

Torey J. Sabatini



Student and Parent Handbook 2018-2019 School year

Glenwild Circle
Madison, NJ 07940
Phone: (973) 593-3182
District website: www.madisonpublicschools.org

Allison Stager, Principal
Joanne Empson, Main Office

Table of Contents

THE SCHOOL DAY	3
ARRIVAL AND DISMISSAL GUIDELINES	4
ATTENDANCE.....	5
BEFORE/AFTER CARE.....	5
BIRTHDAY PARTIES.....	5
CALENDAR.....	5
CONFERENCES	6
DISCIPLINE/CODE OF CONDUCT	6
ELECTRONIC DEVICES.....	8
EMERGENCY DRILLS/RESPONSE PLANS	9
FERPA.....	9
FOOD SERVICE/LUNCH VOLUNTEERS.....	9
FORBIDDEN ITEMS.....	10
HARASSMENT, INTIMIDATION, AND BULLYING	10
HEALTH SERVICES.....	11
HOMEWORK.....	11
PTO (PARENT TEACHER ORGANIZATION).....	12
SCHOOL SUPPLIES.....	12
STUDENT SUPPORT SERVICES	12
VISITORS	13
FACULTY AND STAFF LIST	14

THE SCHOOL DAY

Students who attend school regularly achieve at higher levels in the classroom. Torey J. Sabatini wants ALL students to excel and succeed. It is important that each student

- Come to class prepared and on time
- Follow class and school procedures
- Show respect for self, peers, and adults
- Take pride in the school building and grounds
- Do his/her personal best!

Regular School Hours:

Grades 1-5, 8:40 A.M. – 3:15 P.M.

Staff members will be posted at the entrances to the school (Glenwild Circle, Woodland Road) beginning at 8:30 A.M. when the first bell rings. The second bell rings at 8:40 A.M. and instruction begins. Any student arriving after 8:40 A.M. will be considered tardy and needs to sign in at the main office to receive a late pass. **NO EARLY DROP OFFS! Supervision will not be provided prior to 8:30 A.M.**

Kindergarten Hours:

AM Session: 8:40 A.M. – 11:25 A.M.

PM Session: 12:25 P.M. – 3:15 P.M.

Early Dismissal Days:

Grades 1-5, 8:40 A.M. – 12:45 P.M.

AM Kindergarten: 8:40 A.M. – 10:30 A.M.

PM Kindergarten: 10:40 A.M. – 12:45 P.M.

No lunch is served on these days.

Delayed Opening Days:

Grades 1-5, 10:40 A.M. – 3:15 P.M.

AM Kindergarten: 10:40 A.M. – 12:30 P.M.

PM Kindergarten: 1:25 P.M. – 3:15 P.M.

Lunch is served on these days.

On inclement weather days, the Honeywell automated phone system will notify you of any closings, delays, or early dismissals. Information regarding registration for this service can be found on the district's website at <https://www.madisonpublicschools.org/domain/42>.

Office Hours:

The main office is open from 8:00 A.M. – 4:00 P.M. for school business, Monday through Friday. **THE MAIN OFFICE CANNOT SUPERVISE STUDENTS AFTER DISMISSAL AT 3:15 P.M.**

Joanne Empson is the administrative assistant in charge of the main office. You may reach her at (973) 593-3182 or empsonj@madisonnjps.org.

The Jaguar Jungle

Located on the ground floor, this space is used for lunch, PE, assemblies, stage productions, music rehearsals, and a variety of other activities.

ARRIVAL AND DISMISSAL GUIDELINES

Morning Drop-Off Procedures:

Torey J. has a very small parking lot with little room for cars to pass once the parking spaces are full. If you are driving your child to school, we kindly ask you park your car on a side street and walk your student to the door. If you need to “stop and go,” please drop your child off on Woodland Road in front of the board office to follow the sidewalk to the school. Please cooperate with and follow the instructions of the crossing guards posted on Glenwild Road, Green Village Road, and Woodland Road. Buses drop off on Woodland Road in front of the Board Office. Adults meet the bus and greet the students. Adults are also posted at the main entrances to the school as students begin to arrive at 8:30 A.M. Adult supervision is not provided prior to 8:30 A.M.

For students who arrive late to school (after 8:40 A.M.), parents, please walk your child(ren) to the main office to check in.

Afternoon Pick-Up Procedures:

All students are walked to the main entrances by their teachers. Grades K-2 dismiss by the entrance in the front of the school (facing Glenwild Circle), next to the main office door. Grades 3-5 dismiss through the side doors of the school (Woodland Road), facing the board office. Adults supervise bus students in the all purpose room, take attendance, and escort the students to the bus. Please do not double park or park in front of a curb in the parking lot. Please park on a side street and walk to the entrance where your child will be dismissed. **If your child’s dismissal arrangement changes, please notify your child’s teacher via email and cc Mrs. Empson at empsonj@madisonnjps.org. If after 12:00 P.M., please call the main office directly.**

The main office cannot provide student supervision after dismissal. Please pick up promptly at 3:15 P.M.

Early Pick-Up Procedures:

Early pick-up is discouraged and should be requested only for extenuating circumstances. In such cases, a note from the parent/guardian is required and should be presented to the classroom teacher at the beginning of the school day. Students must be picked up in the school office by a parent/guardian or a person authorized by the parent/guardian to act on his/her behalf. For safety reasons, proper identification is necessary and no exceptions will be made. Children will not be released to any individual without a note or to someone who is not listed on the student’s emergency contact information.

ATTENDANCE

Daily attendance in school directly correlates to the academic success of students. Consistent and punctual attendance is mandated by the State of New Jersey and is essential for the steady progress of children throughout their school lives. All students are required to be in their homerooms no later than 8:40 A.M. Of course, due to illness and other circumstances, it is reasonable to expect a student to be absent periodically for good reason. Please contact your child's teacher for schoolwork missed.

Absences:

If your child is going to be absent, you may call the main office line at (973) 593-3182 and press 1 to report an absence. When calling, please state the reason for and anticipated length of your child's absence. Alternatively, you may contact Colette Crescas, School Nurse, at crescasc@madisonnjps.org. When sending an email, we request you cc Mrs. Empson in the main office at empsonj@madisonnjps.org. **Students who are absent may not attend school functions that day/evening. A student must participate in four hours of instruction to be considered present.**

Tardiness:

Please make every effort to have your child to school on time each day. Students who arrive after 8:40 A.M. must report to the main office with a parent/guardian.

Vacations:

Parents/guardians are asked to avoid family vacations during the school year, if at all possible. No amount of make-up work can replace the instruction received in the classroom during the school day. Teachers cannot provide specific, detailed work in advance of extended absences.

BEFORE/AFTER CARE

The Madison Community House offers morning and afternoon childcare on-site at TJS. The Madison Community House is an approved vendor that utilizes the school to run their program, independent of the school district. Please contact them directly for more information at (973) 377-3105. The Kirby Center, at the Madison YMCA, also offers an off-site childcare program. Please visit their website <https://www.madisonareaymca.org/childcare-education/f-m-kirby-children's-center> for more information.

BIRTHDAY PARTIES

We understand birthdays are special days for our young students! If a parent would like to visit a child's classroom on his/her birthday, advance contact must be made with the classroom teacher to arrange for a mutually convenient time. Celebrations are limited to 15 minutes and are "foodless." Suggested activities include reading a book, completing a simple craft, or utilizing the playground for extra recess time. Siblings and extended family members are discouraged from attending.

CALENDAR

Please refer to the district website for the district calendar. School specific events will be on Torey J.'s website and communicated via email. Please make note of scheduled delayed openings, early dismissals, and days off.

CONFERENCES

Parent-teacher conferences are conducted twice, once in the fall and once in the spring, during the school year. The dates for conferences can be found on our district calendar. For the 2018-2019 school year, conferences will take place on November 19-20, 2018 and March 25-26, 2019. We encourage open lines of communication between school and home, please feel free to contact your child's teacher at any point throughout the school year.

DISCIPLINE/CODE OF CONDUCT

At Torey J. Sabatini, we believe that every student deserves to be safe while in school. The safety and security of all children, including their emotional and physical well-being, is paramount. Every student deserves to learn without interference from or fear of others.

As part of the school's overall philosophy, the staff subscribes to the premise that each person has the ability to choose his/her own behavior. Through the Responsive Classroom model, students are active participants in the development of rules. Each student is taught that s/he is a responsible member of the school community. There are times when inappropriate behavior does occur. In those circumstances, the student is held responsible for both the behavior and its consequence(s).

Discipline is designed to reinforce the positive behaviors we expect from all students. Discipline alone is not intended to change behaviors and discipline typically contains an educational component. Behaviors change when the student, parent/guardian, and school work cooperatively to reinforce and encourage proper/acceptable behavior.

Students make mistakes. Hopefully, outlining basic rules and regulations will guide children in the appropriate direction. Our hope is that students learn to behave more positively and live more productively when given appropriate guidance, direction, and consistency.

General Behavioral Expectations:

1. All students have the right to an education that is conducted in a non-disruptive learning environment. Students should not be allowed to leave the classroom during instruction unless they have permission by their classroom teacher or are accompanied by a teacher.
2. All students are expected to respect themselves and others, utilizing appropriate language and exercising self-control. Profanity and physical aggression cannot be tolerated in the school setting.
3. All students should be proud of their school. Therefore, all students should help keep it clean refrain from any sort of purposeful damage to the school building. No chewing gum.
4. A school free of all drugs, alcohol, tobacco, and weapons must be maintained at all times.

Classroom Rules:

1. Students must exhibit proper respect for adults, other students, and school property.
2. Students need to arrive to school promptly, prepared, and ready to learn.
3. Students need to actively participate in their own learning experiences.
4. In order to receive the full benefit of their education, students must complete their class work, homework, projects, etc.

**Students will work cooperatively with teachers to establish classroom rules. The above are basic guidelines of reasonable expectations.*

Hall Rules:

1. Students should walk and not run in the halls. Students are to keep hands off the walls while walking through the building.
2. Although students may occasionally need to be in the hall during class time, they are expected to remain quiet and not disturb instruction.
3. No rough housing in the hallways (i.e., pulling on backpacks, intentionally tripping or hitting, etc.)

Bathroom Rules:

1. Students will use the facilities in a reasonably expeditious manner.
2. Toilets are to be flushed after each use.
3. Students will wash and dry their hands. Water is not to be splashed or played with.
4. Paper towels are to be thrown into the garbage, not anywhere else in the bathroom.
5. Three students may be in the bathroom at one time. Other students will form a line and wait their turn, should the bathroom be crowded. "If there's three, leave it be. Number four, wait by the door."
6. Horseplay, "hanging out," and/or engaging in group conversations while in the bathroom are prohibited.

Cafeteria Rules:

1. Lunch should be an organized part of the school day. Students are expected to exhibit appropriate behavior.
2. In order to have a quality lunch program, students need to be conscious of volume, observe good table manners, and raise their hands when they need to speak to a lunchroom supervisor.
3. Students are to remain seated until dismissed by a lunchroom supervisor.
4. There shall be no running, roughhousing, throwing of food or other items, disrespect toward the lunchroom supervisors, or other disorderly conduct.

Playground Rules:

1. Students must observe all safety rules when utilizing equipment.
2. Students may participate in games that are appropriately organized and/or supervised.
3. Students should re-enter the building in an appropriate and safe manner at the direction of the adults on duty.
4. Dangerous play/roughhousing is not allowed.
5. No throwing of stones, woodchips, sticks, etc.
6. Students are not to jump from the top of the playground equipment, climb trees, or climb fences.
7. If a student needs to use the bathroom or see Mrs. Crescas while at recess, s/he should ask permission from a lunchroom supervisor before entering the building.

School Bus Student Code of Conduct:

When transporting students, the main goal of the Madison School District is to safely transport students to and from school and school related activities. Appropriate student behavior and conduct is a requirement on the school bus.

Riding the school bus is a privilege. Students have the right to be respected and have their property respected when riding the bus. Students have the responsibility to follow directions given by the bus driver or those in authority, respect the rights and feelings of others and their property, maintain appropriate decorum, and refrain from acts of violence, vandalism or bullying. Students are expected to

follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions, or events. All school rules are in effect while a student is riding the bus or is at the bus stop.

Consequences for school bus/bus stop misconduct will be imposed by the building principal or administrative designee. Serious misconduct, such as violence, vandalism, or inappropriate use of social media may be reported to local law enforcement. Any acts of harassment, intimidation, or bullying shall be subject to the Madison School District's policy and procedure.

Bus Stop Rules

1. Get to your bus stop five minutes before your scheduled pick up time.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs, and belongings to yourself. No fighting or horseplay.
4. Use appropriate language.
5. Stay away from the street when waiting for the bus. Wait until the bus stops before approaching the bus.
6. Do not use mobile phones or other electronic devices.
7. After getting off the bus, move away from the bus.
8. If you must cross the street, always cross in front of the bus where the driver can see you.
9. Students are responsible for personal property.

Rules on the Bus

1. Immediately follow the directions of the driver.
2. Fasten your seatbelt and sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation, threatening, or horseplay.
7. Do not throw anything.
8. Do not use mobile phones or other electronic devices.
9. No eating, drinking, or possession of weapons on the school bus.
10. Do not damage the school bus.
11. Students are responsible for personal property.

Consequences for School Bus Code of Conduct Infractions:

- 1st Offense: Verbal warning
- 2nd Offense: Phone call to parent or guardian by principal; possible assigned seat
- 3rd Offense: 1-3 school day suspension from riding the bus
- 4th Offense: 5 school day suspension from riding the bus

Further offenses will be individually considered. The Principal or Superintendent may adjust consequences based on severity of offense at any time.

ELECTRONIC DEVICES

Students are not permitted to bring personal electronic devices such as iPods, iPads, music players, electronic games, etc. to school. No photographs, videos, or recordings may be taken at any time, unless part of a school approved project and parental consent has been obtained. Cell phones are discouraged. Recognizing that some parents want their child to have a cell phone in his/her possession in the event of an emergency, students should keep them turned off and in their backpacks from the time they arrive at

the bus stop or enter the school building to the time they exit the bus at their bus stop in the afternoon or arrive at home. Students who need to use the phone during the instructional day may ask Mrs. Empson to call from the main office or the phone in the classroom. If a student has out or uses an electronic device during the instructional day, it will be confiscated and brought to the main office. The Madison School District is not responsible for lost or stolen electronic devices students choose to bring to school.

EMERGENCY DRILLS/RESPONSE PLANS

As prescribed by the laws of New Jersey, two emergency drills are conducted each month. One will be a fire drill and the other will be a security drill. Silence is maintained during each drill until all students have returned to their classrooms and the drill has concluded.

In conjunction with local, county, and state agencies, the Madison School District has developed response plans to ensure the safety and well-being of our students and staff members. The response plans are based on the understanding that our first goal is to move the students to a place of safety. In light of uncertainties surrounding emergencies, decisions may be made at the time in response to the specific nature and location of the emergency. Responses may also be affected by information and direction received from local, county, and state agencies.

All emergency messages will be sent to parents via email, our automated phone system, and other media outlets.

FERPA

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that TJS, with certain exceptions, obtain a parent's written consent prior to the disclosure of personally identifiable information from your child's educational records. However, TJS may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. Examples of the use of directory information for school purposes might include a playbill; the annual yearbook; the honor roll; the graduation program; and school-approved parent organization contact lists.

FOOD SERVICE/LUNCH VOLUNTEERS

Food Service:

Students can bring lunch from home or purchase lunch. You may access all lunch menus online through the school's website or at <http://www.pomptonianmenus.com/index.asp?id=madison>. In addition to daily lunch choices, snacks are available for purchase. If you are looking for healthier options, please review the information regarding Village Fresh. All Village Fresh items must be pre-ordered in advance.

Additionally, you may set up an online account through Payforit at <https://www.payforit.net/login.aspx>. Through the online account, you can eliminate the need to carry cash, replenish lunch accounts when balances become low, view items purchased, and place restrictions on your child's account. If you have any questions regarding the food service, please contact the Food Service Director at (973) 593-3190 or foodservice@madisonnjps.org.

Lunch/Recess Volunteers:

Parents are encouraged to volunteer to help with lunch and recess duties as schedules permit. The extra help is vital in ensuring adequate supervision and is a great way to see more of the daily operations of the school. If you would like more information on how to volunteer for lunch or recess duty, please visit the PTO webpage at <https://www.madisonpublicschools.org/Page/5713>.

FORBIDDEN ITEMS

Students may not possess items or substances that are disruptive to the learning environment in school or on the bus. These items include, but are not limited to, electronic devices, water pistols, slingshots, sharp objects, toy guns, or fireworks. Additionally, possession of anything deemed to be a weapon, tobacco product, drug, or alcohol will result in confiscation, parent/guardian contact, police notification, and disciplinary action.

HARASSMENT, INTIMIDATION, AND BULLYING

Harassment, intimidation, or bullying (HIB) 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 characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression, or a mental, physical or sensory disability, or by another 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, Chapter 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students 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 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 educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

It includes the use of physical force, hurtful teasing, threats, insults, intimidation, deliberate exclusion, and put-downs. Any incidents should be reported by victims and/or witnesses to teachers, counselors, or the principal as soon as possible.

Torey J. Sabatini strives to provide an environment where students feel free of any type of HIB. Verbal, physical, or sexual harassment of staff or students will not be tolerated and will result in disciplinary action.

The Anti-Bullying Coordinator for the District is the Director of Special Services, Dr. Frank Santora. He can be reached at (973) 593-3153 or santoraf@madisonnjps.org.

The Anti-Bullying Specialist for TJS is Mrs. Judy Bletcher, Guidance Counselor. She can be reached at (973) 593-3182 or bletcherj@madisonnjps.org. The Anti-Bullying Specialist also chairs the School Safety Team, which meets regularly to review and strengthen school climate, to identify and address patterns of HIB, and to provide training for the prevention of HIB.

All reported incidents of HIB will be investigated in a timely manner, according to District Policy 5512. This policy can be viewed in greater detail by visiting the District's website.

The sooner the school is made aware of an issue, the sooner it can be addressed and resolved.

HEALTH SERVICES

Mrs. Crescas, our full-time certified nurse, is available to serve the health and needs of the students. She is available for first aid and illness, chronic conditions, as well as a resource for parents, students, and faculty. Please call (973) 593-3182, ext. 3184 or email crescasc@madisonnjps.org with any questions. In addition, the nurse conducts annual height, weight, vision, and hearing screenings.

Medication:

All medications, including pills, liquids, inhalers, cream, lotion, drops, throat lozenges, supplements, sunscreen, etc. must have physician's orders to be administered. Medication must be brought to school by the parent. Medications must be in their original container accompanied with a prescription indicating the time to be given, the dose, frequency, and duration. Students will not be permitted to transport medication. If a parent comes to school to administer medication, the student will be called to the nurse's office or main office for administration purposes.

Food Allergies:

Food allergies are a very real health concern in our school community. To maintain an environment that is safe for all students, we strive to maintain nut free environment in all classrooms and adhere to the following guidelines.

Snacks/Classroom Celebrations:

- All students are required to bring nut free snacks from home. The school does not provide snacks for students outside of the lunch period.
- You will be notified of any extenuating circumstances that exist and guidelines to be followed in individual classrooms, if necessary.
- Students are not permitted to trade or share snacks.
- The only classroom parties that include food are Halloween and Valentine's Day. Snacks must be tree nut free and approved by the School Nurse. All other celebrations are foodless. No goody bags can be sent in for any reason. The school will not distribute goody bags for any reason.

Cafeteria:

- Nut free tables are provided for students with allergies. Tables are cleaned prior to use. Other students may sit at these tables provided their lunch is nut free. Mrs. Crescas is present in the cafeteria to check lunchboxes and ensure proper guidelines are followed. If you have any questions regarding appropriate items to include in your child's lunch, please contact Mrs. Crescas directly.

HOMEWORK

Homework is meant to be an extension of the daily classroom activities. Students should be able to complete homework independently or with minimal assistance from home. Typical homework consists of word work, math, and independent reading and varies based on the curriculum and individual teacher. A reasonable expectation is for homework to take anywhere from 10-15 minutes in the primary grades to 45 minutes in upper elementary grades. Should you find your child to experience difficulty completing

the homework in a timely manner or requiring extensive assistance, please contact your child's teacher. Adjustments will be made accordingly.

PTO (PARENT TEACHER ORGANIZATION)

The PTO is structured for the purpose of supporting the education and welfare of the children at TJS by fostering relationships among the school, parents, and teachers. The PTO relies on parent volunteers to spearhead all of our programs such as Cultural Arts and Educational Enrichment, as well as fundraising for teacher grants and much needed enrichment, and much more. For more information on how to get involved, or what the PTO is all about, please visit their webpage at <https://www.madisonpublicschools.org/domain/417>.

SCHOOL SUPPLIES

A school supply list can be found on the TJS website. If any additional supplies are needed throughout the year, your child's teacher will inform you. **PLEASE DO NOT PURCHASE BACKPACKS WITH WHEELS.** They scratch the floors, can be difficult to carry upstairs, and do not fit in lockers.

STUDENT SUPPORT SERVICES

English Language Learners (ELL):

Students whose primary language is not English will be screened and, if qualified, provided with an English as a Second Language class.

Gifted Education:

The Madison School District recognizes that learners have different needs and is committed to meeting the needs of its diverse learners. Gifted students possess superior abilities and/or potential, and they need educational opportunities to extend their learning. The guiding principle of our REACH program is to provide a variety of program options, which are compatible with the learning characteristics of gifted learners, the unique needs of the identified students, and the resources of the district. For more information about programs offered in grades 3-5, please contact Dan Ross, Director of Curriculum and Instruction, at (973) 593-3100, ext. 3111 or rossd@madisonnjps.org.

Intervention and Referral Services (I & RS):

This team of professionals functions under the direction of Mrs. Stager and is designed to assist students who are experiencing academic and/or social/emotional difficulties. Parents/guardians may make referrals to the I & RS Committee and/or will be notified when their child is referred for assistance.

Section 504 Committee:

Section 504 of the Rehabilitation Act prohibits discrimination against persons with a disability in any program receiving federal funds. The Act defines a person with a disability as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working;
- has a record of such impairment; and
- is regarded as having such an impairment.

The purpose of the 504 Committee is to guarantee that an identified child is receiving an education comparable to that provided for a non-disabled student. The Committee will formulate reasonable

accommodations outlined in an accommodation plan and will review this plan as needed. The 504 Committee consists of Mrs. Stager, a member of the Child Study Team and/or school counselor, a parent, teachers, and any other applicable school personnel.

Special Education:

The Madison School District provides a program of supports and services to those students eligible for special education and related services. The District employs special education teachers, an occupational therapist, a physical therapist, speech and language specialists, paraprofessionals, and child study team members including psychologists, social workers, and learning disabilities teacher-consultants.

CST members are responsible for the identification, evaluation, and determination of eligibility for students referred for special education and related services. These professionals work closely with the teachers and administration to provide additional support to ensure that each student has a safe, positive, and affirming learning experience. If you feel that your child is in need of this support, please contact your child's teacher or Mrs. Kimberly Pirro, School Psychologist, CST Representative at (973) 593-3182, ext. 3191 or pirrok@madisonnjps.org.

VISITORS

We welcome visitors to TJS for scheduled appointments and school programs. We will strictly adhere to the following policies to ensure building safety throughout the day.

- Visitors must have a scheduled appointment in order to be admitted into the building.
- Visitors will be asked for their full name, affiliation with the school, order of business, and who they are scheduled to meet with. Only visitors with appointments will be admitted to the building.
- Visitors will be required to sign in the main office and provide government issued identification to receive a visitor's pass. Visitors will sign out in the main office when leaving and receive the identification back.
- Parents or guardians who drop off lunches, instruments or other items during the school day may place items in a plastic bins outside the front entrance of TJS. Please label everything clearly with your child's name.

FACULTY AND STAFF LIST

TJS Faculty and Staff Directory 2018-2019

Principal/Main Office Staff

Mrs. Allison Stager	Principal	stagera@madisonnjps.org
Mrs. Joanne Empson	Administrative Assistant	empsonj@madisonnjps.org

Child Study Team

Mrs. Kim Pirro	Room 202	pirrok@madisonnjps.org
----------------	----------	--

Guidance

Mrs. Judy Bletcher	Room 202	bletcherj@madisonnjps.org
--------------------	----------	--

School Nurse

Mrs. Colette Crescas	Room 205	crescasc@madisonnjps.org
----------------------	----------	--

Kindergarten

Mrs. Meredith Waryha	Room 217	waryham@madisonnjps.org
----------------------	----------	--

KWRAP

Mrs. Nicole Salazar	Room 211	salazarn@madisonnjps.org
---------------------	----------	--

First Grade

Ms. Emily Perritt	Room 215-216	perritte@madisonnjps.org
Ms. Tonya Robertson	Room 213-214	robertsont@madisonnjps.org

Second Grade

Ms. Jenna Madden	Room 212	maddenj@madisonnjps.org
Mrs. Megan Niper	Room 228	niperem@madisonnjps.org
Mrs. Suzanne Pelkey	Room 227	pelkeys@madisonnjps.org

Third Grade

Mrs. Allison Altieri	Room 225	altieria@madisonnjps.org
Mrs. Sarah D'Alessandro	Room 226	dalessandros@madisonnjps.org
Mrs. Lauren Gambino	Room 224	gambinol@madisonnjps.org

Fourth Grade

Ms. Colleen Kennedy	Room 126	kennedyc@madisonnjps.org
Mrs. Kate Lade	Room 127	ladek@madisonnjps.org
Mr. Jim Stricchiola	Room 125	stricchiolaj@madisonnjps.org

Fifth Grade

Mrs. Marisa Caruso	Room 124	carusom@madisonnjps.org
Mrs. Tina Smith	Room 123	smitht@madisonnjps.org
Ms. Vickie Zourzoukis	Room 223	zourzoukisiv@madisonnjps.org

Special Education

Mrs. Corinne Babich	Room 203	Babichc@madisonnjps.org
Ms. Jennifer Larson	Room 203	larsonj@madisonnjps.org
Mrs. Carolyn Rommeihs	Room 209	rommeihsc@madisonnjps.org
Mrs. Karen Smith	Room 209	smithk@madisonnjps.org
Mrs. Teresa Townsend	Room 209	townsendt@madisonnjps.org

Interventionists

Mrs. Ashley LoBrace	Room 210	lobracea@madisonnjps.org
Ms. Liz O'Neill	Room 209	oneille@madisonnjps.org

Specials

Mrs. Adriana Adkins	Room 117	adkinsa@madisonnjps.org
Ms. Michelle D'Amico	Media Center	damicom@madisonnjps.org
Mr. Adam Gerenstein	Jaguar Jungle	gerensteina@madisonnjps.org
Mrs. Laurie Quinlan	Room 116	quinlanl@madisonnjps.org

Mrs. Sherrie Taylor	Media Center	taylor@madisonnjps.org
Mr. Michael Watson	Room 205	watsonm@madisonnjps.org
Ms. Raquel Spooner	Media Center	spoonerr@madisonnjps.org
Ms. Donna Ward	Room 117	wardd@madisonnjps.org

Related Service Providers

Dana Finn	Speech Therapy	finnd@madisonnjps.org
Theresa Feron	Occupational Therapy	feront@madisonnjps.org

Teacher Assistants

Mrs. Noemi Cicconi		cicconin@madisonnjps.org
Mr. Jason Griggs		griggsj@madisonnjps.org
Ms. Vanessa Scypinski		scypinskiv@madisonnjps.org
Ms. Jillian Catlett		catlettc@madisonnjps.org
Ms. Molly Holberton		holbertonm@madisonnjps.org
Ms. Lisa Kretschman		kretschmanl@madisonnjps.org

Custodial Staff

Giuseppe Ricci	Head Custodian/Day	riccig@madisonnjps.org
Mr. Pasquale DeNegri	Night Custodian	denegrip@madisonnjps.org
Mr. Dennis Keelty	Night Custodian	keeltyd@madisonnjps.org