



Discovery Magnet School Handbook



Discovery Magnet School
4510 Park Avenue
Bridgeport, CT 06606
Phone: (203) 275-1801
Fax: (203) 337-0097

Visitors

All visitors must enter through the front door and be admitted into the building by Security. They must sign in at the Main office desk, obtain a visitor's pass, and sign out upon leaving. Visitors may be asked to present a photo ID.

*In an effort not to disrupt class time, unscheduled visits and Early dismissals are strongly discouraged.



Vision Statement

Our vision is to provide a positive, engaging, and nurturing environment, focused on science and technology, where students will develop a strong self-esteem and a zest for life-long learning, to reach their fullest potential and become 21st century citizens.

Mission Statement

The Inter-district Discovery Magnet School provides a safe collaborative environment that promotes diversity, self-esteem, inquiry based learning, independent thinking and produces students who are “college ready” and prepared to succeed in life!





Interdistrict Discovery Magnet School
4510 Park Avenue
Bridgeport, CT 06604
Phone (203) 275-1801
Fax (203) 337-0097

Principal: Mrs. Sangeeta Bella
sbella@bridgeportedu.net

Parent Information Handbook 2016-2017

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Please review and keep for future reference.

Academic Expectations/Behavior Policy

Here at Discovery Magnet School we strive for excellence and expect the same from all our students. Our academic expectation is that students follow our rigorous curriculum and continues to do their personal best. To achieve academic excellence we believe that behavior plays a major roll and is a critical aspect in achieving this goal. To ensure that we maintain this level of high expectation we follow The Bridgeport Board of Education's behavior policy (dated April 23, 2012) extremely diligently. I have attached a copy of the policy for your reference.

Students who have had excessive behavioral issues will be put on probation for a six-week period through SRBI process. Cases will then be reviewed by our Student Assistance/SRBI Team. Students who fail to demonstrate appropriate behavior at the end of the probationary period will be transferred back to their neighborhood/district school.

Please review the policy:

Bridgeport Public Schools Policy No. 5116(d)
Interdistrict Discovery Magnet School

The Interdistrict Discovery Magnet School "encourages students to pursue academic excellence." Instruction is centered around all academics with a strong focus on science and technology. The program is rigorous in grooming students for college preparatory high school programs. Students are expected to excel in academic studies and demonstrate personal conduct appropriate to an academic learning environment.

The school enrollment consists of 70% students from Bridgeport and 30% from the surrounding communities. The participating districts are: Easton, Fairfield, Monroe, Milford, Shelton, Stratford and Trumbull.

Entrance to the school is by application and electronic lottery.

Priority admission will be granted to applicants with a sibling(s) currently attending the Interdistrict Discovery Magnet School. Within the context of this policy, siblings are defined as children who reside in the same household with a common parent or legal guardian in accordance with the Interdistrict Grant language.

The Interdistrict Discovery Magnet School expects all students to be successful; however, in order to maintain high standards, students who do not meet

minimum behavioral requirements will be reassigned from the school and returned to their district school.

Network/Internet/E-Mail Policy

The purpose of Bridgeport Public School District's Network (LAN and WAN) is to promote the exchange of information that supports learning and encourages research. This goal will be accomplished by providing users access to the software located on the District's file server, the Internet and the ability to send e-mail. This is consistent with the mission of the Bridgeport Public School District. **Note:** Interpretation, application, and modification of this Bridgeport Network Policy is within the sole discretion of Bridgeport Public School District. Any questions or issues regarding this Policy should be directed to Bridgeport Public School District Administration.

RULES

1. Each student requesting access to the Bridgeport Internet link must complete the Student Account Agreement Form and have it signed by a parent or guardian. Any use of the network without authorization is prohibited.
2. Neither Bridgeport's instructional network nor Internet access is to be used for commercial business use, political, religious advocacy or illegal purposes.
3. Users may not use the system in any way that is insulting, disruptive, offensive, objectionable or contrary to the educational goals of the District.
4. Use of Bridgeport's Internet to access or send obscene, pornographic, or sexually explicit messages, cartoons or jokes; unwelcome propositions or love letters, messages advocating violence or threats of any kind; racial, ethnic or religious slurs, or any other message that can be construed to be harassment or disparagement of others based upon their sex, race, sexual orientation, age, national origin, or religious or political beliefs is prohibited.
5. Sending material critical of school administration, teachers, staff, students, or anyone associated with the school district is prohibited.
6. Harassing network users, infiltrating computing systems, and/or damaging of software components is prohibited.
7. Subscriptions to lists serves, news groups, bulletin boards and any other on-line promotional services will be subject to review and approval by district staff.
8. Deliberate misuse of the network and its equipment will be considered an act of vandalism and subject the user to disciplinary action. The District will hold the user financially responsible for any damage incurred.
9. No individual shall make any unauthorized entry or alteration of any document, either paper or electronic, not created by such individual(s).
10. E-mail messages should be deleted regularly by each user to conserve storage space.
11. The installation of software on District computers must be pre-approved by the Director of Educational Technology and only performed by technical support staff.
12. Profanity or obscenity will not be tolerated. All community members shall use language which is appropriate for school situations as indicated by the Bridgeport Schools' Code of Discipline.
13. Impersonation, anonymity, or pseudonyms are not permitted. Individuals shall be held responsible for their

actions and words.

14. No individual shall use the District Network for the purpose of on-line shopping.

SECURITY

The District assumes no responsibility or liability if documents stored on District equipment are lost or damaged, nor will the District be responsible for security violations beyond the proper punishment of those persons involved in such violations. The District employs Filtering Software in an effort to block objectionable content, however, no software is 100% foolproof. The District assumes no liability for the access of such material.

1. Users will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
2. Users will not share their account with anyone or leave the account open or unattended.
3. Users will keep all accounts and passwords confidential to other users, however all system passwords and/or encryption keys must be available to the District Administration.
4. Users are responsible for content and maintenance and backing up of their own files.
5. Users will be liable for violations occurring under their accounts.
6. If a user suspects his/her account has been violated or accessed, it is his/her responsibility to report it to District personnel.

PROPERTY RIGHTS

The District has the right to specify who uses its equipment and the information contained therein, under what circumstances, and to what purpose. Use of District equipment and software for private or personal business is strictly prohibited and will subject the violator to disciplinary action.

1. The District reserves the right to limit the amount of time a file may be stored on the network system.
2. All electronic material stored on/or sent from the Bridgeport Public Schools network is the property of the district and subject to review at any time.
3. Use of the system is subject to periodic unannounced inspection and may be accessed and copied by the District for monitoring and disciplinary purposes without user's permission. Accordingly, one should not use the system to transmit personal information about oneself or others that one would not want a third party to read.

PENALTIES FOR INAPPROPRIATE USE

1. Any user violating these rules, applicable state and federal laws or posted classroom and district rules, is subject to loss of network privileges and any other District disciplinary options provided by State Statute, Board Policy, or Bridgeport Public Schools' Code of Discipline, including, but not limited to loss of network/Internet privileges, suspension and/or expulsion.
2. Users, who intentionally damage equipment, attempt to load or download unauthorized software, access another user's account or school accounts, or show disregard for these regulations, shall be subject to disciplinary action.
3. Damage caused to other networks accessed, will subject the user to the same disciplinary action as damage to the Bridgeport Network/Internet as well as any possible criminal charges.

WEB GUIDELINES

1. Web pages must comply with school rules, local, state and federal laws and regulations.
2. Building-based, instructional or informational web sites must be approved by the building Principal or designee prior to posting.
3. All content, including links to other websites, must be reviewed by the classroom teacher and/or webmaster prior to posting.
4. Personal information about staff and/or students, including, personal telephone numbers addresses, and student e-mail addresses may not be posted on Web sites.
5. The publication of staff or student work on the Bridgeport Public Schools Internet Web sites will require permission of the student, parent or staff member prior to posting. If photos are used, only the first name and last initial will be included for identification.

COPYRIGHT INFRINGEMENT AND PLAGIARISM

1. Users will not plagiarize works that they find on the Network/Internet. Any information obtained over the network/Internet shall not be used without giving proper credit to the original author and is subject to plagiarism and copyright laws.
2. Any information posted on Web sites must be the original material or be in the public domain. In the event information is not derived from an original or public domain source, it cannot be published on the Web, on district Web sites or file servers without the explicit written permission of the author.

Cell Phone/Electronics Policy Grades 3-8

All electronic devices are strictly prohibited for use by students during school hours. Receiving and sending text during school day, making an unauthorized phone call, and visiting sites inappropriate in nature becomes a major disruption and loss of instructional time which negatively impacts our school climate. Our goal is to be as preventative as possible to maintain the safety and well-being of all students.

Please be vigilant of your child's use of social media applications such as SnapChat, Instagram, Kik etc., on a daily basis. Also be sure to speak with your child on a daily basis so we can prevent any possible situations from escalating both at home or at school.

Our teachers will collect cell phones daily and keep them in a safe box/location until dismissal. If you have an emergency or need to speak with your child during the school day, please contact the main office and we will make sure that you have access to your child.

The Bridgeport Public School Student Code of Conduct manual clearly states:

Using a cellular or Mobile Device while in school or while attending any school-sponsored function on or off school property: **Students shall not use a mobile device or a cellular phone, e.g. MP3, ipod, Smartphone or tablet during school hours for non-academic purposes. If students are found using such devices, the administrator can confiscate and return the device at the end of the day and warn that repeated offenses will result in the device being confiscated for a month's time.**

Code of Conduct-Type 1 Disciplinary Offense

Disrupting Class, Including But Not Limited to Electronic Devices There are types of behaviors which are disruptive to the classroom. Examples of such behavior are: loud talking, refusing to sit in a chair or at a desk, failing to bring pencils, books, paper and other essential classroom study material or pushing, moving or banging on furniture. **This include the use of wireless devices, e.g. cameras, iPod, MP3s, cellular phones, digital recorders. When such behavior is disruptive to the educational process within a classroom or study hall, school officials should respond in the way prescribed by the Student Code of Conduct.**

Thank you for your continuous support.

Absences/Travel Policy

Please be aware **that student attendance will be closely monitored, and there are some key points to be mindful of.** Firstly, please provide us written documentation whenever your child(ren) will be absent from school, and know that teachers and/or our Guidance Counselor will be making phone calls home for verification, and scheduling parent conferences when necessary. To notify school of your child(ren) absence please call our school office at 203-275-1801 and select option 1 at your earliest and follow up with a note.

Bridgeport Board of Education has a policy in place that all schools are to enforce in the event a student has excessive unexcused absences. After the ninth (9th) written excuse, no more excuses will be accepted unless directly from a physician, or there has been a death in the family. Please refer to Attendance Policy in the Code of Conduct that is available online at BOE webpage. An updated version will be provided to you in the near future.

Students are mandated by law to have no more than twenty (20) unexcused absences in a school year. Student ages twelve (12) and over who exceed that amount shall be referred to Juvenile Court for a Family with Service Needs (FWSN) petition as required by state law. Parents of students ages seven (7) and older with more than the twenty (20) unexcused absences may be referred to the Department of Children and Families (DCF) for educational neglect.

Lastly, no trips out of the state or country will be allowed, and if taken, the days will not be excused. Trips of this nature must be planned when school is not in session. Students with excessive absences are missing valuable instruction and are also at risk for de-selection from Discovery Magnet.

Your cooperation in adhering to this policy is greatly appreciated. We want all of our students at Discovery Magnet to be as successful as possible.

Bus Procedures

STUDENTS ARE TO GO TO THE DESIGNATED BUS.

Please inform your child of the following safety rules:

- 1. BE COURTEOUS, FRIENDLY AND OBEDIENT TO THE DRIVER AT ALL TIMES, RECOGNIZING HIS/HER AUTHORITY WHILE ON THE BUS.**
- 2. WAIT FOR THE DRIVER'S SIGNAL BEFORE CROSSING THE ROAD. ALL CHILDREN MUST CROSS AT LEAST TEN (10) FEET IN FRONT OF THE BUS SO THAT THE DRIVER CAN WATCH THEM.**
- 3. ALWAYS CARRY YOUR BUS PASS. BUS PASS CHECKS WILL BE MADE PERIODICALLY. THIS CARD SHOULD BE CARRIED FOR IDENTIFICATION PURPOSES AS WELL.**
- 4. THE BUS DRIVER IS AUTHORIZED TO ASSIGN SEATS.**
- 5. CHILDREN MUST REMAIN SEATED WHILE ON THE BUS.**
- 6. FIGHTING, PROFANITY AND VANDALISM WILL NOT BE TOLERATED.**

***CHILDREN THAT DO NOT COMPLY WITH BUS PROCEDURES RUN THE RISK OF HAVING THEIR BUS PRIVILEGES SUSPENDED.**

WE TRANSPORTATION

For questions regarding the whereabouts of the bus or other questions regarding day-to-day bus route operation, please contact:

Andrew Ifill

WE Transportation Supervisor,
Phone (203) 883-8081.

Trumbull:
Dawn Perkins
Transportation Manager
(203) 452-4321

TRANSPORTATION DEPARTMENT

For questions regarding a student's eligibility for transportation or other questions regarding transportation, please contact:

Raul Laffitte

Director of Transportation,
Phone: (203) 275-1020.

SCHOOLS SUBMISSION OF REQUEST

For questions regarding your student's address, please contact your school secretary. It is the policy of the district to create bus routes using a student's address as recorded in the district's student database, called PowerSchool.

Dismissal Procedures

Early Pick Up:

1. If a student needs to be released early for appointments, family trips, etc.

Parents/guardians are asked to notify the school that morning. **Students are required to bring a note to the main office the morning of the early pick-up** in order to be released and provide ample time for your child(ren)'s teacher to provide them with the missed work and/or homework for that day.

2. If someone other than the parent/guardian will be picking up a student, the office **must** be notified in advance with the name of the person picking up the child(ren). This information should be included in the note submitted to the office for early release.

3. The parent/guardian or other specified adult picking up the student **must** sign the child out for the scheduled time in the specified binder located in the school office.

Please note: In the **rare** case that you are unable to send a note in the morning regarding an early pick-up, we ask that you call **at least 1 hour prior to the pickup time**.

Dismissal Procedures:

1. The Main Office **must be contacted no later than 1:00 PM** should a parent decide that their child(ren) will be going home a different way than the normal routine. (Example: If your child rides the bus home every day, and you decide that he/she needs to be picked up that day). No changes will be made after this time, unless it is an extreme emergency. This also pertains to a child(ren) who attends the After School Program so the office has ample time to notify your child(ren) and their teacher.

2. Last minute bus changes create confusion both for your child and the school. It is discouraged to call at the end of the day to make such a request as this is a very busy time for the school office

Please try to make doctor/dentist appointments after school hours. We understand that there are times this may not be possible, therefore, please adhere to the above procedures. When the school and teacher are not made aware of any changes, it causes chaos and confusion, which disrupts the learning process. We appreciate your cooperation and support in ensuring the safety of our students.

Inclement Weather Information

Due to inclement weather, it may be necessary for the Bridgeport School District to cancel school for the day or have a delayed opening. If this should occur, parents and caregivers are asked to check your phone messages for a “**phone blast**” message from the district, tune in to the local news, or visit “**Bridgeport Public Schools**” Facebook page for information about school closings or delays.

In the event of a delayed opening, please be advised that the schedule will be as follows:

FOR A ONE HOUR DELAY – SCHOOL WILL START AT 9:40

FOR A 90 MINUTE DELAY – SCHOOL WILL START AT 10:10

FOR A 2 HOUR DELAY – SCHOOL WILL START AT 10:40 AM

*Please note: Breakfast will not be served.

Parents must figure the appropriate pick up time for school bus transportation. For Bus information contact WE Transport at (203) 883-8081.

We strongly encourage you to make arrangements for your child’s supervision when schools are delayed. **PLEASE DO NOT DROP OFF CHILDREN BEFORE THE SCHOOL START TIME.** No supervision is available before the school start time.

Thank you.

Uniform Policy

All students in grades PK-12 will wear mandatory uniforms every school day. Any student transferring into the Bridgeport School District from another school district during the course of the school, year will be allowed a seven (7) day grace period during which students will not be disciplined for failing to wear the mandatory uniform. The mandatory uniform includes:

- **Pants:** Dress or Dockers style pants (**Khaki beige**) worn with a belt at the waist;
- **Skirts, Jumpers or Skorts (Khaki beige):** Should be knee level or longer. Blouses or polo shirts must be worn under the jumper.
- **Shorts:** Knee length style shorts must be worn with a belt. Shorts may only be worn between April 1 and November 1.
- **Shirts:** **Royal blue, Hunter green or White** collared polo shirt or dress shirt (long or short sleeve).
- **Sweatshirt/Sweaters:** Pullover, zippered or cardigan, in **Royal blue, Hunter green or White** solid colors, without patterns, hoods, decorations or wording. A vest or blazer in **Royal blue, Hunter green or White** will also be permitted.
- **Shoes/Sneaker:** Shoes, sneakers or boots are strongly recommended. Laces on shoes, sneakers or boots must be tied. No high heels, open toe sandals or flip flops will be allowed.
- **Physical Education Day Attire:** students may wear sweat pants in **Royal blue, Hunter green or Grey** to school on scheduled physical education days.

Spirit Wear with dragon logo tee shirts, sweat shirts or sweatpants are permitted.

School personnel should ensure that all students adhere to the Discovery Magnet School Uniform Policy. When a student fails to comply with the school uniform policy, the following discipline procedures will apply:

First Offense: Verbal warning and notification to parent/guardian

Second Offense: Written warning and notification to parent/guardian

Third and Subsequent Offense: Attendance at special programs and activities will be forfeited or withheld until the student comes to school in uniform. If the foregoing disciplinary measures do not achieve compliance with the uniform policy, the Administrator may impose stronger discipline, but may not impose an out-of-school suspension in compliance with Conn. Gen. Stat. 10-233c(g).

Please note that no student should be penalized for the inability to purchase appropriate uniform attire. If a student is unable to comply with the uniform policy due to lack of resources, administrators can assist the family in obtaining uniforms.

Any school attire, jewelry, or accessories which impairs the safety or increases the risk of injury to self or others is prohibited. Anything that advertises or advocates the use of alcohol or drugs, pornographic, libelous or is inherently likely to upset others is prohibited. (i.e. obscene and offensive language, symbols or gang insignia). **The uniform policy extends to hair and make-up. Make-up will only be worn in the middle school, and will be limited to lip gloss only. All hair and make-up are to be natural in nature. Unnatural hair coloring is prohibited as well (e.g. purple, pink, green hair, etc.) Grooming for school should be completed at home prior to the start of the school day. When students enter the school they should be prepared to begin their school day.**

To ensure the security, safety and educational interests of the schools, the following **may not** be worn in school: coats designed for outdoor wear, halters or bare midriff, headwear, head/face coverings, transparent clothing, pants with visible undergarments and non-prescription eyewear.

Thank you for your cooperation in this matter.

IXL Grades K-8

Discovery Magnet School would like to continue its subscription with IXL Math and Reading! As you know, IXL is a website specializing in mathematics and reading education. For parents, who are new to Discovery, we recommend that you view their website at: <http://au.ixl.com/>.

From IXL itself:

IXL is a Web-based math practice program, with comprehensive coverage of all skills taught in school, from Preschool on. Students have access to all of our material, so they can always practice the content that best suits their abilities. Unlike many other math programs, IXL does not use a question bank--every problem is randomly generated. This means that students will never see the same question twice. In addition, IXL will adapt to how each student is performing on a particular skill, providing easier questions when a student is struggling - and more difficult questions when a student is ready to be challenged.

Since the program is Web-based, students will be able to log in and practice from any computer with an Internet connection--including at home. Every time a student logs in and practices, IXL will record all of his or her results, as well as provide instant feedback for every question that is answered. If a problem is answered incorrectly, students will be provided with an explanation that is specific to that problem, which will help them learn from their mistakes. IXL's scoring system, called the "SmartScore", is based on an algorithm that we designed, which looks at multiple different factors, including the number of problems answered correctly and incorrectly, problem difficulty, consistency, and more. This information is used to provide an accurate representation of a student's current level of understanding of the particular skill they are working on. Students will master a skill when they show that they truly understand that material.

To enable this all to happen, the school once again seeks your consent to register your child with IXL, so that IXL can rollover the last year's subscription and set up an individual account for our new students. This will enable your child to access IXL Math and Reading "24/7" via their own individual password for the 2015-16 school -year. Some personal information will be gathered when we register your child:

IXL has asked for ONLY for your child's first name, last name, year level and student number. Once the school has arranged registration with IXL Math and Reading, IXL will provide to the school a User Name and Password for your child. For most of our students who were part of last year's program will continue with uninterrupted access to the program.

Some excerpts from IXL's Privacy Policy are given with links to their full privacy site. Please see below:

PRIVACY INFORMATION

Here are some excerpts from IXL Privacy Policy - for full information, you should visit

<http://au.ixl.com/privacypolicy>

- When you are on an IXL Learning site and are asked for personal information, you are sharing that information with IXL Learning alone, unless it is specifically stated otherwise. If data is being collected or maintained by any company other than IXL Learning, you will be notified prior to the time of the data collection or transfer.
- (IXL) We take appropriate security measures to protect against unauthorized access to or unauthorized alteration, disclosure, or destruction of data. These include internal reviews of our data collection, storage, and processing practices and security measures, as well as physical security measures to guard against unauthorized access to systems where we store personal data.
- IXL Learning will never disclose your personal information to business partners or sponsors, unless it is specifically described to you prior to data collection or prior to transferring the data.

Guidelines Childhood Illness

City of Bridgeport
Bridgeport Board of Education
948 Main Street
Bridgeport, Ct. 06604



Dear Parents and Guardians,

The Board of Education policy regarding school attendance when children are ill is clear and meant to protect all children as much as possible.

Children are NOT allowed to come to school if they have a fever, are vomiting or have diarrhea. If a child arrives or becomes ill at school the child must be picked up immediately. While it may be difficult for parents who are working it is mandatory to make arrangements for childcare when your child is ill. As a public school we are required to follow Board of Education guidelines on this matter. It is our goal to provide a healthy school environment for all our students.

Please update telephone numbers when changes are made so you can be reached in case of emergency or illness.

Children become sick quickly and infections spread easily among children. Please look for any of the symptoms listed below that would require your children to remain home for the day or to be removed from the school setting. When in doubt keep your child home.

FEVER - Temperature of 100.5 orally. MUST be fever free for 24 hours.

VOMITING – NO vomiting X 24 hours. Also nausea or severe stomachache.

DIARRHEA – Frequent loose or watery stools.

SORETHROAT – Keep home with fever. If Strep Throat must be on antibiotics X 24 hours.

EARACHE – Children experience pain.

COUGH – Congested or productive cough; constant hacking cough.

RUNNY NOSE – Thick yellow or green discharge or needs frequent/constant wiping.

PINK EYE OR DISCHARGE – Drainage or crust in AM. Doctor should be called.

HEAD LICE – ALL nits must be removed with treatment and parent must accompany child to school and child is checked by nurse.

BODY RASH – Unexplained cause or fever. Call Doctor.

RINGWORM – Must be under treatment and be covered.

Any questions please call the school nurse. Thank you for your cooperation.

Keep Connected!

District Website: www.bridgeportedu.com

School Website: <http://bridgeport.ct.schoolwebpages.com/Discovery>

PowerSchool: <https://bridgeportedu.powerschool.com/public/home.html>

Parent Portals: <https://www.bridgeportedu.com/mybps/students.html>



Interdistrict Discovery Magnet

Staff Contact List

Sangeeta Bella	Principal	sbella@bridgeportedu.net
Ashley DeLorenzo	Pre-K3	adelorenzo@bridgeportedu.net
Alyssa Zebrowski	Pre-K3	azebrowski@bridgeportedu.net
Nicole Rodriguez	Pre-K3	nrodriguez@bridgeportedu.net
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Karen Gomes	Writing Specialist	kgomes@bridgeportedu.net
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Mary Servino	Science Specialist	mservino@bridgeportedu.net
Kristen Cavaliere	Resource Teacher	kcavaliere@bridgeportedu.net
Julie Carey	Social Worker	jstrauss@bridgeportedu.net
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Dr. Werneck de Almeida	Portuguese	ewerneck@bridgeportedu.net
Brian Huber	Physical Education	bhuber@bridgeportedu.net
Joseph Kiernan	K-8 Music	jkiernan@bridgeportedu.net
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Megan Anderson	Art	msmith2@bridgeportedu.net
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