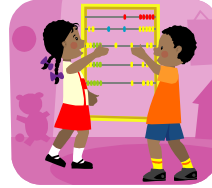


Ridge Road Reporter

September 2018



A Caring Community for Learning and Academic Success!

Dear Parents,

On behalf of the Ridge Road staff, I would like to welcome all of our students and their families back to school for the start of the 2018–2019 school year! I hope everyone had a terrific summer enjoying some special moments with family and friends. This school year will be filled with many rewarding learning experiences for the Ridge Road students.

Our staff members have been working with their grade level teams and our building-wide team to plan units of study that are highly engaging, rigorous, relevant, and geared for students' learning success. Another important part to building student success in school is an active parent and school partnership. We encourage parent involvement and appreciate the many parent volunteers that support our school.

The Ridge Road PTO is ready to move forward with great educational and social-based programs for the Ridge Road students. We are very blessed to have such a terrific parent support group for the students and staff. The PTO officers are also very eager to invite more parents to join our PTO. If you can help a lot or even just a little, we need you on our team! **Please join us at our PTO meeting on Thursday, September 6th, at 6:30 p.m. in the Middle School Library.** Please note that due to ongoing evening construction in our building, the PTO meetings and some of our family events will be held at the Middle School Complex. Please check the monthly calendars closely to see the exact location that the different events will be held this year.

The Ridge Road School community is comprised of **terrific students, dedicated staff members, and supportive parents.** Working together, we can make this year an outstanding experience for each of our students. Please don't hesitate to contact me at 739-6351 or at ambailey@Horseheadsdistrict.com with any questions throughout the school year.

Sincerely,
Mrs. Bailey

Anne-Marie Manikowski-Bailey
Ridge Road Principal

Please Mark Your Calendars!

- ❖ PTO Meeting- Thursday, September 6th, 6:30 pm – Middle School Library. (Child care is provided during the meeting)
- ❖ The Ridge Road Open House will be Wednesday, September 26th, from 6:30 – 7:30 p.m.
- ❖ The PTO Book Fair will be from September 24th – 28th. The Book Fair will also be opened during our Open House.
- ❖ The Annual Ridge Road PTO Fall Fundraiser will start on Friday, September 7th.
- ❖ Ridge Road Fun Run-
Saturday, September 22nd, The Ridge Road Rockin' Fun Run (Starting at 9:00a.m.)
- ❖ Ridge Road Picture Day is Friday, October 5th

Hope to see your family at these wonderful events!

A Big Welcome to Our New Team Members!

Holly Lewis- Ridge Road's Contract Sub

Christa O'Neil- Evening Cleaner at Ridge Road

TBD- LTS for Rachel Proulx (September –October 12th)

Sherri Boughton- Ridge Road Contract Sub TA

Dismissal of Students

The Ridge Road students are dismissed at 2:25 p.m. In order to ensure the safety of our children the following procedures must be followed:

Dismissal Plans: Parents must supply the school office with written notification of their child's regular dismissal plans by the first day of school. If you have more than one child, please write a note for each child's teacher.

Walkers: Children who walk home must have a note to inform the teacher. If your child is to walk home on a daily basis, please send one note at the beginning of the year indicating this plan stating "until further notice". If your child will walk home only on special occasions, you will need to send a note each time.

Parent Pick-ups: Children who will be picked up on a daily basis must have a note from parents at the beginning of the school year indicating this plan stating "until further notice". Any student that will be picked up from school, on special occasions or early for an appointment, must have a note for each time.

After School Kids' World: Children, who have registered for this after school program in advance, must have a note on file in the school office from parents by the start of school.

Also, any parent or guardian picking up a child from school must come into the cafeteria to sign-out the child. Students will not be sent outside to meet a parent nor will they be released directly from the classroom, teacher or lobby area. Thanks for your cooperation in keeping our students safe.

Front Circle – Bus Drop-Off Only

The front traffic circle is for the school busses to use for dropping off students in the morning and picking them up at dismissal. The front circle will be **closed to all other vehicles from 7:00 a.m. – 4:00 p.m.** each school day. **No one should park in the front circle**, not even for a quick run into the school during school hours. If you wish to bring your child to school or escort your child into the building, **please use the back parking lot.** This will ensure the safety of all other children arriving at school.

Parking – Student Drop-Off



When visiting the school, please park in the designated area in the back parking lot. Parents who are walking their children into school should park in the middle of the back lot and escort their children into the building. No child should ever be allowed to walk through the parking lot alone. The lane next to the school is for student drop-off. **If you are just dropping your child off in the morning, please drive up the right lane next to the school and let your child out from the passenger side of the vehicle at the sidewalk near the back entrance of the school. Please note that we have only one lane for drop-off. Please only drop your child off from the right lane along the sidewalk that leads to the back entrance door. We do not want to have any children walking through traffic.**

Arrival for School

Students who walk to school or are dropped off by a parent or guardian should plan their arrival time between 8:00 a.m. and 8:10 a.m. Students that arrive prior to the official start time of 8:00 may wait in the cafeteria. However, **no students should be arriving at Ridge Road prior to 7:45 a.m.** Please check that your child is not arriving to school early. We do not have any staff on duty for supervision and doors will not be open prior to 7:45 a.m. Students have from 8:00 – 8:15 a.m. for homeroom time.

Arrival/Homeroom
8:00 - 8:15 a.m.

Tardy Bell
8:15 a.m.

Early Arrivals
7:45 a.m.

**(Students must wait in the cafeteria
Until the 8:00 a.m. Homeroom bell.)**

Building Doors will be Locked

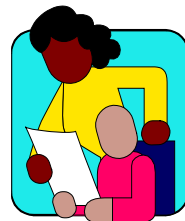
As part of the District-wide security system and our emphasis on safety, the building doors will be locked at all times during the day. Both of the main lobby entrance doors have a **white box**. Please push the button, wait for a response, and you will be buzzed into the building. We may ask you to look toward the camera or identify yourself by speaking into the white box. Once you enter the building, please report directly to the office to sign in and pick up a visitor's badge.

Thanks in advance for your help and support with keeping safety a priority.

Parent Volunteers/Visitors

Parent volunteers are a very important part of our school and new volunteers are always welcome. If you can donate some time helping out in the classrooms, reading to students, or working at PTO sponsored events, please send a note to your child's teacher or call the school office.

To ensure our students' safety and to reduce the interruptions to academic time, we ask that **all visitors and volunteers report to the office and sign in prior to going anywhere else in the building**. We are also requesting that all visitors and volunteers wear an identification badge that can be picked up when they sign in at the office. **Please note that visitors to the building must sign in and pick up a badge in the office even when quickly walking their child to the classroom during morning homeroom time.** To keep from interrupting instruction, no parents or visitors will be allowed to walk to the classrooms after the 8:15 bell, unless the visit is already scheduled with the classroom teacher. Thanks for your support with our strict security policy.
Make a difference, Volunteer!



Delivering Items During the School Day

In order to provide the most consistent learning environment for your children, we try not to interrupt the classrooms during the school day. We understand that in the rush to leave the house in the morning, things are forgotten such as homework, lunches, sneakers for gym, birthday/party goodies, etc. **If your child needs something during the day, please bring the item into the office, labeled with your child's name and teacher. We will make sure they receive it.**



School Lunch Program



The cost for an elementary school lunch this year will be \$ 2.10. Students may also purchase breakfast at school each morning for \$1.25.

September Character Education Theme

The Theme for September is **Respect**. This theme is in alignment with our Code of Conduct and the Ridge Road Handbook. Our staff will be reviewing building expectations with the students on how we treat others, how we want to be treated, and how we are responsible for our own actions. **Please help us maintain a very safe and nurturing environment for learning by reviewing the Code of Conduct and Ridge Road Handbook with your child.**

Dignity for All Students

We have a zero tolerance policy at Ridge Road and enforce anti-bullying environments for all students. Mrs. Bailey will be reviewing the **Dignity for All** information as part of her Code of Conduct meetings with students during the first two weeks of school. The classroom teachers will be reinforcing this information on an ongoing basis during the year.

Please help review with your child that we expect all members of our school community to be respectful of others at all times. Please note the difference between bullying and conflict. Many times a young child will state that a person is bullying him/her when it is truly a conflict with both people saying and doing things to hurt the other person's feelings. Our building's focus on character education helps to teach the importance of respecting the views and beliefs of other people. Your support and help with reviewing the Code of Conduct with your child is greatly appreciated.

Conflict:

- *Occurs in the heat of the moment
- *Is often a difference of opinion
- *Two or more students are upset
- *Does not happen continually
- *Students want a mutual solution
- *Is not planned

Bullying

- *Intent to Cause Harm- a Bully has the intent to cause harm (not actions done by accident)
- *Imbalance of Power – A Bully uses his/her power to control or harm their victim.

Birthday Party Invitations

We respectfully request that birthday invitations **not be handed out in school**. When only some of the students in the classroom are invited to a birthday party, we often end up with hurt feelings and tears. The teacher ends up spending class time comforting the upset students instead of instructing. Therefore, unless your child is inviting the entire class to his/her birthday party or a boy invites all the boys in his class and a girl invites all the girls in her class, please do not hand the invitations out in school. As a support to our families for parties and play dates, we provide a family directory each year by grade level. Please note that parent's must give permission for a child's information to be listed in the directory. Unless listed in the school family directory, students' addresses and phone numbers cannot be provided to others by the school. Thanks so much for your cooperation in this matter.

Sharing Birthday Treats in School

We love to celebrate birthdays with the children at school! **Please check with your child's teacher prior to bringing birthday treats in for a celebration to make sure the date and time will work with the classroom schedule and to also see if any child in the classroom has a specific food allergy. Because so many of our students have food allergies, we highly recommend that parents send in store bought items that have the ingredients listed on the container.**

In addition to celebrating in the classroom, many of our students like to bring extra treats to share with staff members around the building. This is always fun and makes the birthday child feel very special. However, all of the students taking treats around to many teachers in the school can interrupt important instructional time.

The students are always welcome to come to the office to celebrate their birthday. Mrs. Bailey has "goodies" for the birthday child. **In addition to visiting the office, the birthday child may also take their extra treats to visit up to three additional staff members to celebrate his/her birthday.**

This system should help the birthday child still feel honored on his/her special day and also cut down on some of the interruptions to instructional time. We believe parents will like this new process better also. Many students were requesting that their parents supply extra birthday treats so they could visit most of the staff around the school.

Toys in School

Please take a minute to remind your child that items such as toys, trading cards, cell phones, game boys, DS's, IPod's and MP3 players are not allowed in the cafeteria or at school. We ask that children save these items for home use. We truly appreciate your support with this issue. In the past, we used to allow these items and teachers ended up spending much of the instructional time searching for lost or "borrowed" toys and games. We promise that the children will still have fun and rewarding days at school without bringing their toys from home.

Photo Release

Please be aware of a change in procedure this year. You must sign and return the "Do Not Photo" form if you do not want your child's photo used in our newsletter or in the news publications during the school year.

Pets in School

Throughout the school year, we may have presentations and activities that involve pets. This is often a very exciting and enjoyable experience for the students. However, we do realize that some students have allergies or a fear of pets. If your child has a specific pet allergy, you have any concerns about pets that you would like to discuss, or if you wish your child not to participate in any activity involving pets, please notify the school office in writing or at 739-6351 by Friday, September 14th.

Ridge Road Handbook of Policies and Procedures

Please be sure to **read, sign and return the slip on the last page** of our Ridge Road Handbook. This document shares critical information you and your child need to know about Ridge Road including school rules, code of conduct, expectations at lunch and recess and more.

Please pay close attention to our dress code on page two of the handbook. **Flip-flops, spaghetti straps, excessive hair dyes and bandanas are just some of the items not appropriate for the school setting.** Thanks in advance for your help and support in keeping Ridge Road a very caring community focused on academic success for all.

GUIDELINES FOR CLASSROOM CELEBRATIONS

If bringing food to your child's class such as drinks, cakes or pastries, the following guidelines should be used:

1. **Please notify the classroom teacher to get their permission and also check to see if any child in the classroom has a food allergy. Because so many of our students have food allergies, we highly recommend that parents send in store bought items that have the ingredients listed on the container.**
2. Immediately after cooking, if possible, items should be wrapped individually (i.e. cookies, muffins, cupcakes, etc.).
3. The Chemung County Health Department makes these additional requests.
 - Cold foods should be refrigerated immediately and held below 45 degrees Fahrenheit.
 - Hands should be washed before food prep and then you should not touch foods after they are cooked.
 - Gloves, tongs or deli paper should be used so there is no barehanded contact with food after preparation.

Following the above practices will help to protect your children against food-borne illness.

MISSION STATEMENT

Horseheads Central School District sets the standard of educational excellence by fostering innovative thinking, curiosity, and a passion for learning to maximize the potential of each individual. We engage with our local and global communities to provide a student-centered, nurturing environment.

EXPLORE

EMPOWER

EXCEL

Notice of Non-Discrimination

The Horseheads Central School District offers educational programs without regard to gender, race, color, national origin, or disability. Inquiries regarding this policy may be made to Megan Collins, Title IX/DASA Coordinator, and Co-Civil Rights Compliance Officer; Anthony Gill, Co-Civil Rights Compliance Officer; or Kim Williams, Section 504 Coordinator, Horseheads Central School District, One Raider Lane, Horseheads, NY 14845, (607) 739-5601.

APPR of Teachers and Principals

APPR of Teacher and Principals

The District is required to implement Annual Professional Performance Reviews (APPR) of teachers and principals. The outcome of the APPR is that each teacher and principal will receive an Overall Composite Rating based upon Observation and Student Performance scores. The four possible Overall Composite Ratings are Highly Effective, Effective, Developing and Ineffective (HEDI). You may request the Overall Composite Rating for the teachers and principals in the school building to which your child is assigned for the current school year by contacting the building principal of your child's school. Further, if you require additional explanation of the ratings for the teachers and principals, you may contact Tony Gill, Assistant Superintendent, at 607-739-5601, x4263. Please note that this information may be released only to parents or legal guardians. The District will verify that any request received is a bona fide request submitted by a parent or legal guardian.

Teacher Qualification

Pursuant to the federal No Child Left Behind Act, parents and guardians have the right to request and receive information about the professional qualification of their children's classroom teachers. Parents wishing such information about their child's classroom teachers should contact the building principal.

Homeless Students/Students In Temporary Housing

Children and youth in temporary housing have the right to:

- Stay in the same school and get free transportation even if it is across district lines
- Immediately enroll in school without records (school, medical, or vaccination records, proof of residency.
- Get special education services immediately if the student has a current Individualized Education Plan (IEP)
- Participate fully in any school activities, including before or after school activities
- Get support services and help with things like school supplies through Title I
- Get free school meals without filling out an application
- Get help enrolling in Pre-K, Head Start, other preschool programs and Early Intervention
- Get help applying for financial aid for college if the student is an unaccompanied youth

For assistance, please contact the Horseheads Central School District Director of Student Services at (607) 739-5601. X 4300.

Dignity Act Coordinator

The Dignity Act Coordinator (DAC) for Ridge Road is Anne-Marie Bailey. Complaints regarding discrimination, harassment, or bullying of any student should be referred to Anne-Marie Bailey at 607-739-6351 x 7600.

The Dignity Act Coordinator for the Horseheads Central School District is Megan Collins. Mrs. Collins may be reached at One Raider Lane, Horseheads, NY 14845, 607-739-5601 x 4211.

Educational Programs

The Horseheads Central School District offers educational programs without regard to actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression). Inquiries regarding this notice may be made to Megan Collins, Title IX and DASA Coordinator, or Kim Williams, Section 504 Coordinator, Horseheads Central School District, One Raider Lane, Horseheads, NY 14845, (607) 739-5601.

Medication in School

If a student needs any form of medication at school, a written physician's prescription and written parental consent are necessary. Any medication should be brought in the original container to the Health Office where it will be stored and dispensed. Please contact Mrs. Kathy Crimmins, Ridge Road's RN, with further questions.

PARENTS' BILL OF RIGHTS RELATING TO STUDENT DATA

Horseheads Central School District

The Horseheads Central School District, in compliance with Education Law 2-d, hereby establishes the following Parents' Bill of Rights in regard to student data:

1. A student's personally identifiable information will not be sold or released for any commercial purpose;
2. Parents have the right to inspect and review the complete contents of their child's educational record. Procedures for review student records can be found in the Board Policy entitled "student records", Policy 5500, Regulation 5500-R;
3. Security protocols regarding confidentiality of personally identifiable information are currently in place and the safeguards necessary to protect the confidentiality of student data are maintained at industry standards and best practices. The safeguards include but are not limited to encryption, firewalls, and password protection.
4. New York State maintains a complete list of all student data collected by the State and the data is available for public review at www.nysed.gov, or by writing to 89 Washington Avenue, Albany, NY 12234.

5. Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to the Superintendent of Schools, One Raider Lane, Horseheads, NY 14845.

Notification of Rights under the Family Education Rights and Privacy Act (FERPA)

This is to advise you of your rights with respect to student records pursuant to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law designed to protect the privacy of student records. The law gives parents and students over 18 years of age (referred to in the law as “eligible students”) the following rights:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the building principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading by writing the principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Once exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The office that administers FERPA is as follows:

Family Policy Compliance Office
US Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605