

Welcome to RK Finn Ryan Road Elementary School



A Resource Guide for Caregivers

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Important Contact Information

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Welcome

Welcome to RK FInn Ryan Road Elementary School! We are part of the Northampton Public School District. Our overarching hope is that Ryan Road School is a place where children laugh and enjoy learning, where they want to come to school, where they continually gain skills, character, and confidence, and where they feel supported by a strong and caring learning community.

Getting To and From School

School Hours: 8:00-2:10

Arrival

- All students may be dropped off at 7:40. *We do not have supervision prior to 7:40.* All students are able to have breakfast for free each day and breakfast is available outside near the cafeteria doors.
- All students are welcome to play outside starting at 7:40am on our playground or on the blacktop.
- Once the bell rings at 7:55am, students line up with their classes, and their teachers come outside to pick them up and bring them in together.
- Transportation:
 - Bus: Our two buses pull up along the driveway closest to the school. Students depart the bus and are welcomed by our staff upon arrival. They then walk down the sidewalk to our playground and blacktop area.
 - Car: Students may be dropped off via car in the middle driveway (please see map last page). Cars should pull up along the driveway and students should only depart their vehicles once they get close to the fence line and can walk down the fence.
 - Walk/Ride/Scoot: Students may also come to school using our sidewalks. There is a crossing guard on Ryan Road at the crosswalk in front of the school.

Indoor Arrival

When it's raining or below 15 degrees:

- All students will enter through the main entryway doors, starting at 7:40am.

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- Students will receive their breakfast in the hallway.
- Caregivers and families are kindly asked not to come into the school, as to avoid congestion in the lobby area.

Late Arrival (Tardy)

If your child arrives after 8:00, they should ring the bell and come in through the main entrance. They will check in at the office before heading to class.

Students who arrive after 8:00 are considered tardy. If your child went to an appointment, please bring in a note from the appointment to excuse being tardy. Caregivers should not escort their child to their classroom, but check in at the office please.

Dismissal

- Bus: Staff walk students out of the building through the three entry doors in the front of the building. They walk down the sidewalk to their labeled bus.
- Caregiver/Parent Pickup: Staff walk students out of the building through the three entry doors to meet their caregivers at the entryways below:
 - When looking at the building:
 - Left Door - Grades 1 and 2
 - Middle/Main Door - Kindergarten
 - Right Door - Grades 3, 4, and 5
- We cannot dismiss your child to an adult who is not listed on your emergency card, unless you have informed the office in writing that someone else is picking up your child. That means that if you plan a playdate, we must have it in writing that your child is going home with another caregiver. We cannot dismiss your child to someone else's caregiver if we don't have it in writing.
- Walk/Ride: Staff walk students out of the building and they use the front entryway doors to walk or reach their bicycles on the bike racks in the back of the building.

Dismissal before end of day

If you know you are picking up your child before the end of the school day, please send in a note or email and be sure to include Cheryl Michon, and Vanessa Keillor in your communication. If you are picking your child up early, please come to the main entrance and ring the doorbell. Please plan on it taking 10 minutes for your child to get to the door.

If you are picking your child up early, but towards the end of the day, it's easier for the office team if you pick up before 1:40. If you need to pick up your child between 1:40 and 2:10, you are able to, but please know that it will be easier before 1:40.

Early Release Days

- **Early Release Days Information:**

- Early Release days will end at 11:30.
- All students who request them during Morning Meeting (with their classroom teacher) will receive bagged lunches before they leave for the day to take home.
- Please send snack as usual on early release days.

Check the [District Calendar](#) for this year's early release days.

YMCA and YEP at RK Finn Ryan Road Elementary School

YMCA - The YMCA program offers extended day childcare to RK Finn Ryan Road Elementary School students. The program provides quality, affordable childcare services with enrichment opportunities and runs daily from directly after school until 6pm.

- For more information, [click here](#).

YEP - provides after school enrichment clubs for RK Finn Ryan Road Elementary School students.

- Clubs focus on Visual Arts, Crafts, Sports, Performing/ Movement/ Sound Arts, Computer Programming, Robotics, Engineering, Science, Languages, Movement/ Meditation/ Mindfulness, Cooperative Group Games, and Nature.
- More information will be sent as we approach each YEP session (we run three each year) by our YEP Coordinator, Vanessa Keillor.

Absences

If your child is going to be absent or late, please call (413) 587-1550 or email your classroom teacher, and cc: Ms. Keillor (vkeillor@northampton-k12.us).

School attendance is compulsory for Massachusetts children ages 6 to 16. Attendance is also compulsory for children who are 5 years old and enrolled in the Northampton Public Schools. Kindergarten registration is mandatory for children who turn 5 years old

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by January 1st. The Northampton Public Schools believe that on-time, regular attendance is a critical factor in student academic success. It is the District's responsibility to work collaboratively with families to assist with identifying and removing barriers to regular attendance, and to communicate to families the importance of regular attendance.

Please get documentation for all medical, dental, and therapy appointments for the office.

The following are considered **documented** absences. These instances may include, but are not limited to:

- Sickness (with a note from the students' physician)
- Death in family (with a note from the caregiver/guardian)
- Impassable roads or weather
- Religious holidays
- Court appearances (with official documentation)

The following are considered **undocumented** absences. These instances may include, but are not limited to:

- Vacations
- Missing the bus
- Sickness without documentation from the physician
- Participation in other activities not listed above

A student visiting with their caregiver, related to military leave or deployment activities, shall be granted additional excused absences at the discretion of the superintendent or their designee and may not be penalized.

Communication

Parent/Caregiver Communication App - Parent Square

ParentSquare is a simple and safe way to connect and communicate with your child's teachers and school. [Click here for more information on how to sign up](#). Our district is moving to Parent Square to centralize our communications and will be used instead of Class Dojo or Talking Points.

The Principal's Weekly Newsletter

Every week you will receive "The Principal's Weekly Newsletter" via email or Parent Square. Contained in the newsletter is important school-wide information, fun things taking place at school, pictures from our many events, and reminders.

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Code of Conduct

The Northampton Public Schools Code of Conduct, Character and Support adheres to our district's discipline philosophy:

The Northampton Public Schools believe that all students have the right to be educated in an environment where they are safe, respected, and are accepted for who they are. We believe that by teaching students strategies to manage conflict and to problem-solve together, relationships will be nurtured and repaired as needed. As a result, students will be able to gain the skills and knowledge they need to be engaged citizens in a global society. The new Code of Conduct is intended to be a living document that will continue to change over time to reflect the district's core values and beliefs around racial justice.

This document serves as a starting point, and we, as members of NPS, recognize that as we move forward in our implementation, our school councils will continue to assess and make changes as needed to ensure that this document reflects who we are, and who we want to be as a school district.

[Click here for a full version of the Code of Conduct.](#)

NPS Health Services Policies

NORTHAMPTON PUBLIC SCHOOLS HEALTH SERVICES (draft) **NORTHAMPTON PUBLIC SCHOOLS HEALTH SERVICES**

The mission of the health services department of the Northampton Public Schools is to promote and protect the physical and emotional health of students and staff. The Health Services Department, through the school nurses, promotes and works to maintain healthy environments where students can thrive and grow. Health Services provides comprehensive school health programs that advance the well-being, academic success, and life-long achievement of all students. The ability to maintain an optimally healthy environment for our students is dependent upon family cooperation and adherence to the following policies and guidelines.

Guidelines for Attendance

The school nurse is available for guidance, support and consultation if you have any questions or concerns regarding your child's health. The following guidelines are provided to assist families in working with us to ensure that students meet this requirement. Nursing decisions are made to maximize the time students can safely be in the classroom while protecting the health and well-being of the school community. Therefore, the following minimum guidelines are enforced. Please note that the nurse may impose stricter or less stringent guidelines on a group

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or individual basis that must be followed if they deem it necessary based on their clinical judgment for the health and safety of the school community.

- A. If a student has a fever over 100.0 degrees, parents/guardians must keep the student home until the temperature has remained normal without the aid of medication for 24 hours.
- B. If a student vomits or has diarrhea parents/guardians must keep the student home for 24 hours after the condition ends.
- C. If a student has a respiratory virus such as FLU, RSV or Covid-19, the student must be fever free for 24 hours (without the use of medication) and have an improvement in symptoms before they return to school. Northampton Public Schools follows the Center for Disease Control's Unified Respiratory Guidance and the Massachusetts Department of Public Health's Respiratory Virus Recommendations for the General Public.
- D. If a student has impetigo, the nurse will work with the parents/guardians to establish the quickest safe return to school based on current Department of Public Health and CDC guidelines. Please contact the school nurse before your child returns to school so a plan can be developed.
- E. If the school nurse suspects that a student may have conjunctivitis (pink eye) as indicated by a severely red eye with or without discharge the parent/guardian must provide documentation confirming that the student has been evaluated by a healthcare provider and cleared to return to school. If a student is diagnosed with conjunctivitis (pink eye), the student must stay home for 24 hours after taking the first dose of medication.
- F. If the school nurse suspects that a student has strep throat the student may be sent home for evaluation by a healthcare provider. If a student is positive for strep throat, the student must stay home for 24 hours after taking the first dose of medication.
- G. Following head injury or concussion, students may not participate in physical education or active recess activities until there has been a full return to academics or physician approval. Students with a concussion diagnosis must consult with the school nurse who will follow return-to-play guidelines post-concussion for clearance (105 CMR201.000).
- H. If your child is taking a narcotic pain reliever for an illness or injury, in most cases your child should not attend school.

By following the above policies, we hope to provide a healthy environment for everyone in the school community. If your student has any health issues, the school will make every effort possible to work with you. Please feel free to contact the school nurse and/or your student's primary health care provider if you have any questions or concerns.

Please see the NPS Health Services website page for a more complete look at current health policies.

Meals at School

Breakfast and lunch continue to be FREE for all students preschool through grade 5.

MILK - Each meal comes with a lunch milk.

However, if your child only purchases milk, there is a charge of \$0.50.

Milk purchased on its own is not free.

Free & Reduced Applications and Menus can be found at

<https://northamptonschools.org/project/food-services/>

The classroom teacher will provide a schedule with lunch times.

Each class will have a scheduled snack time. Please provide a snack each day for your child. Some classes may have students with allergies. Your child's classroom teacher will provide you with any information regarding snacks.

No Treats Please!

Please be advised that we ask caregivers to NOT send in treats for birthdays or other parties. To ensure the safe and healthy school environment for all students, we are asking you not to send any food to school for class consumption. On occasion, a teacher may communicate with caregivers about a specific event for which they may request food. There are many ways to celebrate, and teachers will communicate with you how they may choose to celebrate or recognize birthdays, and/or other special events at school. We appreciate your understanding in knowing that any food items sent in will be returned home. Thank you for your cooperation, and please let us know if you have any questions.

Volunteers in Northampton (VINS)

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VINS recruits, trains, and places volunteers in all Northampton Public Schools at the direct request of Teachers/Faculty. VINS recruits volunteers through our many partnerships with community organizations, local businesses, colleges, parents, and active community members.

At RK Finn Ryan Road, we love to have volunteers in our classrooms, on our field trips, and during our field day. There are other ways to volunteer at the school. In order to volunteer at RK Finn Ryan Road, you will need to complete a VINS application, which includes a CORI check. It takes approximately 2 weeks to complete the process. If you know you want to volunteer for a field trip or activity in your child's classroom, please complete the application at least 2 weeks prior to the event.

Please come to the office for an application.

RK Finn Ryan Road Elementary School Council

Parents/Caregivers can get involved in our school through our School Council.

Our School Council meets monthly. Officially, school councils are to assist principals in:

1. Adopting educational goals for the school that are consistent with local educational policies and statewide student performance standards
2. Identifying the educational needs of students attending the school
3. Reviewing the annual school building budget
4. Formulating a school improvement plan

Beyond that, a School Council's identity is determined by the members working in tandem with the Principal.

What is the difference between the School Council and the PTO? At RK Finn Ryan Road Elementary School, the PTO runs fundraising and social events, whereas the School Council is involved more with curriculum and school priorities - though the two groups often work together and in unison to support the school.

How do I become an elected member of the School Council?

- Contact Liam Hurley, PTO President at ryanroadpto@gmail.com
- There may be open caregiver positions on the council. We have an election for the open positions in the fall.

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If I don't become an elected member of the School Council, can I still come to meetings?

- Yes. You are welcome at any/all meetings, and you can help out on projects and sub-committees, if you wish. Much of the time, there's little difference between the roles of elected and unelected members. The meetings are friendly and relaxed, so feel free to drop in on one.

How much work is involved?

- We meet monthly. Meetings generally last 60-90 minutes. Outside of meetings, you may choose to work on some of the Council's initiatives, like the Class Rep program. Or maybe you'll bring something new to the group...

RK Finn Ryan Road Elementary School PTO

The RK Finn Ryan Road Elementary PTO is a non-profit parent-teacher organization whose membership includes all parents, caregivers, guardians & staff.

You can find lots of information on the RK Finn Ryan Road PTO website:

<https://ryanroadpto.org/>

They are also found on Facebook. Our PTO is very active and an incredible asset to our school community. They support students and staff at our school through fundraisers, events, field trips, and volunteering. There are many opportunities to assist our PTO.

If you have a question, please email ryanroadpto@gmail.com

RK Finn Elementary School Supportive Staff

At RK Finn Ryan Road Elementary School, we are all committed to caring for and helping children with positive decision-making. These are people who could help your child during the day as we work to create a safe and friendly school:

1. **Classroom Teachers, Special Education Teachers, Service Providers and Paraeducators in the classroom.** Paraeducators also do an incredible job in the cafeteria and on the playground, building relationships that help our students feel safe and appreciated.

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2. **Principal, Rebecca LeBeau.** Mrs. LeBeau works hard to set a positive school-wide tone, and to follow up with concerns in a thoughtful, careful manner. She aims to be highly responsive and accessible to our entire school community.
3. **Student Support Specialist, Chris St. George.** His role is to support students in class, in the cafeteria, on the playground, and in the hallways, to reach their potential and learn self-regulation strategies. He helps our entire school community respond to emotional and behavioral challenges, and develops and shares opportunities to learn and grow with respectful, reasonable, and logical consequences and supports.
4. **School Adjustment Counselor, Becky Connolly.** Ms. Connolly's role is focused on listening and problem solving with students, as they navigate relationships throughout the school day. She supports social emotional learning individually and in groups.
5. **School Psychologist, Clara McCoy.** Ms. McCoy will be conducting psychological assessments as part of our special education process, but she also has a good deal of experience dealing with behavioral challenges, and will work with teachers and our team to help guide students toward positive learning opportunities.
6. **BCBA (Board Certified Behavior Analyst) - Kate Danforth.** Our BCBA supports the creation and implementation of plans to support positive behaviors at school.
7. **Nurse, Karen Schiaffo.** Nurse Schiaffo certainly deals with any medical issues, but she is also an incredible support for students who might be having any variety of discomforts.
8. **Head Teacher.** Is someone who can support any community needs and gives extra support if Mrs. LeBeau is ever out of the building.
9. **Office Staff:** There are times when our School Secretary, Cheryl Michon, or the Administrative Assistant, Vanessa Keillor, will be the first people to support children. Their role is to de-escalate and show compassion until another member of our team can come and help. They are always available on walkie-talkies to help with any issues that arise.

Our team of Rebecca LeBeau, Chris St. George, Becky Connolly, Clara McCoy, Kate Danforth, and Karen Schiaffo have weekly "Care Team" meetings to discuss any students who we have noticed need an increased level of support. Please contact any of us on the Care Team by calling the school or your child's classroom teacher, if you have any questions or concerns at any time during the school year.

Parking Lot Map

