



2025-2026

A Family Guide to the

# Forest Ridge Community

- 1 Who's Who, Forest Ridge Leadership Teams
- 2 Sacred Heart 101, Terms and Traditions
- 3 Communication Expectations
- 4 Be Informed and Stay in the Know
- 5 Join Us for Upcoming Community Events
- 6 Your Talents & Time, Ways to Support Forest Ridge
- 7 A Greater Family, Sacred Heart Network



# Welcome to Forest Ridge

Thank you for giving your child the gift of a Forest Ridge education. At Forest Ridge, we don't just prepare students for the future, we empower them to create it. Your daughter's journey here will be transformative, growing her mind, heart, and will as she discovers the confidence to lead, the courage to speak up, and the freedom to be her most authentic self.

Forest Ridge is more than a school; it's a deeply connected community rooted in Sacred Heart values and a bold vision for what education can be. That community includes you. We hope you'll find meaningful opportunities to build lasting friendships, share your talents, and join in the traditions that shape our collective story. Your presence and partnership help us cultivate a learning environment where every student is known, challenged, and inspired.

This Family Guide is a resource for both new and returning families. Inside, you'll find practical information to help you navigate life at Forest Ridge and invitations to get involved in the experiences that make our community so vibrant and distinctive.

We're thrilled to welcome you and your family. Thank you for choosing Forest Ridge School of the Sacred Heart—we can't wait to walk this journey with you.

Warmly,

*Mary Rose Guerin*  
Head of School



# Who's WHO?

## Understanding Our Leadership Teams

At Forest Ridge, our commitment to educating girls and young women for lives of purpose, leadership, and service is made possible through a wide range of programs and services. From our academic divisions to athletics, from our food and transportation services to our global exchange program, each element plays an essential role in the student experience.

We know that with so many facets of school life, it can sometimes be unclear who to reach out to when you have a question, need support, or want to share feedback. That's why we've included a brief overview of our key leadership teams below—to help you understand how we're organized and how we collaborate to serve your child.

In addition, we've created a ["Who to Contact" Cheat Sheet](#) as a quick reference guide to help point you in the right direction when you need assistance. As always, we welcome your partnership and communication.

### SENIOR LEADERSHIP TEAM:

The Senior Leadership Team is made up of the directors who oversee each major function of the organization. Together, the team is charged with the implementation of the school's vision, as articulated in the strategic framework, the oversight of yearly strategic priorities, the development and revision of school policies, and the day-to-day management of their teams. Members of Forest Ridge's Senior Leadership Team include:

**Mary Rose Guerin**, Head of School

**Melissa Jones**, Executive Assistant to the Head of School and Board of Trustees

**Jennifer Nicol '05**, Assistant Head for Academics

**James Adams**, Director of Facility Operations

**Calley Hart**, Director of Enrollment Management and Community Outreach

**Charles Du**, Director of Technology

**Ashley Dugovich**, Director of Development and Community Engagement

**Michael Bussey**, Chief Financial Officer

**Andrew Campion**, Director of Marketing and Communications

### **SCHOOL LEADERSHIP TEAM:**

The School Leadership Team is made up of the school administrators who are responsible for the oversight and implementation of student-facing programs and experiences. Together, this team is charged with building a positive day-to-day experience for our students that prepares them intellectually, as well as socially, physically and spiritually for their lives beyond the Ridge. Members of Forest Ridge's School Leadership Team include:

**Jennifer Nicol '05**, Assistant Head for Academics

**Marianne Picha**, Director of Middle School

**Stephany Fontanone**, Director of Upper School

**Bobbi LaBoy**, Director of School Operations and Registrar

**Meg Shortell**, Dean of Students

**Robin Vincent**, Director of Faith and Justice

### **STUDENT SUPPORT TEAM:**

The Student Support Team is made up of the school administrators and support staff who are responsible for identifying students who may need more academic, social, emotional or behavioral support and building the plans to meet their individual support needs. Members of the Forest Ridge Student Support Team include:

**Jennifer Nicol '05**, Assistant Head for Academics

**Stephany Fontanone**, Director of Upper School

**Marianne Picha**, Director of Middle School

**Meg Koerber**, Upper School Learning Support Specialist

**Chris Golden**, Middle School Learning Support Specialist

**Laura Boismenu**, School Counselor

**David Lewis**, School Counselor

**Meg Shortell**, Dean of Students





# Sacred Heart 101

## A GUIDE TO OUR TRADITIONS & TERMINOLOGY

Forest Ridge is part of a vibrant global network of Sacred Heart schools, united by a shared mission, deep-rooted traditions, and a distinctive educational philosophy. With this rich heritage comes a language and culture all our own that might feel unfamiliar at first.

Whether it's understanding what we mean by "Congé," finding your way to the "Sacred Heart Center," or understanding the excitement behind Gouter, we know it is a lot to take in.

That's why we've created **Sacred Heart 101**—a quick-reference guide to the traditions, acronyms, terms, and values that shape life at Forest Ridge. Our hope is that this resource will help you and your family feel at home here as quickly as possible, while deepening your connection to our shared Sacred Heart identity.

### Family-School Partnership

At the heart of Forest Ridge's commitment to Goal IV, the building of community as a Christian value, is the vital role our families play in the life of the school. As a Sacred Heart community, we know that strong relationships are the foundation of everything we do.

When our educators and families work together in trust, humility, and mutual care, we create the conditions for our students to thrive academically, socially, and spiritually. Together, we can offer a values rich education that nurtures each child's gifts and prepares them to lead lives of purpose and service.

We are committed to fostering an environment where home and school are deeply connected, working in partnership, collaborating openly, and sharing a united vision for every student's success.



## Shared Values

The foundation of the partnership between home and school is a set of shared values. At Forest Ridge, we are committed to providing a holistic education that fosters the spiritual, intellectual, social, and personal growth of every student.

- A personal and active faith in God
- A deep respect for intellectual values
- A social awareness that impels to action
- The building of community as a Christian value
- Personal growth in an atmosphere of wise freedom

These Goals are the foundation of our work and we believe each one is equally important to your child's education. Our programs are designed with care and intention to give students the time and space to experience each Goal and to grow in the skills, attitudes, and competencies needed to live them fully.

Families who choose Forest Ridge share in this vision. They value a holistic education that embraces all Five Goals and they actively support and reinforce these principles at home.

## Respect

At Forest Ridge, we seek, listen to, and value the perspectives and concerns of parents and guardians regarding their children and the school. Our faculty, administrators, and staff are accessible, responsive, and committed to modeling open, clear, and respectful dialogue. In return, we ask parents and guardians to respect the expertise and professionalism of the Forest Ridge team. If a concern arises, families should communicate directly with the person best able to address the issue. Concerns should be addressed in order, beginning with the individual teacher, then the division director, and finally the head of school. In all cases, the goal is to work together toward a collaborative solution.

## Communication

Forest Ridge communicates with families in a timely and transparent manner. If a student is experiencing academic, social, or behavioral challenges, parents and guardians will be contacted so that we can develop a collaborative support plan together. We also keep families informed about important news, events, and opportunities through e-communications, the Post-It, the Raven Review, and other publications. We ask that parents and guardians read all communications from the school, respond promptly when appropriate, and seek clarification when questions arise.

## Privacy

Forest Ridge acknowledges and respects each family and/or student's right to privacy. Parents/Guardians acknowledge and respect the right to privacy of all individuals connected to Forest Ridge.



# Ways to Engage

## 1

### **Be Informed**

Most importantly, we ask that you commit to being informed about academic events, requirements and dates, read all school communications; and stay attuned to other important news and timely communication from the school.

## 2

### **Participate and Attend**

Each semester there are numerous school-sponsored events, educational and spiritual programs, competitive sports games, fine arts productions and division and grade-level events taking place. In addition we host Parent & Guardian Association meetings, informal meet and greets and coffees, and check-ins with division directors, school counselors and other school leaders. We invite you to join us!

## 3

### **Volunteer or Lead**

Lend your gifts and talents to benefit our community, connect your interests with others, and build relationships while having fun. We offer a variety of volunteer opportunities. From supporting on-off events to serving on a committee or as a member of the Board of Trustees, we are thrilled to have you in whatever capacity best suits your interest!

## 4

### **Support**

Each school year, there are a number of campaigns and fundraisers that provide financial support for our students and programs. Parent/Guardian support in these efforts at any level or capacity, financial or otherwise, is always deeply appreciated!

# Be Informed

## & STAY IN THE KNOW

Teachers, counselors, administration and staff are direct links to information about your student's growth and can provide valuable information about her progress. Forest Ridge faculty and staff are expected to communicate with parents/guardians when important information about student progress needs to be shared, and/or when further support from home may be required for student success. Forest Ridge faculty and staff may either call parents or send communication through the student comments function in Veracross when academic, behavioral or social/emotional needs arise.

In addition to direct communication between faculty/staff and parents/guardians, Forest Ridge communicates important information to families through the following channels:

### VERACROSS PARENT PORTAL

The [Veracross Parent Portal](#) serves as a central hub of information and resources for parents and guardians at Forest Ridge. Here you will find the school calendar, links to important resources, the family directory, student grades and much more.

Please note that the contact information provided in the family directory is meant to foster community connections and facilitate communication for school-related activities or other social gatherings. This contact information may not be used for commercial purposes, unsolicited contacts, or for sharing outside the school community to ensure privacy and respect for all families. Additionally, parents should avoid including other parents/guardians on emails without their knowledge and consent to maintain confidentiality and courtesy. All communication should reflect our Sacred Heart values to build relationships characterized by inclusion and mutual respect.

### PARENT & GUARDIAN ASSOCIATION (PGA) WEBPAGES

The [Forest Ridge PGA page](#) on our website provide families with important information about upcoming events, volunteer opportunities and other ways to get involved with the School community.

### CANVAS (UPPER SCHOOL ONLY)

Canvas is a digital learning platform used in the upper school that allows for improved communication, collaboration, and access to Forest Ridges classroom expectations and learning activities. It is used by our faculty to maintain updated grades, take class attendance, post assignments and links to class content, communicate important dates in courses, and more. It is also accessible to upper school parents/guardians through the Veracross parent portal. For further support accessing Canvas, please reach out to [Bobbi LaBoy](#).

## POST IT

Post It is our weekly school e-newsletter full of important updates and information pertaining to all Forest Ridge school events and activities. All school parents/guardians should review this weekly information, which is sent via email each week while school is in session.

## THE RAVEN REPORT

The Raven Report is a school e-newsletter that includes a letter from Head of School Mary Rose Guerin, news about the exciting and impactful things happening both in and out of the classroom, and photo albums that give a glimpse into what life is like for our students at Forest Ridge.

## EMERGENCY NOTIFICATIONS & SCHOOL CLOSURE COMMUNICATIONS

Forest Ridge communicates emergency alerts and school closure information via text message, email, and our school website. If you would like to receive text message notifications regarding school closures and emergencies, you must have a mobile number in your family profile on Veracross.

Closures and late starts will be communicated via text message, email and our school website by 5:45 a.m. In the event that inclement weather occurs during the school day, the administration will decide whether or not to dismiss students early. Students will be dismissed in accordance with instructions provided to the school on the Student Information Form. In the event of an early dismissal, students will be encouraged to contact their parents by phone. When driving to campus under adverse road conditions, drivers should use the lower entrance from Somerset Avenue, not the 139th Avenue entrance.

## SOCIAL MEDIA

Our social media platforms provide a fun way for families to keep up with the day-to-day happenings of the School. Follow us!



[@forestridgeschool](https://www.instagram.com/forestridgeschool)



[www.linkedin.com/school/forestridgeschool](https://www.linkedin.com/school/forestridgeschool)



[www.facebook.com/forestridgeschool](https://www.facebook.com/forestridgeschool)

# Join Us & Join In!

From educational presentations to social events, fundraisers to masses, fine arts productions to athletic competitions, Forest Ridge offers a variety of ways for your family to be involved in our school community. The fastest way to genuinely feel a part of our community is to participate in as many opportunities possible.

For a full list of school events, please check the Forest Ridge calendar on the Parent Portal in Veracross. From theater productions, musical concerts, sports games, cultural celebrations, divisional or grade level events, and parent teacher conferences, there are so many ways to get involved!

[View the 2025-26 School Calendar in the Veracross Parent Portal here.](#)



# Your Talents & Time

## OUR GREATEST TREASURE

Most volunteer opportunities at Forest Ridge are coordinated by the Forest Ridge Parent and Guardian Association. PGA volunteer opportunities are a wonderful way to make meaningful connections with other parents and guardians, while also supporting the student experience at Forest Ridge. For the 2025-2026 school year, we have volunteer opportunities including class representatives and leadership roles within the PGA. With a variety of opportunities to fit your schedule, you can support academics, the arts, athletics, fundraising or community- building. To learn more and sign up for PGA volunteer opportunities, include PGA officer roles, please visit the [PGA page on our website](#).

### **SUPPORT OUR SCHOOL COMMUNITY**

Philanthropy plays a vital role at all independent schools and Forest Ridge relies on annual giving and other forms of philanthropic support.

### **THE FOREST RIDGE FUND**

The Forest Ridge Fund is the primary and most critical fundraising priority each fiscal year and makes a tangible impact on the lives of our students, faculty, and staff. Our community's shared commitment empowers the School to provide an intentional learning environment that prepares students for futures of leadership, purpose and excellence. Join us, as your Forest Ridge Fund contribution supports the programs and resources that makes each student's education a transformational experience! This is an annual program and gifts made to the Forest Ridge Fund are unrestricted.

### **ENDOWMENT**

Our endowment is a savings account and ensures the School's financial stability for future generations. At Forest Ridge, having a thriving endowment ensures that we will always have the necessary resources to fulfill our mission and retain and expand the most impactful aspects of a Forest Ridge education. Gifts to the endowment are restricted to specific scholarship and fund requirements.

## **IMPACT/RESTRICTED GIFTS (IMMEDIATE AND LONG-TERM NEEDS):**

At times, Forest Ridge may initiate a major gift drive or long-scale campaign to raise significant funds to support a campus project, program initiative, or other identified strategic priorities that have both a long-term and wide impact on the student experience.

## **THE 1907 SOCIETY**

Planned gifts allow your legacy to support future generations of Forest Ridge students. There are many types of planned charitable gifts. Please [click here](#) for an overview of the most common types of planned gifts. Forest Ridge is honored to be considered in your planned giving, and it is important to us to know that you have consulted an attorney or financial advisor. If you do not have such an advisor, we may be able to recommend one.

## **FOREST RIDGE GALA**

We're thrilled to bring back the Forest Ridge School Annual Auction Gala in March 2025, reuniting our community for a night of shared purpose and excitement. This event is an opportunity to come together, strengthen our community ties, and make a lasting impact by raising funds that help enhance our programs at Forest Ridge. Come celebrate with us and help shape the next chapter of Forest Ridge's journey.



# A Greater Family

## THE GLOBAL NETWORK OF SACRED HEART SCHOOLS

The Schools of the Sacred Heart are located in 41 countries worldwide, with 25 schools residing in the in the US-Canada Province. As a part of the Sacred Heart Network, the Forest Ridge community has access to annual opportunities that enable exchange and support between various Sacred Heart schools in this country and across the globe.

## SACRED HEART EXCHANGE

One of the most unique facets of attending a Sacred Heart school is that you are a part of an international family. With over 150 schools in 41 countries in the international Sacred Heart Network, our 8<sup>th</sup> through 12<sup>th</sup> grade students has a unique opportunity to study abroad and host students in a reciprocal exchange. During the exchange program, students live with a host family and attend classes with their exchange partner. In addition, they have ample opportunity to tour and explore the surrounding region and culture.

Domestic exchanges, offered to our 8th grade students, are typically one week long. International exchanges, open to our upper school students, range from 3 to 6 weeks and take place at various times throughout the calendar year, including over the summer, depending on one's visiting location. For information, contact our Network Exchange Coordinator, [Meg Koerber](#).



