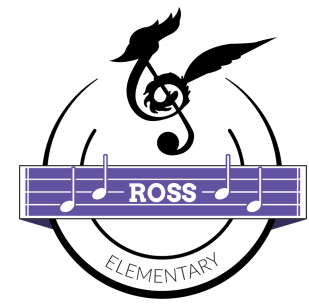


# ROSS ELEMENTARY STUDENT HANDBOOK 2022-2023



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## VISION

The vision of Ross Elementary is to develop an ongoing partnership among scholars, parents, staff, and the community to build a foundation of excellence in life and academic skills.

## PHILOSOPHY STATEMENT

Our school supports the philosophy all children are capable of learning and receive the best education possible. We believe that teachers, community and parents are partners in this process.

## BELIEFS

Scholarship: ALL SCHOLARS HAVE EQUITABLE ACCESS TO ACHIEVEMENT VIA INDIVIDUAL DETERMINATION (AVID)

Potential: ALL CHILDREN CAN LEARN AND WE CAN TEACH THEM

Safety: A SAFE, SECURE, NURTURING ENVIRONMENT IS ESSENTIAL FOR LEARNING

Diversity: DIFFERENCES AMONG OUR FAMILIES ARE TO BE CELEBRATED

Partnerships: FAMILIES AND COMMUNITY PARTNERS ARE A VITAL LINK TO THE ACADEMIC SUCCESS OF OUR CHILDREN

## SCHOOL HISTORY

In the early 1950's the area of Highland Park was a portion of a school district known as District #35. Due to a baby boom following World War II, availability of federal funding as a result of the 1951 flood and the crowded condition of the school district, two new elementary schools were built. Highland Park North and Highland Park South were constructed in 1955 at a cost of \$316,500.00 per school. At that time reversal of the floor plan was the only difference between the two schools. The Highland Park District #35 was annexed into U.S. D. 501 in 1958.

The first addition to Highland Park South was completed in 1958 when classrooms were added to the northwest wing of the building. In 1968 a second wing was added including a physical education room and air conditioning. In 1970 one of the largest media centers in the district was added. In 2002 the district added a second grade classroom in compliance

with the bond issue that was passed. At that time the district also updated the communication wiring in the building, which included telephone and computer drops. During this construction the entire building was air conditioned. During the 2011-2012 school year, other major classroom additions were made to the building, one of which connected it to Eisenhower Middle School. Ross and Eisenhower became co-campus schools with a musical signature being adopted for both.

Highland Park South was renamed Ross Elementary in November of 1993. The school was dedicated to Merrill and Barbara Ross in recognition for their years of service to the district and the community. Merrill Ross was the district's first black principal of a previously all white school. Barbara Ross was an elementary teacher in U.S.D. 501 for 24 years. Her last 18 years were spent at Highland Park South as a kindergarten teacher.

## ATTENDANCE/ABSENCES/TARDIES

	<u>Arrival</u>	<u>School Begins</u>	<u>Dismissal</u>
Monday - Thursday	8:10 a.m.	8:30 a.m.	3:40 p.m.
Late Start Friday	9:10 a.m.	9:20 a.m.	3:40 p.m.

1. Regular attendance, punctuality and success in school are closely related. Patterns for good attendance are established early in the school year. Parents/guardians of all scholars, preschool through fifth grade, must report any absences to the school.
2. Please call the school before 8:40 a.m. each day if you will be keeping your child home during the scheduled school day or call our attendance line at 785-274-6283 to report your student's absence.
3. The Ross administration will excuse up to 10 days per year when a parent has called in to report an absence.

Beyond 10 days, the school reserves the right to require a physician's note.

4. It is the parent's/guardian's responsibility to call the office or attendance line whenever a child is going to be absent. If the school is not notified of the absence, it will be counted as "unexcused."
5. If phoning the office is not possible, a note excusing the student and sent with a sibling is acceptable. It is also acceptable to bring in a note upon returning to school.
6. **Three unexcused absences in a row, five in a semester, or 7 in a year will result in truancy.**
7. Scholars who are absent from school may make up work upon returning to school.
8. An automated call is made on all unexcused absences each evening.
9. Scholars are tardy if they arrive after 8:40 a.m. on Monday-Thursday and after 9:30 a.m. on late start Fridays.

#### **BEFORE AND AFTER SCHOOL DROP OFF AND PICK UP**

The Ross staff is responsible for your child's academic learning from 8:40 a.m. to 3:40 p.m. Scholars should not arrive at school before 8:10 a.m. on Monday through Thursday and 9:10 a.m. on late start Fridays and they must be picked up promptly at 3:40 p.m. **All scholars not involved in afterschool programs must be picked up by 3:55.**

#### **BIRTHDAY TREATS/PARTIES/SPECIAL OCCASIONS**

Treats may be sent in celebration of a student's birthday. It is requested that treats be hand held items such as cupcakes or pre-packed snacks. These items are much easier for teachers to dispense, as we are not equipped with knives, napkins, or cups. Teachers appreciate being notified at least one day ahead of the birthday celebration. Treats **must** be served before 3 pm. In the event, a birthday party is planned away from school, please do not send invitations to school unless the entire class is to be invited. If sending balloons, flowers, etc. to a student for any occasion, they will be kept in the school office for the child to pick up at the end of the day.

#### **BOOK RENTAL**

Ross Elementary provides textbooks on a rental basis. The rental price is established by the Board of Education and covers the cost of purchasing the books based on usual wear and replacement. Scholars are assigned the books for which they are responsible, and they must pay for unnecessary marking, damage, or loss of the book. It is the parents' or guardians' responsibility to make provisions for payment of book rental. If textbook fees are not paid by the end of October, the amount owed will be turned into the district office for collection. Unpaid textbook fees will be added to the child's next school year enrollment fees. Refunds figured on a prorated basis are issued if a student withdraws from the Topeka Public Schools.

#### **BREAKFAST/LUNCH**

Breakfast is served in the Cafe from 8:20 to 8:50 a.m. and from 9:20 to 9:40 a.m. on late arrival Fridays. Lunch periods are staggered between 11:00 a.m. and 1:00 p.m. We welcome parents, guardians, and friends to eat with Roadrunners at any time. We ask that guests eat only with their designated child and that these scholars leave the cafeteria at the same time as all other scholars in their class.

All scholars at Ross receive breakfast and lunch free of cost. Scholars may also bring a lunch. Scholars may not bring soda with their cold lunch. No snack items are allowed if not part of a full lunch which should include a main dish.

#### **CELL PHONES/PAGERS/ PERSONAL STEREOS/ HANDHELD GAMES/ ELECTRONICS**

1. Cell Phones and Electronic Devices cannot be used during the school day. If your child has a cell phone or other electronic devices at school, it should be turned off between 8:40 a.m. and 3:40 p.m. Scholars or parents needing to contact each other during the school day should make their calls through the office. Scholars who are found using their cell phones during the school day will be asked to turn them off. The next

time it occurs they will be confiscated and the parents will be contacted.

2. Personal Stereos cannot be used during the school day. If you send one for your child to use on the bus, they must keep it in their book bag during the day. As with the cell phone we will give a warning and then confiscate and contact parents.
3. Hand-held games may be brought to be used on the bus and at indoor recess with the classroom teacher's permission.
4. The school will not be responsible for lost or stolen electronic devices.

### **CIVIL DEFENSE**

Whenever there is a civil defense alert, the scholars are moved to the safest area until the threat is over. All school activities scheduled at the end of the school day will be canceled whenever Topeka is in a tornado watch. During a tornado warning, only parents or their designee may pick up their own children.

### **CLOSING SCHOOLS IN BAD WEATHER**

School will be held as specified by the official school calendar. Should inclement weather conditions force the closing of school, the Superintendent or the Superintendent's designee shall make the decision as early as possible and shall notify the community via the local news media.

### **REDUCING THE SPREAD OF COMMUNICABLE DISEASES (COVID-19/INFLUENZA)**

As we continue to work to reduce the spread of communicable diseases, such as COVID-19 and influenza, the school has established plans and protocols to reduce the risk of exposure to students and staff while in school buildings. While we hope many precautionary measures can be reduced or eliminated this school year, we ask for your cooperation in following any that are put in place for everyone's safety.

To aid the school and community in fighting the spread of communicable diseases, please read and adhere to the following DO's and DON'Ts.

- DO NOT come to school if you have tested positive for COVID-19, have been asked to quarantine due to exposure to COVID-19, or are exhibiting any symptoms of COVID-19 or other communicable disease.
- DO follow any safety protocols that have been put in place, including, but not limited to, distance learning, staggered attendance, social distancing in classes and hallways, mask wearing, and other precautionary measures.
- DO wash your hands often.
  - Wash your hands often with soap and water for at least 20 seconds.
  - It's especially important to wash:
    - Before eating food;
    - Before touching your face;
    - After using the restroom;
    - After blowing your nose, coughing, or sneezing; and/or
    - After handling your cloth face covering.
  - DO NOT touch your eyes, nose and mouth with unwashed hands.
  - DO cover coughs and sneezes
    - Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
    - Throw used tissues in the trash.
    - Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with

hand sanitizer that contains at least 60% alcohol

### **CUSTODY**

In cases where there is a divorce or separation, each parent should understand that either parent has full access to the child enrolled in our school. If there has been legal action that restricts one of the parents from access to the child, a copy of such legal action must be on file with the principal. Such documents must be filed, stamped and signed by a judge. The custodial parent is requested to present such documents during a personal conference with the principal.

### **DISCIPLINE POLICY – SEE TPS STUDENT HANDBOOK – Board Policy 8125**

The school will make available to all parents and guardians copies of classroom rules, rewards and consequences. The discipline rules and rewards are posted in each classroom.

### **DISMISSAL**

1. Scholars will be dismissed at 3:40 PM.
2. If a teacher keeps scholars for more than ten minutes, the teacher will notify parents.
3. The school phone is not to be used by scholars to make social arrangements after school. Pick-up procedures should be pre-arranged and scholars should be aware of the arrangements everyday.
4. Any changes to the pick-up routine should be communicated with the classroom teacher or through the office before 3:00 p.m. to ensure proper notification.
5. Older brothers or sisters from middle schools will wait outside of Ross for their younger sibling(s) to get out at 3:40 PM. These scholars are expected to wait in an orderly manner. If there is disruption to the school environment, parents will be notified and further consequences may be assigned.

### **EARLY DISMISSAL**

We encourage you to try and schedule your child's appointments after school hours. If this is not possible, you must come to the school office to check your student out. For your student's safety, the teacher will not release a student to anyone who has not been cleared through the school office. Children should remain in school during instructional time. Please provide notes verifying attendance at appointments.

### **EMERGENCY SAFETY INTERVENTIONS (ESI)**

The use of seclusion or physical restraint is considered to be an "emergency safety intervention (ESI)" and shall be used only when a student presents a reasonable and immediate danger of physical harm to the student or others with the present ability to effect such physical harm.

Restraint is defined to include the following:

- a) "Chemical restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement. This term does not include prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue these treatments.
- b) "Mechanical restraint" means any device or object used to limit a student's movement. This term does not include those protective or stabilizing devices either ordered by a person appropriately licensed to issue the order for the device or required by law, any device used by a law enforcement officer in carrying out law enforcement duties, and seat belts and any other safety equipment when used to secure students during transportation.
- c) "Physical restraint" means bodily force used to substantially limit a student's movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

Restraint Restrictions

The use of chemical and mechanical restraint is prohibited, except as allowed in the above limited circumstances. Physical restraint may only be used when a student presents an immediate danger to self or others.

#### Reports of Emergency Safety Interventions

In the event an emergency safety intervention is used with a student the parents/guardians will be notified the same day that the ESI was used. All ESI events are reported to the Kansas State Department of Education.

For detailed information go to our website and click the Departments tab. Click on the Emergency Safety Intervention link where you will find additional ESI Information.

#### **EMOTIONAL & PHYSICAL HEALTH OF YOUR CHILD**

Please visit with your child's teacher, the principal and/or the counselor/social worker if you have concerns about your child's emotional or physical health. The school offers services in many areas that may be helpful to your child.

#### **FACILITIES RENTAL REGULATION**

In Topeka Public Schools, Facility Rentals are arranged by contacting the Hummer Sports Park Staff at 295-3750.

#### **FIELD TRIPS**

Field trips are a valuable educational tool to provide enrichment and serve as an extension of the curriculum. Field trips by classes may be taken throughout the year at the discretion of each teacher. Acknowledgement of the field trip process is obtained during enrollment. Parents are encouraged to volunteer to accompany their child's class. Parents may be asked to drive on field trips. Each driver must sign a form and provide proof of insurance and valid driver's license. The school reserves the right to withhold scholars from attending field trips due to behavior concerns. Parents will be notified if such restrictions are implemented.

#### **FIRE DRILLS**

Ross Elementary conducts regular fire drills in accordance with state law. Each teacher is to post a notice by his/her classroom door regarding the procedure to follow during a fire drill. Each teacher will discuss this procedure with all scholars so that they understand the expectations in the event of an emergency.

#### **GENERAL EDUCATION INTERVENTION (GEI)**

Each elementary school in the Topeka Public Schools District has either a school resource team or school support team. Concerns that teachers or parents/guardians may have about the academic, social or psychological well being of scholars may be brought before the team for study. The SRT or SST consists of several professionals who may include the psychologist, counselor, social worker, classroom teacher(s), learning resource teacher, nurse, speech clinician, interventionist and principal. Parents will receive prior notice of a meeting regarding their student at least a week in advance.

#### **HARASSMENT/INTIMIDATION**

Ross' staff and scholars are expected to treat one another with respect and consideration. If someone is harassing or intimidating staff or scholars by word, deed, or gesture, it is the responsibility of the staff member or student to notify building level administration. If the issue involves building level administration, then the TPS Human Resources Department may be notified.

#### **HEALTH SERVICES**

Immediate first aid is provided in the event of injury at school. Parents are contacted to assume responsibility in case of serious injury or illness. In the event of a serious injury, school staff may call 911 and request an ambulance. Parents reserve the right to deny transport. Schools have limited health (nurse) services. Topeka Public Schools does not provide accident insurance for scholars.

## **HOMEWORK POLICY**

The practice of giving homework assignments is strongly supported and encouraged by the Topeka Board of Education. In order for the practice to be educationally sound, each local attendance center and individual classroom teacher has the responsibility to determine the need for and the amount of homework, taking into consideration the individual differences among scholars.

## **INCLEMENT WEATHER PRACTICE**

Fresh air and exercise are good for the body and mind. Scholars will be expected to be dressed for outside play. You can assume your child will be going outside for recess daily unless one of the following prevails:

1. The area is under a severe weather alert.
2. It is raining/snowing.
3. The temperature/wind chill index is below 20 degrees.

There may be times when a teacher may elect to take his/her class out for a short break during winter months. This is especially true when there have been several days of indoor recess. If for medical reasons your child has restrictions, a note should be sent. If the restricted period is for more than two days, a physician's note should be provided.

All afterschool activities will be canceled if a weather watch or warning is announced.

## **INSTRUMENTAL MUSIC**

Band and orchestra are offered to scholars in fourth and fifth grade. Usually, scholars must provide their own instruments. However, a limited number of instruments are owned by the district and it may be possible to rent an instrument from the school district.

## **KANSAS CERTIFICATION OF IMMUNIZATION**

Kansas law requires that each child enrolling in a Kansas school for the first time must furnish a Kansas certificate of

immunization before the child can attend class. This form must be completed and signed.

Health examinations are required for all scholars upon entry into school. Scholars should also visit a dentist yearly for early detection of defects and treatments.

All health forms are available in any school office and should be returned to the office upon completion by the physician or dentist.

***Failure to complete the necessary forms and immunizations will result in your child being excluded from school.***

## **KINDERGARTEN ORIENTATION**

Parents of prospective kindergartners are invited to an orientation held in the spring of the year prior to beginning kindergarten. At that time, the parents receive information and forms necessary for enrolling a child in kindergarten. State law requires that a child be five years old on or before August 31<sup>st</sup> to be eligible for kindergarten. Parents are required to present a certified birth certificate, health assessment and immunization records prior to the first day of attendance. Student dental exams are recommended prior to school entrance.

## **LATE ARRIVAL FRIDAYS**

School begins at 9:30 a.m. Breakfast will be served between 9:20 and 9:40 a.m. School dismisses regularly at 3:40 p.m.

## **LOADING AND UNLOADING SCHOLARS FROM VEHICLES**

In Topeka Public schools, scholars riding to and from school in cars or buses are to be loaded and unloaded from the side of the street adjacent to the school grounds. **At no time should scholars cross the street to or from vehicles!** Scholars are not to be loaded or unloaded in the marked crosswalk areas or bus stop areas.



### **LOCKDOWN DRILL**

Should an unsafe event occur, such as an unauthorized intruder in the building and/or an emergency occurring in the neighborhood, Ross will go into lock-down. During lock down, all inside doors will be locked and individuals should be out of view. Lock down drills will occur periodically.

### **LOST AND FOUND**

A Lost and Found box is maintained at Ross. Scholars who find articles should turn them in at the office. Scholars and parents are asked to check the lost and found for missing articles. Unclaimed items will be disposed of after a reasonable length of time.

### **MEDICATION PROCEDURES**

1. The student's parent or lawful custodian must complete a request and permission form before any medication will be administered to the student. Longer-term medications require the physician's signature.
2. All medicines must be in a container clearly marked as to the medication contained therein and with directions.
3. Prescription medicines must be in the original container marked with the amount of single dosage, name of physician and date.
4. Cough drops, aspirin/pain medication or any over the counter medication **MUST** be brought by the parent/guardian, and a form must be signed before we can administer this medication.
5. Some medications (inhalers, etc.) are allowable for a student to carry with proper documentation on file.

### **MONEY SENT TO SCHOOL**

There are occasions when it is necessary for scholars to bring money to school. Please send the money in a sealed envelope with your child's name, teacher's name, purpose for and amount of money written on it.

### **MOVING FROM ROSS**

If you are moving and your child will be attending another school, please contact the office as soon as possible to provide your new address, approximate date of the move, and the name of the school where you are transferring. If the new school is a TPS school, all records will be sent directly to that school from Ross. All fees must be paid and items belonging to Ross returned prior to moving. All records, report cards, acknowledgement of book rentals, etc. will be mailed directly to your student's new out of district school, providing all school fees have been paid and any school owned property/materials have been returned.

### **PARENT-TEACHER CONFERENCE**

Parent-teacher conferences are held twice a year, once each semester. The classroom teachers will schedule the conferences and every effort to schedule siblings sequentially is made. Any parent wishing to have a conference with the principal or a teacher at times other than conference time should call the school office so that the conference may be scheduled.

### **PERSONAL ITEMS/BELONGINGS**

Scholars are NOT permitted to bring personal games, toys (including fidget spinners), radios, iPODS, or other items to school without permission from school personnel. If personal items are brought to school, they are subject to confiscation and may be held in the office until an adult picks them up. Ross will not be responsible for lost or stolen items.

### **PETS**

Please do not bring pets onto school grounds or into the school without permission.

### **PEPSI CONTRACT**

The Topeka Public Schools has an exclusive contract with Pepsi. At school events, Pepsi products must be used. There are no exceptions.

### **Comprehensive Integrated 3-Tiered Support (Ci3T)**

Ross Elementary uses a comprehensive integrated 3-tiered support plan that details expectations for academics, behavior and social-emotional learning. This is a school-wide program to maximize academic engagement and achievement for all scholars. Your scholars should come home talking about behavior and academic expectations at Ross. We are all working hard to maximize our instructional time. Scholars have been introduced to our school-wide expectations and teachers are explicitly teaching behavior expectations in the school. In addition all scholars participate in Second Step lessons to address social-emotional well-being. Please look over the matrix and visit with your student about the behavior expectations. Scholars will receive "Scholar Dollars" when they exhibit appropriate behaviors aligned with "The Ross Way."

### **PARENT TEACHER ORGANIZATION (PTO)**

Ross Elementary has a Parent Teacher Organization that welcomes families of all Roadrunners. PTO meetings are held monthly. The organization supports the school in a variety of ways. Community building events, fundraisers and opportunities to volunteer are a few of the ways that the PTO supports Ross.

### **REPORTING SCHOLARS' PROGRESS**

All elementary scholars of Topeka Public Schools are issued report cards at the end of each nine-week grading period. Report cards are issued to parents, at the end of the first quarter, during the parent-teacher conferences. The second and third quarter report cards are sent home with the scholars within a week of the quarter ending. The fourth quarter report card will be mailed home a week after school is out. Please make sure we have an updated address. Teachers are asked to inform parents of scholars who are performing less than satisfactory (academically or socially) at any time deemed necessary.

### **ROOM/TEACHER ASSIGNMENTS**

The building principal is responsible for assigning teachers to specific grade levels and subsequently scholars to a particular

teacher. Kindergarten scholars will be assigned to their permanent placement by the end of the first week of school.

### **ROOM VISITATION/VISITORS**

Parents and patrons are welcome and encouraged to visit the school and their child's classroom. Parents/guardians/visitors are required to sign in at the office and obtain a visitor's badge upon arrival. Identification may be requested. During the visit, please remember that classes are in session and we appreciate lowered tones in the hallways and classrooms. We also appreciate no phone conversations in order to honor student learning. Speak to all staff, students, and other parents in a positive manner (no cursing).

### **ROSS SAFETY RULES**

#### Bicycles

Students may ride their bicycles to school. If you ride a bike to school, the bike must be parked in the bicycle racks. Be sure to secure the bike to the rack with a lock. It is recommended that you keep a record of your bike's serial number at home in case of theft. When on school property, please walk your bike.

#### Pedestrians

Scholars must use proper safety procedures in walking to and from school. In areas where sidewalks are non-existent scholars should walk facing the traffic and near the curb. scholars should not walk down the middle of the street.

#### Parents

1. Observe the 20 mph speed limit in the school zone.
2. Do not park in the areas marked NO PARKING in front of the school.
3. Pedestrians in a marked crosswalk have the right of way—YIELD TO THEM.
4. Please do not have scholars run across the street to meet you. Please pick them up from the designated walker pick-up area in front of the main entrance.

## **RULES FOR GENERAL BEHAVIOR**

The rules expected from scholars at school are a combination of common courtesy and safety considerations. There are only a few special areas, which require the application of very specific rules. The following types of conduct are never permissible and consequences can be expected if these are abused:

1. Fighting/Biting/Spitting
2. Bullying defined behaviors
3. Defiance of school staff/argumentative
4. Use of profanity or language deemed inappropriate by school staff
5. Possession of weapons or other dangerous objects
6. Possession or use of any controlled substance
7. Vandalism/Theft
8. Refusal to follow rules of appropriate dress

## **SCHOOL CONCERNS**

All school concerns should be dealt with at the level at which they occurred. If the concerns are not resolved at the teacher level, contact the building administrator.

## **SCHOOL DRESS**

While this school does not have a formal dress code, we do have expectations for appropriate school attire and cleanliness. Halter tops, undershirts without sleeves, spaghetti strap blouses or dresses, midriff tops, short shorts, baggy/low riding pants, any apparel with inappropriate language, weapons, sexual innuendos, drugs or alcohol products will be cause for the parent to be called and an immediate change of clothing brought to school. Scholars should not wear tennis shoes with skates in the heels (Heelys). These are considered dangerous when used at school. All final school dress decisions are made by administrators.

## **SCHOOL PARTIES**

Parties will be at the discretion of the principal.

## **SCHOOL PICTURE INFORMATION**

Individual student pictures are taken during the first semester. Classroom pictures or composites are available second semester. Appropriate information will be sent home with scholars prior to picture dates. Picture money must be the exact amount (no change available at school) and must be at school **BEFORE** pictures are taken.

## **SECURE CAMPUS**

In the event that there is an unsafe occurrence in the general vicinity of the school, scholars and staff will go into "secure campus." This means all exterior doors are secured, staff and scholars remain inside the building, but normal activity occurs in the building.

## **SITE ADVISORY COUNCIL**

Every elementary school has established a school Site Advisory Council. The purpose is to participate in the school improvement process by:

1. Providing advice and counsel to the school administrator in evaluating state, school district and school site performance goals and objectives.
2. Providing advice and counsel to the school administration in determining the methods that should be employed at the school site to meet these goals and objectives.

School site councils are organized and function as determined by each school administrator. Each team is formed in addition to the PTA/PTO or the District Citizens Advisory Council. Parents/guardians who are interested in serving on the School Site Advisory Council are encouraged to call the administrator in the building.

## **SEXUAL HARASSMENT**

Sexual Harassment is defined by policy as "sexually derogatory remarks, unwelcome verbal sexual advances, and requests for sexual favors, unwelcome physical contact, or other verbal or physical conduct of a sexual nature." Scholars have a legal

right to be protected from unwanted, sexual comments or actions. Therefore, sexual harassment will not be accepted or tolerated in school. Any employee or student who engages in sexual harassment of any student will be subject to disciplinary measures.

### **SMOKING**

District policy states that no smoking is allowed on Topeka Public Schools property.

### **SOCIAL MEDIA**

Most social media sites have an age requirement of 13 years old. Due to this it is strongly advised that scholars in the elementary school refrain from joining these sites due to potential issues with cyberbullying and dangers of online predators. Scholars who engage in social media that results in disrupting any part of the school day may be subject to school consequences.

### **STUDENT ILLNESS**

1. Care is taken to see that your child does not remain in school when he/she becomes sick, shows signs of rash, sore throat, or temperature over 99.6 degrees.
2. A member of the school staff will phone when your child becomes ill.
3. We ask that you keep your child for a full 24 hours after their temperature returns to normal without medication following any illness.
4. If your child becomes ill at school, the principal may send or take them home after notifying you.
5. If you suspect your child is developing a communicable disease, you must notify the school promptly and keep them home for the stated isolation period if the disease develops.
6. If the communicable disease does not appear, the student may return to school.
7. Staff procedures for fever are as follows:
  - a. When temperature is suspected, take temperature
  - b. Notify school administration and parent

- c. Send the student home if the temperature is 99.6 degrees or above, and the student has headache, sore throat, nausea, sneezing, and coughing, or other symptoms.
  - d. A student with a temperature of 100.4 degrees or above should be sent home even when there are no other symptoms
  - e. Advise bed rest and medical attention if temperature is 100.4 degrees or above.
  - f. Inform parents that the student should remain home until temperature has been normal for 24 hours.
8. Exclusion Policy for Sick Scholars (According to KDHE)
- a. Oral temperature of 99.6 degrees or above with headache, sore throat, nausea, coughing/sneezing or other symptoms– Free of fever for 24 hours
  - b. Oral temperature of 100.4 degrees or above will be sent home even when there are not other symptoms– Free of fever for 24 hours
  - c. Severe cough where student gets red or blue in the face or makes high-pitched “croupy” or “whooping” sounds after coughing– Symptom free or physician's written approval to return to school
  - d. Diarrhea, maximum of two watery stools in a four-hour period– Free of diarrhea for 24 hours
  - e. Vomiting– Free of upset stomach and vomiting for 24 hours
  - f. Conjunctivitis, Bacterial (Pink-eye) Inflammation of the conjunctiva of one or both eyes, swelling of the eyelids, and purulent discharge– Excluded from school until 24 hours after treatment has been initiated
  - g. Infected areas of the skin with crust, yellow, dry areas or rash, e.g. impetigo, ringworm, etc.  
Return to school 24 hours after treatment has been initiated

h. Severe itching of the body or scalp or constant scratching of the scalp, e.g. head lice or scabies

- When a student is found to have live lice and/or nits at school, the health clinic staff calls the student's parent/guardian. During this initial phone call, health clinic staff asks if the parent/guardian is able to pick the student up from school so treatment with an antiparasitic agent, e.g. NIX can be initiated.

If the parent/guardian is unable to pick up the student, the student remains at school and goes home at the end of the school day in the usual manner. If the student remains at school, the principal determines if the student returns to the classroom for the remainder of the day. KDHE, CDC, and the American Pediatric Association no longer requires a student to be sent home immediately when live lice are identified.

Students may return to school following:

- 1) Treatment with an antiparasitic agent (NIX) and no longer have live lice
- 2) Treatment with an antiparasitic agent (NIX) but still have nits

Health care staff will follow up with students who return to school with nits following the initial treatment. As needed, health clinic staff conduct classroom head checks.

i. Fainting or seizures (other than pre-existing condition) or general signs of listlessness,

weakness, drowsiness, flushed face, headache, or stiff neck

Symptom free or physician's written approval to return

### **STUDENT RECORDS**

Records and folders are maintained on each student enrolled at this school and are kept in a secure location. Parents wishing to view their child's records may do so according to the policies set by the Board of Education.

### **TELEPHONE/ADDRESS/GUARDIAN CHANGES**

Please notify the office when a phone number, home address, place of employment, doctor, etc., has changed. The school must have complete and current information about each student. It is also important that we have the name and phone number of someone who can take responsibility for your child in case you cannot be reached. The school needs three telephone numbers on file to help us reach a student's parent(s). In addition, if guardianship is changing a letter must be sent to Ross Elementary stating the starting date and contact information for a new guardian.

### **TORNADO DRILL/WARNING**

Once the weather bureau sights a tornado, a "Tornado Warning" is issued. Teachers will take their scholars to the designated area he/she has been assigned. Scholars are to sit on the floor facing the wall with their hands and arms covering their heads. Scholars are away from windows and will remain near an inside wall. Scholars are to be kept at school during a warning even if it extends dismissal time. The all clear will be announced from the office. State law requires completion of three drills per year.

### **TRANSPORTATION**

Transportation is provided as a privilege at district expense for those scholars whose residence is at least one mile from school. Appropriate behavior is expected of all scholars. The building principal will address inappropriate conduct on the bus. If scholars consistently display inappropriate bus behaviors, short

term, long term, or permanent bus suspensions may be applied. Please refer to the Parent-Student Transportation Handbook given to parents at enrollment or pick up a copy in the school office.

### **TRUANCY**

Parents must call the school before 8:40 AM if their child is going to be absent from school. If a family has no telephone, an effort should be made to call from work or send a note with a brother, sister, or another student in the neighborhood. If this is not possible, return a note with your child the day he/she returns to school. Excessive excused absences will result in a doctor's note being needed to excuse further absences. Notices will be mailed home prior to filing truancy in order to be proactive in preventing truancy. School personnel are available to conference about and problem solve issues surrounding attendance. **Three unexcused absences in a row, five unexcused absences in a semester or seven unexcused absences in a year constitutes truancy.**

### **USE OF TELEPHONE**

The telephone at school is available for school business and emergency use. Scholars should make arrangements before leaving home for outside school activities, permission to go home with other scholars, etc. Also, please try to inform your child of any changes regarding who is to pick them up before the school day starts. If that is not possible, please call the school so that a message can be given to the student and teacher, before 3:00 p.m. in order to ensure proper communication.

### **VOLUNTEER PROGRAM**

Parent participation is a vital part of our school program. Each time a parent volunteer assumes a task, the educational program at Ross is enhanced by just that much. Giving of your time to assist in the school is an excellent opportunity to demonstrate to your child that you are truly interested in what is going on at school and to become better acquainted with the total school program. No special skills are necessary.

If you can volunteer at Ross, please contact the school office so that your assignment can address the greatest need. If interested in becoming a volunteer, please contact Burnett Center for applicant information at 295-3000. We truly appreciate your willingness to make Topeka Public Schools a great place to learn!

### **WEAPONS POLICY**

Board of Education policy prohibits possession or use of lethal weapons and defines the offense as "Possessing, using, or transmitting any object or substance that, in fact, or under the circumstances, can reasonably be considered sufficient to cause serious harm." Laser pointers fall under this definition. Should any weapon or "look-alike" be found on a child or in his/her possession at school or at a school function, the weapon will be confiscated and the parent notified. Lethal weapons will be turned over to campus police and or city police. Additionally, all offenses involving the "possessing, using, or transmitting" of lethal weapons must be reported in writing to the Superintendent and Board of Education.