

# ***Ryan Park Elementary School***

## Mission Statement

Ryan Park Elementary School is a safe and innovative learning community, in which positive role models challenge all individuals to achieve their highest potential.



Dear Parents and Students,

Welcome to Ryan Park Elementary School! We are looking forward to working with you and your child to make this a rewarding and productive school year.

We extend an invitation to you to visit our school, attend your child's programs, and become an active member in the P.T.O. and volunteer programs. We welcome your involvement and support.

We are happy to have you and your child with us at Ryan Park Elementary School. The parent-child school partnership is essential for success. Together, we can make this 2017-2018 school year a wonderful experience for your child.

Sincerely,

Amy Heavin  
Principal

**TEACHING AND SUPPORT STAFF****PRINCIPAL**

School Secretary  
Office Assistant  
Asst. Principal/Guidance Counselor --M  
Kindergarten

**--MRS. AMY HEAVIN**

--Mrs. Tammy Schaeffer  
--Mrs. Pam Wolfe  
  
--Mrs. Lori Paradis, room 101  
--Miss Mallory Hartman, room 103  
--Mrs. Rosie Brandt, room 104  
--Mrs. Julie Witherspoon, room 106  
--Mrs. Terri Moor, room 107  
--Mrs. Christina Minick, room 105  
--Mrs. Julie Clary, room 112  
-- Mrs. Hodge room 110  
--Mrs. Jamie Dilts, room 111  
--Mrs. Erin Seeman, room 123  
--Mrs. Brianna Jaeger,, room 122  
--Miss Jennifer Wilson, room 121  
--Mrs. Laurie Gentry, room 127  
--Mrs. Ann Antos, room 125  
--Mrs. Barb Yoder, room 126  
--Mrs. Kristin Sheets, room 129  
--Mrs. Michelle Olson, room 128  
--Mrs. Michele Davis 130  
--Mrs. Julie Culver-Smith, room 109  
--Mrs. Laura Harrington, room 114  
--Mr. Sam Stokes - room 131  
--Mrs. Paige Judson, gymnasium  
--Mr. Steve Crain, room 132  
--Mrs. Keyonna Baierwalter, room 115  
--Mrs. Melissa Henney, room 124  
--Ms. Audra Morgan, room 108  
--Mrs., Shawn Foltz room 118 Media Center  
--Mrs. Crystal Redmaster, office  
--Mrs. Andrea Van Ee, M.S.D. Administrative Office  
--Mrs. Susan Best  
--Mrs. Marlena Charnley  
--Mrs. Liz Rude  
--Ms. Lindsay David  
--Mrs. Laura Taylor  
--Mrs. Eulalia Days  
--Mrs. Kristin Ray  
--Mrs. Terry Sutton  
--Mrs. Pauline Church  
--Mr. Jeff Harger  
--Ms. Lindsay David  
--Mr. Howard Petre  
--Mrs. Teresa  
--Mr. Robert Squires  
--Mrs. Phyllis Hall  
--Mrs. Brenda Wyatt  
--Mrs. Darlene Moser

First Grade

Second Grade

Third Grade

Fourth Grade

Fifth Grade

Functional Skills

Music

Physical Education

Art

Speech

Special Education Services

Media Assistant

School Psychologist

School Nurse

Classroom Assistants

Special Ed. Assistants

After School Child Care

Custodians

Food Service

## **BOOK RENTAL**

KINDERGARTEN	\$85.76
GRADE ONE	\$93.10
GRADE TWO	\$82.78
GRADE THREE	\$107.38
GRADE FOUR	\$105.03
GRADE FIVE	\$99.55

Book fees are due upon receipt. If a payment schedule needs to be made, please contact our office immediately. These fees are the total fees due for the 2017-2018 school year. Book rental checks are payable to Ryan Park Elementary School and must be for the amount of the book rental ONLY (please do not include milk or lunch money to a book rental check). The check cannot be accepted if it is not for the proper amount. Each student will be bringing home a Free/Reduced Lunch and Textbook Assistance Form; please fill this out promptly and return it with your child to the school if you would like to receive assistance. Only one form per family will be accepted. Forms must be returned to the school no later than September 1, 2017.

## **SCHOOL SECURITY**

For the safety and security of our students and staff all entry doors to the school except the main entryway will be locked at all times. Anyone entering the building **must** check in at the office and pick up a visitor's badge. All parent volunteers will sign in at the office where they will receive a badge before entering the classrooms. Please keep in mind it is our goal to keep your children in a safe environment at all times.

REMINDER: Also, keep in mind that if a child is to go home by a route other than normal, a phone call to the office or a note needs to be brought in by the child. If this procedure is not followed, the child will be sent home by the normal route. Please do not expect your child to remember what he or she is supposed to do by the end of the day; it can be very upsetting to a child if we insist they do the opposite of what they are telling us.

## **REGISTRATION FORMS**

It is vital that we have accurate information on each child. Please turn in the **purple** registration form to your child's teacher or office as soon as possible. In cases of student illness or early dismissal, it is necessary to be able to contact parents during the school day. Please keep us updated regarding any changes in address, phone numbers, place of work, and work phone numbers throughout the school year.

## **MORNING ARRIVAL TIMES FOR STUDENTS**

The student day does not begin until 7:45 a.m. Students should not arrive at school prior to this time. It is not possible for the school staff to adequately supervise all of the school grounds before the day begins. For this reason, students should not be waiting on school property prior to the official starting time. If you have special circumstances, you should contact the school office to make arrangements for your child/children to wait inside the main entrance door by the office. Students who need to arrive early should wait at the main entrance by the office prior to the beginning of the school day. All students should be dropped off at the main Ryan Park entrance, NOT the staff/bus parking lot. Thank you for helping to ensure our children's safety.

## **DISMISSAL TIMES FOR STUDENTS**

Bus students are dismissed at 2:45 daily. Students picked up by parents/guardians will be dismissed at approximately 2:50. Parents picking up their child must either wait in the parent pick-up line through the main Ryan Park entrance or park in the staff/bus parking lot and wait until all buses leave before walking up to the building. A staff member will greet those who parked in the staff/bus parking lot and will bring those children to the parents. Parents need to wait for their child by the rhino.

## **DELAY DAYS**

In the event that weather permits a delay of MSD of Steuben County, Ryan Park's doors will open at 9:45 on a 2-hour delay. Breakfast is not served on delay days. Class will begin at 10:10. Dismissal will be at the regular time. MSD of Steuben County also may use a 3-hour delay, with doors opening at 10:55 and classes beginning at 11:10. Dismissal would be a 3:45pm, adding one hour to the end of the school day. Please watch the local news or listen to the local radio stations for weather delays or closings. Parents may also subscribe to the Ryan Park Parents Remind service, which will send a text message to alert of any delays or closings.

## **ABSENCES**

Parents are asked to call the school office prior to 9:00 A.M. to report their student's absence for that day. If no call is received, school personnel will be contacting you at home or work. This is done for your child's safety. If a child arrives late, he/she must check in with the school office. **Parents need to sign their child in if they are late to school.** Also, parents need to report to the office to sign out their child if he/she leaves during the school day. Students can only be dismissed early through the office.

## **AFTER SCHOOL CHILD CARE**

Ryan Park Elementary School offers an After School Child Care Program from dismissal time at 2:45 p.m. until 6:00 p.m. each school day. The fee per hour is as follows: 1<sup>st</sup> child is \$3.50, 2<sup>nd</sup> child is an additional \$2.50, 3<sup>rd</sup> child from the same family is an additional \$1.50, and each child thereafter – no additional fee. Your child must be registered to participate in this program. If you are interested, please stop by the school office to obtain the registration form and the After School Child Care Brochure. In the event of an emergency school closing the After School Child Care Program will be closed.

## **BREAKFAST AND LUNCH PRICES**

The daily price for a breakfast is \$1.35 and lunch is \$2.05. Parents may pay daily, weekly, monthly, or yearly for their student's meals. The payment is credited to their child's lunch account and is deducted each time their meal card is used. Please check with your child or the school cafeteria office periodically for the balance in your child's account.

## **LUNCHROOM RULES**

- **Be Responsible**
  - Follow adult directions.
  - Eat quietly. When finished, use your inside voice.
  - Eat your own food.
- **Be Respectful**
  - Clean up your area.
  - Raise your hand if you need help or need to go to the restroom.  
One boy and one girl will be allowed to leave at one time.
  - Make only 1 trip to throw away your trash.
- **Be Safe**
  - Keep hands, feet, and objects to yourself.
  - Sit at assigned tables. Assigned tables will change every 9 weeks.
  - Stay seated.

## **DRESS CODE**

Proper dress is encouraged at all times. Girls may wear dresses, skirts, jeans, slacks; boys may wear jeans or slacks. In hot weather, shorts of appropriate length will be permitted. Appropriate shoes are also recommended for both indoor and outdoor recreation. Clothing that is not appropriate for school will not be allowed. Examples of inappropriate clothing include, but are not limited to: hats, bare midriff and/or back, short shorts, see-through clothing, vulgar sayings, tobacco and alcohol advertisements, and underwear must not be visible. The “sagging” of pants and shorts will not be allowed nor will students be allowed to wear bandanas. Baseball hats will not be worn inside the building at any time. Flip-flops are discouraged, particularly because of safety on the playground.

## **APPROPRIATE STUDENT BEHAVIOR**

In order to provide a safe and educationally effective school environment, students are expected to closely follow M.S.D. of Steuben County’s, as well as Ryan Park’s, rules concerning appropriate student behavior. (See M.S.D. of Steuben County Student Code of Conduct.)

The Ryan Park Elementary School staff, with the assistance of parent representatives, has decided to teach and promote the following Guidelines For Success: Respect, Responsibility, Trust, Truth, Active Listening, and Personal Best. Through positive motivation and appropriate consequences, the Ryan Park staff hopes to enable each student to grow both academically and socially. Mutual support between the school and the parents is necessary for this to happen. Please take the time to review all district, school, and classroom rules with your child.

## **RYAN PARK ELEMENTARY SCHOOL PLAYGROUND RULES**

Everyone wants a pleasant, safe playground. Therefore, we at Ryan Park Elementary School have agreed upon the following rules.

- First, and foremost, keep hands, feet, and objects to yourself. Never throw rocks, sticks, snowballs, etc. Never pull and hang onto another’s clothing.
- No spitting, fighting, roughness, or bad language will be allowed at any time.
- Students will walk to their appropriate exit for recess. Students will line-up quietly at exits when recess is over. Teachers will pick-up their classes at the playground door and escort them back to the classroom.
- Upon entering or exiting the building, students will remember building rules (no running, pushing, boisterous behavior, etc.).
- Students will observe proper safety rules for all equipment and games.
- Students will play on blacktop or on equipment.

- No food is to be eaten while on the playground.
- Students are not to chase or run after one another except in organized games.

## **WINTER RULES**

**ABSOLUTELY NO SNOWBALLS!** No king of the mountain or climbing on snow piles. No sleds will be allowed at school.

## **PARENT TEACHER ORGANIZATION (P.T.O.)**

All parents are members of the Ryan Park Elementary School P.T.O. The organization works to provide financial support through special projects, sponsors student and staff activities, and brings the community and school closer together.

Meeting dates will be announced at the beginning of the school year and in the school newsletter.

## **MISCELLANEOUS**

- To protect the safety of all children, roller blades, scooters, skates, heelies, and skateboards will not be allowed at school.
- Keep all balls away from doors where people come in and out.
- Don't climb trees or pick things off the trees.
- No standing on benches or picnic tables.
- Students are not to go back inside during recess unless it is an emergency and have a supervisor's permission.
- Students are not to jump on or over other people's backs or be taken on "horseback rides."
- Keep out of water and mud holes.
- Never chase a ball in the road or parking lots.
- When playing tag, tap the person on the hand; therefore, hands must be kept free. Do not push or shove, remember the rule is tap.
- Electronic devices are generally not permitted unless kept in a safe location and out of the classroom. They may be left in the office during the school day for safe-keeping if not kept in backpacks or on the teacher's desk. Devices should be turned off during the school day.
- Do not bring trading cards of any type to school.
- Stay away from the windows to prevent injuries from open windows and glass.
- Do not climb on or over fences around playground area.
- Any hard balls, such as baseballs and softballs, footballs, soccer balls, are not permitted at school for safety reasons.
- Rules are devised jointly by Student Council and school personnel and may be revised as needed.



## **RIDING A SCHOOL BUS**

Riding the school bus is a privilege that can be taken away anytime for disruptive or unsatisfactory behavior. All children being transported are under the authority of the bus driver and must obey his or her request. All bus students will receive a copy of the following bus rules and are expected to understand and follow them for the safety of all concerned. Students who are cited for misbehavior will meet with the principal and/or the bus driver to try to resolve the bus problems.

So that you will know what is expected of you while you are riding the bus, the following rules are provided:

1. I will sit properly in my own seat.
2. I will not stand or move from place to place during the trip.
3. I will not talk in a loud or boisterous voice, nor will I be guilty of using improper language while on the bus.
4. I will not use or possess any alcoholic beverages, illegal drugs or tobacco of any form on the bus.
5. I will not open or close the windows or doors of the bus without the driver's permission. Windows will not be allowed below the black lines at any time.
6. I will not tease, scuffle, trip, hold, hit or use my hands, feet or body in any objectionable manner.
7. I will not attempt to enter or leave the bus until it has come to a full stop and the driver has opened the door.
8. I will be ready and waiting to board when the bus arrives I will be waiting 5 minutes prior to my pick-up time.
9. I will be denied the privilege of riding on the bus if I fail to conduct myself properly.
10. I will read these rules to my parents or have them read to me and give my word to follow the rules.

**ANYONE FOUND DAMAGING THE SCHOOL BUS IN ANY MANNER HAS FORFEITED ALL BUS RIDING PRIVILEGES.**

## **CODE RED** **Steuben and Lagrange County Schools**

Code Red is issued for specific areas, not for the entire nation. Other codes are issued on a national basis.

1. If a code red alert is announced before school starts and law enforcement agencies recommend us to do so, school districts in Steuben and LaGrange counties have agreed to close schools and cancel activities and events until further notice.
2. School will remain closed until advised by the law enforcement agencies to reopen.
3. If the alert occurs during school hours, school buildings will be secured and remain open until regular dismissal time unless otherwise directed by law enforcement agencies. All afterschool activities and events will be cancelled. Schools currently have a three to five day supply of food in storage. The agencies may also request a lockdown to take place immediately and not allow any students to be dismissed.
4. Families should be sure to keep emergency information updated in the schools. CHILDREN should know where they are to be transported in case of an early dismissal.
5. If law enforcement agencies indicate that parents may pick their children up from school, a parent will need to go to the office to identify themselves, meet their child and to sign out only their child from school. Parents will not be allowed to move throughout the hallways on their own in order to pick their children up. We will keep a close track on all students during such an emergency. Students who drive to school will not be released on their own unless the law enforcement agencies release them.
6. To keep phone lines open for possible communications from task force personnel, districts are asking the public not to call the schools. Parents and the public are asked to monitor local television and radio stations for the latest instructions and information from local safety authorities.
7. Authorities will recommend residents stay home and refrain from traveling on local roads as much as possible. Access to government facilities and public buildings will be limited. The public will be asked to limit 911 calls to true emergencies.
8. Authorities recommend families and individuals prepare a home disaster plan and disaster kit in the event of an emergency. Phone numbers and email addresses of friends and family should be updated. Parents and children should have a plan on where to meet in case they are separated when the alert is issued.

9. Schools have not practiced specific terrorists drills, but they will rely on security forces to instruct them on how to handle such a situation. Schools do have crisis plans, which are reviewed and updated annually.

10. The schools practice monthly fire drills that reinforce evacuation plans.

11. Law enforcement personnel could be assigned to schools depending on the scenario, and the buildings could be used as shelters.

*If you have questions, please contact the school office so that we may assist you. Our telephone number is 260-668-8873; fax number is 260-668-8823.*

*Once again, welcome to the 2017-2018 school year at Ryan Park Elementary School. We look forward to working with you and your child.*

6/13/17