



**WHITE  
PLAINS  
PROUD**  
RIDGWAY STRONG

*2023 - 2024*

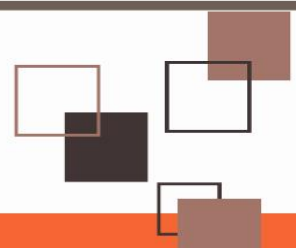
# **Ridgeway School Family Handbook**



**Dr. Kimberly Crawford, Principal**  
**Mr. Gabe Robles, Assistant Principal**

225 Ridgeway  
White Plains, New York 10605

914-422-2081: Phone  
914-335-8097: FAX



September 2023

Dear Parents/Guardians:

The 2023-2024 school year is here, and we remain committed to providing your children with the best educational experience possible. Our goal is to ensure that your child is happy, learning and making friends. We never take for granted that you entrust your children in our care, and we will do everything we can to keep them safe. You play a role in keeping our children safe by signing in when you enter the building, visiting the area(s) you stated you were going and of course by engaging in respectful, courteous, professional dialogue with us. We are a community that cares for one another and supports one another!

We value your partnership and certainly do not take for granted the opportunities we have to learn from you, our families, to enrich the lives of our students. Cooperation, hard work, and respect are the cornerstones of what makes Ridgeway a great place to learn, play and grow. We pride ourselves on being a school community that fosters a strong sense of self and community, where everyone is valued and appreciated, and diversity is certainly embraced. Here at Ridgeway, we certainly strive to be our B-E-S-T!

Cultivating student leadership and democracy is very important here at Ridgeway. Children are encouraged to be their personal best! Children are recognized for being responsible, caring, honest and trustworthy citizens of our school community. Students get recognized daily on our morning announcements with our "Got Caught" program for exhibiting behaviors that went above and beyond. Children in older grades have opportunities to be in leadership and mentorship positions with our Ambassadors Program, Library Helpers, Bookroom Buddies, and Safety Patrol.

The Ridgeway school community prides itself on a place where children enjoy coming. We believe in being clear about our expectations for both academic and social settings.

Our "success" rules are:

**(Grades K – 2):**

- ***We listen to each other***
- ***Our hands are for helping, not hurting***
- ***We use "I care" language***
- ***We care about each other's feelings***
- ***We are responsible for what we say and do***

**(Grades 3 - 4):**

- ***We cooperate for peaceful purposes***
- ***We speak with respect***
- ***We listen with an open mind***
- ***We act with kindness***
- ***We care about each other's feelings***
- ***We are responsible for what we say and do***

Our approach is a way of teaching that emphasizes social, emotional, and academic growth for our students in a strong and safe school community. We look forward to a wonderful and fruitful year!

Sincerely,

*Dr. Kimberly Crawford and Mr. Gabe Robles*

Dr. Kimberly Crawford and Mr. Gabe Robles

## WHITE PLAINS PUBLIC SCHOOLS MISSION STATEMENT

*To educate and inspire all students, while nurturing their dreams, so they learn continually, think critically, pursue their aspirations, and contribute to a dynamic world.*

The graphic is titled "White Plains Public Schools Strategic Plan" and features a small cartoon character in the top left corner. It is divided into three main sections: Vision, Mission, and Core beliefs. The Vision section states: "We aspire to unlock the infinite and unique potential of each student, every day." The Mission section states: "Educate and inspire all students, while nurturing their dreams, so they learn continually, think critically, pursue their aspirations and contribute to a diverse and dynamic world." The Core beliefs section lists six points: "All people have intrinsic value," "Celebrating and embracing diversity enrich life," "All people can learn, grow and contribute," "Every choice matters, and that people are responsible for their choices," "Respect, honesty and trust empower," and "When people serve the community, both the individuals and the community benefit." A final line at the bottom reads: "We aspire to unlock the infinite and unique potential of each student, every day."

Vision:	Core beliefs:
We aspire to unlock the infinite and unique potential of each student, every day.	We believe that: <ul style="list-style-type: none"><li>• All people have intrinsic value.</li><li>• Celebrating and embracing diversity enrich life.</li><li>• All people can learn, grow and contribute.</li><li>• Every choice matters, and that people are responsible for their choices.</li><li>• Respect, honesty and trust empower.</li><li>• When people serve the community, both the individuals and the community benefit.</li><li>• High expectations promote high achievement.</li></ul>
Mission: Educate and inspire all students, while nurturing their dreams, so they learn continually, think critically, pursue their aspirations and contribute to a diverse and dynamic world.	

• We aspire to unlock the infinite and unique potential of each student, every day •

## RIDGEWAY ELEMENTARY SCHOOL MISSION

*Ridgeway nurtures children's intellectual, moral, and ethical development by building a caring community guided by the principles and practices of Responsive Classroom.*

*We understand and support the role of students as active participants in their own learning. We foster literacy development within the balanced literacy approach, and we offer an inquiry-based, hands-on experience in mathematics, science, and social studies. We utilize a variety of resources such as iPads, laptops, interactive white boards, document cameras, and desktops as we teach students to become critical thinkers and inclusive citizens of our world.*

*We believe in educating the whole child. In addition to art, music, and physical education, our students are enriched by numerous activities. Ridgeway's active faculty and parents support Read Across America Day, College and Career Day, Wellness Week, American Education Week, Global Dinner, One School ~ One Book, musical performances, assemblies, and class trips. We fully embrace parents as partners in their child's education and rely on parent engagement and partnership.*

*Located in a spacious, one-story facility at the corner of Ridgeway and Mamaroneck Avenue, the school has 2 playgrounds and nature trails adjacent to its playing fields.*

# **The Children's Credo**

**I am a serious learner.**

**I keep myself healthy so I can be alert.**

**I can and will get smart, with effort and hard work.**

**I have respect and I give respect,**

**My confidence grows and grows.**

**Teach me, guide me, and support me**

**And I will become productive for myself,  
my community and society.**

**For I am a serious learner.**



We begin each morning at Ridgeway with school-wide announcements led by our fifth-grade students. We recite the Children's Credo each morning. We hope you will help your child in remembering these important words.

**RIDGEWAY ELEMENTARY SCHOOL PERSONNEL and CONTACT INFORMATION**

Website: <https://rw.whiteplainspublicschools.org/>

**Elementary Administration**

Dr. Kimberly Crawford, Principal, [kimberlycrawford@wpcsd.k12.ny.us](mailto:kimberlycrawford@wpcsd.k12.ny.us)

Mr. Gabe Robles, Assistant Principal, [gaberobles@wpcsd.k12.ny.us](mailto:gaberobles@wpcsd.k12.ny.us)

**Elementary Office**

Deana Guarino, Office Manager

Patricia Cacsire, Office Assistant

Jeneen Cianflone, Office Assistant

Bernard Washington, Security Assistant

Dismissal Changes: [ridgewaydismissal@wpcsd.k12.ny.us](mailto:ridgewaydismissal@wpcsd.k12.ny.us)

**PHONE NUMBERS**

<b>RIDGEWAY SCHOOL</b>	(914) 422 – 2081 (914) 422 – 2082 (914) 422 – 2366
<b>DESIREE SANABRIA, SCHOOL NURSE</b>	(914) 422 – 2084
<b>ANTHONY SINOPOLI, CAFETERIA</b>	(914) 422 – 2077
<b>EDUCATIONAL HOUSE, CENTRAL OFFICE</b>	(914) 422 – 2000
<b>TRANSPORTATION OFFICE</b>	(914) 422 – 2056

**PTA LEADERSHIP 2023 – 2024:**

Co- Presidents: Amy Handelsman & Kelli Teglas

PTA Council Representative: Joanna Dittmar & Barbara McCann

Special Needs Representative: Lee Moore

## **HOME/SCHOOL COMMUNICATION**

Communication between home and school is an important element in determining a student's success. You are encouraged to contact the school anytime you have a question or a problem that involves your child. A line of communication has been established for your convenience. To ask a question, share a concern, or celebration:

- Contact the teacher first.
- Contact the assistant principal or principal.
- Contact a central office administrator.
- Contact the Superintendent.

If you follow the above steps, we believe you will successfully resolve your questions or concerns. Please remember that the teacher is the first step in this process and most concerns can be resolved with a conversation or conference.

## ARRIVAL

We have **two** options for drop off in the mornings:

- 1) Children may ride by school bus; or
- 2) Children may be dropped off in the car pick up loop, starting **at 8:20 AM**.

**Prior to that time children may not be dropped off.**

We've enclosed a map at the back of the handbook for your reference.

- Students in grades K-5 can begin to enter Ridgeway school at 8:20 and wait in the gym. At 8:30am students will go to their classroom to begin their day.
- Students should not arrive **earlier than 8:20 am**.
- We will provide a grab and go breakfast to students as they arrive, if they request it.
- **Do not leave your child unattended at any school door prior to 8:20am as there is no adult supervision prior to that time. Please enroll your child in early morning care through the White Plains Youth Bureau, if needed.**
- **The car pick-up door will be closed promptly at 8:40 am, after that time, parents must come to the front entrance to sign in their children. Please walk your child/children into the school building, do not drop them off at the curb. Please do not park in the bus loop.**

## DISMISSAL

We have **four** options for dismissal in the afternoons:

- 1) Children, who **MUST** be previously registered, may attend the After School Connection Program, provided by the Youth Bureau;
- 2) Children may ride the bus home or to a babysitter (pre-arranged with Transportation);
- 3) Children may be picked up at the "Walker Door"; or
- 4) Children may be picked up at the car pick up loop.

Please adhere to the safety guidelines contained on our school map found at the back of this handbook, to keep our children and families safe!

- **All changes to dismissal should be done in writing and sent into school the morning of the change. This is for the safety and wellbeing of your child/children. Only in true emergencies will phone calls be accepted, which should be followed by a note the next day. You may also fax us a note to 914-422-2366.**
- **All changes to dismissal should be done no later than 11:30am of that school day.** We may not be able to facilitate a change to dismissal if the request for the change is close to our dismissal time. We verify how our entire student body goes home each day and the safe dismissal of all our students is paramount! Late changes are confusing for the children and staff.
- **Anyone picking up a child/children other than a parent should be prepared to show a government issued identification for the child/children to be released. If we do not have sufficient identification, the child/children may not be released.**
- **If your child has been issued a bus for transportation and we have not received notification in writing that your child is not taking the bus, your child/children will be placed on the bus he/she has been assigned.**
- **If you pick up your child from school, you must be here no later than 3:25pm**

Thank you for your continued partnership. Here's to another rewarding year at Ridgeway for everyone who studies, works, or volunteers at **YOUR** school. Yes, Ridgeway Elementary belongs to all of us!

## **ATTENDANCE**

It is very important that unless your child is ill, that he/she attends school every day. In accordance with the District's attendance policy, please call the school to report your child's absence. If we do not receive a phone call, we will call your home. When your child returns to school, please send him/her with a note so the absence will be documented as a "legal" absence. If we do not receive a note, then the absence is considered "illegal." If your child has a prolonged illness, and you would like to request homework from the classroom teacher, please contact the main office before 11 a.m. with your request and you will be able to obtain the homework at the end of that instructional day.

## **BEFORE SCHOOL PROGRAM and AFTER SCHOOL CONNECTION (WPYB)**

The White Plains Youth Bureau provides before school care from 7:00AM until the beginning of the school day and after school care from the end of the school day until 6:00PM (or 6:30PM for an additional fee). The program runs on **EVERY FULL SCHOOL DAY**. All information can be found at the White Plains Youth Bureau website: <https://whiteplainsyouthbureau.org/elementary-school/> or by calling (914) 422-1378.

## **CELEBRATIONS**

At Ridgeway Elementary School we love to celebrate...our hard work, our friendships, and our birthdays too! We welcome small birthday celebrations in school as a way for each child to share a special time with his/her friends and classmates. Each child is announced during the morning announcements and asked to come to the main office for a birthday treat. Many teachers also provide a birthday pin, sticker, and/or crown. In keeping with the District Health and Wellness Policy and due to an increase in food allergies, we are celebrating our students in creative, non-food, ways. We ask that you please adhere to the following guidelines when planning a celebration with your child's teacher.

Please work with your child's teacher to provide a memorable birthday celebration. Celebrations at Ridgeway School may consist of:

- A birthday favor: something small (stickers, pencils, erasers, etc.)
- 30 minutes of extra recess
- Family member visits the class for a read aloud
- Dance party in class
- Art/craft activity
- Other non-food creative ways to celebrate



## **CLINIC (STUDENT HEALTH SERVICES) AND MEDICATION**

If a student is hurt or ill, he/she should tell teacher or other school personnel and ask for a pass to the school nurse's office. Students must "sign out" *from the nurse's office* if they are released from school early. The nurse will notify parents, when necessary.

All new entrants, students in grades Pre-kindergarten, Kindergarten, first, third and fifth, must have physical examinations. All physical forms must be turned in at the start of the school year.

Anyone involved in a school-related accident should report it immediately to the school nurse.

If a student needs to take medication (including over the counter medication, medicated lotion, cough drops, Anbesol, sunscreen, bug spray, eye drops, etc.) during the school day, he/she must follow these procedures:

- A parental/guardian permission form that gives the nurse permission to administer and store the medicine must be signed in the nurse's office.
- Bring a doctor's note with instructions about dosage, times given, etc. to the nurse
- Bring medication in the prescription box with the pharmacy label on the box.
- All medications should be handed to the school nurse by a parent/guardian. **No student should have medication in his/her possession while at school.**

## **CODE OF CONDUCT**

Refer to the District website for a comprehensive overview and guidelines regarding expected behaviors at school and school events: <https://www.whiteplainspublicschools.org/about/policies-and-procedures/code-of-conduct>

## **EARLY DISMISSAL / LATE ARRIVAL: PARENT/GUARDIAN REQUESTS**

We are responsible for the safety of all students. Therefore, no child will be released from school unless accompanied by a parent or guardian. Always write a note to the teacher when you plan to release your child(ren) before the scheduled dismissal time. **We will only honor changes to dismissal procedures in written form. If you wish to change your child's dismissal procedure, please send a note with your child to school that morning with a note. If things change during the day, you may fax us your request to 914-422-2366. Only in true emergencies will requests for changes be taken over the phone and the request must be followed with a note the next day. Anyone picking up a child other than a parent, should be prepared to furnish a government-issued identification for verification purposes. Failure to do so may result in the child not being released to that adult. Please include all family members and friends who can pick up your child at our Family Information Center, so the names are reflected in our student management system, Infinite Campus.**

It is very disruptive to the classroom when children are called to the office immediately before dismissal. Teachers are helping children pack their belongings, reviewing last minute assignments, noting changes in transportation, etc. **If you must pick up your child(ren) early, please arrive prior to 2:30pm and do not park in the bus loop.** When you arrive to pick up your child(ren), report to the main office and be prepared to show identification. The secretary will call for your child(ren). Whenever possible, make medical and/or other appointments after school hours.

## **EMERGENCY COMMUNICATIONS (K12 ALERTS): EARLY DISMISSAL, DELAYED START, SCHOOL CLOSINGS**

In the event school must be closed or follow an alternate schedule due to inclement weather, you may tune into channel 77 for information. The District or Ridgeway will also initiate the mass notification system to send messages to your email and/or mobile phone via K-12 Alerts. The information will also be posted on our district website: [www.wpcsd.k12.ny.us](http://www.wpcsd.k12.ny.us).

To enroll in K12 Alerts, please visit: <https://www.k12alerts.com/bluecard/login/whiteplains/>

## **EMERGENCY DRILLS**

Ridgeway Elementary School is required to have fire and other emergency drills each year to prepare students for possible emergency situations. Those other drills include lockdowns, lockouts, and shelter-in-place drills. We expect our students to follow their teacher's directions. If passing in the hallway by themselves when the fire emergency bell rings, students are instructed to go to the nearest exit and report to an adult. Ridgeway has a Crisis Plan that is updated and reviewed annually with all faculty and staff.

## **FAMILY INFORMATION**

It is very important that we have the most current information on record for your family. Please always provide us with your new address and or phone number when there has been a change. This will help us to get important information to you in a timely manner. You can stop by the main office to inform us of any changes. You may also make changes on the Parent Portal, or by contacting the Family Information Center at 914-422-2112.

## **FIELD TRIPS and FIELD TRIP EXPECTATIONS**

Field trips are an important part of the educational program. By providing students with hands-on experience and exposure to the larger community, field trips can greatly enhance a student's educational experiences.

A signed permission slip from the parent or guardian is required for each child for each field trip. A child who does not provide a signed permission slip will be prohibited from participating and will be given an alternative assignment on the day of the field trip.

The classroom teacher will provide parents with specific instructions for lunch, appropriate dress, and arrival and departure times. If the weather is bad on the day of a scheduled field trip, parents should contact the main office to inquire on the status of the trip.

All students are expected to exhibit proper behavior on field trips. While field trips take place outside of school, school rules still apply. Students are expected to abide by the school's student code of conduct while on a field trip. In addition, students who are unable to maintain appropriate behavior in the classroom may jeopardize their opportunity to go on a field trip. Parents will be notified prior to the trip if there are any concerns about their child's behavior.

To ensure the safety and success of our field trip opportunities, we ask that you adhere to the following expectations:

1. Parents that have been randomly selected to chaperone in some situations may be able to ride the bus with an assigned group, however other times, parents may have to provide their own transportation. Please remember siblings are not allowed. (The chaperones will be notified by the classroom teachers).
2. Due to safety regulations, parents who are not chaperoning **may not** follow the bus to meet up with the classes, unless prior approval was obtained from the principal.
3. A written note is required if your child is walking home unattended or riding with another parent (after the trip).
4. All students must return to Ridgeway to be signed out from the school if they are leaving prior to dismissal. Students **are not allowed** to depart from the field trip location. **All students are expected to return to Ridgeway.**
5. Parents must be on time.
6. No glass bottles are permitted in bag lunches. (Remember to pack extra drinks and snacks.)
7. Dress for the weather. Bug spray and sunscreen must be applied at home.

## **FOOD and NUTRITION SERVICES PROGRAM**

### **Free Breakfast and Lunch for ALL students, K-12:**

Students in the White Plains City School District will begin the 2023-2024 school year, on the right track with FREE nutritious breakfast AND lunch meals in school. WPCSD is approved to participate in the Community Eligibility Provision (CEP). CEP allows districts to provide free breakfast and lunch to all students without the encumbrance of collecting and processing school meal applications for free and reduced-price meals. In addition, Community Eligibility allows families to reallocate the money previously used for the lunch program back into supporting their household.

### **Grab & Go Breakfast:**

Breakfast meals will be “Grab & Go” to the classroom and are available as students enter school or on the cafeteria serving line. School breakfast creates pathways for student success, prepares students to be engaged learners, fosters the learning environment, and improves academic success!

### **Household Benefit Income Eligibility Form:**

All WPCSD families are encouraged to complete a Household Benefit Income Eligibility Form (formerly school meals application). A new form must be completed each year, after July 1. Completing this form is vital for obtaining district-wide educational programs including, but not limited to grants, funding, and other benefits such as waived test fees, reduced instrument pricing and internet connectivity assistance. The Enrollment Benefit Form will be available at [www.myschoolapps.com](http://www.myschoolapps.com); or you can download the form at <https://www.whiteplainspublicschools.org/district-offices/food-services>

### **Online Menus and Nutrition Information App:**

Monthly menus, including nutritional information, will be available at <https://schools.mealviewer.com/> to assist students and parents with meal planning. Menus include a variety of hot and cold entrée selections featuring student favorites and special monthly promotions. Fresh fruits and vegetables, available with every meal, will feature fresh, seasonal, and local produce. Healthy snack choices will be available daily as an a la carte purchase. Allergies? The Food & Nutrition Department will work with parents, medical providers, and a Registered Dietician to develop a modified menu for your student.

### **Student ID Cards and Online Payments:**

A computerized POS system is used to record breakfast and lunch meals and to make a la carte purchases. Parents can make online payments into their student’s account through [myschoolbucks.com](http://myschoolbucks.com). All students will be required to use their new barcoded student ID card and their accounts to purchase second meals, snacks, and beverages in the cafeteria. We are encouraging a “cashless” cafeteria line to increase speed of service, but accept checks made out to WPCSD Food & Nutrition.

Although all meals are free, in order to track and count meals, each student grades K-5, will receive a “bus pass”, which should be placed on the backpack, and is required to access grab & go breakfast upon entering school. A student ID card will be issued to the student, in class, to access lunch meals. Students in grades 6 – 12 are encouraged to use their issued student ID cards in the cafeteria but may also enter their student ID number to purchase 2nd meals and snacks.

For more information, visit the Food & Nutrition Office page on the WPCSD website at [www.whiteplainspublicschools.org](http://www.whiteplainspublicschools.org).

Questions or comments? Please call the Food & Nutrition Office at 914-422-2054. (Se habla Español)

Dawn McGinn, Food & Nutrition Program Director

Milagros Vargas, Sr. Clerk & Office Manager

## **HOMEWORK**

This year, we are adopting an **ABBREVIATED** homework practice. At the discretion of the teacher, students may or may not receive homework each night. Each teacher will notify parents of his/her homework expectations.

Students should read, daily, at home for a developmentally appropriate amount of time, to be recommended by the teacher. If work is sent home, it is with the understanding that the work is an extension to daily learning activities and accessible by children, as they strive to complete the work, independently. These supportive lesson extensions should be differentiated, according to each students' needs, with the goal of creating a devoted and inclusive community that promotes a love for learning. Homework is NEVER used as a punishment or a means to exclude children. We acknowledge and understand that children need time to enjoy with family, play, participate in sports or clubs, and just be kids.

Homework can present excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative on the part of the student.

Parents/guardians and the school share the responsibility for student learning. Parents/guardians can assist their child(ren) with learning at home by:

- providing a study area free of distractions and with good lighting;
- asking questions about the content of student homework;
- giving requested assistance, while allowing the student to do his or her own work;
- avoiding undue pressure; and
- helping to create a "home learning habit" by having your child(ren) work at the same time each night.

## **INTERNET SAFETY**

The White Plains City School District is committed to safeguarding children's access to the Internet and World Wide Web on all District computers and devices. Although the District cannot totally guarantee the effectiveness of selected filtering and blocking technology, the District will use such measures that block or filter Internet access to visual depictions that are obscene or otherwise harmful to minors, as defined in the Children's Internet Protection Act.

## **LIBRARY – MEDIA CENTER**

Students can use the library media center regularly both for checkout and research. Students who return books late may not continue to check out books from the library until the late books are returned. Checkout privileges can be withheld until damaged or lost books are paid for by the student.

## **LOST and FOUND**

Our lost and found is in the rear of the gymnasium. Once the area becomes full and lost items are not claimed, all articles are donated to charities, monthly. Students are urged to cooperate by turning in articles found and to inquire for articles that have been lost. All personal belongings, athletic equipment, and books should be clearly marked for easy identification. ***The school is not responsible for lost articles.***

## **MONEY, PETS, TOYS, VALUABLES, and PARTIES**

The learning atmosphere can be interrupted by the indiscriminate use of electronic devices. These items are temptations for theft as well. Therefore, all electronics, hand-held games, cellular phones, all toys, digital cameras, and electronic games are to be left home unless they are to be used in class. Baseball cards or any trading cards should be left at home. If they are brought to school, they will be confiscated. Ridgeway School is not responsible for items that are lost, broken, or misplaced if brought to school.

We understand the attachment that students have to their pets; however, pets *of any kind* are not allowed in classrooms, without receiving prior clearance from a school administrator and the school nurse.

Class parties are held at the discretion of the classroom teacher. Children may celebrate birthdays at school, but in accordance with the District's wellness policy, we encourage healthy party treats and ask that they be delivered in the beginning of the school day if possible. **Invitations to home parties or activities are NOT to be handed out at school.**

## **PARENT-TEACHER ASSOCIATION – WE WELCOME YOUR PARTICIPATION**

The Ridgeway Elementary PTA is comprised of individuals who are vitally concerned about the education program. We are very fortunate to have an extremely supportive PTA. Members of the association meet periodically to discuss educational matters and plan various functions for students, faculty and volunteers. Some PTA activities/services include assembly programs, fund raising, book fairs, author/illustrator week, and the holiday boutique, just to name a few.

## **PARKING**

We are fortunate to have three parking lots on our campus. However, we have a large faculty and staff that utilizes several parking spaces. We will do our best to accommodate as many parents as possible for events during the school day. However, we ask that you never park in the bus loop, or double park unless directed to do so. Please consider carpooling when possible, or parking safely/legally on side streets where parking is permitted. We are not responsible for your vehicles.

## **PLAYGROUND**

The playground is an ideal place for students to practice sharing, friendliness and develop cooperation. Playground supervision is always provided during school hours. Please help us keep your children safe by dressing them with the appropriate foot gear and clothing to have a safe and fun outdoor experience.

## **SCHOOL CALENDAR, DIRECTORY, and the SIX-DAY CYCLE**

The District calendar and directory can be accessed by visiting <https://www.whiteplainspublicschools.org/calendar>. This resource indicates school start and end times, contact and communication information for school and the PTA, early dismissal, holiday and vacation days, specific school- and district-wide events, and "letter" days.

Our scheduling system follows a six-day cycle, lettered "A" through "F". This system allows for greater continuity of instruction, unaffected by expected days off for holidays, etc. In the event school is closed for inclement weather, that letter day is skipped and the next day at school will be the following letter in the sequence – so, if we have a snow day on an "F" day, the next day at school will be an "A" day.

Bus Conduct Reports may be issued to students who fail to follow the rules of bus conduct. The parent will be notified if their child may be in danger of losing transportation after he/she has received Bus Conduct Reports.

## SCHOOL DRESS

All students are expected to dress appropriately for school and school-sponsored functions. The district believes that to do otherwise takes away from the learning process. It is the responsibility of both parents and students to ensure that the student's dress (including jewelry) is safe and appropriate and does not materially and immediately disrupt or interfere with the educational process. A student should:

- Not wear items that are vulgar, obscene, libelous, or denigrate others.
- Not wear items that promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
- Make sure that underwear is completely covered with outer clothing.
- Not wear low-riding pants that expose underwear
- Not wear hoods or hats or items that cover the face except for a medical or religious purpose while in the building
- Not wear garments that expose the midriff, the lower part of the buttocks and chest.

While some of these garments are inappropriate under this Code for older students, they might be appropriate for children in the prekindergarten or the early primary grades. In administering this Code, principals/directors (or their designee) will use their discretion in enforcing the policy in these early grades.

While these garments are inappropriate for wear during the school day, an exception may be made for school dances and proms by the individual school building.

The decision regarding consequences for inappropriate clothing are under the purview of building administration. Students may be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Students who refuse to modify their dress or who repeatedly fail to comply with the dress code shall be subject to a range of disciplinary actions listed in Section V.

## SCHOOL HOURS and DAILY SCHEDULE

8:20	Buses start to arrive
8:25	Car Drop off Door Opens
8:30	Students may enter their classrooms
8:40	Morning Meeting/Morning work begins
8:55	Announcements (students are marked "Tardy" after 8:40)
11:00 – 1:00	K – 5 Lunch & Recess Periods
3:10	Dismissal Begins

**Students are not expected to arrive before 8:20 am and must be picked up no later than 3:25pm.**

Grade	WIN (I-Block)	Lunch	Recess
<b>K</b>	9:45	11:00	11:30
<b>1</b>	1:00	11:30	12:00
<b>2</b>	1:40	11:30	12:00
<b>3</b>	10:30	12:00	12:30
<b>4</b>	9:00	12:00	12:30
<b>5</b>	11:15	12:30	1:30

## **STUDENT CONDUCT and REGULATIONS: BUS**

School bus transportation is an extension of the school day. It is expected that students will ride on the school buses in an orderly and respectful fashion. When students misbehave, their actions tend to distract the drivers of the buses and create a potentially dangerous situation.

Most of the rules for bus conduct are merely common sense and good manners but since everyone forgets from time to time, the rules are as follows:

- Be ready when the bus arrives
- Obey all requests of the bus drivers (Students may be assigned a specific seat)
- The younger children will receive first consideration in seating
- Students are to REMAIN SEATED while the bus is in motion
- Heads, arms, and hands are to be kept inside the bus
- Students are to refrain from eating or drinking, vandalism, harassment of others, rowdy behavior, use of profanity, fighting, throwing objects from bus windows
- Students are not to board or leave the bus while it is in motion
- Students must ride their assigned bus and are to board and disembark ONLY at assigned stops
- Skateboards, water guns, radios, tape players and electronic games are prohibited
- Pass (approximately 10 feet) in front of the bus – NEVER PASS BEHIND THE BUS!

## **STUDENT DISCIPLINE and RESPONSIVE CLASSROOM**

Ridgeway Elementary will provide a safe and positive atmosphere both during the school day and at all school-related functions. We will always treat children with dignity and respect. Our approach to discipline is to help children understand their behaviors, take responsibility, and learn from their mistakes. If an incident arises that warrants some form of student discipline, we will document the incident on a referral form and the parent will be contacted. The district encourages students to be the best they can be. School personnel will guide students to become individuals who consider all issues, analyze differences, comprehend choices, and reach decisions through thoughtful reasoning. Students should also exhibit responsible citizenship and strive for excellence within the school setting as preparation for adult success.

The “Responsive Classroom” approach to teaching is comprised of a set of well-designed practices intended to create safe, joyful, and engaging classrooms and school communities. The emphasis is on helping students develop their academic, social, and emotional skills in a learning environment that is developmentally responsive to their strengths and needs.

We believe that parents/legal guardians are an integral part of their children's success in school. It is important for parents, staff, and students to work together. Students shall be expected to comply with the district-wide Code of Conduct, and to the extent the Code of Conduct conflicts with the provisions in this handbook, the Code of Conduct will govern.

## **STUDENT PROGRESS REPORTS and CONFERENCES**

To support our educational program, we arrange parent-teacher conference sessions each year: in October and in March. During the conference, parents will discuss the progress of their child and receive their child's report card. We will provide translations for parents who request it in advance as best as we can, but we do suggest wherever possible that parents bring someone who can translate for them.

We do our very best to make ourselves available to conference with parents, but it is often best if you schedule an appointment to minimize the impact on instruction and to ensure the staff member is available. If you have any questions concerning your child, do not hesitate to call or email us.

### **Report cards will be distributed by trimester.**

Thursday, October 12 & Tuesday, October 17.....	Early Dismissal – Parent Teacher Conferences
Thursday, October 19 .....	Evening Parent Teacher Conferences
Friday, December 1.....	End of First Marking Period
Wednesday, December 6 .....	Early Dismissal – Curriculum Planning
Friday, December 8.....	Report Cards Go Home
Tuesday, March 5 & Monday, March 11 .....	Early Dismissal – Parent Teacher Conferences
Thursday, March 7 .....	Evening Parent Teacher Conferences
Thursday, March 14 .....	End of Second Marking Period
Friday, March 22 .....	Report Cards Go Home
Tuesday, June 18 .....	End of Third Marking Period
Tuesday, June 25 & Wednesday, June 26 .....	Early Dismissal Days
Wednesday, June 26 .....	Report Cards Go Home – LAST DAY OF SCHOOL

## **TARDINESS**

Students cannot benefit from our program if they come to school late. If a student is tardy (after 8:40), he/she must have a written excuse from a parent/guardian. Please support your child in receiving the best education possible by getting him/her to school on time.

## **TELEPHONE USE**

We have almost 600 students enrolled at Ridgeway Elementary School. We allow students to make phone calls in emergency cases. If you call your child's teacher during instructional time, a message will be taken, and the classroom teacher will return your call within 24 hours.

## **VISITORS AND VOLUNTEERS**

Volunteers are an important part of our school and are always welcome. Adult volunteers must fill out an application through the Office of Human Resources and be fingerprinted, then approved by The White Plains School Board. This is to ensure the safety and well-being of our students and staff. Please contact the main office for more information if you are interested in being a regular volunteer here at Ridgeway.

All visitors are expected to abide by the White Plains Public Schools, Board of Education's Code of Conduct for Visitors contained in our district's code of conduct. Visitors have a responsibility to participate in upholding a safe and orderly school environment that maintains a climate of respect and dignity while conducting themselves in an appropriate and civil manner. Visitors are expected to abide by school policies and rules, to comply with all directives given by school personnel and to immediately inform the school district of any dangerous or potentially dangerous situation. Visitors to the school have the responsibility not to engage in discrimination, harassment and/or bullying of students on school property or at school functions based upon his/her actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

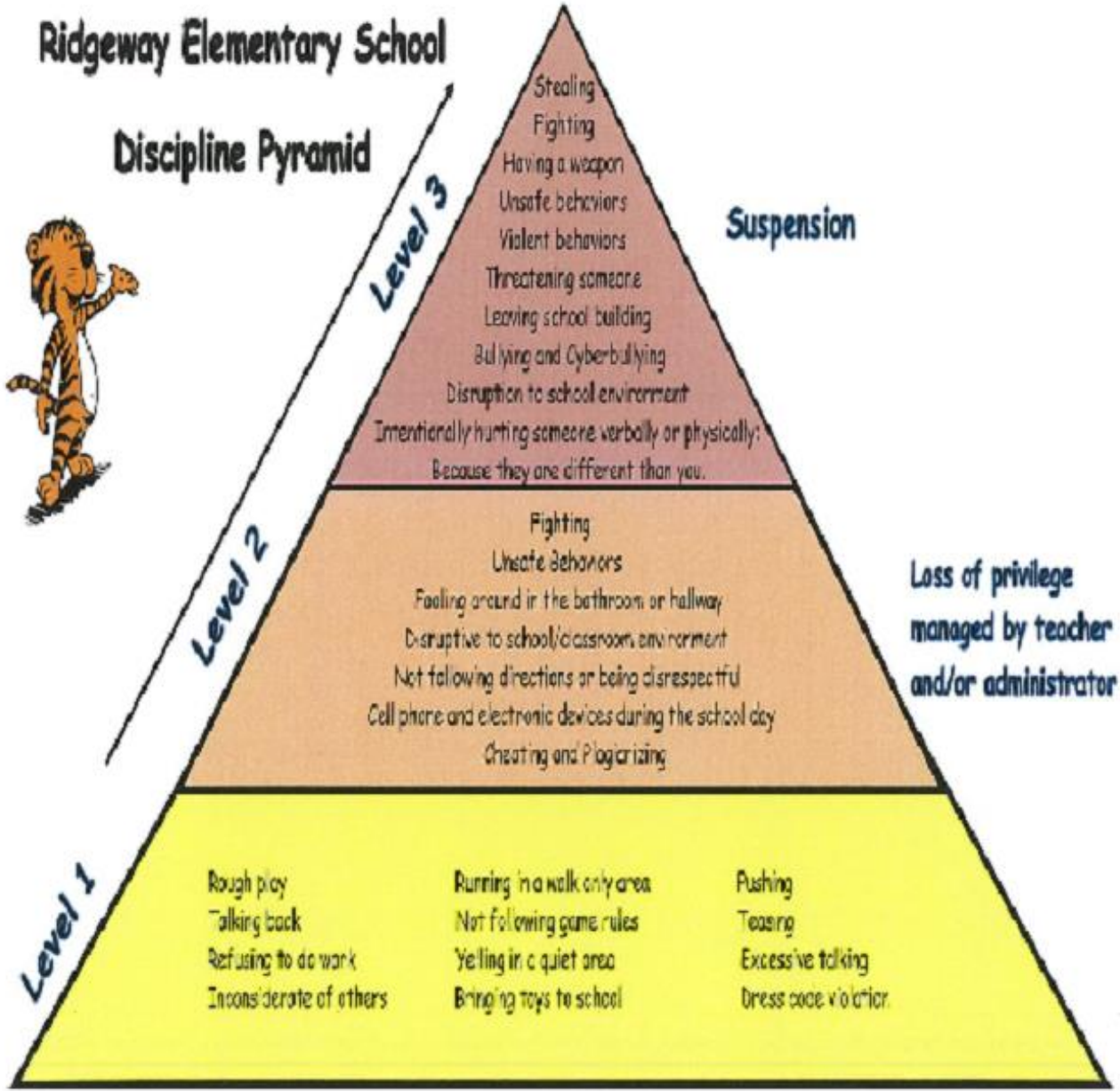
## **WALKERS**

All walkers are dismissed at our walker door at the side of the building and children will not be permitted to walk home without an adult. The person/s picking up children at the walker door should have some form of photo identification readily available.



# Ridgeway Elementary School

## Discipline Pyramid





## Disciplinary Referral

Ridgeway School  
225 Ridgeway  
White Plains, New York  
(914) 422-2081



Name: \_\_\_\_\_

Dear Parent/Guardian,

The purpose of this report is to inform you of a specific issue involving your child \_\_\_\_\_.  
Your support of the action described below and your cooperation are appreciated. Please call the classroom teacher, or an administrator if you have any questions regarding this referral.

-The Ridgeway Staff

Date of Incident :

Time of Incident:

Date of report:

Class/Grade:

Referring Staff Member:

**Location:**

- classroom     playground/recess     bus     cafeteria     hallway  
 library/gym/music/art     field trip/assembly     afterschool     other \_\_\_\_\_

**Reason for referral:**

- |  |  |
|--|--|
| <input type="checkbox"/> abusive/inappropriate language    | <input type="checkbox"/> disruption                    |
| <input type="checkbox"/> physical aggression               | <input type="checkbox"/> property damage               |
| <input type="checkbox"/> insubordination                   | <input type="checkbox"/> theft                         |
| <input type="checkbox"/> lying/cheating                    | <input type="checkbox"/> technology violation          |
| <input type="checkbox"/> harassment/bullying/cyberbullying | <input type="checkbox"/> weapons/dangerous instruments |
| <input type="checkbox"/> discrimination                    | <input type="checkbox"/> other _____                   |

**Provide a comprehensive narrative of the problem (identifying others as student 1, student 2, etc.)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Action taken by staff prior to referral:**

- |  |  |
|--|--|
| <input type="checkbox"/> loss of recess (dates _____)                              | <input type="checkbox"/> verbal warning                          |
| <input type="checkbox"/> loss of privilege   | <input type="checkbox"/> conference with student (date _____)    |
| <input type="checkbox"/> consulted psychologist/social worker                      | <input type="checkbox"/> previous referral                       |
| <input type="checkbox"/> student reflection  | <input type="checkbox"/> sent to buddy classroom for ___ minutes |
| <input type="checkbox"/> parent contact: ___phone ___letter ___conference ___email |  |
| <input type="checkbox"/> other _____   |  |

**Action taken by administrator:**

- \_\_\_ reprimand  
 \_\_\_ recess detention (dates \_\_\_\_\_)  
 \_\_\_ loss of privilege  
 \_\_\_ peer mediation  
 \_\_\_ in-school suspension (dates/time spent \_\_\_\_\_)  
 \_\_\_ out-of-school suspension (dates \_\_\_\_\_)  
 \_\_\_ Superintendent's hearing (date \_\_\_\_\_)  
 \_\_\_ other \_\_\_\_\_

**Parent/Guardian Notification:**

- \_\_\_ written notification (date sent \_\_\_\_\_)  
 \_\_\_ phone conference  
 date\_\_\_\_\_ time\_\_\_\_\_ spoke to \_\_\_\_\_  
 \_\_\_ conference in person  
 date\_\_\_\_\_ time\_\_\_\_\_ spoke to \_\_\_\_\_

white – parent copy

yellow – office copy

pink – teacher copy

## GLOSSARY of EDUCATIONAL TERMS

**AIS** - Academic Intervention Services

**AED** - Automated External Defibrillator

**Annual Review** - A multidisciplinary team that includes parents, meets to review the individualized educational plan (IEP), of a special education student to evaluate progress, determine modification of services/programs and continued eligibility.

**APPR** - Annual Professional Performance Review

**AYP** - Annual Yearly Progress

**CCLS - Common Core Learning Standards.** The Common Core State Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. With American students fully prepared for the future, our communities will be best positioned to compete successfully in the global economy.

**CPSE** - Committee on Preschool Special Education sponsored by the New York State Education Department and the Office of Vocational and Educational Services for Individuals with Disabilities, the Committee on Preschool Special Education (CPSE) is an education program that provides various types of therapeutic and educational services to children, aged three to five years old, with disabilities that affect their learning.

**CSE** - The Committee on Special Education (CSE) is a multidisciplinary team. The CSE is responsible for students with disabilities from ages 5-21. The CSE is authorized to identify students in need of services by determining eligibility, developing an Individualized Education Plan (IEP), placing the student in the least restrictive environment in which they can succeed and provide appropriate services to meet the child's educational needs. The team meets at least annually to review a child's IEP and determine program from that point forward. Parents are encouraged to participate in each step of the process.

**DASA** - New York State's Dignity for All Students Act (The Dignity Act) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.

**DIBELS** - Dynamic Indicators of Basic Early Literacy Skills are a set of procedures and measures for assessing the acquisition of early literacy skills from kindergarten through sixth grade. They are designed to be short (one minute) fluency measures used to regularly monitor the development of early literacy and early reading skills.

**ELA** - English Language Arts

**ELL** - English Language Learner

**EMT** - Early Morning Tutorial

**ENL** - English as New Language

**FAPE** - is an educational right of children with disabilities in the United States that is guaranteed by the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act (IDEA).

**FIC** - Family Information Center. White Plains Public School's Central Registrar Office.

**Fountas & Pinnell Benchmark Assessment Systems** - are accurate and reliable tools to identify the instructional and independent reading levels of all students and document student progress through one-on-one formative and summative assessments.

**I Block** - Intervention block is to provide small group, targeted instruction in flexible, homogenous groupings.

**ICOT/ICT** - Integrated Co-Teaching-Integrated classrooms include students with and without disabilities and have two teachers, a general education teacher and a special education teacher. The teachers work together throughout the day to adapt and modify instruction for students and make sure the entire class has access to the general education curriculum. Students are in the ICT classroom all day.

**IDEA** - The Individuals with Disabilities Education Act (IDEA) is a law ensuring services to children with disabilities throughout the nation.

**IEP** - Individualized Educational Plan. An IEP is designed to meet the unique educational needs of one child, who may have a disability, as defined by federal regulations. The IEP is intended to help children reach educational goals more easily than they otherwise would.

**Infinite Campus** - Student Management System

## **K-12 Alerts - K12 Alerts - Student Emergency Information Collection**

Automated telephone call, email and text system for announcements and attendance calls (grades 6-12). K12 Alerts is where you can review, update, make changes or additions to your child's emergency information online.

\*\*Please note K12Alerts is separate system and has its own userID and password

**NCLB** - The No Child Left Behind Act of 2001, is a United States Act of Congress concerning the education of children in public schools. NCLB supports standards-based education reform, which is based on the belief that setting high standards and establishing measurable goals can improve individual outcomes in education. The Act requires states to develop assessments in basic skills to be given to all students in certain grades, if those states are to receive federal funding for schools. The Act does not assert a national achievement standard; standards are set by each individual state.

**NYSED** - New York State Education Department

**NYSESLAT** - New York State English as A Second Language Achievement Test. The NYSESLAT is designed to measure the English language proficiency of students who have been identified as limited English Proficient (LEP).

**NYSITELL** - The statewide identification assessment of English Language Learners.

**Parent Portal** - Parent Portal is an online location where you can view your student's school information, such as Student Schedule, Immunizations, State and District assessments, Progress Reports and Report Cards (Grades 6-12). For more information, visit: [www.whiteplainspublicschools.org/k12portal](http://www.whiteplainspublicschools.org/k12portal)

**PST** - Problem Solving Team. A multidisciplinary team of teachers who meet to discuss the instructional and/or social and emotional needs of an individual student.

**Responsive Classroom** - A research and evidence-based approach to elementary education that leads to greater teacher effectiveness, higher student achievement, and improved school climate.

**RTI** - Response to Intervention is a method of academic intervention which is designed to provide early, effective assistance to children who are having difficulty learning. Response to intervention was also designed to function as one part of a data-based process of identifying learning disabilities.

**SAVE** - Safe Schools Against Violence in Education, to promote a safer and more effective learning environment within New York State's schools.

**Section 504** - Section 504 of the Rehabilitation Act of 1973 is a civil rights law designed to eliminate discrimination on the basis of disability in any program or activity receiving Federal financial assistance. Section 504 guarantees certain rights to individuals with disabilities, including the right to full participation and access to a free and appropriate public education (FAPE) to all children regardless of the nature or severity of the disability.

**TCRWP** - The Teachers College Reading and Writing Project was founded and is directed by Lucy Calkins. We have implemented the TCRWP's reading and writing units of study. The mission of the Teachers College Reading and Writing Project is to help young people become avid and skilled readers, writers, and inquirers. We accomplish this goal through research, curriculum development, and through working shoulder-to-shoulder with students, teachers, and school leaders.

**Title 1** - The purpose of this title is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments.

**Universal design for learning (UDL)** - is a set of principles for designing curriculum that provides all individuals with equal opportunities to learn. UDL is designed to serve all learners, regardless of ability, disability, age, gender, or cultural and linguistic background.

**WPCSD / WPPS** - White Plains City School District / White Plains Public Schools

**RIDGEWAY ELEMENTARY SCHOOL  
225 RIDGEWAY  
WHITE PLAINS, NEW YORK 10605  
PHONE: 914-422-2081  
FAX: 914-422-2366  
NURSE'S OFFICE: 914-422-2084**

**PRINCIPAL: Dr. Kimberly Crawford  
ASSISTANT PRINCIPAL: Mr. Gabe Robles**

**SCHOOL CLOSINGS AND DELAYS**

**WEB SITE: [www.wpcsd.k12.ny.us](http://www.wpcsd.k12.ny.us) CABLEVISION: CHANNEL  
77 RADIO STATION: WFAS VERIZON FIOS: CHANNEL 46**