

# RIDGE ROAD REPORTER



SEPTEMBER 2025



*A Caring Community for Learning and Academic Success!*

Dear Parents,

Welcome to Ridge Road Elementary School (at Center Street) and to a new and exciting school year!

This year, our focus is **"Together We Rock."** We are excited to welcome the Center Street students, families, and staff to our school and look forward to merging our incredible school communities together. Working collaboratively, we can create a positive, engaging, and nurturing learning environment where every child can thrive. Our dedicated staff is committed to supporting each student's individual needs and helping them grow academically and personally. We are grateful for our supportive parents, like you, who play a crucial role in this journey. Most importantly, we are excited to work with such terrific students who bring enthusiasm and curiosity to our school community every day.

Throughout the year, we will keep you informed about school-wide activities, upcoming grade-level events, and important updates. Your involvement and support are vital to your child's success, so please feel free to reach out if you have any questions, concerns, or ideas to share. We are thrilled to have your child in our school and are eager to embark on this educational journey together, making this year at Ridge Road an enriching and memorable experience for everyone.

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 10<sup>th</sup>, 6:30 pm – Ridge Road School Library. Light refreshments and Childcare provided.**
  
- ❖ **The Ridge Road Open House will be Wednesday, September 17<sup>th</sup>  
6:15-6:45- Families with last name A-L  
7:00-7:30- Families with last name M-Z  
7:30-8:00- Title one Meeting – Library  
6:15-7:45- Book Fair - Gym**
  
- ❖ **The PTO Book Fair will be held during the school day for classes to visit from September 15<sup>th</sup> – 19<sup>th</sup>. The Book Fair will also be opened for families during our Open House from 6:15-7:45pm.**
  
- ❖ **The Ridge Road Welcome Back to School Fall Festival will be on the school grounds on Saturday, September 27<sup>th</sup> from 11:00-1:00.**
  
- ❖ **Ridge Road Picture Day is Monday, October 6<sup>th</sup>.**

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

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**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 daily, 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 K- 4<sup>th</sup> Grade Students

All cars must enter at the **Sayre Street entrance into the HS complex**. The Center Street entrance is for busing, construction and staff only. From the Sayre Street entrance, you will drive down one lane until you reach the Center Street entrance. This entrance road cannot be blocked. From the Center Street entrance on, you will move to **3 lanes** for pick up.

-Please follow the color representing your child's grade level. **Lane one (Yellow)** is for Kindergarten and 1<sup>st</sup> Grade Pick-up. **Lane 2 (Green)** is for 2<sup>nd</sup> and 3<sup>rd</sup> Grade Pick-up and **Lane 3 (Pink)** is for 4<sup>th</sup> Grade and Family Pick-up. Daycare providers that pick up more than one child, must use the Family Pick-up lane. Parents are responsible for setting-up any daycare provider pick-ups ahead of time with the school. **Please note that the bus lanes are the two lanes next to the building and the parent pick-up lanes are the three lanes to the left of the line of parked cars.**

- Please place your provided pick-up name sign on the passenger's side of your vehicle on the visor.

Place the sign so it can be clearly seen from outside the car when the visor is pulled down. This will help to expedite the dismissal process.

- Please wait in your vehicle and follow all directions given from staff. You must be in the correct lane that matches the color of your child's sign, and your sign must be posted on the passenger visor.

- Staff will be looking for your sign and then will bring your child to you.

- As the staff member brings your child to you, please be prepared to show ID when requested.

- If it is a unique day and you are picking up multiple students outside of your household, you will need to go back around to the appropriate line to pick up the additional students by grade.

- **If you arrive earlier than 2:50 pm to pick up your child for an appointment**, please pull in a parking spot and come ring the buzzer at the front lobby entrance. You will sign your child out from the main office. Because of safety and overall congestion at dismissal, all early pick-ups for appointments, must be completed before 2:50 pm. Otherwise, students must leave at the regular 3:20 pm dismissal time.

\*\*Please do not back up to exit out of your line. This is one way traffic only, unless you are directed by the SRO to move. Please also remember that the Center Street entrance can't be blocked by cars, this is the only way for our buses to arrive on time for dismissal.

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

**Student Drop-Off: 8:20 am – 8:35 am**

- ALL vehicles must drop their students off in the drop off-line. **Student drop-off will start at 8:20 am.**

- All cars must enter at the **Sayre Street entrance into the HS complex**. The Center Street entrance is for busing, construction and staff only. From the Sayre Street entrance, you will drive down one lane until you reach the Center Street entrance. This entrance road cannot be blocked. From the Center Street entrance on, you will move to drive down the first lane to the left of the parked cars in the middle of the lot. **This is the same lane as lane one (yellow) for**

**pick-up.** You will stop at the stop sign and wait for staff to give you direction to move down toward the lobby door entrance.

- Once given direction, you will drive to the drop off area next to the front lobby doors.
- Four to Five vehicles should be prepared to unload at one time. Students should be exiting the car from the passenger side of the vehicle.
- All students enter the school through the LOBBY entrance doors.
- Students will then be directed into the cafeteria; they will all go to their classrooms at 8:35 am.
- Our morning drop-off stops at 8:35 sharp. **If you arrive past 8:35 am**, please park your car and bring your child to the main office to sign them in for school.

**-Early arrivals-** Students must wait in the cafeteria from 8:20 until the 8:35 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. The main lobby entrance door has 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 bring their driver’s license and wear an identification badge that can be picked up when they sign in to the office. The driver’s license is only needed the first visit of the school year.

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**School Lunch Program**



**Lunch:** For the 2025-2026 school year, students in grades Pre-K- 4<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.**



**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 or Electronic Devices 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. NY State now has a cell phone policy in place and all internet-enabled devices are not allowed to be out during the instructional day, unless directed by the teacher for instruction. We promise that the children will still have fun and rewarding days at school without bringing their toys, cell phones or electronic devices from home.



**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 12<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 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

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

**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.

**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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**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*

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## **Student Photographs**

Throughout the year, our school and district may photograph, videotape, and/or interview students for its publications or broadcasts, which include school and district newsletters, videos, and social media.

Additionally, local newspapers and TV stations often attend school events and photograph, videotape, or interview students about events and issues. These stories will also appear on the media's websites and social media platforms.

Please complete and return the form below to the Main Office if you **DO NOT wish your child to be photographed or videotaped for school publications or by the media.**

Note that we will still publish student photographs in school yearbooks.

### ***Student Photos***

I DO NOT wish to have my child photographed or videotaped while in school.

Child's Name \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_