

# Ross School Parent Handbook



**2016-2017**

ph 415-457-2705

fax 415-457-8923

[www.rossbears.org](http://www.rossbears.org)

PO Box 1058  
Ross, California 94957

<b><u>TABLE OF CONTENTS</u></b>	<b><u>PAGE</u></b>
<b><u>GENERAL INFORMATION</u></b>	<b>3-14</b>
Faculty List	
School Schedules	
Board of Trustees	
Parent Communication Protocol	
<b><u>POLICIES &amp; PROCEDURES</u></b>	<b>15-20</b>
Absences	
Cell Phones/Electronics	
Communication	
Publications	
Emergency Plans	
Health/Medical	
Field Trips	
Promotion/Retention	
Parties	
Healthy Food Policy	
<b><u>INSTRUCTION</u></b>	<b>20-29</b>
Homework	
Laptops	
Grading	
Opportunities	
Graduation/Honors	
Student Activities	
Classroom Volunteers	
Playground	
Student Support Services	
Textbooks	
Visiting Students	
<b><u>STUDENT EXPECTATIONS</u></b>	<b>30-35</b>
Vision Statement and Motto	
Serious Offenses	
Due Process	
Respecting Other People	
Care of Property	
Dress and Appearance	
Safety	

# Ross School District

We are a dynamic learning community that keeps the hearts and minds of children at the center of all we do.

## ROSS SCHOOL FACULTY & STAFF

School Office Hours: 8:00 a.m. – 4:00 p.m. M-F

All email addresses end with **@rossbears.org**

SCHOOL MAIN LINE:	415-457-2705
ATTENDANCE/ABSENCES LINE:	415-457-2705 Ext. 203
School/District Fax:	415-457-8923
Foundation Fax:	415-460-2146

### Administration

Dr. Michael McDowell Superintendent	mpmcdowell@	Ext. 212
--	-------------	----------

Debbie Wolfe Chief Business Official	dwolfe@	Ext. 215
---	---------	----------

Melissa Benson Principal K-4	mbenson@	Ext. 206
---------------------------------	----------	----------

Stacy Marshall Principal 5-8	smarshall@	Ext. 219
---------------------------------	------------	----------

## **Elementary School Faculty**

K	Sarah Buck Julietta Indelicato	sbuck@ jindelicato@	Ext. 4303 Ext. 4302
1 <sup>st</sup>	Brooke Bower Jessica Lopic	bbower@ jlopic@	Ext. 4306 Ext. 4307
2 <sup>nd</sup>	Maggie Baker Fritz Dern	mbaker@ fdern@	Ext. 4308 Ext. 4309
3 <sup>rd</sup>	Stacy Chinn Marissa Mendoza Jason Traut	schinn@ mmendoza@ jtraut@	Ext. 4316 Ext. 4317 Ext. 4310
4 <sup>th</sup>	Alison Quoyeser Christine Reischling Monique Paltrineri	aquoyeser@ creischling@ mpaltrineri@	Ext. 4320 Ext. 4321 Ext. 4321
5 <sup>th</sup>	Christine Heilmann Andrea Keenan	cheilmann@ akeenan@	Ext. 4318 Ext. 4319

## **Middle School Faculty**

Susan Becker Humanities	sbecker@	Ext. 4328
Michael Bloom Social Studies	mbloom@	Ext. 4333
Daniel de la Porte Science	ddelaporte@	Ext. 4327
Tori Eichleay Social Studies	teichleay@	Ext. 4345
Jessa Hager Math & Science	jhager@	Ext. 4330
Rachel Howes Math & Science	rhowes@	Ext. 4332
Katarina Jonholt Writing/Lit.	kjonholt@	Ext. 4335
Bill Lescohier Math/Industrial Arts	blescohier@	Ext. 4329

Courtney Rodgers  
Humanities/Learning Center

croddgers@ Ext. 4324

### **Specialists and Faculty**

Tiffini Banks  
Spanish

tbanks@ Ext. 4331

Laura Bauernfeind  
Nurse

lbauernfeind@ Ext. 204

Helene Clarke  
Art

hclarke@ Ext. 4322

Joanna Coduto  
Apprentice Teacher

jcoduto@

Allison Coolidge  
K-8 Learning Center

acoolidge@

Pierina dell’Avo  
Music

pdellavo@ Ext. 4346

Gail Hurwitz  
Substitute Nurse

ghurwitz@ Ext. 204

Christina Klein  
K-8 Counselor

cklein@ Ext. 4304

Kristen Krieger  
K-8 Learning Center

kkrieger@ Ext. 4301

Lucas “Leo” Leonardo  
Media Integration Teacher

lleonardo@ Ext. 4311

Erika Meeker  
K-8 Music

emeeker@ Ext. 4325

Jessica Meyer  
PE Teacher

jmeyer@ Ext. 4339

Andrea Meyers  
STEM/Math Specialist

ameyers@ Ext. 4326

Danny Pezzotta  
Planet Bravo/Media Integration Teacher

dpezzotta@

Marisa Smith  
School Psychologist

msmith@ Ext. 4312

Idie Weinsoff  
Art

iweinsoff@ Ext. 4322

### **Support Staff**

Nora Alajou  
Learning Center Instructional Assistant

nalajou@

Ramiro Alvitez  
Maintenance

Tara Arenas  
Learning Center Instructional Assistant

taresas@

Shari Byrnes  
School Secretary

sbyrnes@ Ext. 201

Scott Carroll  
Day Custodian

scarroll@ Ext. 338

Cecelia Curtis  
Payroll Coordinator

ccurtis@ Ext. 214

Gary Feazell  
Learning Center Instructional Assistant

gfeazell@

Susan Hartwell  
Instructional Assistant

shartwell@

Audrey Hildebrand  
Instructional Assistant

ahildebrand@

Sarah Hornstein  
Business Clerk

shornstein@ Ext. 210

Sandrick Jackson  
PE Assistant

sjackson@ Ext. 4340

Tayseng Kem  
Night Custodian

Stephanie McAffee  
Instructional Assistant

smcaffee@

Ailish Mullally Learning Center Instructional Assistant	amullally@	
Sal Muñoz Network Administrator	smunoz@	Ext. 314
Yinh Ngo Night Custodian		
Hannah Piette Learning Center Instructional Assistant	hpiette@	
Lisa Pyron Executive Assistant	lpyron@	Ext. 211
Tracy Reid Business Clerk Attendance/Library	treid@	Ext. 337
Jean Samolis Learning Center Instructional Assistant	jsamolis@	

**Contracted Staff**

Jessica Grace Speech/Language Assistant	jgrace@	Ext. 4313
Lisa LaLanne Speech/Language Pathologist	llalanne@	Ext. 4313
Samantha Shura Occupational Therapist	sshura@	Ext. 4313

**Foundation Staff**

Beth Bailey-Gates Administrative Assistant	bbailey-gates@	460-1438
---	----------------	----------

## **SCHOOL HOURS**

Kindergarten	8:30 a.m. - 12:30 p.m. (through Sept. 23) - 2:00 p.m. (starting Sept. 26)
Grades 1 – 3	8:30 a.m. - 2:45 p.m.
Grades 4 – 5	8:30 a.m. - 3:00 p.m.
Grades 6 - 8	8:20 a.m. - 3:10 p.m.

### **Kindergarten**

8:15 a.m.	Kindergarten Yard Gate Opens
8:30 a.m.	School Starts
12:30 p.m.	Dismissal through September 23, 2016
2:00 p.m.	Dismissal starting September 26, 2016

### **Grades 1 - 3**

8:10 a.m.	School Entrance at Courtyard/Multi-Purpose Room
8:25 a.m.	Line up bell
8:30 a.m.	Instruction Begins
2:45 p.m.	Dismissal at Courtyard/Multi-Purpose Room

### **Grades 4 - 5**

8:10 a.m.	School Entrance at Courtyard/Multi-Purpose Room
8:25 a.m.	Line up bell
8:30 a.m.	Instruction Begins
3:00 p.m.	Dismissal at Courtyard/Multi-Purpose Room

### **Grades 6 - 8**

8:10 a.m.	Middle School Building opens from the Courtyard Entrance only
8:20 a.m.	Instruction Begins
3:10 p.m.	Dismissal

## **EARLY RELEASE WEDNESDAYS**

Grade K	8:30 a.m. - 1:45 p.m. (Sept. 28 through May 31)
Grades 1-3	8:30 a.m. - 1:45 p.m. (Aug. 24 through May 31)
Grades 4-5	8:30 a.m. - 1:50 p.m. (Aug. 24 through May 31)
Grades 6-8	8:20 a.m. - 1:50 p.m. (Aug. 24 through May 31)

## **MINIMUM DAY SCHEDULE** (No lunch period on these days) (November 23, December 22, and June 8)

Grades K-5	8:30 a.m. - 12:45 p.m.
Grades 6-8	8:20 a.m. - 12:45 p.m.



## **ARRIVAL AND DISMISSAL TIMES**

The school office is open at 8:00 a.m. – 4:00 p.m. for parents and guardians.

- *ARRIVAL*: All students need to arrive between 8:10 a.m. and the start of school. No supervision is provided before 8:10 a.m. The Middle School building opens at 8:10 a.m.
- *TARDIES*: Students are expected to be on time. Those who are late must check in at the office for a tardy slip. Office consequences will be assigned for repeated unexcused tardies and parents will be notified. Excessive unexcused tardies may impact student participation in school activities and grades. Students absent more than three days are considered truant.
- *DISMISSAL*: Kindergarten students are released to parents/guardians in the kindergarten courtyard/playground next to the classrooms.

Elementary students (Grades 1-5) are walked to the dismissal area, courtyard exit, next to Ross Common, adjacent to the school gymnasium and released to parents/guardians.

Middle School students are released at the end of the school day at 3:10 p.m. through the courtyard.

**Ross School does not offer supervision for children after their designated dismissal times.**

**The back playground is not open to the public until 3:10 p.m. Monday, Tuesday, Thursday & Friday, which is the official end of school day for middle school students, and 1:50 p.m. every Wednesday through May 31, 2017.**

**Students who remain on the playground or on Ross Common after the end of day dismissal are considered under the supervision of parent, guardian or other family designated childcare provider.**

**2016-2017  
K-5 Bell Schedule**

<b>Bell</b>	<b>Grade Level</b>	<b>Event</b>
<b>8:25</b>	<b>K-5</b>	<b>Line Up Bell</b>
<b>8:30</b>	<b>K-5</b>	<b>School Begins</b>
<b>10:00 - 10:20</b>	<b>Kindergarten</b>	<b>Nutrition</b>
<b>10:00 - 10:20</b>	<b>Grades 4 - 5</b>	<b>Recess</b>
<b>10:20 - 10:40</b>	<b>Grades 1-3</b>	<b>Recess</b>
<b>11:50 - 12:30</b>	<b>Kindergarten Grades 4 - 5</b>	<b>Lunch</b>
<b>12:20 - 1:00</b>	<b>Grades 1-3</b>	<b>Lunch</b>
<b>2:00</b>	<b>Kindergarten</b>	<b>Dismissal</b>
<b>2:45</b>	<b>Grades 1-3</b>	<b>Dismissal</b>
<b>3:00</b>	<b>Grades 4 - 5</b>	<b>Dismissal</b>

**August 18 – September 23**

**Kindergarten                      Dismissal                      12:30PM**

**Early Release Wednesdays:**

**Grades 1 – 3                      Dismissal**

**Grades 4 – 8                      Dismissal**

**August 24 – May 31**

**1:45PM**

**1:50PM**

**Early Release Wednesdays:**

**Kindergarten                      Dismissal**

**Sept. 28 – May 31**

**1:45PM**

2016-2017  
Middle School Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
8:20-8:25 <b>Homeroom</b>	8:20-8:25 <b>Homeroom</b>	8:20-8:25 <b>Homeroom</b>	8:20-8:25 <b>Homeroom</b>	8:20-8:25 <b>Homeroom</b>
8:25 - 9:25 <b>Period 1</b>	8:25 - 9:25 <b>Period 1</b>	8:25-9:25 <b>Period 2</b>	8:25 - 9:25 <b>Period 1</b>	8:25 - 9:25 <b>Period 1</b>
9:25-11:20 <b>Period 2</b>	9:25-10:20 <b>Period 2</b>	9:25 - 10:25 <b>Period 3</b>	9:25-10:20 <b>Period 2</b>	9:25-11:20 <b>Period 4</b>
11:20-12:00 Lunch	10:20-11:20 <b>Period 3</b>	10:25-10:35 Break	10:20-11:20 <b>Period 3</b>	11:20-12:00 Lunch
12:00-2:00 <b>Period 3</b>	11:20-12 Lunch	10:35-11:20 <b>Opportunities</b>	11:20-12 Lunch	12:00-2:00 <b>Period 5</b>
2-2:10 Break	12:00-1:00 <b>Period 4</b>	11:20-12:00 Lunch	12:00-1:00 <b>Period 4</b>	2-2:10 Break
2:10-3:10 <b>Period 6</b>	1:00-2:00 <b>Period 5</b>	12:00 - 12:55 <b>Period 4</b>	1:00-2:00 <b>Period 5</b>	2:10-3:10 <b>Period 6</b>
	2:00-2:10 Break	12:55-1:50 <b>Period 5</b>	2:00-2:10 Break	
	2:10-3:10 <b>Period 6</b>		2:10-3:10 <b>Period 6</b>	

**Note: When Monday is a school holiday, we will have a Monday schedule on the Tuesday.**

## ROSS SCHOOL BOARD OF TRUSTEES

John Longley, President	jlongley@rossbears.org
Josh Fisher, Vice President	jfisher@rossbears.org
Todd Blake	tblake@rossbears.org
Whit Gaither	wgaiter@rossbears.org
Stephanie Robinson	srobinson@rossbears.org

The Ross School Board members are elected by the community and serve four-year terms. The Board has responsibilities as defined in the Education Code:

- Establish the educational philosophy
- Make policy to provide overall guidelines
- Adopt budget and approve expenditures
- Set rules and regulations for governing administration and operation of district
- Adopt curriculum
- Evaluate the education process

Public meetings are held the second Wednesday of the month at 7:00 p.m. in Room 5, unless otherwise posted. Parents are encouraged to attend. The agenda is posted online and in the display case in the front of the school the Friday before each meeting. The meeting agendas and minutes can be found on the Ross School web site, [www.rossbears.org](http://www.rossbears.org), under Board.

Board packets are available to the public through Agenda Online: <http://ross.agendaonline.net/public/>.

### GOVERNING BOARD POLICIES

All Ross School Board adopted policies are accessible on the Internet. To access the policies, go to the Ross School Web Site **[www.rossbears.org](http://www.rossbears.org)**, click on Board, then Policies and follow the directions to access GAMUT Online.

## PARENT COMMUNICATION PROTOCOL

<b>When I need information</b>	<b>I Should Call /Email First</b>
General Questions about Ross School	Shari Byrnes, School Secretary, Ext 201
Report an Absence or Tardy	Attendance Hotline: 415-457-2705 Ext 203 OR <a href="mailto:attendance@rossbears.org">attendance@rossbears.org</a>
Classroom Performance / Academic Progress	Classroom Teacher / Specialist Teacher / Elective Teacher
School Policies & Procedures	Melissa Benson, K-4 Principal, Ext 206 Stacy Marshall, 5-8 Principal, Ext 219
Discipline / Behavior / Academic concerns in classroom or school	Classroom Teacher
Curriculum / Program	Classroom Teacher
Confidential Matters regarding personal concerns	Christina Klein, K-8 Counselor, Ext 304
Health Issues / Concerns	Laura Bauernfeind, School Nurse Ext 204
Special Education	Kristen Krieger, K-8 Resource Learning Center, Ext 301
Facilities Use	Sarah Hornstein, District Office Ext 210
Concern or Complaints regarding personnel	The person about whom there is a concern or complaint
Afterschool Classes / Enrichment / Sports/ Childcare	Ross Recreation 415-453-6020

<b>I Should Call/Email Second</b>	<b>I Should Call/Email Third</b>
Melissa Benson, K-4 Principal, Ext 206 Stacy Marshall, 5-8 Principal, Ext 219	Dr. Michael McDowell, Superintendent, Ext 212
Tracy Reid, Attendance Clerk, Ext 337	
Christina Klein, K-8 Counselor Ext 304	Melissa Benson, K-4 Principal, Ext 206 Stacy Marshall, 5-8 Principal, Ext 219
Dr. Michael McDowell, Superintendent Ext 212	
Melissa Benson, K-4 Principal, Ext 206 Stacy Marshall, 5-8 Principal, Ext 219	
Melissa Benson, K-4 Principal, Ext 206 Stacy Marshall, 5-8 Principal, Ext 219	Dr. Michael McDowell, Superintendent, Ext 212
Melissa Benson, K-4 Principal, Ext 206 Stacy Marshall, 5-8 Principal, Ext 219	Dr. Michael McDowell, Superintendent, Ext 212
Melissa Benson, K-4 Principal, Ext 206	Dr. Michael McDowell, Superintendent, Ext 212
Marisa Smith, School Psychologist Ext 312	Melissa Benson, K-4 Principal, Ext 206
Melissa Benson, K-4 Principal, Ext 206 Stacy Marshall, 5-8 Principal, Ext 219	Dr. Michael McDowell, Superintendent, Ext 212

# ROSS SCHOOL POLICIES AND PROCEDURES

## **1. ABSENCES**

Please telephone the school before 8:20 a.m. at **(415) 457-2705 Ext 203** and leave a message on our confidential voice mail each day when your child is absent.

- **State your name**
- **State your child's name**
- **State your child's grade**
- **State the reason for his or her absence**

Students are responsible for making up work missed during an absence. Homework may be requested by contacting the child's teacher by email or by looking for assignments posted on the teacher's website.

## **2. CELL PHONES AND OTHER ELECTRONICS**

**CELL PHONES** - Cell phones and other electronics brought to school are to be turned off and stored in student lockers or backpacks. They may not be displayed during school hours or they will be taken away. Students may NEVER film another child, staff member, other personnel or parent volunteer, without his or her permission. Students may not use a phone to text during the school day.

Texting during the school day to and from any other person, including parents, is expressly prohibited. This includes while on a school-sponsored field trip.

The only exception is when a teacher has given prior, expressed permission for students during the teacher's class period and under the supervision of the teacher. However, Ross School and the teacher do NOT assume liability for theft or damage to electronics.

**Infractions of the cell phone policy will result in confiscation of cell phone for parent retrieval.**

### 3. COMMUNICATION

- **OFFICE PHONE MESSAGES:**

Arrangements for play dates, dentist appointments, etc., should be made outside of school hours. In case of an emergency or school related business, please contact the Ross School office and a message will be communicated to your child.

- **TEACHER/STAFF VOICE MAIL NUMBERS AND E-MAIL:**

Parents may leave voice mail messages or e-mail teachers directly. Ways to communicate:

➤ Communication through e-mail and other Internet means will be done in the following ways:

1. Access to classroom websites:

- Navigate to [www.rossbears.org](http://www.rossbears.org)
- Click on the Faculty tab
- Select your student's teacher on the list
- Log in using user name: **rossparent@rossbears.org** and password: **pobox1058**
- The homework calendar is on the teacher's home page

2. Middle school teachers will post assignments

3. The Ross School ePocket and other school communication will be sent electronically

- **ELECTRONIC COMMUNICATION:**

Email is used as a communication tool between Ross School staff, students and parents. Students will only be able to email other students and teachers through Bear Mail:

<http://mail.bear.rossbears.org>. Students do not have access to external email accounts on their school laptops. For more information please see the Ross School District Internet Acceptable Use Policy.

- **ROSS SCHOOL WEBSITE:**

The Ross School Website ([www.rossbears.org](http://www.rossbears.org)) is a valuable resource for such items as:

- The school calendar, school lunch program and communication
- Board of Trustees information
- Teacher web sites
- Access to Aeries Parent Portal
- PTA Information and activities



## **4. PUBLICATIONS**

- **ROSS SCHOOL ePOCKET:**

The purpose of the Ross School ePocket is to provide communication from school administrators, staff and Ross PTA to the Ross School community.

- All flyers and information must be approved by the Superintendent's Office before posting.
- All submissions are subject to review and approval by the Ross School Administration and will be edited as needed.
- Written articles must be limited to one page and e-mailed to [epocket@rossbears.org](mailto:epocket@rossbears.org) by 4:00 p.m. Wednesday prior to Friday's publication each week.
- Articles are to be typed or pasted into an e-mail without tabs, columns or returns.
- You may direct questions to our Ross School ePocket editor, Tracy Reid, at [treid@rossbears.org](mailto:treid@rossbears.org).

- **REPORT CARDS/PROGRESS REPORTS:**

Students in grades K–8 receive a report card at the end of each quarter.

- Grades K-5: Quarter 1 = Progress Reports  
Quarter 2 = Report Cards  
Quarter 3 = Progress Reports  
Quarter 4 = Report Card
- Grades 6-8: Quarter 1 = Progress Report – Core Classes  
Quarter 1 = Report Card – Elective Classes  
Quarter 2 = Report Card – All Classes  
Quarter 3 = Progress Report – Core Classes  
Quarter 3 = Report Card – Elective Classes  
Quarter 4 = Report Card – All Classes

## **5. EMERGENCY PLANS**

The school has a formal safety plan as required by Education Code. Students will be supervised until released to a parent or an emergency contact person. Earthquake, lockdown or fire drills are held monthly throughout the school year. First aid and emergency supplies are stored on campus, as well as in each classroom.

- **EMERGENCY CARDS**

Parents are required to inform the school office whenever there is a change in information on the emergency card. Please contact the school secretary to update our information, as well as log onto Aeries Parent Portal to make any necessary changes. **During an emergency, your child will ONLY be released to those contacts listed on your child's emergency card.**

- **EMERGENCY SCHOOL CLOSING**

If the administration declares that school is closed due to an emergency, the following will occur:

- An e-blast will be sent to all families
- Phone calls via school messenger will be made
- An announcement will be placed on KCBS 740 and KGO 810 by 6:00 a.m.

## **6. HEALTH/MEDICAL EMERGENCIES**

- **INJURY OR ILLNESS**

Parents will be notified to pick up their children if they are injured or too ill to remain at school. Ill or injured students cannot leave school unless accompanied by their parent or an adult authorized by the parent. The adult picking up the student must sign the child out in the main office. In cases of serious injury, parents will be immediately contacted and 911 will be called.

- **COMMUNICABLE DISEASES**

Please notify the school nurse if your child has been diagnosed with a communicable illness, including strep infection or whooping cough.

If your child has a fever of 100 degrees or greater, he or she should stay home from school until fever-free for 24 hours without the use of fever reducing medications such as Tylenol or Ibuprofen.

- **MEDICATION**

Students who must take prescription or nonprescription medication at school will be assisted by the school nurse or by office personnel. The school nurse must have an "Authorization to Administer Medication" form on file that must be completed by the parent and the student's physician. This form is available on the school website and from the main office. All medications are locked in the school nurse's office. The only exception is for emergency medications

including asthma inhalers or Epi-Pens when approved for self-administration.

## **7. FIELD TRIPS**

Students must have written parental permission in order to participate in field trips. Students whose parents/guardians do not wish them to participate in a trip will be provided an alternative educational experience.

Drivers must be registered in the district office, carry proof of insurance in the car and be approved by the Superintendent's office. Safety guidelines include no smoking, no talking on cell phones, no videos, not allowing disruptive behavior and securing all passengers in seat belts. No child under the age of 12 should be placed in a car seat with an airbag. Children under 8 years or 80 pounds must be in a booster seat.

## **8. PROMOTION/RETENTION**

Decisions regarding the assignment of a student to the next grade are based upon the student's achievement in the current grade. The assignment of a student is made with the school administration, the Student Success Team and the parent/guardian.

## **9. PARTIES & FOOD GUIDELINES**

There are only two parties during the school year: Halloween and the end of the school year. These will be coordinated by the child's classroom teacher and the room parent. All food served at these two parties must fall within the Healthy Food Policy as outlined in Senate Bill 12 & SB638.

Birthday party invitations or other non-school related invitations may not be distributed at school. Student birthdays will be acknowledged on the main LED board located in the courtyard. Food treats are not allowed to be served at school to acknowledge birthdays.

## **10. HEALTHY FOOD POLICY**

The Board of Trustees recognizes that students need adequate, nourishing food in order to grow, learn and maintain good health. To reinforce the school's nutrition policy, parents are

encouraged to support the school's education efforts by joining us in finding alternatives to sugary, fat-saturated foods normally associated with childhood obesity. Students are not allowed to bring candy, soft drinks or other such items to school as snacks or in lunches.

## **11. HOMEWORK**

Homework is assigned to reinforce and extend skills taught in school. Homework is one of the key links between school and home. It offers parents a daily opportunity to have a positive impact on their student's education. Homework teaches children to work independently, encourages self-discipline and responsibility and fosters a love of learning.

### **K - 8 GUIDELINES FOR HOMEWORK TIMES**

Kindergarten	5-10 minutes (optional)
1st grade	10-15 minutes
2nd grade	15-20 minutes
3rd grade	25-30 minutes
4th grade	30-60 minutes
5th grade	60 minutes
6 <sup>th</sup> grade	20-30 minutes per subject
7 <sup>th</sup> grade	30 minutes per subject
8 <sup>th</sup> grade	30 minutes per subject

#### **Reading (reading or read to)**

Kindergarten	10-15 minutes
1st grade	10-15 minutes
2nd grade	15-20 minutes
3rd grade	20-30 minutes
4th grade	30 minutes
5th grade	30 minutes
6 <sup>th</sup> – 8 <sup>th</sup> grade	120 minutes per week

**Reading** – Homework for literature class may be to read a class literature selection, respond to a piece of literature or to read an outside-of-class book. Teachers ask that students read at least two hours during the week. Parents are encouraged to read any of the literature selections students are studying and discuss these pieces with their child.

**Advanced Classes (Algebra, Geometry & Advanced Spanish)** – Required time for homework may exceed the time listed above.

## **12. LAPTOPS**

Students are assigned a laptop for school use. All students and parent/guardians must sign and agree to the Acceptable Use Policy Form. Students are responsible for the care and maintenance of school laptops. Any damages will result in the cost of replacing the damaged items. Report cards, yearbooks or memory books will not be distributed to any student owing a laptop fine. Vandalism will result in cancellation of privileges.

Vandalism is defined as any malicious attempt to harm or destroy hardware or data of another user. This includes, but is not limited to, the uploading or creation of computer viruses. Also included is vandalism, damage or negligent use of assigned laptop, which may result in disciplinary action.

## **13. MIDDLE SCHOOL GRADING**

The middle school year is divided into two semesters. Each semester is composed of two quarters. Students receive a letter grade at the end of the semester for each class taken.

Grades for quarter-long elective classes are calculated into semester grades.

At the end of quarters 1 and 3 a progress report is available to students via Aeries.

Please note the following dates:

- End of Quarter 1: October 21, 2016
- Grades Posted on Aeries: October 28, 2016
- End of Semester 1: December 22, 2016
- Grades Posted on Aeries: January 12, 2017
- End of Quarter 3: March 17, 2017
- Grades Posted on Aeries: March 28, 2017
- End of Semester 2: June 8, 2017
- Grades Posted on Aeries: June 13, 2017

### **• BEHAVIOR REPORT CARD GRADE CRITERIA**

- **Satisfactory Behaviors (S)**  
Ross School students are expected to:
  1. Show courtesy
  2. Demonstrate good manners
  3. Have concern for others

4. Have respect for people and property
5. Be safe

➤ **Needs Improvement (NI)**

A warning needing improvement

➤ **Unsatisfactory Behavior (U)**

Students can receive a referral for continual misbehavior\* and/or severe misbehavior such as fighting, defiance, rudeness, foul language or destruction of property.

1. Referral = a "U" in behavior in that class for that grading period.
2. 2 "U's" = Loss of selected privileges until the next grading period.
3. If a student misbehaves with a substitute teacher, upon return, the regular teacher will call home and assign detention (no verbal warning, no time out).
4. Behavior grades are not cumulative. Students start each grading period with an "S".
5. Any student with more than one "U" in behavior is disqualified from the Honor Roll and Merit List.

\* After attempted modifications by the teacher (i.e. verbal warning, time out, call home)

## **14. OPPORTUNITIES**

This year we introduce an Opportunities period to our students. Opportunities takes place on Wednesdays from 10:35-11:20 a.m. This period is truly an opportunity for students. How much students accomplish and how successful they are with this time is, in large part, up to them. Each student will be assigned to a classroom. This classroom is the starting location for Opportunities. Students may elect to stay in this location to work or students may change locations and go to the classroom of another teacher to receive assistance, take a makeup test, complete an assignment or work on an extension project.

## **15. GRADUATION**

Graduation from the Ross School requires that a student maintain an overall 1.70 or better grade point average (GPA) in all classes during grades 6, 7 and 8.

If a student enters the Ross School during the 7<sup>th</sup> or 8<sup>th</sup> grade years, the grading period counted toward a 1.70 GPA will be the period in attendance at Ross School.

- **GRADUATION OPTIONS**

At the conclusion of the 3<sup>rd</sup> quarter, if a student's combined first two trimesters academic GPA is lower than 1.70, a Risk of Retention meeting will be held with the parents, the student, the Academic Counselor and Administration to consider the following:

1. Repetition of the previous school year.
2. Conditional promotion to the next academic level with performance goals.
3. Reception of a certificate of completion rather than a diploma. Student must enroll in an accredited summer program when available to increase subject-area(s) proficiency. After the program has successfully been completed the student will receive a certificate of completion signed by the Superintendent.

- **PARTICIPATION IN GRADUATION ACTIVITIES**

In order to participate in the extracurricular graduation activities, including graduation rehearsal, a student must:

1. Maintain a 1.70 GPA in his/her eighth grade year.
2. At the discretion of the administration, any eighth grader who does not maintain the minimum grade point average, satisfactory behavior, or citizenship work habit marks on report card will not participate in graduation activities, which may include the commencement exercise.

- **GRADUATING WITH HONORS**

Students on the honor roll for at least 85% of the grading periods in grades 6-8 will graduate with honors.

- **GRADUATION AWARDS**

1. The Ross School Trustee Award – for excellence in citizenship, scholarship, leadership and participation at Ross School.
2. The Ross School Spirit Award – to the most inspirational student who has a motivating influence

on and a positive regard for fellow students and teachers.

3. The Ross School Scholarship Award – for excellence in academics to the student who has earned the highest grade point average during the seventh and eighth grades.
4. The Ross School Academic Effort and Dedication Award – for excellence in scholastic development, growth and improvement through effort and dedication to personal progress during sixth through eighth grades.
5. The Ross School Police Association Award – for honoring students who have displayed honesty, forward thinking, competency and inspiration. The Ross School Police Officers Association (RSPOA) presents two awards.
6. The Community Service Award – honors the student who has accumulated the highest amount of hours providing volunteer service to our community.

- **HONOR ROLL AND MERIT LIST**

Students who achieve a quarter grade point average of 3.6 or better qualify for the **Honor Roll** at Ross School. Students who achieve a quarter grade point average of 3.0 – 3.59 qualify for the **Merit List**.

## **16. STUDENT ACTIVITIES**

- **STUDENT COUNCIL**

The Student Council is made up of co-presidents, a secretary, a treasurer, co-spirit commissioners and grade level liaisons. The Student Council is responsible for planning school and community service activities. Elections are held in June for Student Council officers.

- **COMMUNITY SERVICE**

Community Service is a required program where all middle school students volunteer at least 20 hours of service, with volunteer opportunities at Ritter House, Special Olympics, Canal Ministry, Saint Vincent's and other local organizations.

Students completing their hours are recognized at graduation. Community Service Forms are located in the office and online and are to be completed, signed and returned to the same box or to the middle school principal.



- **SPEECH TOURNAMENTS**

All students are strongly encouraged to participate in the Ross School and Margie Burke Speech Tournaments. Students who place in the top positions in each category in the Ross School Speech Tournament represent Ross School at the Margie Burke Speech Tournament held in April.

- **SPORTS AFTER SCHOOL**

The school offers the opportunity for 6<sup>th</sup> – 8<sup>th</sup> graders to participate in after school sports throughout the year with teams throughout the county. All students are encouraged to participate and take pride in Ross School while modeling positive sportsmanship at all times. Participating students must maintain a current grade point average of 2.0 or above.

- Fall – cross country and volleyball
- Winter – basketball
- Spring – track

- **LOCKERS**

All Middle School students are assigned lockers with confidential combinations. Lockers are assigned by the school office and are accessible from 8:10 a.m. - 3:30 p.m., Monday, Tuesday, Thursday, Friday, and 8:10 a.m. - 2:00 p.m. on Wednesday. Access to other students' lockers is forbidden. Students are encouraged to keep valuables at home.

- **DANCES**

Dances are held throughout the year. Students need to be on time and may not leave early unless previous permission has been arranged through the school administration. All students are to be picked up by an adult at the conclusion of the dance. Dances are chaperoned by administration and Ross School staff.

A copy of all dance rules and guidelines will be distributed with each dance's permission slip. Dances are held for Ross School students only.

- **OUTDOOR EDUCATION**

Eighth graders attend the Yosemite Institute Outdoor Education Program for one week in September. Outdoor Education is chaperoned by Ross School staff. A parent information meeting is held to review and plan for the trip.

## **17. PARENTS/GUESTS/VOLUNTEERS IN CLASSROOMS**

We encourage parents to be involved in our school community. Parents are encouraged to contact their child's teacher regarding volunteer opportunities. All volunteers must be TB tested to protect the health of students. Documentation of being free from tuberculosis is mandatory prior to volunteering at Ross School. This documentation is good for four years from the date of clearance. All parents entering the school must sign in and out at the front office and wear a visitor's badge while on campus.

## **18. PLAYGROUND**

The playground is open to Ross School students from 8:10 a.m. each morning until the end of the school day. Younger siblings are not permitted to play on the playground during the school day. The playground is open for public use after 3:15 p.m. each school day and all day on the weekends.

### **TABLE RELEASE**

- Adults release the students, NOT the clock. They agree when to dismiss students.
- Adult supervisors release the classes no sooner than 15 minutes after lunch starts.
- A table will be released when all tables are clear, lunch boxes are put in the bins at the end of each table (one bin w/ teacher's name per class), kids are sitting silently with hands raised.
- Library passes will be given out once ALL students are released from the tables. Only 12 passes per day.
- When final lunch bell rings, students collect their lunch boxes from bins.

### **YARD RULES**

#### **SWINGS**

- Form one line on side closest to green shed
- Two minutes on swings, then switch (check clock)
- No jumping off swings in air
- No standing on swings
- Face blacktop only (feet towards blacktop)
- One person at a time on swings
- No swinging side to side or twisting

#### **PLAY STRUCTURE**

- No running or jumping off structure

- No running up the slides
- Only one person on slide at a time; wait for others to get off slide
- No tag on structure
- No equipment on structure

### **PLAYGROUND RULES**

- If a ball from another game enters YOUR game, you return it to the game it came from by throwing it back gently . . . NOT by kicking it.
- Anything that involves kicking a ball **MUST** be done on the field (except 4 square w/ soccer ball).
- No tackling games.
- Food or drink is allowed **ONLY** at the lunch tables.
- Stay on the path. Do not go behind the backstop except for the area up to the drinking fountain. If you can't see us, we can't see you!
- The field is not open unless an adult is present.

### **4 SQUARE**

- D square serves
- Outs are now called RECYCLED
- Lines are out of bounds
- All hits are done UNDERHAND
- If you win 4 times, on fifth turn you are RECYCLED
- When RECYCLED, give High Fives!

### **TETHERBALL RULES**

- No "Ropies" (holding ball rope)
- Only three holds per game (not consecutive)
- After 2 wins, two new people play
- If a game lasts longer than 2 minutes, two new people on court (check clock)

### **WALL BALL**

- The Wall Ball is for **throwing**, not kicking balls
- Maximum of 8 people at one time
- When someone is out, the next person in line enters the game
- Tennis ball **MUST** stay within the gray of the wall
- If you have the ball you must attempt a throw to the wall

## **RETURN OF PE EQUIPMENT**

Students are responsible for returning equipment. If they leave equipment out on the playground, they “lose” it for the rest of the week.

## **DISCIPLINE**

- 1st Offense - Student is warned
- 2nd Offense - Time-out “5 minutes”
- 3rd Offense - Student removed from game, possible recess loss, teacher informed of behavior, student may complete a “think sheet” to be signed by student and teacher
- 4th Offense - Student must complete a Referral Form to be signed by Melissa Benson/Stacy Marshall and parents

*Note: For serious infraction, immediate office referral to Melissa Benson or Stacy Marshall*

## **19. STUDENT SUPPORT SERVICES**

- **STUDENT SUPPORT SERVICES (SSS) TEAM:**

The SSS team is an effective and efficient problem solving team comprised of administration, learning center teachers (special education teacher and specialists), school psychologist, nurse, school counselor, services providers (occupational therapist, speech language pathologist) and instructional assistants.

The purpose of this student-centered team is to:

- Analyze environmental, curricular, instructional and individual student factors that impact any problem a student may be experiencing
- Develop and implement interventions to address the identified problems either through the Student Study Team (SST) process or Learning Center meetings
- Monitor the integrity of the intervention (i.e., is the intervention being implemented as designed)
- Believe in creative problem-solving process
- Commit to problem resolution

- **THE LEARNING CENTER PROGRAM**

The Learning Center is a multi-tiered model of service delivery leading to increased access and achievement of students performing both above and below the core curriculum. Learning Center teachers and staff target specific

areas of student need and provide support to those students who exhibit little or no progress despite high quality, standard-based core classroom instruction. The purpose of the Learning Center is to teach access strategies and to provide intensive intervention through differentiated activities, facilitated centers, integrated technology and enrichment centers. The Learning Center is a dynamic, flexible setting that provides opportunities for students to receive short or long-term supports.

## **20. TEXTBOOKS**

Students are responsible for the care and safekeeping of assigned books. Students are responsible for lost or damaged textbooks.

## **21. VISITING STUDENTS**

Visits and “shadow day” are restricted to one day only and are for students from out of town who are planning to attend the school in the near future for grades 5-8. These are not intended for students who are on vacation and visiting Ross.

Visits must be arranged through the school principal. No students are allowed to visit the last week of school or during testing.

# ROSS SCHOOL STUDENT EXPECTATIONS

## Mission & Vision

*Ross School District is committed to engaging learners in a safe, vibrant environment that supports academic rigor to ignite innovation.*

*Ross School develops habits of heart, mind and action in all of our learners.*

### Heart

*Be Kind*

### Mind

*Think deeply and creatively*

### Action

*Challenge yourself*

We expect Ross School to be a safe place where people respect and care for one another and for the learning process. We promote integrity, respect and compassion in our students and want them to take pride in their school. High expectations and rules are necessary so that we can function in a positive and successful school environment. Age appropriate positive behaviors are expected of students at all times. Students are expected to be safe, responsible and respectful.

The Ross School faculty and administration believe that activities outside the classroom are privileges to be earned by adhering to Ross School rules. All staff members work to support, model and reinforce the rules listed above. Parent support is essential to their effectiveness.

Consequences for not following school rules range from teacher warning to expulsion.

- **SERIOUS OFFENSES**

The following behaviors defined by California Education Code (EDC 48900) may result in suspension and/or expulsion:

- Causing, attempting to cause and threatening to cause physical injury to another person
- Possessing, using, selling or furnishing any drug

paraphernalia, knife, explosive, firearm,  
laser pen/pointer or other dangerous object

- Offering, arranging or negotiating to sell or deliver any controlled substance or alcohol or being under the influence of a controlled substance or alcohol
- Committing or attempting to commit robbery or extortion or knowingly receiving stolen school or private property
- Causing or attempting to cause damage, or stealing or attempting to steal school or private property
- Possessing or using matches, tobacco or nicotine products or imitation firearms
- Committing an obscene act or engaging in habitual profanity or vulgarity
- Disrupting school activities or willfully defying school authorities
- Committing or attempting to commit a sexual assault
- Harassing, threatening or intimidating a student who is a complaining witness in a school disciplinary proceeding
- Offering, arranging, negotiating or selling drugs
- Engaging or attempting to engage in hazing
- Committing sexual harassment or causing, attempting to cause, threatening to cause or participating in an act of hate violence
- Creating an intimidating or hostile educational environment
- Making terrorist threats against school officials or school

- **DUE PROCESS**

All students are entitled to due process. These procedures are contained in Board Policy. If suspension or expulsion is being considered, both the student and his/her parents may be given a copy of these policies at this time. Suspension will be assigned according to due process, which includes a parent conference by phone or in person. After suspension(s) the student and parent must return to school for an administrative conference before being allowed to return to class. The student may be excluded from the next activity.

- **RESPECTING OTHER PEOPLE**

- Bullying is different than conflict. It occurs when a student, or group of students, repeatedly try to hurt, humiliate or get power over another less powerful student through physical, verbal, relational or cyber bullying. **Bullying & Cyber Bullying (EDC 48900) & (EDC 48900[r]):** The Board of Trustees recognizes the

harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal or other means, harass, sexually harass, threaten, intimidate, cyber bully, cause bodily injury to or commit hate violence against any other student or school personnel.

Cyber bullying includes the transmission of harassing communications, direct threats or other harmful texts, sounds or images on the Internet, social media or other technologies using a telephone, computer or any wireless communication device. Cyber bullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats and the consequences for perpetrators of bullying.

- **Harassment (EDC 48900.4):** District programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability or sexual orientation.

The Board of Trustees shall ensure equal opportunities for all students in admission and access to the



educational program, guidance and counseling programs, athletic programs, testing procedures and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision. The district may provide male and female students with separate sexual health and HIV/AIDS prevention classes in order to protect student modesty.

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct that may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

- **CARE OF PROPERTY**

Stealing or disrespecting property of others will result in an office referral and appropriate consequences that may include detention, loss of an activity, restitution and/or suspension.

Exterior of lockers will not be decorated for birthdays or other celebratory events. A student council bulletin board is designated for highlighting student birthdays.

- **Distracting Items** that have no relevance to education should be left at home. If an item is brought to school, it will be confiscated and disciplinary action may follow. The school is not responsible for loss of these items if brought to school.

- **DRESS AND APPEARANCE**

Students are expected to dress in a manner that:

- 1) Allows participation in the learning environment
- 2) Is not a distraction to the learning environment
- 3) Does not pose a health or safety risk to the student or to others
- 4) Promotes a positive self image

Students in grades K-5 are not allowed to wear make-up.

Informality is acceptable, but immodesty is not.

- Tops must be long enough to keep the midriff and back covered.
- Tops with shoulder straps must be at least one-half inch wide. No spaghetti straps are permitted.
- Undergarments (boys and girls) should not be visible at any time.
- Shorts and skirts must reach the length of where the palm of one's hand meets the joint of one's finger (arms extended down to the side).
- Hats/caps are not allowed indoors (classrooms, office, library, assemblies, etc. unless for medical or religious reasons).
- Clothing that has suggestive or vulgar language is not permitted.

Students in violation of the dress code will be asked to change into appropriate clothing of their own. Students will be provided alternate clothing for the day by the school office. Parent may be contacted if no alternate clothing is available. Repeat offenders will be referred to the office for further consequences.

**PE:** Athletic shoes, socks and P.E. shirts are required for participation in P.E. "Non-dress" will have an impact on a P.E. grade.

- **SAFETY**

- **Balconies and Roof:** No leaning or horseplay of any kind anywhere near 2<sup>nd</sup> floor balconies is permitted.
- **Rough Housing** in the halls, eating areas and playground threaten the safety of others and is not permitted. Any kind of play fighting or unsafe games are also not permitted. Causing or threatening to cause physical injury to another student is forbidden.
- **Bicycles**, skateboards, scooters or other wheeled transportation devices are not allowed to be ridden anywhere on campus from the hours of 8:00 a.m. - 3:15 p.m. Students may never ride these in hallways or any interior courtyards on campus at any time. Students should walk their bikes, scooters and skateboards in front of the school and on school grounds. When riding to school using any of these transportation devices, helmets must be worn. Students are expected to follow

all safety rules for transportation, riding with traffic as close to the right side of the road as possible, stopping at stop signs, riding solo and in single file, using paths when provided and walking bikes, scooters and skateboards across crosswalks. Bicycles are to be locked securely in the bike racks provided at school; they are not to be left in these bike racks overnight. Middle school students are expected to keep skateboards in the designated rack. Ross School is not responsible for theft or damage to bicycles, skateboards or scooters while on school property. Motorized vehicles of any kind are not permitted on campus.

- **Buying and/or Selling:** Students are not allowed to buy, sell or trade merchandise for personal profit on campus.
- **Closed Campus:** Students are not allowed to leave the Ross School campus during school hours unless accompanied by an adult on a school authorized field trip or activity.
- **Crosswalks:** Students are expected to stop, look and listen before entering any crosswalk. If a crossing guard is present, students are expected to follow their directions.
- **Dogs** and other four-legged animals are not allowed on campus per board policy. Service dogs are an exception if serving an enrolled student.
- **Drugs, Alcohol and Tobacco:** Tobacco, including chewing tobacco, electronic cigarettes, alcohol and other drugs, including drug paraphernalia, are forbidden.
- **Weapons, look alike weapons, explosives, firearms, firecrackers, knives, laser devices and other dangerous objects** are forbidden at any time during school, at school activities or on the way to or from school. According to California Education Code (48900), bringing any of these items to school will result in suspension and possible loss of an activity.