

**Ryland Heights
Elementary School
2016-2017**



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http://kenton.kyschools.us/school_home.aspx?schoolid=36

This agenda belongs to:

Name: _____

Address: _____

City: _____ **Zip Code:** _____

Phone: _____ **Grade:** _____ **Teacher:** _____

Ryland Heights Elementary
2016-2017

Dear Ryland Families:

Welcome to Ryland Heights Elementary School, a place where students and staff members work, learn and grow together every day! I am very excited for this school year. Our theme this year is going to be "**We are Ryland Superheroes.**"

Ryland Heights Elementary staff members care about children and consider them first when making school decisions. We have high expectations that align with the Kentucky Core Academic Standards, and we strive daily to help each child meet his/her fullest potential. We focus on rigorous instruction, and we teach about respecting one another and being responsible citizens. We make education relevant to the real world by integrating service learning into our work, and we provide many extracurricular activities that help students feel connected to this school and to their community.

At Ryland Heights Elementary, we know that the road to student success is paved with consistent support and the teamwork of teachers, staff members and parents/guardians.

Please read this handbook completely and discuss it with your child. Important information will come home in a "School to Home" work envelope EVERY Monday or on the first work day of the week. School and classroom newsletters will keep you informed about events and expectations, and they will answer many questions that you may have about your child and the school calendar. **Please check your child's planner nightly, and use the planner to communicate with your child's teacher who will be using it to communicate with you, as well.**

Ryland Heights Elementary is fortunate to have support staff members who provide specific services to our entire school. Mrs. Harris and I will work hard to respond to the needs of students, staff members, parents/guardians and the community. We know that a child's teacher is the most reliable source of information regarding a child's academic achievement and behavioral status, and we encourage you to consult teachers first regarding student issues.

Support Staff Members:

- Secretary: Mrs. Melissa Lemming
- Bookkeeper: Mrs. Rae Jean Weaver
- Part-time School Nurse: Mrs. Evelyn Stetters
- Counselor: Mrs. Deborah Pressly
- Assistant Principal: Mrs. Tammy Harris
- Family Resource Center Coordinator: Mrs. Susan Martin, Direct number is: 859-356-7945
- Mike Gross: Cafeteria Manager

I look forward to an exciting and productive year at Ryland Heights Elementary!

Sincerely,

Mrs. Sara Callahan

Principal

Our Mission

The mission of Ryland Heights Elementary School is to provide a strong foundation of social, behavioral and academic skills necessary for future success in and out of the classroom.

Ryland Creed

I am proud to go to Ryland where I work and learn and grow. I am proud to have good behavior and follow all the rules I know. I am proud of great attendance and of fine work I do each day. I am proud to ROAR at Ryland....the best school in the U.S.A.

Ryland Heights Elementary Notables

Mascot: Tiger

Colors: Green and White

Hours of Operation: 8:40 a.m. – 3:31 p.m. (Grades 1 – 5)

A.M. Kindergarten: 8:40 a.m. – 11:46 a.m. P.M. Kindergarten: 12:25 p.m. – 3:31 p.m.

A.M. Preschool: 8:50 a.m. – 12:10 p.m. P.M. Preschool: 12:10 p.m. – 3:31 p.m.

Discipline Program: PBIS (Positive Behavior Interventions and Supports)

There will be NO elementary student fees during 2016/17 as determined by the Kenton County Board of Education

Recommended grade level supply lists are located on the Ryland Heights Elementary webpage.

Lunch and Breakfast

To qualify for the federal free or reduced breakfast and lunch program as well as waivers for free and reduced fieldtrips, parents/guardians must fill out and submit a National School Breakfast/Lunch form that will be distributed in the READIFEST envelope or upon enrolling at a Kenton County school.

All families must submit a new form annually. Breakfast will be served from 8:20 – 8:40 a.m.

Breakfast and lunch costs as follows:

- Full breakfast cost for students: \$1.40
- Reduced breakfast cost for students who qualify: \$.30
- Full lunch cost for K-5 students: \$2.25
- Reduced lunch cost for students who qualify: \$.40

Absences/Tardies

Students who arrive at school after 8:40 a.m. or leave before 3:31 will receive a "tardy". Please keep students home if they are vomiting or would have a fever of 100 or more without taking medication to reduce the fever. When a child has been absent, he/she must turn in a note (parent or doctor) to the homeroom teacher the first day back. Students may use up to nine parent notes per school year. More than nine absences require a doctor's note. Absences without notes will be considered unexcused, and are subject to the District Truancy Policy. **Please prioritize great student attendance every day to insure that your child is receiving the education she/he is entitled to receive!**

Early Dismissal Procedures

Identification may be requested to insure student safety if a parent/guardian requests that a student be dismissed early. **Students will be released ONLY to an adult listed on the emergency form.** Should our district determine that an early dismissal is necessary, Ryland Heights Elementary or Kenton County Schools will send an automated phone message. Please notify the school of the correct phone number to input for notification. Please complete the emergency dismissal form that will be sent home.

Homework Policy

Ryland Heights Elementary School values the importance of homework. We believe homework:

- Provides an opportunity for students to practice and reinforce skills and concepts learned at school.
- Helps to teach students personal responsibility.
- Informs, involves, and engages parents in what is being learned at school.
- Directly relates to school curriculum and best instructional practices.

Nightly Expectations:

Each student shall be assigned homework at least four nights per week. The length of the homework assignments will vary depending on grade level.

Students will be assigned nightly **Reading** homework: Monday-Thursday.

- Kindergarten: 60 minutes every week (15 min. per night)
- Grades 1-3: 80 minutes every week (20 min. per night)
- Grades 4-5: 120 minutes every week (30 min. per night)

Math homework will vary per grade level; however it is expected to be assigned 4 nights a week in addition to the reading homework.

Other subject areas (Spelling, Vocabulary, Writing/Language, Science, Social Studies) may also be assigned at times throughout the week.

Make-up Expectations:

Students will be granted as many days to make-up the work as they were absent for all excused absences.

Work that is expected to be completed in class, but that is taken home to be complete, should not be included in the daily homework time allowance.

General Expectations:

All class work, homework, and make-up work is expected to be completed accurately, neatly, and promptly and should be turned in by the due date. Incomplete or late assignments may also result in the student receiving a consequence or after school detention.

Students are responsible for completing all assignments. However, parent support and assistance is crucial. Assignment planners will be used to help students organize assignments, to help teachers communicate effectively with parents, and to help parents be informed and involved in their child's education. Parents are expected to sign or initial student assignment books on a daily basis. If a student consistently struggles with homework, parents are encouraged to contact the teacher responsible for assigning the work.

Volunteers & Forms

Parents/guardians are encouraged to volunteer, to attend school events and to be active in school functions. If you are interested in volunteering please contact the office or your child's teacher. In accordance with our safety plan, upon arriving at school, **everyone must report to the office and sign in as a visitor or a volunteer.**

The district and state policies require that every volunteer be listed on the approved volunteer list.

Volunteer forms can be requested in any Kenton County school office or on the Kenton County website and should be submitted in order to receive district clearance to volunteer or attend field trips. Since it often takes many weeks for volunteer forms to be approved, be proactive and submit a form early in the school year. Due to the fact that schools are no longer exempt from paying to have volunteer forms approved by the state, schools ask for a \$10 donation for every volunteer form submitted. ONE submitted form will cover multiple students in a family and is good for three years.

Parent Pick-Up

Parents/guardians who need to pick up a student early MUST sign the student out in the office. Parents who pick up a student every day or on a regular basis will receive a "car rider" number that will hang from the rear view mirror. Parents will go through the car rider pick-up line where they will follow procedures outlined to provide a safe student dismissal.

Bus Notes Regarding Alternate Transportation

If a student needs to ride a bus that is not his/her normal bus or mode of transportation, he/she must provide a parent/guardian note that includes 1)Date 2)Student's name 3)The address where the student is to get off the bus or with whom 4)Parent signature. If a student is to go home with another student, both students must provide notes that are signed by a parent/guardian. Students will not be

given permission to use the phone to contact a parent/guardian for permission to go home with another or to have another student go home with them.

Progress Reports and Report Cards

Ryland Heights Elementary utilizes a computerized grade book program. All report cards are generated through Kentucky's Infinite Campus computer database. Parents/guardians will receive three report cards and three progress reports yearly, and an Infinite Campus Parent/guardian portal is available to maintain oversight of intermediate students' grades daily.

In compliance with Kentucky's Primary Program initiatives,

Kindergarten and primary (1 – 3) report cards will utilize the following scale:

- AC=Area of Concern
- BG=Beginning - Has Been Introduced To Skills/Concept
- DV=Developing - Is Practicing With Continual Progress
- IN= Independent Skill
- NE = Not Evaluated

Intermediate students will be assessed based on the following grading scale:

Grade/Range					
A+	97-100	B	83-86	C-	70-72
A	93-96	B-	80-82	D+	67-69
A-	90-92	C+	77-79	D	63-66
B+	87-89	C	73-76	D-	60-62
				F	0-59

Report cards will be distributed according to the Kenton County calendar for elementary schools, and progress reports will be sent home approximately midway between reporting periods. Please contact teachers with specific questions or concerns regarding your child's academic progress.

Student Behavior Policy - PBIS (Positive Behavioral Interventions and Supports)

School rules and procedures have been developed to help encourage respect for self, others and property. Students and staff must be guaranteed an environment that is safe. All rules will be publicized, explained, and equitably enforced. Student behavioral expectations are identified in the Kenton County Code of Acceptable Behavior that all students receive at the beginning of the school year or when they enroll.

Classroom teachers handle most discipline issues. If student behavior necessitates a referral to the office, parents will be notified by phone and/or in writing of the student's violation and assigned consequence. Consequences are assigned in accordance with recommendations from the Code of Acceptable Behavior and may include but are not limited to: walking during recess, lunch and/or recess detention, after school detention, alternative assignment and out of school suspension. In cases of extreme violation of the Kenton County Code of Acceptable Behavior, students may be recommended for expulsion from school.

Dress Code

The following items are **prohibited** from being worn at school, unless indicated by a spirit day:

- Hats or caps and sunglasses

Shirts

- Shirts should have appropriate pictures and wording.
- Halters, crop, tube tops and narrowed strap tops or any items distracting to others are not permitted. Straps must be two adult fingers wide.

- All shirts must be worn close to the neckline and shall not allow exposure of undergarments or the midriff whether the student is seated, standing or moving.
- Hooded sweatshirts may be worn; however students are not permitted to have the hood pulled onto their head.

Pants, Shorts, Skirts and Dresses

- Pants, shorts, skirts, and dresses must be neat and worn at waist level and must be size appropriate.
- Pants, shorts, skirts, and dresses shall not allow exposure of undergarments or the midriff whether the student is seated, standing, or moving.
- **Shorts, skirts, and dresses must be mid-thigh length or longer (no shorter than 4 inches above the knee).**
- Any holes in pants must be within 4 inches of knee level and cannot be large enough to be deemed inappropriate or a safety concern. No skin may be exposed above 4 inches from the knee level, it must be covered from inside.
- Shorts may be worn until November 1 and after spring break, as weather permits.

Shoes

- High heeled shoes are discouraged due to safety concerns on stairs.
- Flip-flops or athletic sandals are not permitted. Shoes must fit securely.

Hair Coloring

- Hair styles deemed to be a distraction to the learning environment by administration are not permitted.

Parents will be required to bring a change of clothes/shoes if not meeting the dress code.

Bus Behavior Policy

Students are accountable to school behavior rules from the moment they leave their homes at the beginning of the school day until the moment they return to their homes at the end of the school day. Disruptive behavior at bus stops and on the bus will not be tolerated due to safety risk factors.

In accordance with Kenton County policy, riding a school bus is a privilege and a service the district provides to its families. When a child is suspended from bus privileges, parents are responsible to provide transportation to and from school.

Kenton County School District: Stop Unsafe Behaviors Help Line

Anytime a parent or student is concerned about safety issues, he/she is encouraged to share his/her concerns with Ryland's administrators, Mrs. Callahan or Mrs. Harris. Individuals who feel more comfortable providing the information confidentially may call the Kenton County HELP Line at **859-903-HELP (4357)**.

Inclement Weather/School Closings

Please tune to radio, TV station or the Kenton County School District website for information regarding closings and delays. You will also receive a call from the school district if school will be closed or delayed. Please be sure that your child is aware of an emergency plan in the event that an early dismissal is called during the school day.

Extra-curricular Activities

Many extracurricular activities will be available to students who qualify for participation. Information regarding activities will be publicized in office and/or classroom newsletters or through mailings from club sponsors.

Home School Communication and Involvement

If you need to speak to your child's teacher(s), please write a note in your child's planner or call the office so you can leave a voice message for the teacher to contact you during the teacher's planning period or at a time convenient to the teacher and you.

- **Monday folders** – Your child will bring home a home/school envelope or folder of communiqués and corrected work every Monday (or on the first day of the work week).
- **E-newsletter** – please sign up on the school website to receive the electronic newsletter. This insures that you won't miss any important information and helps save on the cost of paper and printing.
- **Planner Communication:** Please check your child's planner every evening for assignments and messages from your child's teacher/s. Write notes to your child's teacher, as well. Initial or sign your name, every evening.
- **PTO** – Parent Teacher Organization meetings are the second Tuesday of most months at 7:00 p.m.
- **SBDM** meetings are held monthly. A schedule will be coming home at the start of school.
- **Parent/Teacher Conferences:** Parent/guardians will be notified through office and teacher newsletters
- **E-mail** your child's teacher or principal through the Ryland Heights Elementary School Web page at: http://kenton.kyschools.us/school_home.aspx?schoolid=36

Parties At School

According to board policy we are permitted to have two parties per year. Parties may not exceed 45 minutes in length. Along with our school district, we are doing our part to reduce childhood obesity by asking parents/guardians to practice moderation when thinking about the treats they send to school. Due to concerns about possible allergens, all baked goods and food items **must be** store bought and include the nutritional ingredient label. We also SUGGEST that you consider treats like the ones listed on the list below:

HEALTHIER CELEBRATIONS REFERENCE LIST

Please Note:

- All food items must have an ingredient label.
- **Due to concern for possible allergens, homemade baked goods are not allowed.**
- Vegetables & fruits should be in store packaging.

Beverages:

- low-fat & fat-free milk
- 100% juice without added sugar
- water or no-calorie flavored water

Healthy Choice Treats:

- individual yogurts
- low fat graham crackers
- low fat vanilla wafer cookies
- pretzels
- low fat or sugar free pudding cups
- low fat granola bars
- individual string cheese
- whole grain crackers
- low fat cheese cubes
- sugar free gelatin cups
- light or low-fat popcorn
- trail mix (no peanuts)
- individual packaged items under 100 calories, no more than 30% sugar by weight



Suggested Non-Food Items:

- pencils
- temporary tattoos
- stickers
- pencil toppers, erasers
- games
- activity sheets
- highlighters
- sidewalk chalk
- safe trinkets
- bouncy balls
- books
- kazoos
- craft projects

Fruit and Vegetable Ideas

- packaged baby carrots
- packaged apple slices
- apple sauce cups
- individual peach cups
- raisins

When is the term “BULLYING” an appropriate descriptor, and what can we all do to prevent bullying behaviors?



WHAT IS BULLYING, and WHAT IS THE DIFFERENCE BETWEEN BULLYING AND BULLYING BEHAVIOR?

Bullying occurs when a STRONGER OR MORE DOMINANT child REPEATEDLY hurts, threatens or torments a MORE VULNERABLE CHILD. Bullying is INTENTIONAL, HAPPENS REPEATEDLY and presents a MARKED IMBALANCE between the bully and the victim. In short, bullying is a one-sided, unfair match. BULLYING is DIFFERENT from a SINGLE incident of teasing or unkind behavior. It is also distinct from the normal conflicts of childhood. It is NOT BULLYING when two children of approximately equal strength or power have a fight or use unkind words against one another, and it is rarely bullying when a younger, smaller child instigates a fight.

Bullying can occur face to face or behind one's back. It can be done by a single student or by a group. Even though bullies are more often male, it is not unusual for girls to bully their peers. Boys are more likely to attack their classmates verbally or physically, but girls are more likely to bully indirectly by, for example, excluding their victims from activities or spreading rumors about them. Bullying by exclusion can be just as painful as the more physical form of bullying and can be verbal or psychological in nature to include: spreading rumors, writing mean things about a classmate repeatedly, intentionally excluding others often, taking or damaging a classmate's possessions repeatedly, cyber bullying by sending offensive messages by text or computer, intimidating or threatening another repeatedly or taunting or ridiculing another or persuading peers to reject another.

WHAT DO YOU DO IF YOU DISCOVER THAT SOMEONE IS REPEATEDLY PICKING ON, HARRASSING, HURTING OR “BULLYING” YOUR CHILD?

- Report the incidents to your child's teacher, guidance counselor or administrator. Be specific about times when your child felt threatened or hurt? Share how often (and where) the bullying behaviors are occurring.
- Share the NAME/S of the individual/s and anyone who might serve as a witness to the bullying behaviors so your child's teacher, guidance counselor or administrator can investigate thoroughly.
- **TOGETHER WE CAN PROMOTE GOOD CITIZENSHIP** as well as the importance of SAYING “NO” to bullying and bullying behavior!

WHAT DO YOU DO IF YOU DISCOVER THAT YOUR CHILD IS EXHIBITING BULLYING BEHAVIORS TOWARD OTHER CHILDREN?

- Talk to your child about the importance of respecting himself/herself and others and acting responsibly.
- Talk to your child's teacher, principal or counselor about ways to help your child make good decisions so he/she is not considered to be a “BULLY.”
- Model acceptable behavior **EVEN WITH** individuals who are difficult to like because of their bad behaviors.
- Reinforce positive behaviors so your child knows that you expect him/her to be a positive citizen and role model even when it is difficult.
- Set a positive standard of behavior so your child knows your expectations.

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Kenton County Schools 2016-17 Student School Calendar

Monday August 15, 2016	Records Day – Schools Closed
Tuesday August 16, 2016	Professional Development Day #1- Schools Closed
Wednesday August 17, 2016	First Day of School for Students
Monday September 5, 2016	Holiday #1 Labor Day – Schools Closed
Friday October 14, 2016	NKEA Day - Schools Closed
Monday October 17, 2016	Professional Development Day #2
Monday November 7, 2016	Schools Closed
Tuesday November 8, 2016	Election Day - Schools Closed
Wednesday November 23, 2016	Professional Development Day #3 – Schools Closed
Thursday November 24, 2016	Holiday # 2 Thanksgiving Day – Schools Closed
Friday November 25, 2016	Schools Closed
Wed. December 21 – Friday December 30	Winter Break - Schools Closed
Monday January 2, 2017	Holiday #3 Schools Closed
Tuesday January 3, 2017	Return to school
Monday January 16, 2017	Holiday#4 Martin Luther King Jr. Day – Closed
Monday February 20, 2017	Presidents' Day - Schools Closed
Friday March 17, 2017	Schools Closed
Monday April 10 – Friday April 14, 2017	Spring Break - Schools Closed
Monday April 17, 2017	Professional Development Day #4 – Schools Closed
Tuesday April 18, 2017	Return to School
Friday May 26, 2017	Last Day of School for students
Monday May 29, 2017	Memorial Day - Schools Closed
Tuesday May 30, 2017	Records Day - Schools Closed

*Calendar is subject to change pending legislation and/or statutes requirements.

Five Make-Up Days have built into the calendar

Snow Make-Up Days to be used after five snow days: February 20, May 31, June 1, June 2, June 5, June 6, June 7, June 8, June 9, June 12, June 13, June 14