Jackie Sibia	<a href="mailto:IBadagliacca@glenridge.org">IBadagliacca@glenridge.org</a> <a href="mailto:JSibia@glenridge.org">JSibia@glenridge.org</a>		14 14

### **SCHOOL HOURS**

	<b><u>Grades K-2</u></b>	<b><u>PreK – Half Day Central School</u></b>	<b><u>Pre-K Full Day Central School</u></b>	<b><u>PreSchool Central School</u></b>
Regular Session	8:30-3:00	8:20-12:00	8:20 – 2:30	8:45 – 2:30
Early Dismissal Days	8:30- 12:30	8:20-12:00	8:20-12:00	8:45-12:00
Delayed Openings	10:30 – 3:00	9:50 -12:00	9:50-2:30	10:15-2:30



## School Code

Primary Schools  
Glen Ridge, N.J.



### REACH "R" Potential!

#### **R**espect

We will treat others and their property the way we want to be treated.

#### **E**mpathy

We will think about how others feel before we say or do things.

#### **A**cceptance

We will value each other regardless of physical appearance, intelligence, talents, or family.

#### **C**aring

We will be friendly, say nice things, and lend a helping hand without being asked.

#### **H**onesty

We will be truthful to others and ourselves, and do the right things.

#### **R**esponsibility

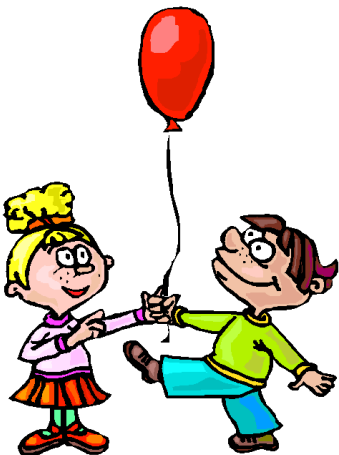
We will be in control of our actions and behavior.

In doing the above:

We will make our school a safe, friendly, and clean place.

We will create a positive and productive learning environment.

We will reach our **Potential!!!**



## **AFFIRMATIVE ACTION**

It is the policy of the Glen Ridge Board of Education not to discriminate on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, domestic partnership orientation, gender, religion, disability, or socioeconomic status in education programs, activities or employment practices, pursuant to N.J.A.C. 6A:7.

## **ARRIVAL**

Supervision begins at 8:20 AM and teachers pick up their students at 8:30 AM. Homeroom activities begin as soon as the students are unpacked and the first class period begins at 8:40 AM. If you miss the AM lineup, please drop off your child near the main office and allow them to walk to their classroom. This encourages independence in our children and prevents the hallways from getting too crowded. If you need to get a message or a forgotten item to your child, please go to the office and someone will assist you. If you need to speak with a teacher, please arrange a mutually agreed upon time to do so.

Students arriving to school after 8:40 AM should report to the main office to be signed in by their parent. Pupils who are late to school or to class, miss essential portions of the instructional program and create disruptions in the academic process for themselves and other pupils. For safety and security reasons, and to prevent unnecessary disruptions in the educational process, parents should not walk their children to the classrooms.

We ask that you inform the main office or the nurse at (**429-8300 Ext. 4005**) by 8:40 AM if your child will be absent for the day. A written note from the parent or guardian stating the reason for the absence and the date of the absence is required and must be presented to the main office. Every absence or tardiness must be followed by a note from home acknowledging that absence or tardiness.

If a child is to be excused early, a note must be sent to school with the child explaining the reason for the premature dismissal. A parent must pick the child up in the office. All children leaving early must be signed out by a parent/guardian in the office.

If parents are traveling out of town or the country, written alternate child-care instructions should be sent to the school office.

## **ATTENDANCE**

School attendance and punctuality are essential for a child to successfully progress through the prescribed academic program for the respective grade level. Pupils enrolled in the Glen Ridge Schools are required to attend school regularly in accordance with the law of the state. While there may be legitimate reasons for missing school such as illness, religious observance days, or a death in the immediate family, excessive absences and tardiness can negatively impact pupil performance. All absences accumulate and notices are sent home at 10 and 15 days of the accumulated total. Retention at grade level may result with accumulated absences of twenty (20) days.

## **BACK-TO-SCHOOL NIGHT**

Back to School Night will be held on Thursday, September 19, 2019 from 7-9 PM at Linden Avenue School. Parents will receive notice soon after school begins advising them of the Back to School Night schedule. This is an opportunity for parents to meet teachers and learn about the classroom setting and expectations of students for the school year.

## **BEFORE AND AFTER-SCHOOL CHILD CARE PROGRAM**

Children enrolled in the Glen Ridge Public Schools in grades Pre-Kindergarten through Grade 8 are eligible to utilize the After-School Child Care Program (ASCC). Each primary school houses a before-care program from 7:00 AM-8:30 AM and an after-care program from 3:00 PM-6:00 PM. Further information may be obtained by calling the ASCC program at 429-8300 Extension 3016 or 429-1269.

## **BICYCLES, SKATEBOARDS, SCOOTERS, ROLLERBLADES**

For the safety of the children and for security reasons, bicycles should not be utilized to ride to and from school unless accompanied by an adult. Students are to walk their bikes on school grounds. The school will not be held responsible for any lost or damaged bicycles. Rollerblades, skateboards, scooters, (Sneakers with wheels), etc. are not permitted on school grounds.

## **BIRTHDAY CELEBRATIONS**

State law prevents the serving or distribution of food or candy during the school day. Birthday celebrations in school will be non-food events or activities. The classroom teacher should be contacted prior to the birthday. Party invitations may be distributed in school only if every child in the class is included.

## **CALENDAR**

The school calendar contains all school events, vacations, and information pertinent to the entire Glen Ridge School System. The closing date of school is flexible depending on the use of snow dates during the year. The calendar is available online via the district website.

## **CAR SAFETY REMINDERS**

- Always lock your car when you are dropping off or picking up your child.
- Never leave children unattended in the car.
- Take your keys, purses, and cell phones with you. Do not leave valuables visible in your car.
- Do not leave your car running when dropping off or picking up your child.
- Always keep your children “in the line of sight” when walking them to or from your car.

## **CHILD STUDY DEPARTMENT**

The Child Study Department consists of a support staff whose major function is to assist students who through extensive testing and evaluation are identified as having learning problems or other special educational needs. Parent permission and involvement is required by law prior to the administering of these tests.

The Glen Ridge Child Study Team provides services for those children with language and learning disabilities.

Currently, the Child Study Team consists of a supervisor, social worker, psychologist, speech and language pathologist, and a learning consultant.

### **Child Study Team Personnel**

The Child Study Staff have their main office at the Board of Education Office at 12 High Street.

Director	Jack DeWitt	429-8300, Ext. 1007
Learning Consultant	Lisa Jacobsen	429-8300, Ext. 4006
Psychologist	Alejandra Otero	429-8300, Ext. 5006
Social Worker	Caitlin Massey	429-8300, Ext. 3113
Speech and Language Pathologist	Heather Goss	429-8300, Ext. 4009
Occupational Therapist	Francesca Roselli	429-8300, Ext. 4003
Resource Room Teacher	Daria Zawisa	429-8300, Ext. 4113
District Behaviorist	Jill Szalony	429-8300, Ext. 3210

**LEARNING CONSULTANT:** Lisa Jacobsen is available to parents and teachers for consultation regarding a child's academic performance and perceptual development. She can be of particular assistance to parents in determining the child's individual learning style.

**SCHOOL PSYCHOLOGIST:** Alejandra Otero is available for short-term counseling with parents and/or children regarding problems impacting on school functioning. She can provide referrals to community agencies and private practitioners for counseling. She is available to parents for advice on general parenting issues including developing responsibility, setting limits, and structuring of time. She may also assist parents with development of behavior management techniques.

**SOCIAL WORKER:** Caitlin Massey is available to parents for advice on general parenting issues including development of responsibility, setting limits, and structuring of time. She can also assist with the development of behavior management techniques. She can provide names of appropriate outside agencies that can provide additional assistance with specific problems.

**SPEECH/LANGUAGE PATHOLOGIST:** Heather Goss provides direct services to students with articulation and language difficulties. The speech therapist is available to parents for suggestions on how to develop language skills in the home.



**OCCUPATIONAL THERAPIST:** Francesca Roselli leads the process in development, implementation, and coordination of the occupational therapy program. Screening, evaluation, educational program and transition planning, therapeutic intervention, and exit planning is provided for students identified with disabilities that interfere with their ability to perform daily life activities or participate in necessary or desired occupations.

**DISTRICT BEHAVIORIST:** Jill Szalony is available to provide information and/ or education in the application of topics related to applied behavioral analysis and autism spectrum disorders to school personnel and parents. Ms. Szalony also consults and trains teachers, administrators and parents regarding special behavior methods and /or protocols necessary to meet the specific needs of individual students.

### **CLASS PLACEMENT**

The placement of children in classes next year is of great importance. As the spring months approach, the teachers and Administration spend many hours considering your child's placement for the next year.

Many variables are taken into consideration in this very thoughtful process. Our goal is to create heterogeneous classes of equal size at all the grade levels. To this end, the following factors are considered:

- Learning styles
- Behavior patterns (self-discipline, work habits)
- Attitude (motivation, enthusiasm)
- Emotional and social growth (maturity)
- Academic strengths and weaknesses
- Necessary separations
- Boy/girl ratios
- Opportunities for leadership
- Special needs

When class placement decisions are made, they will reflect our best judgment based upon individual and group needs. Our main concern is to address the needs of your child. Therefore, we cannot disregard this process and reconstitute classes based solely on parent requests. Parent requests for a specific teacher will not be accepted.

### **CLASSROOM VISITATIONS**

Our school both welcomes and depends upon parent volunteers who come to the building every day. We stress that when you come, sign in at the main office to receive the proper identification badge. For safety and security reasons, and to prevent unnecessary disruptions in the educational process **parents should not go directly to the classroom.** If you need to get a message or a forgotten item to your child, please go to the office and someone will assist you. If you need to speak with a teacher, please arrange a mutually agreed upon time to do so.

Parents are encouraged to visit classes any time during the year except the first and last two weeks school is in session. Parents or guardians are requested to make arrangements with the Principal and Teacher prior to the visit.

**All visitors must have a valid driver's license or government issued ID to gain entry into the building. After scanning your identification, report to the main office to receive the proper identification badge.**

### **CONFERENCES**

Scheduled conference periods will be held in the fall and spring. Two afternoons and two evenings are set aside in the fall for teachers and parents to meet individually. This year school will be dismissed at 12:30 PM on November 14<sup>th</sup> and 15<sup>th</sup> for Parent Conferences and November 27<sup>th</sup> for the Thanksgiving holiday, and March 26<sup>th</sup> and March 27<sup>th</sup> for the Spring Portfolio Assessment Conferences. Additional conferences can be arranged at any other mutually convenient time and as often as necessary.

### **CROSSING GUARDS**

Crossing guards are provided at heavy intersections for your child's protection. Guards are on duty from 7:45 to 8:45 AM, 10:45 AM to 1:00 PM, and from 2:30 to 4:00 PM. These times are adjusted for half-day schedules. Crossing guards are on duty at the intersections listed below.

### **SUGGESTED WALKING ROUTES TO LINDEN AVENUE SCHOOL**

1. Ridgewood Avenue will be guarded at:  
Linden Avenue, Washington Street, Woodland Avenue,  
Snowden Place and Bloomfield Avenue
2. Hillside Avenue will be guarded at:  
Washington Street, Bloomfield Avenue
3. Hawthorne Avenue will be guarded at:  
Linden Avenue at the School and Maolis Avenue

### **DISMISSAL**

Students in Grades K-2 are dismissed at 3:00 PM. Students must be dismissed to parents or caregivers. If your child has a playdate and is going home with another parent or caregiver, this must be arranged prior to arrival. A note stating the change in dismissal must be given to your child's teacher at arrival. Those students who have permission to walk home must leave the playground promptly at dismissal. Students are not permitted to play unsupervised in the playground.

## **DRESS AND FOOTWEAR**

We ask that in choosing your child's clothing for school you keep his/her comfort and safety foremost in mind. Please label your child's outerwear. As the weather fluctuates during the school year, we need to keep appropriate dress and safety in mind. Dress your child knowing that he or she will have a busy, active day here at school. Fall and spring jackets are always appropriate for it may be much cooler in the mornings than in the afternoon during these seasons. In the winter, dress your child in preparation for outdoor recess.

Weather permitting, students will be outside for recess and physical education and need to wear safe, comfortable shoes. Open-toed sandals with strap around the ankle may still pose a safety concern, for students may catch the front of the sandal and trip on the blacktop. Fire drills, which occur twice per month, necessitate that students exit the building in an expeditious manner. Appropriate footwear is necessary during these times as well as negotiating the stairs on a daily basis.

**Flip flops, sandals without straps around the ankle, and sneakers with wheels (Heelys) are not permitted in school for safety reasons.**

Gym Sneakers - Students must wear sneakers or rubber-soled athletic shoes that fasten for a proper fit (Velcro straps, laces, etc.); slip-on shoes and hard-soled shoes are not allowed.

## **DROP-OFF AND PICK-UP**

If you drive your child to or from school, drop them off at curbside and encourage use of the sidewalk and crossing at corners. Please do not have your child cross in the middle of the block. **Please do not use the front horseshoe driveway or park in the designated drop off zone.**

### **In the Drop Off Zone**

The procedure for using the Drop Off zone is intended to safely, efficiently, and expeditiously drop students off at school and should not be a stressful one. We know many drivers are anxious to get to their next destination, but given the limited amount of space in the zone, we all must keep the safety of our children at the forefront of our minds. The following procedure has proven safe, timely, and efficient. Please follow this protocol:

- Vehicles should pull up to the front of the Drop Off Zone (from the corner of Linden and Hawthorne to the end of the white – lined box).
- Parents/caregivers should be able to pull up to the front of the zone, remain in their vehicle, and allow the children to unbuckle and get out of the vehicle by themselves.
- Subsequent vehicles should form a line and continue with this protocol.
- The line should consist of 6-8 vehicles at any given time where dropping off and leaving is a smooth almost synchronized process.

Please Remember:

- There is no parking in the Drop Off Zone. If the driver gets out of the car, even “for a moment” the car is parked and the entire Drop Off Zone procedure does not work.
- Children should be able to get unbuckled, out of the car and shut the door by themselves. If children cannot do these things, please do not use the Drop Off Zone and find a parking spot (further down on Hawthorne, on Hillside, or on Linden on the opposite side of the school).
- Drivers should pull away as soon as the car door is closed and the child is safely on the sidewalk. If you feel you need to watch your child enter the school, please do not use the Drop Off Zone and find a parking spot.
- Please do not double park at the drop off line. This narrows the roadway and impinges upon the safety of our children.
- Drivers should enter the line at the end. Please do not cut in front, even if one person has left the line and the next person has not pulled away. If you cannot wait for the line to move, then pull further up the street in the parking spaces and let your child out.
- When parking on the streets surrounding our school (Hawthorne, Linden, and Hillside Avenues) be mindful of our neighbor’s driveways and do not block them.
- Please do not park blocking the horseshoe driveway for this is a critical fire safety measure. Please be sure to check that you are not blocking the entrance or exit of the driveway when parking on Linden Avenue on the opposite side of the school.
- Please do not use the front horseshoe driveway. This is a major walkway for pedestrians-both children and parents alike!
- Parking is at your own risk – see car safety reminders.
- Cross your child at the corner of Linden and Hawthorne Avenues with the crossing guard. There is no crossing guard at the corner of Washington and Linden Avenues.

**Parking Information – Look at the parking map at the end of this handbook for clarification.**

**EMERGENCY SCHOOL CLOSINGS AND DELAYED OPENINGS**

In the event the schools have a full day shutdown, delayed opening, or early closing, the following policies will take effect:

**Full Day Shutdown** – When the Glen Ridge School District declares a full day shut-down, the Child Care Program will be shutdown as well.

**Delayed Opening** – When the Glen Ridge School District has a delayed opening, all Before Care Programs will be canceled. However, After Care Programs will resume as usual.

**Early Closing** – If the Glen Ridge School District decides on an early school closing, the After Care Program will open from school closing time until all children are picked up. At this time the information contained on the child's emergency school closing form will take effect. Each parent/guardian will be notified regarding the closing. Children will need to be picked up as soon as possible to allow our staff time to get home safely.

On Early Dismissal Days, please remember do not send a lunch with your child unless he/she goes to after care. Your child may, however, bring a snack.

If school is closed or has a delayed opening due to inclement weather or other emergency, you may access the district website at [www.glenridge.org](http://www.glenridge.org), or the voice mail number, **429-8300**.

If school is in session and the weather necessitates an early closing, you will be contacted by the Skyalert system. If you are unavailable, the person designated by you for emergencies will be asked to pick up your child. Primary and secondary numbers must be kept up-to-date by utilizing the Family Access Login on the district's homepage of the (website [www.glenridge.org](http://www.glenridge.org)).

### **EMERGENCY INFORMATION**

It is necessary that the office have an emergency phone number of a friend or nearby relative that can be referred to when a parent cannot be reached. Please utilize the Family Access System on the web site to keep the school informed of any change in your home phone number, emergency number, and other pertinent information.

### **ELECTRONIC SURVEILLANCE**

To enhance the safety and security for school district staff, pupils, community members, and other building occupants and to protect the school district's buildings and grounds, electronic surveillance systems are used in the hallways and exterior grounds.

## **EVACUATIONS**

Emergency closing of the Glen Ridge Public Schools will be based on the health and safety of students and staff, and in the case of winter or other severe storm conditions, on the reasonable ability of the staff to travel. Any decisions for an emergency school closing will be made by the Superintendent of Schools, or, in his/her absence, by his/her designee.

Closing will fall into two major categories:

1. Full-day shutdown: Call **429-8300** for information relative to a full-day shutdown.
2. Delayed opening: Call **429-8300** for information relative to a delayed opening.
3. Early Closing: When the decision is made to close, the information will be relayed to each Principal and the Instant Alert system will be activated.

In the event of a bomb threat or other emergency requiring evacuation of the building, parents will be notified to pick up children at an evacuation site by means of the Skyalert system.

## **FINGERPRINTING PROGRAM**

The Glen Ridge Schools, in cooperation with the Police Department, will provide an opportunity for you to have your child's prints taken. The program is voluntary and for the protection of the child. The prints will be given to parents for their records and no copies will be kept by the school or police department. The Safety Committee of the Home and School Association assists in this project.

## **FIRE AND SECURITY DRILLS**

State law that one fire and one security drill be held in every school each month. The purpose of the fire drill is chiefly educational and is to train pupils to remain calm and well controlled in emergencies, and to train all members of the staff in carrying out their duties with calmness in emergencies.

Security drills, which include lockdowns and evacuations without our fire alarms, are also required once each month. The purpose is to role-play and practice where the students will assemble in their classroom or outside the building, to develop the right attitude for the drills, and to discuss the seriousness of such drills. Security drills help us to insure that all children are accounted for in case of emergency. We practice security drills in cooperation with the Glen Ridge Police Department who some time come to observe and offer assistance or suggestions.

## **FOOD ALLERGIES**

There are students at Linden Avenue School with **life-threatening food allergies to peanuts, eggs, dairy, soy, milk, fish, sesame seeds and tree nuts**. If these children are **exposed to or ingest** these foods, they are at a very high risk of having a severe allergic reaction. This reaction is called an anaphylactic reaction and is life-threatening.

The risk of accidental exposure to foods can be reduced in the school setting if we all work together to minimize these risks and provide a safe environment to food allergic students. It is important for **all** parents to understand that a food allergy student does not have to ingest a large amount of the food to which they are allergic. Rather, simply touching the spilled food, or eating food containing minute amounts of the known allergen, can endanger a food allergic student.

Students **are not permitted to share their lunch or snack** with anyone. Students who have peanut butter for lunch will be instructed to wash their hands after eating in order to remove any traces of peanut oil. If your child goes home for lunch and has peanut butter to eat, please make sure that your child washes his/her hands before returning to school. **Peanut butter or foods containing peanuts or nuts are not permitted in the classroom for snack or special occasions.**

Please have a discussion with your child about the severity of exposing children with food allergies to these foods. Finally, if you arrange a play date for your child, check with the other parent regarding any food or other allergies.

### **GENERAL EDUCATIONAL PROGRAM**

The Glen Ridge Primary School program is comprehensive with an emphasis on basic skills. Reading, language arts, speaking, listening, mathematics, social studies, science, music, art, and library are given significant attention throughout the grades. Every classroom has two-four multi-media computers which are used for instructional purposes.

Library, health, music, art, and physical education are coordinated through special personnel who meet regularly with each class of students and work with the classroom teachers.

Development of a positive self-image is also considered an important part of the program. Students are assisted to achieve a sense of personal fulfillment through successful accomplishment in school. This sense of fulfillment is nurtured by motivation, citizenship, and the acceptance of responsibility.

The Principal is responsible for all educational activities. Parents should feel free to call the school about their interests and concerns.

### **GIFTED & TALENTED (Young Learner's Program)**

All school districts are required to provide appropriate K-12 educational services for gifted and talented students. Therefore, the identification process and appropriate educational challenges must begin in Kindergarten - N.J.A.C. 6a:8-31. (A) 5ii.

The Glen Ridge Public School District recognizes the unique needs, abilities, talents, and potential of the individual student. The purpose of the Gifted and Talented Program is to not only address areas of cognitive growth, but to provide students with opportunities, resources, and encouragement to aspire to the highest level of talent development.

By utilizing a broad range of advanced level learning experiences, higher order thinking skills and opportunities for creativity, the focus is not only on traditional academic achievement, but on emphasizing the development of a broader spectrum of the multiple potential of our students.

**Identification and Selection**

Classroom teachers will be familiar with the criteria for identifying gifted and talented pupils and will be alert to pupils who exhibit those criteria. The identification methodology will be developmentally appropriate, non-discriminatory and related to the programs and services offered by the district.

All students K-2 are screened through a teacher rating scale based upon the Renzulli model of giftedness. Renzulli believes that gifted behavior occurs when there is an interaction among the three basic clusters of human traits: above average general and/or specific abilities, high levels of task commitment (motivation), and high levels of creativity. The scale has seventeen items and is designed to chart student’s characteristics in learning, motivation, creativity, and leadership. Teacher’s rate each child based upon their classroom experiences with their students.

Some types of behaviors include advanced vocabulary for age level, verbal behaviors that are rich in expression, fluency and elaboration, having a large storehouse of information about a variety of topics (beyond the usual interests of youngsters his/her age), students who strive toward perfection; are self critical; and those who are not easily satisfied with their own speed or products; and other characteristics. There are differences between students who are bright and highly able and those who are gifted. Here is a chart of some of the behaviors that differentiate the two:

**BRIGHT vs. GIFTED**

A Child Demonstrating <b><i><u>BRIGHT</u></i></b> Behaviors	A Child Demonstrating <b><i><u>GIFTED</u></i></b> Behaviors
Knows the Answer...	Asks the Questions
Is Interested...	Is Highly Curious
Is Attentive...	Is Mentally and Physically Involved
Has Good Ideas...	Has Wild, Silly Ideas
Works Hard...	Plays Around, Yet Tests Well
Answers the Questions...	Discusses in Detail and Elaborates



In the Top Group...	Beyond the Group
Listens with Interest...	Shows Strong Feelings and Opinions
Learns with Ease...	Already Knows
6-8 Repetitions for Mastery...	1-2 Repetitions for Mastery
Understands Ideas...	Constructs Abstractions
Enjoys Peers...	Prefers Adults
Grasps the Meaning...	Draws Inferences
Completes Assignments...	Initiates Projects
Is Receptive...	Is Intense
Copies Accurately...	Creates New Designs
Enjoys School...	Enjoys Learning
Absorbs Information...	Manipulates Information
Technician...	Inventor
Good Memorizer...	Good Guesser
Is Alert...	Is Keenly Observant
Is Pleased with Own Learning...	Is Highly Self-Critical
Enjoys Straightforward, Sequences...	Thrives on Complexity

### **Grades Kindergarten through Third – Young Learner’s Program**

The process of identifying primary children is ongoing. Since developmental concerns are more prevalent during these early years, the students’ needs must be reviewed each year.

Due to the importance of accurate identification, multiple indicators are used during the screening process. Every pupil in grades K-2 will be screened using the following criteria:

#### **G & T Entry Criteria 2019**

<b>CogAT (Cognitive Abilities Test)</b>	<b>Score</b>	<b>Points</b>
	124-129	3
	130-139	4
	140+	5
<b>Measures of Academic Progress (M.A.P.)</b>	<b>Percentile</b>	<b>Points</b>
	98%	4
	99%	5
<b>Renzulli-Hartmann Scale</b>	<b>Score</b>	<b>Points</b>
	1.5-2.0	2
Characteristics of creativity,	2.1-2.4	3
motivation, learning, and leadership	2.5-3.0	4

Students are ranked according to the points they have earned. Those attaining the minimum criteria of 12 points are recommended for admittance into the program. Parents/guardians of selected children will be notified in writing that their child has met the necessary criteria and is therefore eligible for admittance into the cognitive program.

New students in the district will be evaluated using available information, in accordance with the district’s identification process. Any additional tests required will be administered with parental permission.

#### **Kindergarten Enrichment**

Identified kindergarten students will remain in their classroom and receive appropriate differentiated instruction. Additional opportunities will be determined on a case-by-case basis.

#### **Grades 1-2 Young Learners Program**

During a pullout period, students will work on theme based projects and activities that focus on acquiring knowledge and skills, and strengthening creativity and higher level thinking. Identified students in grades 1-2 spend approximately thirty minutes per week with their school’s Media Center Teacher.

## **GRASE (GLEN RIDGE ASSOCIATION FOR SPECIAL EDUCATION)**

GRASE is a voluntary parent support group that works in conjunction with the administration regarding special education services. This group will assist parents in having questions answered, providing literature and assistance with interpretation of the rules and regulations which govern special education services.

Contact Person: Jack DeWitt 429-8300, Ext. 1007

## **GUIDANCE COUNSELOR**

The elementary school guidance counselor is available to work with individual students, small groups, or whole classes. Age appropriate issues like friendship, including others, getting along, etc are often discussed.

## **HARRASSMENT, INTIMIDATION, BULLYING**

### **New Jersey Statutory Definition**

“Harassment, intimidation or bullying” means any gesture, any written, verbal or physical act, or any electronic communication\*, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010,c.122 (C18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of others and that:

- a. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in a reasonable fear of physical or emotional harm to his person or damage to his property;
- b. has the effect of insulting or demeaning any student or group of students; or
- c. creates a hostile environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

L.2002,c.83,s.2;amended 2007,c.129,s.1;2010,s.11.

*\*“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to telephone, cellular phone, computer, or pager.*

### **Student Reporting Procedures**

- If you have been a victim or witness of HIB, please immediately inform any school personnel member who may include a teacher, a school counselor, school administrator or any other trusted adult that works at the school.

- The School Anti-Bullying Specialist, a School Administrator, Teacher or Counselor will follow up on your report and will meet with you to clarify the details for an investigation and to ensure your safety.
- Parents of all students involved will be notified by the school principal or designee.
- Parents and students will be informed after the investigation of the findings, discipline and any remedial measures recommended correcting the behavioral problem and preventing future occurrences of HIB.

## **REMEDIAL Measures**

Remedial measures for a student who commits an act of HIB must be designed to correct the problem behavior and prevent another occurrence of the problem. The remedial measures for students may include, but are not limited to, the examples listed below:

### **Examples of Remedial measures for Students**

- Restitution and restoration;
- Peer support group;
- Recommendations of a student behavior, ethics council or school safety teams;
- Corrective instruction or other relevant learning or service experience;
- Supportive student interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A: 16-8;
- Behavioral assessment or evaluating, including, but not limited to, a referral to the Child Study Team, as appropriate;
- Behavior management plan, with benchmarks closely monitored;
- Involvement of school “disciplinarian” ;
- Student counseling;
- Parent conferences;
- Alternative placements
- Short-term counseling;
- Participation in group counseling;
- Student treatment or therapy.

## **CONSEQUENCES**

Consequences for a student who commits an act of HIB must be varied and graduated according to the nature of the behavior, the developmental stage of the student and the student’s history of the problem behaviors and performance, and must be consistent with the district board of education’s approved of student conduct, pursuant to N.J.A.C.6A:16-7.1, Code of student conduct (CSC).

Consequences for a student who commits one or more acts of HIB may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the CSC, including those identified below.

- Temporary removal from the classroom;

- Admonishment
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- In-school suspension during the school week or weekend;
- After-school programs;
- Out-of-School suspension (short-term or long-term);
- Legal action and;
- Bans from providing services, participating in school district sponsored programs or being in school buildings or on school grounds.
- Expulsion.

Our School Anti-Bullying Specialist is: Lisa Jacobsen, LDTC

The District Anti-Bullying Coordinator is:

Jack DeWitt, Director of Student Services

12 High Street

Glen Ridge, New Jersey 07028

973 429 8305

Email: [jdewitt@glenridge.org](mailto:jdewitt@glenridge.org)

Please visit our website at [www.glenridge.org](http://www.glenridge.org) to view more detailed information regarding HIB including district policies, procedures, timeframes and parent and student rights and appeal process.

## **HEALTH SERVICES**

All children in kindergarten and all new students are required to have a physical examination prior to school entry. In addition, each child must be immunized according to State Law. Parents are requested to notify the health office when a child receives a booster injection.

Of equal importance, is the reporting to the school of any communicable disease contracted by a child. Please do not send your child to school with cold symptoms, loose bowels, upset stomach, contagious rash, etc.

When a child must be excused from gym, a note of explanation from the parent will suffice, unless the excuse is for an extended length of time. If this is the case, the nurse must receive a note from the doctor stating his/her diagnosis and the amount of time that he/she expects the child to be excused. It is also necessary to have a note from the doctor giving the date that the child is able to resume normal physical activity.

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

In line with our focus on health education, we provide screening for vision and hearing problems.

We ask that in choosing your child's clothing for school you keep his/her comfort and safety foremost in mind. Please label your child's outerwear. Flip-flops and open-toe shoes are not appropriate for playground activities. Sneakers/tennis shoes are required for gym classes.

It is a Board policy that NO medication is to be taken to school except by the parent. It must be in the original container and accompanied by our medication form, signed by both the parent and the doctor. The medication with the completed form is to be deposited in the office of the nurse.

### **Immunization Records**

#### Immunization requirements for students entering Pre-Kindergarten

Children must be appropriately immunized for their age to be enrolled in school. To be in compliance with current New Jersey Immunization Regulations as stated in Chapter 14 of the State Sanitary Code (NJAC 8:57-4.1 to 8:57-4.17), children's immunization records must document month, date and year of the following vaccines.

1. Four doses of Diphtheria, Tetanus, Pertussis (DPT), one dose given on or after the 4<sup>th</sup> birthday, OR any 5 doses.
2. Three doses of Oral Polio Vaccine (OPV or IPV), one dose given on or after the 4<sup>th</sup> birthday OR any 4 doses.
3. One Dose of Measles, Mumps, Rubella (MMR)
4. Appropriate dose(s) of Haemophilis influenza type B vaccine (HIB). One dose must begin after the first birthday.
5. One dose of Varicella (Chicken Pox) given after first birthday – (Laboratory evidence of immunity, certified licensed physician or parental statement of previous varicella disease is also acceptable.)
6. Pneumococcal vaccine (PCV) one dose after the first birthday
7. Influenza vaccine – one dose between September 1<sup>st</sup> and December 31<sup>st</sup>

Documents accepted as evidence of immunization include:

- Official school/childcare records
- Records from any health department
- Certified licensed physician's certificate/letterhead stationery/prescription pad listing specific vaccines and administration dates signed by a licensed physician or advanced practice nurse.

#### Immunization requirements for students entering grades K-2

Children must be appropriately immunized for their age to be enrolled in school. To be in compliance with current New Jersey Immunization Regulations as stated in Chapter 14 of the State Sanitary Code (NJAC 8:57-4.1 to 8:57-4.17), children's immunization records must document month, date and year of the following vaccines.

1. Four doses of Diphtheria, Tetanus, Pertussis (DTaP), one dose given on or after the 4<sup>th</sup> birthday, OR any 5 doses.

2. Three doses of Oral Polio Vaccine (OPV or IPV), one dose given on or after the 4<sup>th</sup> birthday OR any 4 doses.
3. Two doses of Measles vaccine/ one dose of Mumps and Rubella vaccine (Laboratory evidence of immunity to Measles is also acceptable.)
4. One dose of Varicella (Chicken Pox) given after first birthday. (Laboratory evidence of immunity, physician's or parental statement of previous Varicella disease is also acceptable.)
5. Three doses of Hepatitis B vaccine.

Documents accepted as evidence of immunization include:

- Official school/childcare records
- Records from any health department
- Certified licensed physician's certificate/letterhead stationery/prescription pad listing specific vaccines and administration dates signed by a licensed physician or advanced practice nurse
- Laboratory evidence of immunity is acceptable and proof must be presented.

**Please note: The Hepatitis B immunization is mandated for entrance to Kindergarten. This series of three immunizations takes about 7 months to complete. If your child has not already received the entire series, please schedule an appointment with your child's certified licensed physician so that he/she can receive the required immunizations.**

**NO PUPIL WILL BE PERMITTED TO ATTEND SCHOOL WITHOUT PROOF OF IMMUNIZATION.**

### **HOLIDAY CELEBRATIONS**

Each class performs in a winter and spring music program. Parents are invited to attend these special events. At Halloween, the children dress in costume and parade around the building.

### **HOMEWORK**

Homework may be introduced in Grades 1 and 2 and is assigned if the teachers deem it necessary and helpful, rather than as a daily routine, as punishment, or as busy work. It will have a specific learning objective which is clearly understood by the pupil.

### **HOME AND SCHOOL ASSOCIATION**

The Home & School Association is the parent-based, volunteer organization that supports Linden Avenue School, students, parents and staff.

#### **The 2019-2020 Executive Committee:**

Co-Presidents	Kristina Donnelly Corina Slackman	lindenaveschoolhsa@gmail.com lindenaveschoolhsa@gmail.com
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1st Vice President	Lisbhet Garcia	lisbhetg@gmail.com
2 <sup>nd</sup> Vice President	Jill Csuka	Jillian.Kraven@gmail.com
Secretary	Pamela deFreitas	pdf.cdf@gmail.com
Treasurer	Jennifer Alonge	jenniferalonge@gmail.com

Its objective is:

- To bring into closer relationship and communication, parents, teachers and administration of Linden Avenue School.
- 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 (taken from the By-Laws of the Association).
- Provide fund-raising to support enrichment materials and progress for the students of Glen Ridge.

The Home & School Association meets these objectives in a variety of ways, including:

- **Fundraising** to provide goods and services to enrich our children's educational experience.
- **Coordinating services** focused on education, such as the enrichment program and after-school classes offered through the Discovery Series. Other services include the wonderful efforts of the Gardening, Playground, and School Photos committees.
- **Supporting our Linden teachers and staff** through classroom volunteers coordinated by H&S class parents, teacher's choice awards, and maintaining the library resources, coordinated by the Library Committee.
- **Strengthening our Linden Family community** through fun, social activities including children's dances, coffees, Spring Fling and the International Festival!! Home & School also publishes the Linden Avenue Student Directory each year, so we can all keep in touch.
- **Communicating the issues** affecting Linden, as well as those facing the Glen Ridge District. Home & School maintains a bulletin board in the Linden lobby and two outdoor bulletin boards (one on the back of the school and one on the front of school in the Kindergarten wing). The H&SA publishes a regular newsletter and an annual handbook. The H&SA coordinates the emailing of flyers and reminders. The District requests that all flyers be sent via email in order to reduce paper expense as well as backpack clutter.



- ***Tentative Meetings:*** (At Linden Avenue MPR): September 11<sup>th</sup> -7:00 PM New Parent Reception & Meeting: The times for the following meetings are at 7:30 p.m.: November 13<sup>th</sup>, January 8<sup>th</sup>; March 11<sup>th</sup>, and June 4<sup>th</sup> (End of Year Reception/Mtg 7:00p.m.).
- Each year, thanks not only to parents' generous financial donations, but also to their time and talent, the Home & School has contributed to Linden Avenue in many important ways. This year we hope to put our efforts to good use once again. There are many opportunities to get involved in the events and activities which take place each year.

### **INCLEMENT WEATHER**

During inclement weather, children in Grades K-2 will enter the building and form a line in the gym from 8:20-8:30 AM. Parents may escort their children to the gym but are requested to leave promptly. Pre-K children will report to the front hall on inclement days. Parents should not enter the building before 8:20 AM without an appointment.

### **INTERVENTION & REFERRAL SERVICES**

The Intervention and Referral Services procedure was developed by the New Jersey Department of Education to assist district boards of education in establishing and implementing a coordinated system in each school building for the planning and delivery of intervention and referral services that are designed to assist students in the **general education program** who are experiencing learning, behavior or health difficulties and to assist staff who have difficulties in addressing students' learning, behavior or health needs. ( N.J.A.C. 6A:16-8.1).

This procedure will benefit students in several ways:

- Attention will be given to the needs of the teacher, staff and parents requesting assistance
- The structured problem solving process used by the I&RS team; the follow up, monitoring and evaluation of activities set forth in the I&RS action plan; and the focus on short term, achievable behavioral goals provides a high likelihood of success in addressing individual needs
- At risk students will receive interventions designed to accommodate their individual learning or behavioral needs in the context of the general education setting
- Data collection and assessment activities for interventions are focused on the context in which the problem is occurring
- Decreases inappropriate CST evaluations and classifications by developing a supportive problem solving mechanism in the K-12 general education program
- The I&RS process provides a clear trail of data and other information on related issues and concerns if a CST referral or evaluation is needed

The staff member requesting assistance becomes an ad-hoc member of the team for the resolution of the identified problem(s). School staff who request assistance are responsible for the following:

- Fully completing all forms and providing all appropriate information/data
- Remain open to new ideas and ways of approaching educational problems
- Actively participate in the problem solving process

- Support, implement and evaluate I&RS action plans
- Abide by all privacy rights, ethical standards and applicable statutes and regulations

A core unit ensures sufficient representation of various professional viewpoints, which increase the probability that all appropriate data will be collected and all applicable strategies and insights will be considered.

The intervention process will begin with teachers and parents, communicating to each other concerns regarding that pupil's academic, emotional or health status.

### **INTEGRATED PEST MANAGEMENT (IPM)**

Linden Avenue School and the Glen Ridge School District has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with the New Jersey School Integrated Pest Management Act. IPM is a holistic, preventive approach to managing pests in school.

All schools in New Jersey are required to have an Integrated Pest Management coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinators for Glen Ridge Board of Education are:

Name of IPM coordinators: Mr. John Baumann and Mrs. Barbara J. Murphy

Business Phone number: 973- 429-8304

Business Address: 12 High Street, Glen Ridge, New Jersey 07028

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan Linden Avenue School may use pesticides to control pests. The United States Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure. Upon request, additional information is available for review.

### **LUNCH PROGRAM**

The lunch hour extends from 11:30 to 12:30 each school day. Children may either go home for lunch (for the entire hour) or remain at school to eat lunch provided by their parents. Lunch at school should either be packed in a sturdy bag or preferably in a lunch box. Drinks should be in a can or

thermos. NO GLASS, please. It is asked that lunches be brought to school by the student at arrival, but when it becomes necessary to drop off a lunch, please bring it to the office.

Parents have the option of purchasing milk for their children (white fat free, chocolate fat free, or 1% white.) Milk is purchased twice a year on a pre-paid basis. Forms for milk purchase will be sent home for the purchase of milk for the coming months.

**Students are not permitted to share their lunch or snack with anyone.** Students who have peanut butter for lunch will be instructed to wash their hands after eating in order to remove any traces of peanut oil. If your child goes home for lunch and has peanut butter to eat, please make sure that your child washes his/her hands before returning to school.

The lunch hour is divided into two parts: a half hour for lunch and a half hour for recreational play outdoors (indoors if the weather is inclement.)

### **MOVE-UP**

In June, prior to school closing, each child “moves-up” to his or her new grade and class. Students in second grade “move-up” to the Ridgewood Avenue School. This eases students’ apprehensions about new situations.

### **PLAYGROUND**

Playground supervision begins at 8:20 AM. There is no school supervision provided after the 3:00 PM dismissal. After school, **parents and guardians must closely supervise** children on the playground. Be mindful of the children, parents, and caregivers on the playground. Limit ball play to the back corner away from the playground equipment. Soft Nerf-type balls and kick balls are allowed; tennis balls, hard balls or any small balls are not (they are often found clogging our gutters). Please review the following guidelines and reinforce these when using the Linden Avenue playground.

#### **General Rules:**

- Be patient and wait your turn for the use of the equipment.
- Take turns and share equipment and space.
- No crowding or pushing – be courteous to others.
- When there is a conflict, do one of the following: walk away from the problem, talk it out until you reach an agreement, use “Paper, Rock, Scissors” game.
- There is no throwing snowballs, dirt, sticks, stones, acorns, etc.
- No running on the wood chips.
- No bicycles, scooters, roller blades, or skateboards on school grounds.

#### **Slides:**

- Proceed one at a time
- Do not walk or run up slides.

Sit on slide – no standing.  
Slide down feet first.  
As soon as you reach the bottom, move away from the slide.  
Do not jump or run down slides.

### **Climbing Structures:**

Proceed one at a time.  
Face the bars while climbing up or down.  
No sitting, walking on top of, or climbing over equipment.  
Horizontal ladder and rings – start with the first bar or ring (never skip 2 or 3 bars or rings at a time).

### **Winter Weather:**

Please do not allow your child to climb on snow piles during the winter season. We cannot stress enough that children are not permitted to throw snowballs.

### **Trees:**

For the safety of the children and to protect the landscaping, please do not allow your children to climb in the trees on school property.

## **PORTFOLIO ASSESSMENT**

The Primary Schools implemented Authentic Portfolio Assessment in September 2000. A student portfolio is a meaningful collection of student work that exemplifies the student's interests, attitudes, range of skills and development over a period of time. It is believed that the use of portfolios will more accurately evaluate the student's individual progress against predetermined objectives and at the same time be sensitive to the theory of "Multiple Intelligences."

Portfolios include a series of examples of actual school performance that accurately demonstrate students' skills.

The Primary Schools will have three marking periods: November, March, and June.

## **READING SPECIALIST SUPPORT**

Students in the **general education program** who are experiencing learning, behavior or health difficulties are referred to the Intervention and Referral Services Team comprised of the classroom teacher, building principal, school nurse, LDTC, and the Reading Specialist ( N.J.A.C. 6A:16-8.1). The team meets to problem solve the issue/concern, make a recommendation and communicate with parents. The I&RS team monitors student progress and evaluates the activities set forth in the I&RS action plan; and the focus on short term, achievable behavioral goals to provide a high likelihood of success in addressing individual needs.

Students who are not performing to grade level expectations as measured by the data collection of the I&RS Team, classroom assessment activities and the portfolio assessment are assessed for remedial

services. The New Jersey Department of Education requires that district boards of education “provide appropriate instruction to improve skills and knowledge of students performing below the established levels of proficiency in any content area either on the Statewide or local assessments,” (N.J.A.C 6A:8-4.3).

Once students are assessed for Reading Specialist support in reading and/or writing (language arts) or, the results are shared with the I&RS team. Students performing below grade level expectations are invited to participate in the remedial services program as per New Jersey Administrative code.

When service commences, the Reading Specialist, Paula Horton, will provide language arts instruction in a small group setting. She will assess students’ progress on an ongoing basis, add written reports to the portfolio assessment in November, March, and June, and share the progress with parents, teachers and the I&RS Team.

If it is determined through the assessment process that a child has made the progress to enable him or her to perform at grade level, then students may exit the remedial program. The overall goal of the program is to meet the individual needs of students in order to help them make progress to perform at grade level expectations.

### **SCHEDULING**

The Primary Schools operate on a 6-day schedule. School days are numbered one through six so that if school begins on a Monday, day one repeats itself on Tuesday of the following week. This schedule allows for the efficient and effective sharing of specialized (library, music, and physical education) personnel between the two Primary Schools.

### **SCHOOL PICTURES**

School photos are scheduled for October 3<sup>rd</sup> and October 4<sup>th</sup>. You are under no obligation to purchase any pictures. This program is conducted solely as a service to Linden Avenue School Parents.

### **SECURITY PROCEDURES FOR ENTERING THE BUILDING**

In cooperation with Glen Ridge Police Department, we’ve come up with the following for visitors entering Linden Avenue School.

- Children should be dropped off at school no earlier than 8:20 AM unless Before Care is necessary. Pre-Kindergarten children and parents/caregivers should wait outside near the front door on nice days and on inclement weather days, children should be dropped off at the front doors. Parents should not enter the building unless there is a scheduled appointment.
- K-2 students and parents/caregivers should wait outside on the playground on nice days and on inclement weather days, K-2 students should enter the doors near Hawthorne Avenue and proceed to the gym where supervision will be provided for them. Parents should not enter the building unless there is a scheduled appointment.

- Dropping off personal items (lunches, library books, PE sneakers...) is strongly discouraged.
- Visitors need to enter through the front entrance and use the security system to request entrance. Once they have rung the bell, they will be asked to state their name and purpose of their visit. They will then be asked to display their photo identification towards the security camera. Once they enter the building, they need to report directly to the main office to pick up a visitor's badge. Parents should not go the classrooms or the nurse's office without a mutually agreed upon time scheduled by the staff.

### **SNACKS**

A snack time will be scheduled for the students. Class parents will be responsible for arranging for the provision of nutritious snacks for Kindergarten students. Teachers at other grade levels will allow time for a daily snack. **Peanut butter or foods containing peanuts or nuts are not permitted in the classroom for snack or special occasions.**

### **SPECIAL EDUCATION**

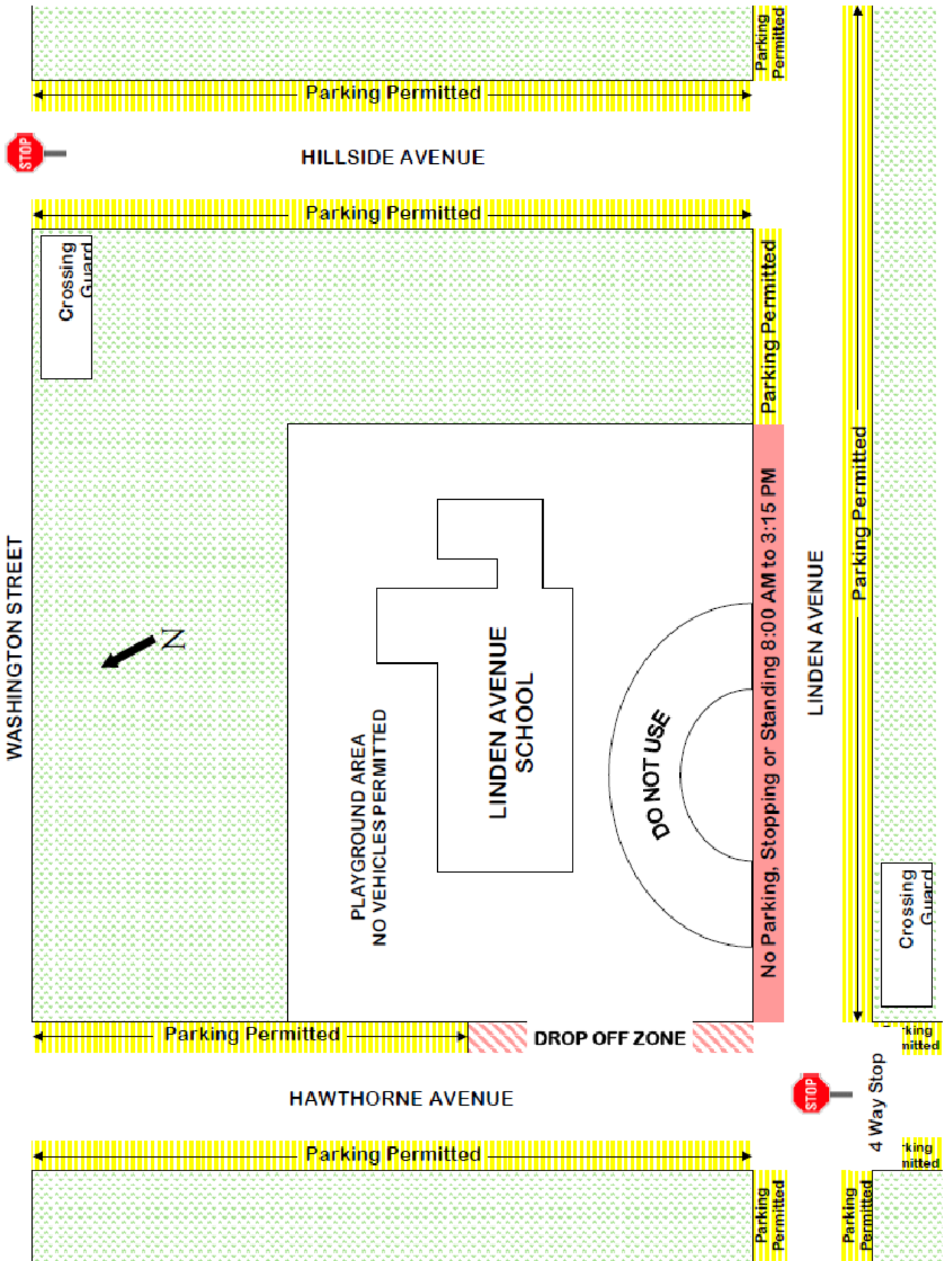
Public Schools are required to provide a free and appropriate education for handicapped children between the ages of 3 and 21. Early intervention programs are available to infants between the ages of 0 and 3 years.

Pre-school Disabled Program is available to children between the ages of 3 and 5. These services are available to all children who would benefit from special education programs and services which may prevent their disabling condition and/or developmental impairment from becoming more debilitating. Parents of youngsters who are demonstrating developmental lags in one or more areas are strongly encouraged to contact the Director of Student Services regarding services at (973) 429-8305.

Within Linden Avenue School, a Resource Room is available to students who have been found to be eligible for special education services through extensive testing by the Child Study Team. The Resource Room provides individualized instruction to students for a maximum of two hours a day. The CST, primary school teachers, and principal use a pre-referral intervention committee. The committee's primary purpose will be to expedite assistance to children who are experiencing academic and/or socio-emotional difficulties through an informal process. If suggested strategies or intervention plans do not prove to be of assistance, then the committee may begin initiating a formal referral process. Written parental permission to test must be received as part of this formal referral process.

### **WITHDRAWAL**

Any parent who is moving from his/her current address is asked to notify the school. A form must be completed and is available in the main office.



HILLSIDE AVENUE

Crossing Guard

WASHINGTON STREET



PLAYGROUND AREA  
NO VEHICLES PERMITTED

LINDEN AVENUE  
SCHOOL

DO NOT USE

No Parking, Stopping or Standing 8:00 AM to 3:15 PM

LINDEN AVENUE

Crossing Guard

DROP OFF ZONE

HAWTHORNE AVENUE



4 Way Stop

Parking Permitted

king mitted

king mitted

Parking Permitted

Parking Permitted

Parking Permitted