Ripley Central School

PK – Grade 6

Elementary Student Handbook

2019-2020

Ripley Central School Mission Statement

Ripley strives to foster a love of learning through authentic, challenging, adventurous experiences in a supportive and engaging environment. Ripley students become knowledgeable, productive, responsible citizens with strong character, ready to serve their community.

Learn today. Lead tomorrow.

BOARD OF EDUCATION

Mr. Robert J. Bentley
Mr. Michael Boll
Mr. Peter Dorman
Mr. Paul A. McCutcheon (President)
Mr. Shaun Waters (Vice President)

ADMINISTRATION

Mr. William Caldwell, Superintendent
Mr. Micah Oldham, PK - 6 Principal

FACULTY

Mrs. Christina Akin, Speech Language Pathologist
Mr. Justin Akin, Grade 5
Mrs. Amber Blair, Grade 4
Mrs. Katie Braun, Occupational Therapist
Mrs. Adriel Gestwicki, Grade 1
Ms. Emily Gollnitz, RTI/Special Education
Mrs. Wendy Graham, PK 3
Mrs. Pamela Gross, BOCES Shared Technology Coordinator/CIO
Ms. Rebecca Humbert, RTI/Special Education
Mrs. Hannah Johnston, Grade 3
Mrs. Karen Kondrick, Computers & Library
Mrs. Victoria Mazurkiewicz, Music
Mrs. Erika Meredith, Grade 6
Ms. Alberta Parker, Art
TBD, School Psychologist
Ms. Danni Riley, Grade 2
Mrs. Cassandra Rosage, PK 3
Mr. Bradley Rowe, Physical Education
Ms. Shannon Rowe, Kindergarten
Mrs. Lisa Sabella, RTI/Special Education
Ms. Kristi Sanderson, PK 4
Mrs. Michelle Waters, TOSA

Table of Contents

IMPORTANT DATES 5
RCS SCHOLAR STANDARDS OF EXCELLENCE 6
ATTENDANCE POLICY 6
BICYCLES ON SCHOOL GROUNDS 7
BUILDINGS AND CLASSROOMS 7
BREAKFAST AND LUNCH PROGRAM 7
COURSES/CURRICULUM 7
CREW 7
EAGLE UNIVERSITY 7
EARLY DISMISSAL FROM SCHOOL 8
EMERGENCY CLOSINGS 8
EMERGENCY DRILLS 8
EXCUSAL FROM PHYSICAL EDUCATION 8
FAMILY TRIPS 8
FERPA 9
FIELD WORK 10
GRADING / STUDENT PROGRESS 10
HEALTH SERVICES / MEDICATION 10
HOMEWORK 11
IMMUNIZATIONS 11
LIBRARY PROGRAM 12
LOST AND FOUND 12
MAKE-UP WORK 12
MUSIC PROGRAMS 13
PARENT CONFERENCES 13
PARKING / MOTORIST AND PEDESTRIAN SAFETY 13
PARTIES 13
PROMOTION/RETENTION 13
REGISTRATION 13
REQUESTS FOR HOMEWORK FOR ABSENT STUDENTS 14
RESPONSIBILITIES OF STUDENTS 14
RESPONSE TO INTERVENTION (RTI) 14

SCHOOL COMPUTER USE **14**
SCHOOL DAY **15**
SPECIAL EDUCATION **15**
STATE TESTING **15**
STUDENT ACCIDENTS AT SCHOOL **15**
STUDENT INSURANCE **15**
STUDENT-LED CONFERENCES **15**
STUDENT SUPPLIES **16**
TRANSPORTATION NOTIFICATIONS **16**
PK 3/PK 4/ KINDERGARTEN REGISTRATION **16**
USE OF SCHOOL TELEPHONES **16**
WAYS TO HELP CHILDREN DO WELL IN SCHOOL **16**
WITHDRAWAL AND TRANSFER **17**

IMPORTANT DATES

Thursday	August 29	Student Registration/Open House Day – 3:30-7:00 pm Community Picnic – 3:30-7:00 pm
Monday	September 2	Labor Day – No School
Tuesday	September 3	First Day of School
Friday	September 20	School Picture Day
Friday	October 4	Emergency Drill Day
Friday	October 11	Grs. 3-6 Progress Reports Distributed
Monday	October 14	Columbus Day – No School
Friday	October 25	In-Service Day – No School
Monday	November 11	Veterans Day – No School
Tuesday	November 26	Report Cards Distributed
Wednesday – Friday	November 27-29	Thanksgiving Recess – No School
Thursday	December 5	Early Dismissal – 12:00 pm Student-Led Conferences
Friday	December 6	Early Dismissal – 12:00 pm Student-Led Conferences
Monday – Friday	December 23 – January 3	Winter Recess – No School
Monday	January 20	Martin Luther King, Jr. Day – No School
Friday	January 24	Grs. 3-6 Progress Reports Distributed
Monday	February 17	President's Day – No School
Monday	March 2	Report Cards Distributed
Thursday	March 12	PK3 Registration Day – 9:00 am – 2:30 pm
Friday	March 20	In-Service Day – No School
Wednesday – Friday	March 25-27	NYS Exams Grades 3-6 (ELA)
Monday – Friday	April 6-17	Spring Recess – No School
Tuesday – Thursday	April 21-23	NYS Exams Grades 3-6 (Math)
Friday	May 1	Grs. 3-6 Progress Reports Distributed
Thursday	May 6	Budget Hearing – 6:30 pm
Tuesday	May 19	Budget/BOE Vote – 2:00-8:00 pm
Friday – Monday	May 22-25	Memorial Day Weekend – No School
Monday	June 22	Early Dismissal – 12:00 pm Student-Led Conferences
Tuesday	June 23	Early Dismissal – 12:00 pm Student-Led Conferences
Tuesday	June 23	PK 4 Graduation Ceremony – TBD 6th Gr. Graduation Ceremony – 6:30 pm 6th Gr. Cake and Punch Celebration to follow
Wednesday	June 24	Early Dismissal – 12:00 pm Last Day of School Report Cards Distributed

RCS SCHOLAR STANDARDS OF EXCELLENCE

RIPLEY CENTRAL SCHOOL 6TH GRADUATES WILL:

- be able to express and understand spoken, written, visual and technological means of communication;
- be able to identify and solve problems independently and cooperatively using analytical, logical, and creative thinking skills;
- have acquired the knowledge and skills to produce and appreciate expression in the arts;
- demonstrate an understanding of diverse cultures in relation to past and present political, economic and social conditions with a concern for the future;
- have attained the skills to become responsible, productive citizens;
- demonstrate knowledge of and responsibility for the ever-changing local and global environment;
- possess an understanding of and respect for self and others;
- have developed the skills to be lifelong learners with productive work and study habits.

ATTENDANCE POLICY

Ripley Central School students are expected to be present and punctual for school and all school activities.

Any time a student will be absent from school, that absence must be reported to the Attendance Office by 8:15 AM. A message may be left at 736-2631 ext. 1191 to avoid a phone notification later; however, **a written note is still required upon return to school**. It is the parent's responsibility to fulfill this obligation. Any student who is absent three or more consecutive days due to illness must submit a physician's note explaining the absence.

Students who are absent from school must bring a note signed by a parent the day of return telling when and why they were absent. The note is to be presented to the student's homeroom teacher upon returning to school. Unless prior information is received, the parents of any child absent for three or more consecutive days will be contacted by the District Health Office to determine the nature of the absence.

According to New York State Attendance Laws, the following reasons for absence are considered valid:

Illness	Religious Observance	Death in the Family
Family Illness	Court Appointments	Medical Appointments

In order to effectively intervene when an identified pattern of unexcused absences, tardiness or early departures occur, designated District personnel will follow the Administrative Procedures developed as follows:

	Days Absent/Tardy*	**Procedure**
Level 1	**3 days**	* School Health Office phone call.
Level 2	**5-10 days**	* Case opened with social worker (This may include phone call, home visits, and informal meetings.) * Letter from Principal's Office.
Level 3	**11-14 days**	* Parent meeting required with Principal and Social Worker. Probation involvement will be discussed.
Level 4	**15 days**	* District files report with Child Protective Services (CPS) for educational neglect.
Level 5	**>24 days**	* Possible retention of child in current grade.

*** Students who are not in the classroom by 8:30 a.m. will be marked tardy.**

BICYCLES ON SCHOOL GROUNDS

Only Ripley Central School students in grades 3-6 or 9 years of age or older may ride bicycles to school. All bicycles must be left in the bicycle racks on arrival at school and left there until dismissal unless permission has been granted otherwise. In accordance with state law, all students must wear a helmet when riding a bicycle. It is highly recommended that students secure their bicycles by using locks. The school is not responsible for lost or stolen bicycles.

BUILDINGS AND CLASSROOMS

The Ripley Elementary School occupies a portion of the District Building and accommodates students in Pre-kindergarten through grade 6. All correspondence to the school should be mailed to:

P.O. Box 688
Ripley, New York 14775-0688

The phone number is (716) 736-2631. The school fax number is (716) 736-6226. The school website is https://ripleyelementary.weebly.com/. All information or questions about Elementary School students should be directed to the Principal's Office at (716) 736-2631, ext. 1192.

BREAKFAST AND LUNCH PROGRAM

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, well-balanced meals are offered free of charge. Contact the Cafeteria Manager at 716-736-2631, ext. 1480 with any questions or concerns.

Students are reminded that nutritious foods should always be included in a lunch that is brought from home. "Junk foods" are discouraged. Soft drinks, as described under New York State Education Law and glass containers are prohibited!

COURSES/CURRICULUM

The New York State Education Department's Next Generation Learning Standards provides the basis for our instructional program. All students receive instruction in reading and language arts, mathematics, science, social studies, health education, library or library skills, music, art, and physical education. Additionally, our curriculum supports college and career readiness and technology standards.

CREW

At Ripley Central School District, each student is known well by at least one adult within the school. One structure for developing this relationship is crew. Crew provides each student a one-to-one relationship with an adult advisor (crew leader) at the school, as well as a consistent and ongoing small-scale peer community. Crew leaders monitor and support student progress, and serve as the student's advocate in difficult academic and social situations. Crew meetings are frequently used for teambuilding exercises and for group discussions on topical issues. These exercises and discussions help establish crew identity and a positive school culture.

EAGLE UNIVERSITY

Eagle University is an exciting and fun half-day summer program aimed at providing enrichment and exposure to new and innovative programming for our children. Eagle University is divided into two week sessions for the convenience of families. The sessions allow parents to plan summer events while still allowing children to participate.

We encourage parent to support us by emphasizing the importance of commitment when signing up for the Eagle University sessions. Additionally, materials and supplies are ordered based on registration and we need to be confident in student participation so as to not over purchase.

Every child will also receive free breakfast.

EARLY DISMISSAL FROM SCHOOL

Excused absences (such as for a doctor's appointment) must be requested in advance. Written notification from the student's parent indicating the reason for the absence must be presented to the student's teacher in order for a child to be dismissed. **PLEASE AVOID LAST MINUTE TELEPHONE CALLS FOR STUDENT EARLY DISMISSAL.**

Parents are also reminded that no student will be excused from his/her classroom unless a parent (or someone authorized by a parent) first signs out the student in the Main Office (Door J). Individuals who request that a student be excused during the school day will be denied this request unless the school receives written authorization from a parent. (Names of all authorized people **must** appear on the Emergency Contact form) The safety and welfare of students will be respected above all other concerns.

Participation in the entire school day is important and sometimes vital. Students should not be excused for any portion of the school day unless an emergency or compelling reason demands it. Instruction and important classroom experiences continue until dismissal each day.

EMERGENCY CLOSINGS

If school is closed due to inclement weather or other circumstances beyond our control, announcements will be made via the automated SchoolMessenger system and on the following radio/TV stations:

Buffalo	WGRZ, WBEN, WKBW, WIVB and 97 ROCK
Dunkirk	WDOE
Erie	WICU, WSEE, WRIE, WJET, STAR 104
Jamestown	WJTN and WKZA

Parents and students who are concerned about such a circumstance are urged to listen to one of these stations rather than call the school.

EMERGENCY DRILLS

Fire, bus, and other emergency drills are held regularly to develop safety practices that will help students to move quickly and in an orderly manner to predetermined safety areas during an emergency. Rules of safety are reviewed regularly and are posted in each classroom.

During a drill or actual emergency personal safety will depend upon the manner in which students carry out regular procedures or modified instructions as the situation dictates. Once a drill is signaled, students must become quiet and alert to directions until the drill is complete.

EXCUSAL FROM PHYSICAL EDUCATION

A student may not be excused from a physical education class without a written statement from a medical professional that is approved by the School Nurse. Any extended absence (more than 2 or 3 classes) shall require a physician's authorization. All grade levels must wear appropriate gym shoes (sneakers) for safety reasons. Beginning in grade 4 there must be a change of clothing for gym classes, preferably shorts and T-shirts. Showers for grade 4 and up may be required at the discretion of the PE teacher. Physical education classes are a mandated part of the New York State Curriculum for students.

FAMILY TRIPS

Absence from school and loss of classroom instruction may interfere with the continuity of a pupil's progress. School-work for a long period is difficult to prepare. **PLEASE TRY TO PLAN FAMILY TRIPS DURING SCHOOL VACATIONS OR HOLIDAY PERIODS.**

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Student to whom the right shave transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it impossible for parents or eligible students to review the records. Schools may charge a few for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):
    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.
Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

FIELD WORK

Field work is related to the academic curriculum are supported by our school district. Field work is used to build curiosity and background knowledge. Parents will be notified about any school trips and permission slips will be sent home.

GRADING / STUDENT PROGRESS

Student progress can be reported in several ways. The most common is the report card which is sent home with each student on November 26, 2018, March 2, 2020 and June 24, 2020. In addition, parent conferences (in-person/telephone) may be scheduled at any time upon request of the teacher or parent.

The uniform grading system for students is as follows:

Level of Achievement Based on the Standards	
Level 4: Exceeds Proficiency Standard	Exceeding New York State and District Standards
Level 3: Meets Proficiency Standard	Meeting New York State and District Standards
Level 2: Meets Basic Standard	Working Toward New York State and District Standards
Level 1: Below Standard	Not Meeting New York State and District Standards

HEALTH SERVICES / MEDICATION

Health services are available for every student. Questions or concerns about a student's health or medical needs should be directed to the School Nurse. In addition to routine screening for hearing, vision and scoliosis, the district nurse coordinates comprehensive physicals, administered by the School Physician at appointed times during the elementary and secondary school years, and maintains health record data for each student.

In addition to routine screenings, other services require the student's self-referral to the school nurse. These services include the physical health examinations for sports participation, referrals to home and to health agencies, counseling for health and personal concerns and assistance in obtaining health information and resources.

A student who becomes ill in school should report to the school nurse after receiving permission from the classroom teacher. The school nurse will decide what is to be done. Students must not leave the building because of illness without authorization. If the nurse is not in, the Health Aide will contact a parent to discuss disposition on a case-by-case basis, when warranted. Parents of ill students will be notified of the illness and will be requested to take such students home.

Under regulations in the Nurse Practice Act and provisions of State Education Law, nurse-teachers should not dispense any medication to school children or to personnel.

However, **under specific regulations,** a medication prescribed by a private physician may be administered to a pupil during school hours. This is not to be confused with an emergency procedure. Rather, it is an effort to meet the health needs of an individual student having either a chronic or short-term health condition. The following procedure must be followed to protect school authorities, the individual concerned and all other pupils.

- The nurse must have on file a written request from the family physician which indicates the name of the drug, and the frequency and dosage of the prescribed medication.
- The nurse must have on file a written request from the parent to administer the medication as specified by the family physician.
- The medication should be delivered directly to the school nurse by the parent. **No medication should be sent to the teacher and/or the Nurse by the child.**
- The medication should be kept in the nurse's office, in a locked drawer or file. The place of administration should be in the health office, with the exception of Rescue Inhalers and other emergency medication. Doctor's authorization to carry/self-administer is required in addition to above.

- Parents should report to the Nurse immediately if there is any change in the course of treatment or in the medication.
- The Nurse should be informed of all medications routinely taken at home. Doctor's orders for a missed morning dose, should the child forget to take his/her medication, should be on file, with at least one dose of the medication in order to cover any missed morning dosages.

New York State Law prohibits a school nurse or anyone else in the school system from administering any medication (prescription or otherwise) to a student. Students who are required to take medication during the school day must bring a statement signed by their doctor that authorizes the school nurse to administer the medication. The medication must be sent in the original container in which it is dispensed.

HOMEWORK

Homework shall be understood as any assignment to be completed outside regular school hours. The following objectives exist with regard to homework:

1) Homework should reinforce learning developed in the classroom.
2) Homework should allow students to complete work that has been started in the classroom.
3) Homework should strengthen individual weaknesses that a student might have.
4) Homework should help a student work independently and practice good study habits.
5) Homework should develop creativity, originality, and responsibility in a student.

If a student is spending an unreasonable amount of time on homework, it usually means that something is wrong. Parents are urged to contact a student's teacher whenever a concern about homework arises.

IMMUNIZATIONS

New York State Education Department and New York State Department of Health require the following immunization for school entry. These regulations are based in the ACIP guidelines and are effective for the school year of 2019-2020 and summer programs which are provided by the school.

Under Section 2164 of the NYS Public Health Law, the following immunizations are required for school attendance:

Grade Level	Vaccine	Doses
Prekindergarten	DTap/DTP	**4 Doses**
	Polio	**3 Doses**
	MMR	**1 Dose**
	Hepatitis B	**3 Doses**
	Varicella (Chicken Pox)	**1 Dose**
	Hib	**1 to 4 Doses**
	PCV	**1 to 4 Doses**
Kindergarten to Grade 5	DTap/DTP	**5 Doses or 4 Doses** if the 4th dose was received at 4 yrs. old or **3 Doses** if 7yrs. old or older and started the series after 1 yr. old or older
	Polio	**4 Doses or 3 Doses** if the 3rd dose was received at 4 yrs. old or older and at least 6 months from the previous dose
	MMR	**2 Doses** (2 Measles, 2 Mumps, 1 Rubella)
	Hepatitis B	**3 Doses**
	Varicella (Chicken Pox)	**2 Doses**
Grades 6	DTap/DTP	**3 Doses**
	Polio	**4 Doses or 3 Doses** if 3rd dose was received at 4 yrs. of age or older

	MMR	**2 Doses** (2 Measles, 2 Mumps, 1 Rubella)
	Hepatitis B	**3 Doses or 2 Doses** of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 month apart between the ages of 11-15 yrs. of age
	Varicella (Chicken Pox)	**2 Doses**
	Tdap	**1 Dose**

* Medical exemptions to immunizations must be reissued annually. The written exemptions must identify the immunization exempted, the medical contraindication for the exemption, and the length of time the immunization is contraindicated. A form is available in the school health office.

** Vaccines must be given at age appropriate intervals.

Evidence of these immunizations must be presented to the school when a child is registered. Failure to provide such evidence for any reason will result in exclusion from school and subsequent legal action.

On June 13, 2019, an amendment to public health law Section 2164 passed, eliminating the exemption from vaccines due to religious beliefs for school attendance.

LIBRARY PROGRAM

There are over 10,500 books in our elementary library. The school library also includes electronic resources. Databases can be accessed through Destiny the online catalog. Students have access to hundreds of eBooks and audiobooks through the catalog and stand-alone apps. If you have any questions about how to access these resources, please contact the library. Students are encouraged to be a good library user:

1) Return library materials on time.
2) Open books and turn pages carefully.
3) Show damaged books to the librarian so that they can be repaired. Don't try to repair damaged books.
4) Use a book marker to keep your place; don't fold down the page corners.
5) Make sure your hands are clean before handling a book. Keep food and drinks away from books.
6) Keep your library books in a special place, out of the reach of small children and pets.

LOST AND FOUND

Students who find lost articles are requested to take them to the Main Office, so they may be claimed by their owner. Students and their parents are reminded to check the school's lost and found area whenever an article or item of clothing is missing. Items left on school busses are routinely sent to the Main Office. Parents are also reminded that lunch boxes, articles of clothing that will be removed during the day and all other personal possessions should be marked with the student's name whenever possible.

MAKE-UP WORK

It is each student's responsibility to make up work (including tests) that is missed due to an absence. In most cases, students shall be allowed a make-up period equivalent to the number of days they are absent (i.e., for each attendance day missed, the student shall be allowed the corresponding number of school days to complete make-up work and missed tests.)

Students who have been absent must assume responsibility for checking with their teacher(s) about make-up work.

MUSIC PROGRAMS

All students in grades PK-6 participate in vocal music. Students are scheduled to meet twice per week. Chorus is offered for students in grades 3-6 during Recess. Students in Chorus will be expected to perform in one evening concert.

Students in grades 4-6 will have an opportunity to take instrumental lessons during the school day. Please look for additional information that will be sent home in the future.

PARENT CONFERENCES

Parent conferences with a child's teacher or with the principal may be arranged any time. Parents are reminded that a phone call or note requesting an appointment must precede a conference.

PARKING / MOTORIST AND PEDESTRIAN SAFETY

Parents who wish to drive their children to or from school must drop them off or pick them up using **the Ross Street parking lot**.

Students are cautioned to enter roadways carefully and only after looking in both directions. Parents are urged to remind students frequently to be aware of safety rules while awaiting busses at designated stops and when leaving their busses to return home.

***Please Note:** Parents who drive their children to school will be asked to drop off/pick up children up at the Door "N" drop off/pick up, to ensure the security of the building all visitors must be signed in at the Main Office (Door "J").

PARTIES

We discourage parties because of the loss of instruction time and scheduling problems. Students may bring birthday treats on their birthday, if desired. **All treats must be store bought with a clearly labeled ingredient list.** Parents sometimes ask for class lists to help with invitations for parties at home. The school is not allowed to distribute class lists, with addresses and phone numbers.

Holiday parties will be held with the teacher's knowledge and approval. End-of-the-year parties may be held on the last two or three days of school.

PROMOTION/RETENTION

The classroom teacher in conjunction with the Reading Specialist and the Principal will determine the eligibility of students to be promoted. The retention of a student will be discussed with parents, and additional evaluation data will be accumulated as necessary before a final decision is made.

Policies and procedures by which decisions regarding the promotion of children from one grade to the next have been adopted by the Elementary School Staff. These include a consideration of the mastery of basic skills (competencies), social adjustment and maturity, and the student's individual history and individual needs. In each case, a student's academic, social and emotional development will be the prime concern of the professional staff. By law, the final decision about retention rests with the administration of the district.

REGISTRATION

The parents of all students in Ripley Central School will be asked to complete appropriate registration forms at the time their children are enrolled. In addition, parents will be requested to complete a student information form at the beginning of each school year.

Registration forms will be kept in the Guidance Office, and will be used only by school personnel for school-related business. An official Immunization Record must be presented at the time of Registration.

It is vital that student information forms be complete. School personnel need to know the names and phone numbers of the individuals who can be contacted in an emergency, and the names of any individuals who may be allowed to pick up a student at school. The school should be notified at once when a student has moved or has a new phone number, or when the data on the registration form has changed.

REQUESTS FOR HOMEWORK FOR ABSENT STUDENTS

Students who know in advance that they will be absent and students whose absence extends beyond three (3) days should make arrangements for work to be picked up for them and brought home.

Homework requests should be filed twenty-four (24) hours in advance or as early in the morning as possible on the day the work will be picked up. Classroom teachers will prepare make-up work for parents or others to pick up at the end of the school day, if they receive a request prior to 10:00 AM. Homework requests may be made by calling the Principal's Office.

RESPONSIBILITIES OF STUDENTS

Students should conduct themselves in an orderly and courteous way, and consider the rights of others at all times. Young people are expected to do more than follow the rules. They must play an active role in encouraging their peers to follow rules.

Acts of physical aggression or threats of violence will result in disciplinary action as outlined in the RCS Code of Conduct.

RESPONSE TO INTERVENTION (RTI)

Throughout the school year, students are assessed on their reading and math performance through the use of scientifically-based assessments. Data collected from these assessments is used to determine student instructional needs. Data is reviewed quarterly and the RTI team determines if students need extra help. In some cases, students receive this extra support in the classroom. In other cases, it may be recommended that students receive additional support in small groups or individually. Parents will receive notification if their child is being recommended for extra support by the RTI team.

SCHOOL COMPUTER USE

The Board of Education considers computers to be a valuable tool for education, and encourages the use of computer-related technology in district classrooms.

Through software applications, online databases, bulletin boards and electronic mail, computer use will significantly enhance educational experiences and provide statewide, national and global communications opportunities for students and staff.

Each year students will be given permission to use the school district's computer network. Users of the district's computer equipment will have no expectation of privacy. The district reserves the right to access all files and monitor all uses of the district's computer technology equipment at its own discretion in order to ensure the equipment is being used appropriately.

The district prohibits the use of any computer hardware/software in any inappropriate, fraudulent or destructive manner, including but not limited to the following: sending out unauthorized messages; entering a code-protected file; plagiarism; altering a software program; and vandalizing hardware or software components.

Each year each student shall sign an agreement to abide by district policy and regulations concerning the use of computers. These agreements will be kept on file. Failure to abide by these regulations may result

in disciplinary action up to and including suspension from school and/or revocation of system access and related privileges.

SCHOOL DAY

The school day for Elementary students begins at 8:30 AM and ends at 3:40 PM. Students must report to the cafeteria upon entering the building. PARENTS ARE URGED TO NOT ALLOW THEIR CHILDREN TO ARRIVE PRIOR TO 8:05 AM. Students who are not in their classrooms by 8:30 AM will be marked tardy.

All walkers will leave through the door by the Main Office (Door "J:"). Parents are asked to wait in the vestibule by the Main Office to meet their children. **Parents should not go to their child's classroom door.**

Students are expected to leave the school building after their dismissal unless a previous arrangement has been made for them by their parent, teacher, or other staff member.

SPECIAL EDUCATION

All district students are entitled to special education when this is deemed necessary and appropriate. The Ripley Central School District Committee on Special Education (CSE) and Committee of Preschool Education (CPSE) meet to evaluate all referrals and make recommendations to the board of education when a student is found to have a disability and needs special education services.

Many children with disabilities receive special education within the district. Others attend special classes conducted by the Erie #2 Chautauqua-Cattaraugus BOCES Special Education Division or through the special education consortiums with neighboring schools as needed.

STATE TESTING

In addition to the various tests that students are administered throughout the year, many students take formal achievement and aptitude tests. A summary of these follows:

Exam	Grade 3	Grade 4	Grade 5	Grade 6
English Language Arts	X	X	X	X
Math	X	X	X	X
Science		X		

STUDENT ACCIDENTS AT SCHOOL

A student who suffers an accident or injury in school must report this at once to the nearest teacher or staff member. All accidents shall be reported to the School Nurse. An accident report will be completed. Parents will be notified within the same school day by either the Principal or the School Nurse.

STUDENT INSURANCE

The Ripley Central School District maintains a student accident insurance policy that provides emergency coverage and supplemental coverage in instances when a parent's insurance does not completely cover the cost of medical treatment that follows a school-related accident or injury. School insurance may not cover the total cost. In order to qualify, all school accidents must be reported and filed with the school and insurance company within 30 days of the accident. Questions about the student insurance program should be addressed to the Nurse during school hours.

STUDENT-LED CONFERENCES

We want to empower students with the ability to take ownership and self-advocate for their learning. Students celebrate what they have accomplished and map out where they're going next. A

Student-Led Conference enhances family engagement and creates a partnership between home and school that supports student success.

Ripley Elementary School considers the relationship between students' families and the school to be of great importance. At Ripley, Student-Led Conferences replace the traditional parent/teacher conference. A follow-up phone call or email can be requested to address additional concerns that a parent might have. Student-Led Conferences are attended by the student, parent/guardian, crew leader, and other adults the student would like present. The crew leader or classroom teacher facilitates the meeting, but the student is in charge. During the conference, students explain their progress toward and mastery of both academic and character learning targets. Students justify their progress by leading their families through their portfolio.

STUDENT SUPPLIES

At the beginning of each school year (or at the time a student enters the district), classroom teachers may provide an indication of the specific supplies and materials that the student is expected to bring to school. Parents are urged to be aware of these and to insure that students are appropriately supplied not only in September, but throughout the school year. Parents are cautioned to not buy specific school supplies until they have received directions from their child's teacher.

TRANSPORTATION NOTIFICATIONS

Written notification from the student's parent indicating change is transportation must be presented to the student's teacher in order for a child to be dismissed. A student will not be allowed to ride another school bus or walk instead of riding, unless a written statement signed by a parent authorizes this.

***PLEASE NOTE: THE "RECEIVING" PARENT MUST ALSO SEND SIGNED WRITTEN STATEMENT OF AUTHORIZATION. PLEASE AVOID LAST MINUTE TELEPHONE CALLS WITH CHANGES IN A STUDENT'S DISMISSAL.**

PK 3/PK 4/ KINDERGARTEN REGISTRATION

Children are eligible for kindergarten in September of the year in which they turn five years old on or before December 1. Children are eligible for PK 4 in September of the year in which they turn four years old on or before December 1. Children are eligible for PK 3 in September of the year in which they turn three years old on or before December 1. Registration is held in March of each school year.

USE OF SCHOOL TELEPHONES

Children should assume the responsibility for coming to school with lunch, gym shoes, books, instruments, etc. Students should use the school telephones only for emergencies.
After-school arrangements must be made in advance, not during the school day. If a child is kept for after-school assistance, parents will be notified by phone.

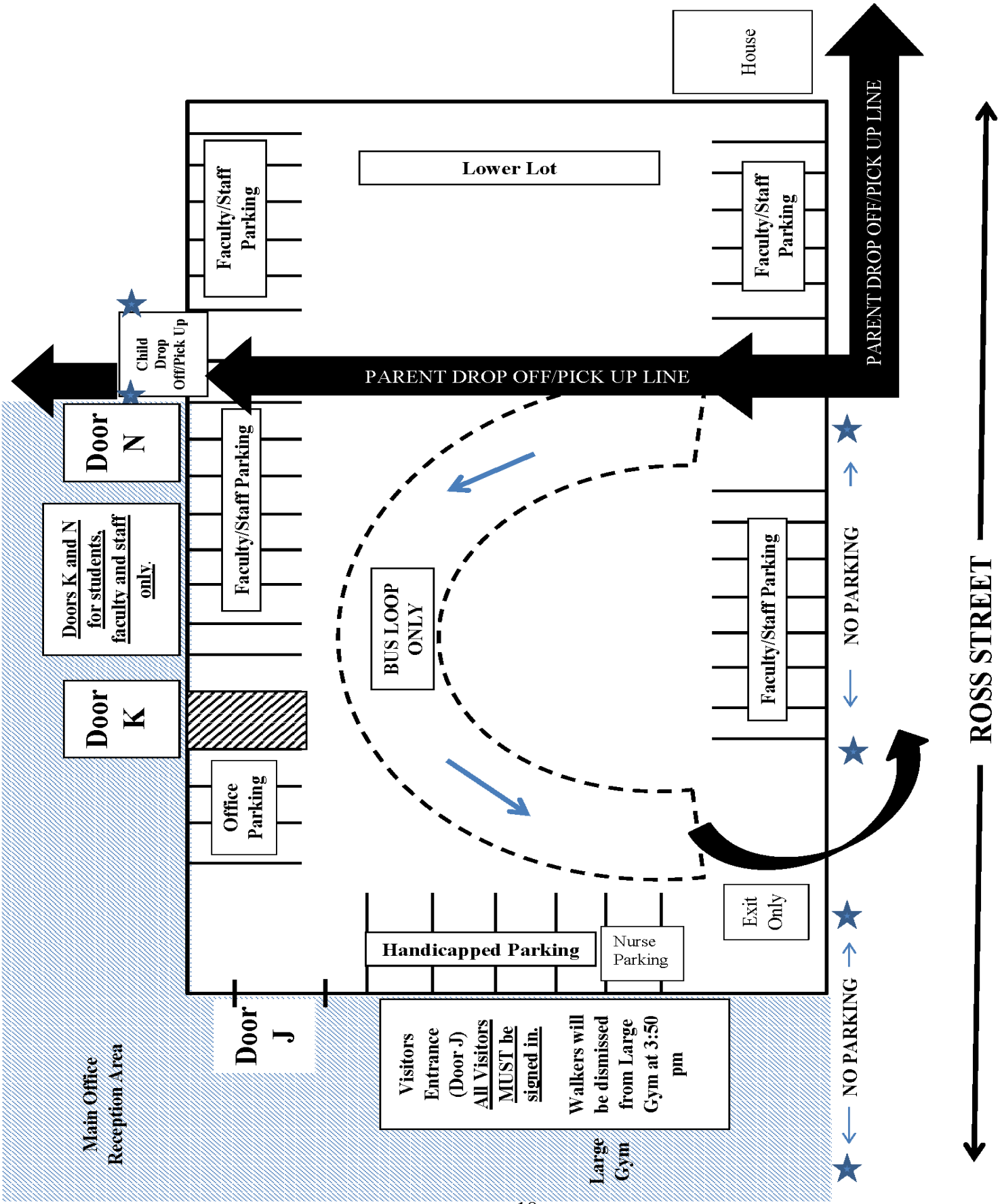
WAYS TO HELP CHILDREN DO WELL IN SCHOOL

- Read with your children. Enjoy the pleasure of sharing a book together. Also, help your children read. It's okay to tell them a word they are stuck on so they can go on with the story. Encourage children to read!
- Set the stage for good homework habits by providing a quiet time and a well-lighted place. If you are helping your children with homework, be patient. New learning takes time and learning takes

place best in a calm, patient atmosphere. Also, avoid comparing children. Each child learns by different styles and at different rates.

- Students learning to play an instrument should be encouraged to practice daily. Practice makes perfect!
- Supervising television, internet, computer and video game use is important. Children learn a lot from these venues, both good and bad. Help them choose appropriate programs, videos to watch and games to play.
- Know how your children are doing in school. If they indicate that they are having problems, don't hesitate to make an appointment to talk it over with the teacher.
- Keep your children healthy. School attendance depends on good health. Seeing, hearing, and feeling well are essential to learning.
- Set a definite time for bed. Children who are well rested can concentrate better on their school work.
- Talk naturally with your children. Encourage them to talk about their everyday activities. Let them initiate conversation and take part in discussions.
- Join and use the public library together. Books can be special treats as birthday or holiday gifts! Reading can occur anywhere. Magazines, newspapers, or the labels on the boxes of cereal will all be helpful and interesting reading materials.
- Family mealtimes can be happy, meaningful times together.
- Take children to many places. Visits to concerts, art galleries, museums, farms, airports, factories, nature centers, etc. will help broaden their experiences. This kind of learning is fun for all.

WITHDRAWAL AND TRANSFER

Parents of students who will be withdrawing from Ripley Central School or transferring to another school district should notify the Guidance Office as soon as possible. Appropriate records will be prepared, and classroom teachers will organize transfer documents to be mailed to the new school.

Ripley Central Elementary
Arrival/Dismissal Procedures