

# RIDGE ROAD REPORTER



SEPTEMBER 5<sup>TH</sup>, 2023



*A Caring Community for Learning and Academic Success!*

Dear Parents,

On behalf of the Ridge Road staff, I would like to welcome all our students and their families back to school for the start of the 2023–2024 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 students.

During the summer months, many of our staff members have been working on refining our ELA curriculum with their district-wide grade level teams and have also been exploring the Tang Math resources to support our Math curriculum. The teams are focused on designing units of study that are highly engaging, rigorous, relevant, and geared for students' learning success. In addition to the main academic focus, our building's site team is working on creating a welcoming, inclusive, and kind school culture for all students at Ridge Road. Our theme this year will be "Kind to the Core".

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, even just a little, we need you on our team! **Please join us at our PTO meeting on Wednesday, September 13<sup>th</sup>, at 6:30 pm in the Ridge Road School Library. Light refreshments and Childcare will be provided.**

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 607-739-6351 or at [ambailey@Horseheadsdistrict.com](mailto:ambailey@Horseheadsdistrict.com) with any questions throughout the school year.

Sincerely,

A handwritten signature in cursive that reads "Anne Marie Bailey".

Anne-Marie Manikowski-Bailey  
Ridge Road Principal

**Please Mark Your Calendars!**

- ❖ PTO Meeting- Wednesday, September 13<sup>th</sup>, 6:30 pm – Ridge Road School Library. Light refreshments and Childcare provided.
- ❖ The Ridge Road Open House will be Wednesday, September 20<sup>th</sup> from 6:30 – 7:30 pm.
- ❖ The PTO Book Fair will be held September 18<sup>th</sup> – 22<sup>nd</sup>. The Book Fair will also be opened during our Open House.
- ❖ The Ridge Road Fun Run and Welcome Back Fall Festival will be on Saturday, September 30<sup>th</sup> (Starting at 9:00 am)
- ❖ Ridge Road Picture Day is Friday, October 13<sup>th</sup>.

**Hope to see your family at these wonderful events!**

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**A Big Welcome to Our New Team Members!**

**Ms. Rachael Howe- Kindergarten Teacher**

**Mrs. Kristi Coldiron- 4<sup>th</sup> Grade Teacher**

**Mrs. Stephanie Andrus- Math RTI Teacher**

**Mrs. Shinhee Leone- ENL Teacher**

**Ms. Molly Bourgeois- Teaching Assistant**

**Ms. Makaila Dapp- Teaching Assistant**

**Mrs. Emily Marshall- Contract Teacher**

**Mrs. Bethany Askins- Contract Teaching Assistant**



## Dismissal of Students

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 walks 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 follow our parent pick-up plan and provide our office with a note describing the dismissal plan for the child.**

### Pick-up Procedures for Pre- K Students

**1:55- Pick-up for Pre-K.** Pre- K parents will park in the parking lot and walk to the school door to sign their child out. If your child is in Mrs. Balliet's or Ms. Mofte's room, you will come to the main lobby door (Door 1). If your child is in Mrs. Janeski's or Mrs. Fullmer's class, you will come to the back cafeteria door (Door 2). (Older siblings will NOT be allowed to dismiss with their Pre-K sibling at this time).

### Pick-up Procedures for Students in Grades K-4

**2:25-** The pick-up door locations will open for parents, and the staff will be at the dismissal tables for you to check-out your students. Please note that our older students in grades 3 and 4 tend to arrive to the pick-up room later, so you may wish to arrive around 2:30 if you are picking up students in grades 3 and 4. Please be prepared to show ID when picking-up your child from school.

**2:25-2:35- Pick-up for K- 4<sup>th</sup>.** For all K-4<sup>th</sup> grade students not riding home on the school bus, we will have parents park in the back parking lot and come to one of the doors to sign out their child for parent pick-up. If your child's last name starts with the letters A-M, you will come to the main lobby door (door 1) to sign your child out. If your child's last name starts with N-Z, you will come to the back cafeteria door (door 2) to sign your child out of school. If you are a day care provider and picking up multiple children at dismissal, please call our office so we can get your students all set for one door for dismissal.

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**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 am – 4:00 pm** 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, **please use the back parking lot**. This will ensure the safety of all other children arriving at school.

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**Morning Drop-Off**



**Drop-Off Procedures for all K- 4<sup>th</sup> Grade Students**

Drop-off for all K - 4<sup>th</sup> grade Students **will start at 7:40 am** at the main entrance doors in the back parking lot. All vehicles must drop their students off in the drop-off line. We have **one line that enters the parking lot and drives up along the building**. 4 or 5 cars should be prepared to unload at one time. To keep the line moving, it would be very helpful if all hugs and goodbye kisses are given at home before you get in the car to leave for school. Students should be ready to exit the car as soon as you have stopped in the line. Your child will exit the car from the passenger side and walk up the sidewalk to go into the school. Staff members will be assigned outside and also in the lobby entrance to assist your child with going to their correct location for the start of the day. Please know that students wait in the cafeteria until the 8:00 bell, before heading down to their classrooms. They are supervised by a staff member in the cafeteria during this early arrival time.

**Drop-Off Procedures for Pre- K Students**

**8:50-9:00-** Pre- K parents will park in the parking lot and walk to the school door to drop their child off for school. If your child is in Mrs. Balliet’s or Ms. Mofte’s room, you will come to the main lobby door (Door 1). If your child is in Mrs. Janeski’s or Mrs. Fullmer’s class, you will come to the back cafeteria door (Door 2).

Please note that any Pre-Kindergarten student arriving to school after 9:00 am , must be brought to the main lobby door to be checked in through the main office.

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**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 am and 8:10 am. 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 7:40 am.** 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 7:40 am. Students have from 8:00 – 8:15 am for homeroom time.

**Arrival/Homeroom  
8:00 - 8:15 am**

**Tardy Bell  
8:15 am**

**Early Arrivals (Students must wait in the cafeteria  
7:40 am Until the 8:00 am Homeroom bell.)**

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**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 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.

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**Parent Volunteers/Visitors**

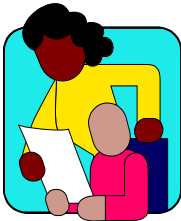
Parent volunteers are a very important part of our school and new volunteers are always welcome. If you can donate some time helping out in the classrooms, reading to students, or working at PTO sponsored events, please send a note to your child’s teacher or call the school office.



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**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, and sneakers for gym. **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.** 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 to the office.



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**School Lunch Program**



**Lunch:** For the 2023-2024 school year, students in grades Pre-K- 8<sup>th</sup>, may receive one free lunch in school each day. This includes the entrée, three fruits or vegetables and a milk. They may also receive one free breakfast each day. Students must pay for all ala carte items. You may prepay for snacks and ala carte items online at PaySchools, (<http://www.gstbooces.org/ms/foodservices/newsite/index.cfm?district=horseheads>) or you may send in money daily. If you send in a check, please make it payable to “School Lunch Account” and put your child’s name in the memo section. Please see the lunch menu each month for more details about our lunch and breakfast programs.

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**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 the Ridge Road Handbook, with your child.**



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**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.

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**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 you are inviting the entire class to your child’s birthday party, 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 parents 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 know birthdays are very important days for our students. Treats are only allowed to be brought into the building if they **are store bought and in original unopened packaging**. Please check with your child’s teacher before sending in any treats.

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**Toys in School**

**Please take a minute to remind your child that items such as toys, trading cards, cell phones, or any electronic gaming systems 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.



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**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 607-739-6351 by Friday, September 15<sup>th</sup>.



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**Ridge Road Handbook of Policies and Procedures**

The Handbook is being sent electronically to all families and also in hard copy to all Pre-K and K families. Please be sure to read and discuss this information with your child. Please also sign the parent /student acknowledgement form and return the form to your child’s teacher. 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.





**Horseheads Central School District  
Non-Discrimination Notification**

The Horseheads Central School District offers educational programs without regard to race, color, national origin, creed, religion, marital status, military status, sex, sexual orientation, age, gender identity, predisposing genetic characteristic, or disability, and provides equal access to applicable groups under the Boy Scouts of America Equal Access Act. Inquiries regarding this policy may be made to Caitlin DeFilippo, Title IX/DASA Coordinator, and Co-Civil Rights Compliance Officer; Anthony Gill, Co-Civil Rights Compliance Officer; or Kelly Squires, Section 504 Coordinator, Horseheads Central School District, One Raider Lane, Horseheads, NY 14845, (607) 739-5601.

This policy of non-discrimination includes access by students to educational programs, counseling services, course offerings, and activities, as well as recruitment and appointment of employees and employment pay, benefits, advancement and/or termination.

The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Caitlin DeFilippo  
Director of Human Resources  
[CDEFILIPPO@horseheadsdistrict.com](mailto:CDEFILIPPO@horseheadsdistrict.com)  
One Raider Lane  
Horseheads Central School District  
Horseheads, NY 14845  
(607) 739-5601

U.S. Department of Education  
Office of Civil Rights  
LBJ Department of Education Building  
400 Maryland Ave., SW  
Washington, DC 20202-1100  
(800) 421-3481

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**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**

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**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 Caitlin DeFilippo. Mrs. DeFilippo may be reached at One Raider Lane, horseheads, NY 14845, 607-739-5601 x 4211.

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**Educational Programs**

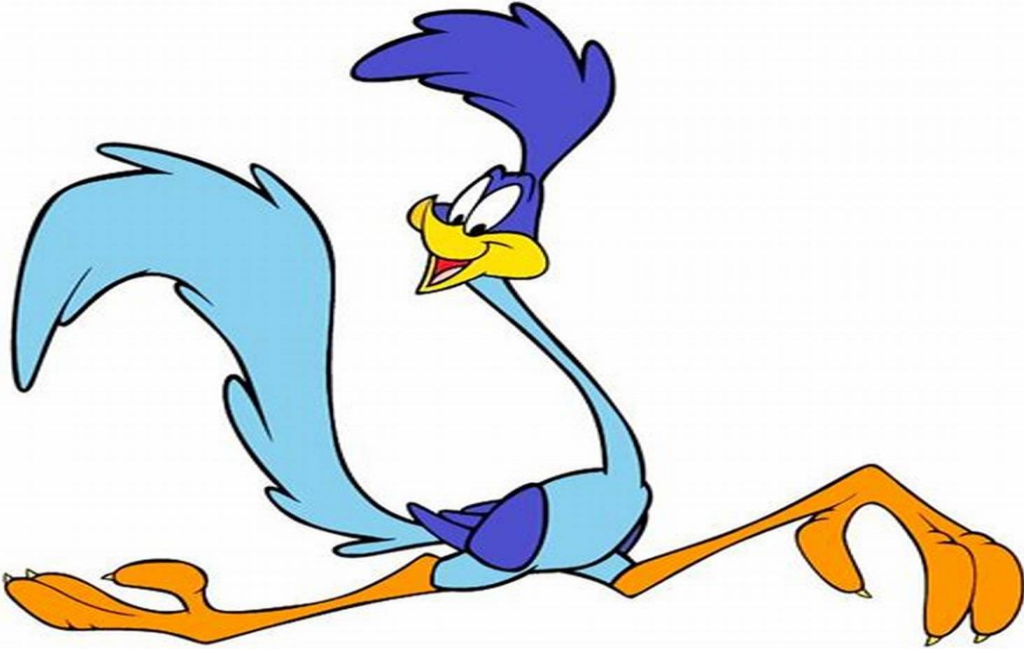
The Horseheads Central School District offers educational programs without regard to actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression). Inquiries regarding this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

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**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. Karen Bifano, Ridge Road’s RN, with further questions.

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## **NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Dear Parent/Guardian or Eligible Student:

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/guardians 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/guardians 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/guardian 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/guardian or eligible student believes are inaccurate or misleading.

Parents/guardians 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/guardian or eligible student, the district will notify the parent/guardian 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/guardian 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.

One 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 unit 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/guardian 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 U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The Office that administers FERPA is:

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