



**Ross Elementary School
National School of Character
2019-2020 Student/Parent Handbook**



SCHOOL SCHEDULE

8:45 a.m.	Breakfast
8:50 a.m.	Entrance Bell
9:05 a.m.	School Begins
4:00 p.m.	School Dismissal

School Colors-	Purple and White
School Mascot-	The North Star
School Motto-	“Showing the Guiding Lights Each Day, we chose to live the North Star Way”

Principal- **Dr. Lisa Luna**
Assistant Principal- **Ms. Malissa Beecham**

SCHOOL INFORMATION AND POLICIES

1. Attendance

Absence Guidelines for Families

Regular attendance and punctual arrival are essential for school success. Daily attendance is expected and encouraged for all students. If your child is ill, please call the Attendance Hotline **(314)415-6726** by 8:45 a.m.

The Board of Education believes daily attendance is the initial step in achieving academic success. Education is a total process based on continual communication and shared responsibilities among parents, students, teachers, and the school. The Board of Education recognizes parent(s)/legal guardian(s) have both a legal and moral responsibility to require and promote regular school attendance. Furthermore, the Board of Education believes that, as students mature and progress through the educational system, they should assume primary responsibility for regular and prompt school attendance. The professional staff recognizes a successful school experience is directly related to a sound pattern of attendance. Therefore, each teacher and administrator will expect regular and prompt daily attendance.

While the Board of Education seeks to provide educational services beyond the mere minimum requirements of the law, the law requires all children within the compulsory attendance age to regularly attend a public, private, parochial, parish, home school or a combination of such schools for the duration of the entire school term. The compulsory attendance age is between 7 and 17 years of age or, if under 17, until the student successfully completes 16 credits toward high school graduation.

Once enrolled in the district, no matter the age, the district expects the student to attend regularly and for the student's parent(s)/guardian(s) or other adults having charge, control or custody of the student to communicate regularly and honestly with the district regarding the student's absences. Because the Parkway School Board and district staff strongly believe that regular attendance is important in gaining the most from the educational experience, and because state law requires district staff to report all instances of abuse and neglect, including educational neglect, the district will make every effort to ensure students are attending school as required by law. These efforts include, but are not limited to: accurately recording attendance, creating procedures for regular communication with parents/guardians regarding attendance, investigating truancy, and reporting suspected incidences of educational neglect to the Children's Division of the Department of Social Services.

Approximately every six weeks, parent(s)/guardian(s) shall be notified of their child's attendance. Additionally, parents/guardians shall be notified of excessive absences or excessive tardiness through conferences, telephone calls, e-mails, letters, notices, or progress reports. School officials shall address such issues through the following: student-teacher conference, parent/guardian conference, support personnel assistance (e.g., school nurse, counselor, social worker, administrator, Care Team), Family Court referral and/or hotline call to the Children's Division of the Missouri Department of Social Services (for students under age 16).

Teacher Responsibilities

Teachers will determine the best course of action to help a child make up the learning that was missed. When a student has a disability under Section 504 of the Rehabilitation Act and/or the Individuals with Disabilities Education Act and absences impact progress in the curriculum, members of the child's IEP/504 team will collaboratively determine what accommodations and/or services are necessary.

Parent/Guardian Responsibilities

Missouri law places the responsibility on parents and guardians to see their children attend school. Parent(s)/guardian(s) need to call and provide the school office with the reason for each student absence on the day of the absence.

Enrollment Status of Absent Students

Students whose parent(s)/guardian(s) inform the school that the student will not be returning to school shall be dropped from daily attendance rosters. The same is true of students who are absent for ten (10) days or more and school officials have inquired of parent(s)/guardian(s) as to the student's status but cannot determine whether the student will return to school.

When the Principal has information that a student is going to be absent from school for ten (10) or more days but will be returning to school, the student shall be reassigned in the District's student information system until the student returns. The District will not guarantee the student can be kept in the same schedule/classes upon his/her return.

Communication to Parents/Guardians

Each new student and his/her parent(s)/guardian(s), upon initial entry into the Parkway School District, shall receive a copy of this policy. Otherwise, the policy will be published annually on the district's website and made available to each Parkway family upon request. Building attendance procedures, which must be consistent with this policy, will be communicated in writing to the students and parents/guardians annually.

2. AFTER SCHOOL ACTIVITIES AND CLUBS

Ross offers many after school events and clubs for our children which are led by our Ross staff members. The classes and clubs are differentiated by grade levels in order to provide many opportunities for our children. Club information is communicated through Backpack Mail and the Principal's Newsletter (The Northstar). **Bus transportation is not provided for after school clubs and events. It is the responsibility of a parent or guardian to provide the transportation for all clubs.**

3. BIRTHDAYS

We are excited to honor every child's birthday at Ross and know that there are many different ways that a family may celebrate and recognize a child's birthday. **Ross adheres to Parkway's Food Protocol and families are not allowed to bring food treats to school.** The policy serves as a structure to protect the health and safety of our students with life-threatening food allergies. As a school, we celebrate your child's birthday publically and recognize them during our morning announcements. We also provide a small birthday surprise. Weekend birthdays are recognized during the Monday morning announcements and summer birthdays are recognized in early August. If parents do not want their child publically recognized for their birthday due to religious reasons, please notify the school. Parents and guardians are also invited to join their child for lunch on their child's special day. **Please note that individual Birthday Party Invitations may NOT be distributed during the school. We ask that families share and distribute invitations outside of the school day.**

4. BUS SAFETY

Bus drivers have the responsibility to maintain a safe and orderly environment on our school buses. The drivers have the right to speak to the students and assign seats as needed. Violations, which are deemed hazardous or unsafe, will be written up on a Bus Misconduct Form by the driver. One of the school administrators will follow up with a conversation and a possible consequence for bus misconduct. **Administrators may also initiate a Bus Contract to ensure the school works in collaboration with the family to provide a safe bus ride to and from school.** Parents and guardians will be notified when there is a bus infraction by school administration. All bus drivers follow our school-wide expectations and Universals.

Ross Bus Expectations

1. Keep hands, feet and all of other objects to self.
2. Follow adult directions.
3. Use appropriate language and voice volume.
4. Report all concerns to an adult.
5. Sit in your assigned spot.
6. Share the seat and show kindness.
7. Stay in your seat facing forward.
8. Be safe!
9. Take all personal belongings on and off of the bus.

In order to allow a child to ride a different bus, a note is required for documentation purposes. **If parents have transportation concerns, please feel free to call Parkway Transportation or Ross Elementary School. Concerns regarding specific bus stops or routes must be addressed through the Transportation Department at 314 415-8400.**



5. CHILD CARE (BEFORE AND AFTER)

Students at Ross have the opportunity to participate in The Adventure Club Program. Families must contact Adventure Club directly to register for the program. The program begins before school at 6:00 am and ends at 6:00 pm. **Parents can call 636 891-6675 or locate registration info at www.prcommunityed.org.**

6. CHARACTER EDUCATION

Ross is a National School of Character and as a School of Character we exemplify a collaborative, caring and safe learning community. The school utilizes five character virtues to embody the way we interact and engage with one another. The character virtues are referred to as our Ross Guiding Lights. The Guiding Lights are the foundation of our school and are reinforced in our school universals and expectations (**Respect, Responsibility, Honesty, Perseverance and Compassion**).

Ross also initiates many Promising Practices to support the social and emotional side of each child.
Promising Practices

A. North Star Families

Each month, our students gather with their North Star Family on Late Start Days. The purpose of the family structure is to provide an opportunity to develop strong adult and multi-age peer relationships over the child's elementary life at Ross.

B. High Five, Hug or Handshake

Each child is personally greeted at the door by the classroom teacher by name. Students are given the choice of choosing to be greeted with a hug, high five or handshake.

C. School Pledge

We begin each day with morning announcements as well as reciting the Pledge of Allegiance and the Ross School Pledge. The school pledge reinforces the importance of living the North Star Way and demonstrating the Guiding Lights each and every day.

D. Buddies

Grade levels pair up periodically for buddy activities. Our kindergarten students pair with third grade students, fourth grade pairs with first grade and second pairs up with fifth grade. During buddy activities, our teachers integrate important Parkway curriculum and offer additional peer mentorship opportunities for the children.

Along with Promising Practices, Ross promotes student leadership as part of our Character Education structure. Students in grades three through five have the opportunity for leadership roles as members of Character Council and the Principal's Cabinet. Students in grades four and five can also serve as Ross Ambassadors and work with staff members for community service and school leadership. Applications for Character Council and Ross Ambassadors will come home during the first few weeks of school. Students also have many leadership opportunities in the classroom!

School Virtues = Ross Guiding Lights

Respect, Responsibility, Compassion, Honesty and Perseverance



7. COMMUNICATION

Each Thursday, we send district, school information, and PTO fliers with our students through a child's backpack. We call the communication, **Backpack Mail**. The purpose of sending school information on Thursday allows our families to anticipate the communication on a specific day of the week. We also communicate regularly with our families through email, Facebook, Twitter, (@**RossElementary**), the school website and a monthly principal's newsletter which is called the **Northstar**. **The Northstar** is sent home electronically and provides parents and guardians with important dates and school event updates. The best way to receive timely communication is to use the Parkway mobile app. The Parkway mobile app allows families complete access to important information using the Parent Portal. The Parent Portal gives all parents' access to their child's Progress Report, attendance, lunch account and other vital student information.

It is ESSENTIAL for all families to have access to email in order to access district and school communication as well as the Parent Portal. If families need support setting up the Parkway Application on a cellular device, please contact the school.

8. COMMUNITY CAFÉ

This year, we will hold several evening opportunities for families to come to the school and gather as a community. The Community Cafe will be an opportunity to attend a Speaker Series, engage in dialogue with the school principal, make connections with other families and provide feedback and voice to the school community. **Community Café dates will be communicated throughout the year.**

9. DRILLS

We hold several drills during the school year to prepare the students for an emergency. Throughout the school year we will conduct Fire, Tornado, Earthquake, and Intruder Drills with the students. We will also teach our children to locate our two Rally Points in case of a school-wide evacuation. The Rally Points will be used if we need to evacuate the building and gather at a safe place off of the school grounds.



10. DRESS CODE GUIDELINES

In an effort to provide a positive atmosphere at Ross School, student dress should be comfortable and in good taste. The following dress guidelines have been set for our school:

1. Clothing advertising alcoholic beverages, tobacco products or clothing that displays inappropriate or suggestive messages are not be permitted.
2. Students are not permitted to wear hats, caps, or other head coverings in the building unless special permission is granted due to medical or religious reasons. Another exception will be a special school- wide **Hat Day** during Spirit Week or when celebrating, "Hats On for Cancer."
4. All students should wear clothing appropriate to their age and physical development (**No swimsuit tops, halters, narrowed strapped tank tops or shirts and or skirts which expose the belly or bottom**).
5. For safety reasons, we request that your child have a pair of athletic shoes for physical education.

11. FOOD AND SAFETY PROTOCOLS

Keeping our children safe at Ross is a high priority and we want to ensure that we protect the health and wellness of EACH child. **Since we have many students with life-threatening food allergies, we do not allow children to share food or snacks at school.** During lunch, our staff members will reinforce the NO SHARING FOOD protocol and will ensure that all students with nut allergies are sitting at designated tables. **The District Food Protocol must be adhered to by all parents, staff and students to keep every child safe at Ross. A copy of the District Food Protocol may be requested in the office**

12. HEALTH INFORMATION

A physical examination by a licensed physician is recommended for all students entering Parkway Schools and at the beginning of kindergarten and the third, sixth, and ninth grades. If your child had a recent physical examination, send a copy of the physician's examination record or Parkway's Examination form to the school nurse. **If a child is to be excused from the physical education program for more than three days, a note from the physician stating the reason and number of days to be excused is required.**

13. IMMUNIZATION INFORMATION

The Parkway School District and public health officials at all levels are concerned that many children are not immunized against preventable diseases. Therefore, an all-out effort is being made to advise parents that the Missouri Immunization Laws will be strictly enforced beginning with the opening of school in the fall. The law regulating the immunization of school children states that it is unlawful for any student to attend school unless the child has been immunized against polio, diphtheria, measles (including a second measles vaccination after the age of four), rubella, and three doses of Hepatitis B vaccine for students entering kindergarten, first, and second grades, or unless the exemption has been signed by a physician or parent/guardian and filed with the school. Kindergarten students must have 1 varicella (chickenpox) or proof of disease before entering school.

Enforcement of the law requires that students may not attend any classes while they are noncompliant with State Immunization Law. The St. Louis County Health Department will enforce the state requirement by monitoring all schools through the school nurses. Please contact the school nurse (Mary Landes) at Ross if you have a question concerning this matter. Any health information received will be held in strict confidence.

14. LUNCH AND FOOD SERVICE

Students in Kindergarten have a 25 minute lunch period and students in grades 1- 5 have a 20 min lunch period. Children are assigned to tables based on their classroom teacher. Families are always invited to have lunch with their child and are welcome to sit at the table with the students. Ross does participate in the Federal Free Lunch Program and families are encouraged to fill out the appropriate paper work to begin the Lunch Program. **Our school lunches are \$3.10 per meal** and students can purchase extra milk and juice for \$.50 per carton. Children are also welcome to purchase milk or juice with lunches brought from home. **Daily breakfast is served from 8:45-9:00 am each day and we offer hot and cold breakfast items for purchase.**

All food items are purchased using the Point of Sale (POS) System. Students are assigned a pin number at the time of registration and the number is used when purchasing lunch each day. Lunch envelopes are provided so that students may deposit money into their lunch accounts by indicating their personal identification numbers (PIN) assigned by the District. **If your child has a zero balance in his/her account, he/she may charge breakfast and or lunch. When 4 charges have accrued, the POS system will not allow any subsequent purchases or charges until a deposit is made to the account.** When this occurs, Parkway Food Service Staff will provide a cheese sandwich, a piece of fruit and a drink for your child. Your attention to POS balance is very important and appreciated. Parents may check POS balances online at www.pkwy.k12.mo.us/index.cfm.

15. NEW STUDENTS TO ROSS

Families may set up a school tour with one of the school counselors prior to their first school day. Our school registrar, Kathy Ryan will help facilitate the communication between the family and our counselors.

When a student is enrolled after the start of the year, an administrator will place the child into a classroom. In an effort to ensure that the student has a successful transition to Ross, a change of placement MAY occur within a two week period. The parent or guardian will be notified of the change before it occurs and **only** an administrator can make the schedule change.



16. PLAYGROUND

School playgrounds are happy and safe places when procedures are well defined, understood, and followed by all students. **Each student at Ross school is expected to follow our Recess Expectations as well as use all playground equipment appropriately.** The playground and the school track are available to the school community after school hours. **For families that want to use our playground after school, please note that parents must be present on the playground as Adventure Club utilizes the playground from 4:10 to 6:00 pm. Families may also use the playground on weekends!**

17. PHONES

Students may bring a phone to school for emergency purposes. Phones **MUST** be placed on silent and left in a child's backpack. If the student is using the phone in class or the phone goes off, the teacher will give the student a verbal warning. **If after the warning, the phone is still in use, the teacher will hold on to the cell phone until the end of the day and contact the parent. The phone will be sent home with the child.**

18. PHYSICAL EDUCATION

Every child at Ross is engaged in PE twice a week. For safety reasons, we request that your child have a pair of athletic shoes for PE. If your child changes shoes at school, place his/her name in the shoes for identification.

19. PROGRESS REPORTS

The progress report is available electronically for our parents three times a year. A one-page summary of your child's progress report can be printed at the discretion of the parent or guardian. Families will receive an email with a link to your child's progress report when it is available. For families that do not have Internet access, a paper version will be available through the school office at the request of the parent or guardian. A link to the progress report will also be available on the Parkway Schools free mobile app for your convenience

20. PTO (Parent -Teacher -Organization)

Our Parent Organization is a critical part of our school and a collaborative structure for parents and staff members to work together to support the community. Every member of the school community is a member of the Ross PTO. **We hold four PTO Meetings during the school year. The meetings offer families a voice and a chance to make decisions about how money will be spent for our children.**

The PTO evenings also offer opportunities for open dialogue with school administration and other Ross parents. **The PTO organization is a wonderful way to be involved in the school, share your parent voice and support school events.**

Throughout the school year, PTO will also sponsor school-wide events for all of our Ross families. Below are many of the events that will occur during the school year.

Restaurant Nights

We partner with local restaurants for a “Ross Dinner Night.” While some money is raised through these evenings, the goal is to provide a place for families to spend time together as a school community.

Family Dance

This event is held in January and is an opportunity to gather as a school community.

Sport Nights

At least twice a year Ross will organize an evening or afternoon sporting event. Our Ross Choir is always invited to sign at the Cardinal Game each year.

Trivia Night

Targeted as the biggest fundraiser for Ross, this is a great social event to mingle with fellow Ross parents and staff members that usually occurs in the spring.

21. PARENT-TEACHER CONFERENCES

We look for 100% attendance rate for our school conferences! **We hold our first conference in October which is before the end of the first Trimester.** Holding the conference before the end of trimester allows our teachers an opportunity for collaborative conversations prior to the end of the grading period. **Parents and families sign up for Parent-Teacher Conferences using an on-line sign-up system through our school website.** Please be sure to look for communication about the On-Line Conference Sign -Up Process. The second Parent-Teacher Conference occurs at the end of the second trimester and is also scheduled through our on-line sign-up system. *Please note that students typically do not come to the conference unless the teacher advises the parents of this process.*

22. PROCEDURES DURING SEVERE WEATHER CONDITIONS

In case a tornado “warning” is in effect at the close of school, buses will wait until the “all clear” from school administrating before departing. This procedure does not apply when there is a tornado or a severe weather “watch”. Parents should use their own judgment concerning picking up their children under these conditions.

Every family will develop their own emergency plan to be followed in case children arrive home either ahead of schedule or very late. The plan is kept on file in the school office and in the child’s classroom. **As a school, we adhered to in the Ross Early Dismissal Plan. Please make sure that you retain a copy for your family and your children know exactly what to do when normal schedules are disrupted.**

When school is dismissed during the day due to snow or ice, the following procedures will apply:

- The schools will be dismissed in a district designated order.
- Parkway will send out an immediate email and a phone message to all Parkway families

- All bus riders will be expected to remain at school until the buses arrives (Exception- If students are picked up by a parent or guardian) **PLEASE DO NOT ASK TO TAKE HOME CHILDREN OTHER THAN YOUR OWN.**
- The principal and other staff members will remain at school until all children are safely dispatched.

If it is necessary to cancel school because of snow or icy conditions, announcements of closing will be made through a district email and phone message. Local news stations will also run the announcements. Families may also find information on the Parkway District website. **Be sure to down load the Parkway phone app.**

23. RECESS

Students in kindergarten and second grade have two recess times during the school day. Students in grades three through five have one recess following lunch. **All students at Ross are expected to follow our Recess Expectations at all times.**

We do NOT allow visitors outside for recess without permission from administration for the safety and security of the students.

Recess Expectations

- *Keep hands, feet and all other objects to yourself
- *Use appropriate language
- *Follow adult directions
- *Line up immediately
- *Play fair and be safe
- *Report all concerns to an adult
- *Get adult permission before leaving designated area
- *Agree and follow game rules
- *Include others and show good sportsmanship
- *Use all playground equipment appropriately
- *Use a Zero voice when entering the building
- *Give your best effort
- *Wait patiently for your turn



24. SCHOOL DISCIPLINE

At Ross, we embrace the whole child and Character Education as an essential element to our All School Discipline Plan. We empower our students to problem-solve concerns and work toward a restorative approach to consequences. In accordance with this belief and in alignment with Parkway’s Mission and Vision, staff and students work proactively to encourage and develop responsible student behavior through instruction and practice. As a result, Parkway students will develop competencies in self-awareness, self-management, and self-advocacy skills. These skills equip and empower students to demonstrate respect and, when necessary, appropriately advocate for their own rights and the rights of others through their actions.

ALL staff members follow our Ross Expectations to ensure a safe, caring, learning community. Natural class consequences may occur for students not demonstrating their Guiding Lights as well as high levels of parent communication. There may also be a time when students might receive a consequence from an administrator for not following the school expectations or when a child violates the District Discipline Policy.

The Board of Education created the Parkway Discipline Code to address consequences for students whose conduct is prejudicial to the good order and discipline which impairs the morale or good conduct of other students. **The entire Discipline Policy may be accessed on the Parkway Website.**

25. SCHOOL CELEBRATIONS

Each Late Start Day, we celebrate our students during a school-wide assembly. The assemblies allow us to highlight students as we honor and acknowledge the talents of our children. We also hold one class party on February 14th (Friendship Party). **Parents will sign up to help with the party on Back to School Night in the classroom. Ross will continue to adhere to Parkway's Food Protocol and food will not be served during the school parties.**

26. SCHOOL SECURITY

- **Students must not be dropped off prior to 8:45 A.M. All students must be picked up by 4:00 P.M. Supervision is not available before or after these times.**
 - All doors of our school are locked at 9:05 a.m. and remain locked until 6:00 pm each day to ensure the safety of our students and staff.
 - Students arriving **after 9:05 a.m. are considered tardy and must be brought into school by an adult, The adult must then sign the child into school in the main hallway or in the front office.**
 - **During school hours**, all students must be signed out through the front office.
 - All visitors entering our school **must check in through the front office and wear a visitor's tag while on the school property. A valid Driver's License is required for check in. This is a mandatory policy for ALL Parkway schools to ensure the safety of our children.**
 - Visitors eating lunch with a child, must be the child's legal guardian or an approved adult listed as the child's emergency contact. If the adult is not listed on the emergency contact, a signed note from the parent or guardian must accompany the adult. **Our office staff will also check proper ID to verify the identity for both the emergency contact and the person listed on the note.**
 - If a parent or guardian needs to change the child's normal Dismissal Plan, a note must be received from the parent or legal guardian and turned into the office. The note may also be in electronic form (email correspondence, scanned note or a faxed note (Fax number- 314 415-6712) **If the parent or guardian wish to change the Dismissal Plan by phone, an email will be required for documentation purposes. Notes or phone calls must be received before 3:30 p.m. in order for us to ensure your child's safety.**
 - **For the safety of the students, we cannot make dismissal changes any later than 3:30 pm.**

We hold firm to our Ross Safety Procedures as well as follow your child's Dismissal Plan to protect your child. Thank you for working in partnership with us!

27. SAFETY PROCEDURES FOR DISMISSAL

Car Riders (Carpool Line)

- Students titled as a Car Rider are picked up at the area **designated as the Ross Carpool Line**. Staff members supervise the children as they wait to be picked up and **families MUST have a special Ross Name Tag on the dashboard of the car** in order for a staff member to place your child into the vehicle. **This is a very important safety measure and we appreciate all families adhering to the policy.**
- We ask parents or guardians not to leave their vehicles unattended as to keep traffic moving.
- If something arises after school causing a designated driver to be late for student pick up, please call the front office **ASAP at 314-415-6700. Students are taken to the office to wait for their ride with an adult staff member.**

Walkers

- Students titled as Walkers are picked up on the school grounds directly in front of the school. **(Only students designated as walkers will be released to the upper lot).**
- Families can gather on outside benches or stand in the front of the school and wait to greet their child.
- If it is raining, parents may enter the school and stand in the main hallway at 3:55 pm.
- Walkers are dismissed to the front of the school and are directed to locate their parent or guardian picking them up. **Parents do not have to sign out a child or check in with an adult. We do have several staff members assigned to this area of pick up and monitor the area for safety reasons. They will watch to ensure all students have connected with an adult.**
- Kindergarten walkers are escorted outside by a designated staff member to ensure each student connects with a designated adult.
- It is important to leave the front area after meeting up with your child in order to allow the school to begin loading bus riders safely. **We do not load buses until all Walkers are picked up.**

Bus Riders

- The bus lane is located on the **upper level of the school circular drive**.
- Staff members and administrators load all students onto each school bus for departure.
- Kindergarten students **must have an adult waiting at the bus stop for drop off. If there is not an adult present at the bus stop, the child will not be dropped off and will be returned back to Ross.**

*****In order to provide a safe environment for all students during dismissal, we do not allow dogs on the school grounds. Service dogs are permitted, however the school can remove a service dog off of the premise if the animal is out of control.*****



28. SNACKS

Classroom snacks are allowed and encouraged to support each child during the long school day. Parents are asked to send their child with a healthy snack each and every day. **We will follow the Parkway Food Protocol for all snacks in the classrooms and students may not share snacks with other students.**



29. **STARS (ROSS PROBLEM-SOLVING TEAM)** All Parkway schools utilize a “problem solving” model for addressing concerns of any type that arise at school for a student. The Ross problem-solving team is called STARS (*Support Team for At-Risk Students*) and is a group of staff members representing a variety of disciplines. STAR Team members problem solve student challenges and work together to create additional supports for children. **Parents are always informed when the team plans to gather and problem-solve a challenge.** The STARS process is a collaborative effort between home and school to support a child’s academic as well as social and emotional growth. **Questions about our STARS Team process should be directed to our guidance counselors or school administrators.**



30. UNIVERSALS





In an effort to provide a safe and caring school environment, every student is expected to adhere to the Ross Behavior Expectations. The expectations are taught in the classroom and reinforced by all staff members beginning the first day of school. The universals and school expectations are taught and reinforced consistently throughout the year to support transfer and to ensure that all students and staff are safe. The Ross Expectation posters are displayed in all areas of the school as a visual and to provide common language as a school community. Hallway, Bathroom and Classroom Expectations are visible for all members of the community and serve as visual reminders. The Ross Behavior Expectations are shared with parents and guardians so that common language can be established between home and school. **Thank you in advance for working in collaboration with us as we all reinforce the Ross Behavior Expectations!**

- a. At Ross, we use a universal attention signal called, “Give Me Five” in all classrooms as well as all school settings. The purpose of the signal is to quickly gather the attention of students in a timely fashion.



Give Me Five

1. Ears are listening. 
2. Eyes on speaker. 
3. Level 0 voice. 
4. Calm body. 
5. Hands are free. 

Voice Levels	
3 	Outside voice
2 	Inside voice
1 	Whisper voice
0 	No voice

- b. We use a **universal Voice Level** system in all areas of the school to provide a safe learning environment. Voice level posters are placed in all areas of the school.

31. VISITING THE SCHOOL DAY

Parents and guardians are always welcome at Ross but are required to sign in through the front office and wear visible visitors sticker at all times.

a. Lunch

Parents and guardians may enjoy lunch with their child as well as purchase school food items, watch an assembly and volunteer in the classroom or school. **We do ask parents or guardians to sit at the same lunch table that their student is assigned (an extra chair can be added to the long tables).** Sitting at your child's assigned table, allows the parent the full experience. Family members or friends that are not listed as the child's emergency contact, may eat lunch with the child with a written note from the parent or guardian with proof of identity. When lunch is over, parents and visitors must sign back out through the front office. **Parents and visitors do not go outside to play with the students during recess for safety and security purposes.**

b. Dropping off Items

For security measures, when a parent needs to speak with their child during the school day, the student will be called out of classroom to meet the parent in the office. Items that need to be delivered to your child's classroom (lunch, instrument, water bottle, note, school work, supplies...) will be given to the child by one of our front office staff members.

c. Classroom Visit

Parents are allowed to visit the classroom during the school day as long as the visit is coordinated through the classroom teacher in advance (*Typically, the visit is during one of the learning blocks*). The reason for the advance notice, is to protect instructional time as well as the **confidentiality of other student learning plans**. **When a visit is scheduled with the teacher, the parent will check in to the front office before entering the classroom. During the visit, parents are not allowed to engage in conversation with students, interrupt instruction, take pictures or use electronic devices during the classroom visit.**

32. VOLUNTEERS

A. Community Volunteers

We have lots of community volunteers at Ross that support our students and staff members. Many of our North High students dedicate community service hours at Ross to work with students and support teachers through a program called, Ross Cadets. We also participate in the district Oasis Program and have several Oasis Volunteers who offer time in the classrooms to support our students. Oasis Volunteers work with students that are recommended by classroom teachers. All of the Oasis Volunteers are district approved community members that have updated background checks and work in collaboration with a dedicated staff liaison.

B. Classroom/School Volunteers

We LOVE to have our Ross parents and guardians in our school working in collaboration with us throughout the year! Parents are always welcome to work in the classroom, Copy Room, chaperone a field trip, support and help during class parties, work in the school library or volunteer in our school. When a parent has a scheduled volunteer time in the classroom, **they must sign a confidentiality form to ensure the safety and security of our children before beginning the volunteer time. The form will be kept on file for one school year. In order to volunteer in the classroom and supervise children on a field trip, parents and guardians MUST have an approved Background Check and Volunteer Application on file with the school. This process must be done each year.**

Background Check and Volunteer Forms are completed electronically and can be accessed on the Parkway website. **We do have hard copies for families who do not have internet capabilities in our front office.** We encourage all families and parents to begin this process right away to ensure the background check is cleared before grade levels begin class field trips.

The Background Check and Volunteer Form is an essential district policy that does not allow any exceptions. For safety measures, Ross would NOT be allowed to have a parent supervise students in the classroom or on a field trip without an approved application. Please contact your child's teacher for the Volunteer Form if you do not have one on file for the current school year.

WE LOVE OUR ROSS FAMILIES

