

# **RIDGE ROAD ELEMENTARY**

**Terrific  
Students**

**Dedicated  
Staff**

**Supportive  
Parents**



**A caring community for learning  
focused on academic success for all.**

## **STUDENT HANDBOOK**

Revised August 2016

# TABLE OF CONTENTS

Welcome Letter to Parents and Students	Page 1
Mission Statement	Page 2
Character Education Traits	Page 3 - 4
Ridge Road Faculty and Staff	Page 5 - 6
Arrival	Page 7
Front Circle	
Parking-Student Drop Off	
Dismissal	Page 8
Parents/Visitors in School	Page 9
Dress Code	Page 10
Absences from School	Page 11
Vacations During School Year	
Birthday Party Invitations	
Student Address Book	Page 12
Toys in School	
Lost and Found	
Pets in School	
Cafeteria Information	Page 13
Cafeteria Rules	Page 14
Playground Rules	Page 15
General School Behavior	Page 16
Discipline	Page 17

Table of Contents continued

Consequences	Page 17
Homework	Page 18
Reading Expectations	
Legal Papers	
Parent Teacher Conferences	Page 19
Supporting Child's Academic Success	
Internet Acceptable Use Policy	Page 20
Concerts/Assemblies	Page 21
Signature Page	Page 22





Dear Parents and Students,

Welcome to the Ridge Road Elementary School Community!

The goal of the Ridge Road Staff is to provide high quality instruction in an extremely warm and supportive environment for learning. Ridge Road Elementary School is comprised of terrific students, supportive parents and dedicated staff members. It is important that every child who attends our school enjoys his/her educational experience and feels safe, respected and valued as an individual. We want every child to be able to reach his/her greatest academic and social emotional potential. A close partnership and open communication between home and school will help us reach this goal.

This student handbook is intended to give each family an overview of the procedures and rules that are to be followed whenever on school grounds or on a school sponsored trip. Please take a few minutes to review the information in this handbook and discuss the rules and behavior expectations with your child.

**When you have finished, please sign and return the tear-out page at the end of the booklet to your child's teacher.**

If you have any questions, please don't hesitate to call the school office at 739-6351 or email [ambailey@horseheadsdistrict.com](mailto:ambailey@horseheadsdistrict.com).

Sincerely,

Anne-Marie Manikowski-Bailey  
Ridge Road Elementary Principal

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#### Mission Statement

The mission of the Ridge Road School Community is to educate all children by providing high quality programs in a caring, positive and stimulating environment. Students will be provided opportunities to achieve the knowledge, skills, and attitudes necessary to make effective choices and to become successful, responsible, productive and caring members of society.

# Horseheads Central School District

## Our Mission

### “Quality Education for All”

The Mission of the Horseheads Central School Community is to provide a quality education for all within a nurturing environment, which promotes excellence, growth, and a sense of civic responsibility.

### Our Vision

*We, the Horseheads School Community, want a district that:*

- is nurturing and responsive
- strives for balance in a supportive, safe, encouraging environment
- recognizes the need for continual improvement in an ever-changing world
- has a clearly defined focus on learning outcomes, collaboration, and support systems
- creates an environment within which everyone can thrive and achieve his/her potential.

### Our Beliefs

*We believe:*

- everyone can achieve his/her highest potential
- trust is essential for growth
- learning is cooperative
- programs are inclusive
- success will be nurtured and expected
- learning is performance-based
- decisions are data-based
- responsibility, respect, and results guide our every effort

### Exit Outcomes

*The Horseheads Central School graduate will be.....*

- a life-long learner
- a caring, productive citizen
- an effective communicator
- a creative problem-solver
- a quality decision-maker
- a healthy, well-rounded person

**Horseheads Community/District-Wide  
Character Education Traits**  
(Modeled from the Six Pillars of Character)

**RESPECT** (September and March)

- Treat others the way you want to be treated
- Be tolerant of difference
- Use good manners and positive language
- Be considerate of the feelings of others
- Deal peacefully in times of conflict

**RESPONSIBILITY** (October and April)

- Do what you are expected to do
- Persevere; keep on trying
- Always try to do your best
- Use self-control; be self-disciplined
- Think before you act; consider the consequences
- Be accountable for your choices/actions

**CITIZENSHIP** (November and May)

- Do your share to make your school, community and environment better
- Cooperate
- Stay informed; vote
- Be a good neighbor
- Respect authority; obey laws and rules

**CARING** (December and June)

- Be kind
- Be compassionate and show you care
- Express gratitude
- Forgive others
- Help people in need

**FAIRNESS** (January and July)

- Play by the rules
- Take turns and share
- Be open-minded; listen to others
- Treat all people equally
- Consider all opinions

**TRUSTWORTHINESS** (February and August)

- Show integrity; be honest
- Be reliable; do what you say you'll do
- Have the courage to do the right thing
- Build a good reputation
- Be loyal; stand by your family & friends



**RIDGE ROAD ELEMENTARY**  
**FACULTY AND STAFF**

**OFFICE STAFF**

Principal  
Secretary  
Attendance Clerk

Mrs. Anne-Marie Manikowski-Bailey  
Mrs. Mary Jane Trank  
Mrs. Tracy Serva

**SUPPORT SERVICES**

Psychologist  
Registered Nurse  
Social Worker

Mrs. Jennifer Guzylak  
Mrs. Kathy Crimmins  
Mrs. Lisa Earley

**PRE-KINDERGARTEN**

Mrs. Susan Fazzary  
Mrs. Kim Stoltzfus

Mrs. Peggy Comfort (TA)  
Mrs. Brenda Drew (TA)

**KINDERGARTEN**

Mrs. Sarah Beeman  
Mrs. Jill Nelson

Mrs. Nichole Inthanongsak  
Mrs. Mari Palmer

**FIRST GRADE**

Mrs. Kim Conklin  
Mrs. Denise Pronti  
Mrs. Molly Romanski

**SECOND GRADE**

Mrs. Karen Alexander  
Mrs. Megan Bower  
Mrs. Lori Cady

**THIRD GRADE**

Mrs. Elaine Benton  
Ms Erica Stickler  
Mrs. Kelly Murray  
Mrs. Kelly Wolf

**FOURTH GRADE**

Mrs. Laura Ford  
Mrs. Megan Janeski  
Mrs. Melissa Fullmer  
Ms Carly Wood

**SPECIAL EDUCATION TEACHERS**

Mrs. Jennifer Cavanagh-Wheeler  
Mrs. Doris Pariso  
Mrs. Andrea Palumbo  
Mrs. Anna Evans (TA)  
Mrs. Carole Sherer (TA)  
Mrs. Alecia Archambeault (TA)





## SPECIAL AREA TEACHERS

Art	Mr. Rich Hamula
Library	Mrs. Amanda Robbins
Library Clerk	Mrs. Kathy Williams
Vocal Music	Mrs. Rachel Proulx
Physical Education	Mr. Mark Romanski
Physical Education	Mrs. Katie Lowe
String Music	Mrs. Margaret Matthews
Reading Specialist	Mrs. Lisa O'Connell
Reading Specialist	Mrs. Sarah Jackson
Occupational Therapist	Mrs. Kim Doty
Physical Therapist	Mrs. Marcia Dickinson
Speech Therapist	Ms Jennifer McMillen
Contract Substitute	Mrs. Diann Schlock
Teaching Assistant	Mrs. Sue Slovak
Teaching Assistant	Mrs. Rhonda Lant

## CAFETERIA

Food Service Manager	Mrs. Lois Bird
Food Service Assistant	Mrs. Linda Horton
Food Service Assistant	Mrs. Diane Spazziani
Cafeteria Monitor	Mrs. Kathy Strader
Cafeteria Monitor	Mrs. Tiffany Walton

## CUSTODIANS

Day Cleaner	Mrs. Karen Cole
Night Cleaner	Mrs. Trudie Hering
Night Cleaner	Mr. Hank Clark



## ARRIVAL



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 a.m. – 8:10 a.m.**

**Tardy Bell**

**8:15 a.m.**

**Early Arrivals (Students must wait in the cafeteria  
7:45 a.m. until the 8:00 a.m. Homeroom bell)**

### 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 for 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. 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 next to the back entrance steps. **The drop-off lane should be a single lane only next to the sidewalk so students are not walking through traffic.**

## **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.

**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. If your child will walk home only on special occasions, you will need to send a note each time. (For safety we would prefer that children are picked up or ride the school bus daily.

**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. 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 or Broad Street YMCA:** Children attending the Kids World Program at Ridge Road or riding the bus to the YMCA Program at Broad Street School, must have a dismissal note on file in the school office from their parent/guardian by the start of school.

**Also, any parent or guardian picking up a child from school at the end of the day 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.

# PARENTS/VISITORS IN SCHOOL

## Building Doors will be Locked

As part of the District-wide security system and our emphasis on safety, the building doors will be locked 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.

## Visitors

To ensure our students' safety and to reduce interruptions to academic time, we ask that all visitors and volunteers report to the office and sign in prior to going anywhere in the building. We are requesting that all visitors and volunteers wear our 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. Thanks for your support with our strict security policy.

Please note that we request that visitors do not interrupt instruction time and the office staff will not send a visitor down to the classrooms or call the rooms after the homeroom bell (8:15 a.m.) has sounded unless it is an emergency situation or the visit has already been scheduled with the classroom teacher.



**NOTICE**  
ALL VISITORS  
MUST GET  
PASS AT OFFICE

## DRESS CODE

Students need to be dressed appropriately for school on a daily basis. Clothing or fashion trends that interfere with the instructional focus will not be allowed at Ridge Road. Please make sure students have sneakers for playground and gym. Also, outside recess is part of the elementary curriculum and students need to be prepared with coats, hats, gloves, etc. to go outside even in colder weather.

The Horseheads Central School Code of Conduct and Dress Code states that “a student’s makeup, nails, hair, jewelry, and clothing must be safe, and **not disrupt or interfere with the educational process**”.

1. Hair color (ex. blue, pink, purple) or styled (spiked or Mohawk) although fun, often brings significant attention to your child which they may or may not be able to handle (this includes their classmates as well). These situations often disrupt or interfere with the elementary level educational process, both academically and socially.
2. Tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), midriff baring or see-through garments are not appropriate.
3. Undergarments must be completely covered by clothing.
4. Footwear must not be a safety hazard. This is especially important at this age level. Flip flops are not allowed. Students must have sneakers for gym and recess daily.
5. No head covering should be worn, except for medical or religious reasons. Hats may be worn for outside recess only and must be removed upon entering the building.
6. All clothing should have appropriate language and graphics and not endorse the use of alcohol, tobacco, illegal drugs, or other illegal or violent activities.

If a student is in violation of the dress code, parents will be notified and asked to either pick up the student to rectify the situation, or may be asked to bring in appropriate attire.



## **ABSENCES FROM SCHOOL**

### **Homework for a Sick Child**

If you wish to have homework for your child, please call the school office and request the homework prior to noon. We will request that the teacher send the work to the office at dismissal time. You may have someone pick it up at dismissal or after school.

### **Vacations during the School Year**

Absences due to vacation trips are not considered excused absences from school. If at all possible, we request that you try to schedule your family vacations during a time that school is not in session. Knowing that sometimes it is unavoidable to travel only when school is not in session, we ask that you notify the school office and your child's teacher if your child will be missing school for any extended amount of time for vacation.

The child will be given support and an appropriate amount of time to complete any missed class assignments or homework upon his/her return to school. Homework will not be given to students prior to leaving for vacations. However, we encourage you to have your child read and write in a journal during his/her absence from school.

### **Birthday Party Invitations**

We respectfully request that birthday invitations not be handed out in school. Unless your child is inviting the entire class or a boy is inviting all the boys in his class and a girl is inviting all the girls in her class, invitations should not be handed out in school.



## **Student Address Book**

Every year our PTO publishes a student address book that parents can use for setting-up play dates and mailing invitations for birthday parties. Please note that in order for your child to be included in this Student Address Book, you must fill out and return the permission form. School officials are not allowed to give out addresses or phone numbers of students to other adults. Only the PTO room parent assigned to each homeroom by the classroom teacher is given a list of phone numbers to call parents on behalf of that classroom teacher concerning parties and celebrations.

## **Toys in School**

Please note that items such as toys, trading cards, cell phones, game boys, DS's, iPods, and MP3 players are not allowed in the cafeteria or at school. We ask that children save these items for home use.

## **Lost and Found**

The lost and found box is located in the main lobby area near the doors that go to the front bus circle. We often get a very large amount of clothing, shoes and other items in the lost and found. Please have your child check the box for items that may belong to him/her.

## **Pets in School**



Through 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 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 participate in any activity involving pets, please notify the school office in writing or at 739-6351 by the end of the second week of school.

## **CAFETERIA INFORMATION**

Use quick and easy payment options to pay for lunch and/or breakfast more easily. You may set up an account with PaySchools (which you may access from [www.horseheadsdistrict.com](http://www.horseheadsdistrict.com)) and pay online or send an envelope with your child's name and prepay in any amount you wish. The money will be put on your child's account.

### **Joining Your Child for Lunch**

If you would like to join your child for lunch for a special occasion, there is a table for parents/students to use.

Visitors must:

1. Sign in at the office and get a badge
2. Please order your lunch through your child's teacher, the office, or the cafeteria by 8:45 a.m.

If you are bringing in a lunch for your child, we ask that your lunch is healthy and nutritious. We also ask that you bring in food items for your child only. You may eat lunch with your child only. Other students are not allowed to leave the class table to join you and your child at the guest table.





## **CAFETERIA RULES**

1. Talk in a normal speaking voice
2. Walk at all times.
3. Clean food, wrappers, bags, etc. from the table and floor before emptying trays and recycling items.
4. Keep your hands and feet to yourself.
5. Raise your hand if you need help from the cafeteria monitors.
6. Treat your classmates and monitors with respect and consideration.
7. Appropriate restaurant manners need to be followed at all times.
8. Students are expected to remain seated until an adult asks them to take care of their trays or line up.
9. There is to be no sharing of food between students for safety and/or health reasons (allergies, etc.)

### **Cafeteria Behavioral Consequences**

1. First Problem: There will be either a verbal or non-verbal warning. The Cafeteria Monitor will quietly correct behavior or will signal the student in some way. This will serve as a warning.
2. Continuing Problem: The student will be asked to sit in a different area of the cafeteria. If the student does not begin to exhibit proper behavior he/she will be sent to the office to conference with the principal. At this level the student could possibly lose the privilege of eating with his/her classmates and parents may be notified of behaviors.

1. To make the playground fun and safe for everyone, the following behaviors are not allowed:

- Doubling on swings
- Shortening the chains on the swings
- Standing on or jumping off the swings
- Fighting, tackling or rough play
- Obscene language or gestures
- Spitting



2. In using the slide the children will:

- Wait at the bottom of the ladder for their turn
- Go down the slide facing forward in a sitting position

3. The use of any type of hard ball is prohibited.

4. Students will not play tackle or touch football.

5. Shin guards are required when playing soccer.

6. Dodge ball will be played with nerf balls ONLY and only under the supervision of a teacher.

7. Teachers will retrieve balls that are outside the fence.

8. Throwing snowballs is not permitted.

9. The marsh is off limits unless a teacher is supervising.

10. Students must request permission to leave the playground. Each grade level will determine the conditions under which students will be allowed to return to the building.

11. Students will respond immediately to a teacher's signal.

12. Students should wear appropriate sneakers for recess and gym. Students may wear dress shoes and sandals with heel straps to school; however sneakers are still needed for gym and playground. Flip-flops are not permitted in school for safety reasons.

## GENERAL SCHOOL BEHAVIOR

\*All students, staff and guests of the Ridge Road Elementary School are expected to follow the guidelines established in the Horseheads Central School District Code of Conduct.

1. Students will speak and act respectfully to other children and adults.
2. Students will complete all classroom assignments and homework on time and with pride.
3. Students should keep their desks and lockers clean and neat.
4. Students will follow the expectations and guidelines established in each classroom.
5. Students will respect school property and the property of others.
6. Students will walk quietly in the hall at all times.
7. Students will remove hats in the building.
8. Students will not chew gum on school premises.
9. Students will respond respectfully to the authority of all school staff.
10. Students will visit the lockers after 8:15 a.m., only with the teacher's permission.
11. Students will sign in and out when leaving classroom to go to the restroom.
12. Students will not bring items that could be used as weapons to school.
13. Students must wear appropriate shoes/sneakers for playground and Physical Education classes.



## DISCIPLINE

By nature, elementary students are adventurous, spontaneous, and tireless. These characteristics can lead to behavior problems in the confines of a classroom. By providing expectations and consequences to our elementary students, we teach them three important concepts:

1. Certain behaviors are desirable and should be repeated.
2. Other behaviors are undesirable and should be avoided.
3. We make our own choices and are responsible for our actions.

We try to emphasize the positive behaviors students' demonstrate and teach our students to accept responsibility for an inappropriate behavior. It is essential that students know what behavior is expected and what the consequences are if they choose to behave inappropriately.

## CONSEQUENCES

For behavior that is found to be in violation of the rules, one or more of the following age appropriate options will be enforced:

- Discussions and Warning
- Denial of Privileges
- Contact Parents
- Visit to the Principal's office
- Assignment to the quiet room at recess
- Conference with appropriate parties
- Clean, repair, or pay for damages or loss
- In-school detention
- In-school or out-of-school suspension



### Think Sheet

When there is a discipline issue, Mrs. Bailey often has students complete a “Think Sheet” as a learning tool. The purpose of a “Think Sheet” is to revisit what the student did wrong, but more importantly what the student could do better next time should the same situation arise. Students will be asked to take the “Think Sheet” home to have their parent sign and return to the Principal the next day.

## Homework

Ridge Road Elementary believes homework extends learning, can be a review of skills, and may include written and/or non-written work. The homework assigned for grades 1-4 should take no more than 10 minutes per grade level. For example: first grade should be 10 minutes, second grade should be 20 minutes, etc. each night. Parents/guardians should check for homework completion and sign the **Red** homework folder.

## Grade Level Daily Reading Expectations

In addition to homework, students have daily reading expectations.

Kindergarten Students –Book in the Bag nightly reading

First Grade Students – 10 minutes nightly

Second Grade Students – 10 minutes nightly

Third Grade Students – 15 minutes nightly

Fourth Grade Students – 15 minutes nightly



<b>Legal Papers</b>
If you have legal papers regarding your child(ren) due to adoption, divorce, separation, etc., the school must have a copy on file each year. Please submit new papers to the office whenever these papers are updated.

## Parent Teacher Conferences And Report Cards

- Kindergarten Conferences will be scheduled in November and April/May
- Report Cards are distributed in January and June
- Conferences will be scheduled in November, Grades 1 & 2
- Report Cards are distributed in January, April, and June
- Conferences will be scheduled in November Gr. 3 & 4
- Report cards are issued in November, January, April, and June

If at any time you feel you need an additional conference, please contact your child's teacher.



## Supporting Your Child's Academic Success

Parents – please check and sign your child(ren)'s **red** homework folder daily.

- Discuss the work your child brings home
- Have them re-read stories and review the content of their papers. It's an excellent review and only takes a few minutes!
- Set aside a daily homework time and routine with your child. Stick to your agreed schedule and be consistent.
- Set up a quiet area with necessary supplies for their homework area.
- Allow your child to do their homework independently
- Be available to provide assistance if needed

Parents are expected to support the grade level nightly reading expectation for each of their children.

If you have any issues or concerns with your child's homework, please contact their teacher; they are willing to assist you whenever the need arises.

## INTERNET ACCEPTABLE USE POLICY

In order to foster appropriate use of instructional technology at Ridge Road Elementary School, students are expected to comply with the District Policy and Regulations. These rules include:

1. You will not reveal your password to anyone. You will not use or attempt to use anyone else's password.
2. You will not use the system for illegal purposes, such as threatening another person, or arranging for the sale or purchase of illegal items.
3. You will not violate the rules of computer etiquette.
4. You will not intentionally access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other people. If you mistakenly access inappropriate information, **you must immediately tell your teacher or the person designated by the District.**
5. You will not change computer files that do not belong to you.
6. You will not plagiarize from the Internet.
7. You will not download files without permission from a supervising teacher.
8. You will not use your account for personal financial gain. This means you may not offer, provide or purchase products or services through the internet.

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 Judy Christiansen, Title IX Coordinator, or Kim Williams, Section 504 Coordinator, Horseheads Central School District, One Raider Lane, Horseheads, NY 14845, (607) 739-5601.

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



## CONCERTS/ASSEMBLIES

1. All classes will enter the concert/assembly quietly and in an orderly manner. Students should be ready to listen.
2. Students will remain quiet and use good listening habits during the concert/assembly.
3. Students will stay in their seats unless there is an emergency.
4. Once the song or performance has been announced, the students will remain silent and watch the program.
5. Clapping will be the form of appreciation shown to the Performers by the audience members. Shouting and whistling will not be allowed.





RIDGE ROAD ELEMENTARY  
STUDENT/PARENT HANDBOOK

We have read and discussed the Ridge Road Elementary School Student/Parent Handbook and we have agreed to abide by the Code of Conduct that has been established.

Student Signature:

---

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Parent/Guardian Signature:

---

Date: \_\_\_\_\_

Please complete, sign, and return this page to your child's teacher.  
Thank you for joining our Ridge Road School Community in making this a positive experience for your child.

