

**Jardine Elementary School
2600 SW 33rd St.
Topeka, Kansas 66611
785-730-8200**

Dear Jardine Parents and Guardians:

Welcome to Jardine Elementary School! It is my pleasure to invite you to another year of learning and growing. I am glad to count you amongst our Jardine Family. The Jardine Elementary staff and I are committed to providing your child/children with the best education possible by maximizing your child's strengths and tapping into his or her interests. Jardine is a unique facility with an excellent staff. Our goal is to insure your child's academic and social growth during their time with us. My personal goal is to provide as many opportunities as possible to encourage your involvement and participation in your child's education. Please know that you are always welcome at our school.

The Parent/Student Handbook is a result of the collective efforts of the policies/practices of our Board of Education for Topeka Public Schools, the Topeka Elementary Principals, and each building level administrator.

If you have questions, concerns, or comments about the handbook, please feel free to contact me at any time. I welcome your comments and opinions.

Sincerely,

Angela Pomeroy, Principal

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What Constitutes Illness

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Communicable Disease Guidance

Angela Pomeroy	Principal	Natalie Fanella	PIP PK Teacher
Kaylee Soderlund	Assistant Principal	Da'Maris Meadows	Kindergarten
Ashley Wagers	Building Level Admin Intern	Jodi Wills	Kindergarten
LaTasha Shinn	Dean of Students	Grace Holmes	Kindergarten
Cori Hare	Jaguar Academy Coordinator	Karla Pagan	Kindergarten
Pat Casteel	Jaguar Academy Advisor	Christine Hartman	Kindergarten
Nuvia Morales	Administrative Assistant	Lacie Mayes	Kindergarten
Felicity Kracht	Office Secretary	Vacant	1st Grade
Kortney Kampsen	Office Secretary, Jaguar Academy	Teresa Stearns	1st Grade
Katherine Mitchell	Counselor	Nicole Stiles	1st Grade
Mercy Mugo	Counselor	Andrea Graham	1st Grade
Vacant	Counselor	Morgan Cashier	1st Grade
Officer McClimins	School Resource Officer	Kelly Shepley	1st Grade
Vacant	Learning Resource Teacher	Lauren Meister	2nd Grade
Nicole Cook	Learning Resource Teacher	Adam Snook	2nd Grade
Vacant	Learning Resource Teacher	Emy Autrey	2nd Grade
Mary Halloran	Learning Resource Teacher	Hunter Wolfe	2nd Grade
Christine Starr	Learning Resource Teacher	Vacant	2nd Grade
Cheri Wilson	Learning Resource Teacher	Dana Adams	3rd Grade
Rebecca Bentham	Learning Resource Teacher	Wendy Currie	3rd Grade
Nicole Payne	Learning Resource Teacher	Meagan Huston	3rd Grade
Vacant	EL Teacher	Vacant	3rd Grade
Bridget Stegman	Instructional Coach	Vacant	3rd Grade
Lindsey Noonan	STEAM Coach/Teacher	O'Shai Clark	4th Grade
Bridget Lee	Art Teacher	Marissa Wagner	4th Grade
Kim Holthaus	Interventionist	Simone Hinojosa	4th Grade
Lavonne Holmgren	Interventionist	Thalia Mosqueda	4th Grade
		Verlisa Cradle	5th Grade

Claudia Morales	Media Helper	Morgan Henry	5th Grade
Carl Long	Head Custodian	Kim Hunter	5th Grade
John Garcia	Custodian	Jason Meyer	5th Grade
Vacant	Custodian	Britany Vale	5th Grade
Vacant	Custodian		
Alana Seddon	Vocal Music	Cindy Servantez	Jaguar Academy
Joey Smart	Vocal Music	Keambiroiro Lewis	Jaguar Academy
Carolyn Page	Strings Teacher	Sharon Williams	Jaguar Academy
Jeff Moss	Band Teacher	Trevon Payne	Jaguar Academy
Patty Gillin	Physical Education	Zion Meadows	Jaguar Academy
Jeff Burke	Physical Education	Richard Hall	Jaguar Academy
Matthew Dunkin	Adaptive Physical Education	Katie Joens	MHIT Coordinator
Vacant	Occupational Therapy	Danielle Gray	PIP
Vacant	Physical Therapy	Liz Maycroft	PIP
Jamie Sowers	Speech/Language Pathologist	Priscila Tiscareno	EL
Gabby Bux	Speech/Language Pathologist	Melissa Kennedy	Special Education
Maggie Mosher	Speech/Language Pathologist	Delores Luna	Special Education
Tauna Cornell	Social Worker	Rebecca Evilszio	Special Education
Vacant	Social Worker	Deja Tucker	Special Education
Drew Smith	Social Worker, Jaguar Academy	Taylor Corbin	Special Education
Emmaline Bone	School Psychologist	Kelsey Miller	Special Education
Rebecca Robbins	Jaguar Academy Teacher	Ed Saddler	Special Education
Vacant	Jaguar Academy Teacher	Laderrick Richardson	Special Education
Rachel Mitchell	Jaguar Academy Teacher	Hannah Hicks	Special Education
Garrett Royston	Jaguar Academy Teacher	Kayceona Armstrong	Special Education
		Christianna McGlory	Health Aide
		Ada Adames	Health Aide
		Taylor Fechter	Jaguar Academy Health Aide
		Debra McCann	Media Specialist

JARDINE ELEMENTARY SCHOOL

Vision

The vision of Jardine Elementary School is to have high academic standards for all, to build positive relationships with students and their families, to provide a personalized education in which all LEARNERS are fully engaged in their learning, and to focus on STEAM education standards through the use of project-based learning opportunities.

Mission Statement

At Jardine Elementary, we believe all scholars will innovate and learn.

SCHOOL BELIEF STATEMENTS

We believe every child can and will succeed

- We believe students have a shared responsibility for their own learning.
- We believe the school, home, and community must work together for the needs and development of children.
- We value and appreciate the importance of individual differences and cultures.
- We believe education embraces the act of preparing our students for living successfully in an ever-changing society by providing academic, social, emotional, and physical skills, while developing individual character.

SCHOOL HOURS - 8:40a.m. - 3:40p.m.

The building will not be open for access by students until 8:30 a.m. Please do not drop off students prior to 8:10 a.m. The YWCA offers a before and after school program for students who require an early arrival or late pick up from school. Supervision for students will not begin until 8:10 a.m. The school office hours are 7:30 a.m. to 4:30 p.m. daily.

ATTENDANCE

1. Our school day is from 8:40 a.m. - 3:40 p.m. Students will enter the classrooms at 8:30 M-Th and 9:20 on late start Fridays.
2. Regular attendance, punctuality, and success in school are closely related. It is necessary for a parent/guardian to notify the school whenever their child is absent.
3. Please call your student into the automated system on the day of their absence. Failing to do so will initiate an automated phone call that evening letting you know the school has not been notified of the absence. Failing to call within 24 hours to excuse your student will lead to an unexcused absence.
4. Arriving at school within the required time is important. A child cannot begin acquiring the habit of punctuality too early. We ask for parent/guardian cooperation in seeing that their child is not tardy to school. (In addition, please refrain from removing students early from school except in the case of an emergency.) Make every attempt to schedule appointments before/after the school day.
5. Parents are asked to make all after school arrangements prior to 3:00 pm. **(The office cannot guarantee relay of phone messages to students particularly those left after 3:00.)**

Good attendance is an important aspect of school. If students are frequently absent from school, they are at a big disadvantage. When there are extenuating health reasons that are documented by a physician, we can work with the parents on a case by case basis. As a school, we need to help families realize how absenteeism is hurting their child, but we also acknowledge that there are times when health issues or family issues are unavoidable.

By law, if a child has 3 consecutive unexcused days, 5 unexcused days in a semester or 7 unexcused days during the year a Pre Truancy must be filed and a letter sent to the parents. After a step 1 letter is sent that matches the above descriptions by law, someone from the school completes a home visit after an additional unexcused absence to help attempt to communicate with the family about any absences and help to solve any barriers. Truancy letters are sent to parents and to the District Attorney's Office if there are further unexcused absences. An unexcused absence means that a parent has not called in or sent a note on that day or the next day by noon with a valid excuse. The reason for the child being absent must also be acceptable and approved by the principal. Parents sleeping in too late or the child missing the bus are not reasonable examples of excused absences. You will be contacted by a staff member after 2 consecutive days of not calling your student in to school. This is to insure the well-being of the family and to determine if the school can assist the family in any way.

Excessive absences, whether excused or unexcused, can cause academic problems for a student. Therefore, once a child has 10 absences, a doctor's note will be required to excuse the child from school. If it is not financially feasible or necessary to go to a family doctor, a visit to the school nurse could also excuse the child. Another issue that comes up frequently is vacations during the school year. The first 3 days are excused for trips. Days absent beyond that initial 3 days are unexcused. This again is to ensure that all children have an equal opportunity to learn at Jardine Elementary.

STUDENT ARRIVAL AND DEPARTURE TIMES

Breakfast is available to all students and is served each day beginning at 8:10 a.m. After school, all children should be on their way home shortly after the dismissal bell at 3:35. Should a child need to stay five minutes or longer after school, the teacher or student will notify the parents.

STUDENTS LEAVING SCHOOL DURING SCHOOL HOURS

If it is absolutely necessary for your child to leave during school hours for health or urgent personal reasons, please inform the teacher or office in advance. We require that you come to the office to sign them out. We will call the student down to the office. We ask that no child leave for lunch. Only adults listed on the pupil information form will be allowed to remove a child from school.

STUDENTS REMAINING AT SCHOOL

Parents should insist that their child go to school by the safest and most direct route. Once a student is at school, they are to remain here. Under no circumstances will a student be sent home for lunch, homework, books, etc. unless, in the opinion of the principal, the item is important enough to warrant a trip back home. In any case, no child will be given permission to return home unless contact can be made with the parent and permission is obtained.

AFTER SCHOOL, STUDENTS ARE NOT ALLOWED TO USE THE PHONE UNTIL 3:55 P.M.

This allows the parent time to arrive at school in case of traffic problems, car problems, bad weather, etc. Students are not allowed to make after school arrangements to go home with a friend using the school phone. If an after school activity has been canceled an exception will be made for those students involved to call and make arrangements for a ride. Please refrain from picking up your student early from school, as this creates a hardship on the classroom teacher and your child's education. Appointments should be made if at all possible after the end of school or during scheduled breaks such as parent/teacher conferences. In the event that

students are not picked up in a timely manner, school police will be called to intervene. We contact school campus police beginning at 4:00 if we have not been able to reach someone to pick up the student.

BICYCLES/SKATEBOARDS/SCOOTERS

Students with their parent's permission may ride their bicycles to school. The following procedures must be followed:

1. Each bicycle must be walked on school grounds at all times. When leaving the school grounds, students must walk their bicycle across any street before beginning to ride.
2. Each bicycle must be left and locked at the bicycle rack.
3. Each student must ride safely when coming to and from school.

LOADING AND UNLOADING FROM VEHICLES

In Topeka Public Schools, students 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 students cross the street to or from cars.** Students are not to be loaded or unloaded in the marked crosswalk areas or bus stop areas. **It is imperative that parents adhere to the following guidelines when picking up their children from school:**

- **Car riders:** will enter/exit the Northwest doors of the building. Students should be dropped off/picked up in the drive by entering from 30th Street. In an effort to do this in a safe and efficient manner, you will be given a tag to place in your windshield for easy identification of the children who you will be picking up. The school staff will work with you to get you on your way in a timely manner. If you need to visit with school staff, we ask that you park your vehicle in "visitor parking" and come into the building.
- **Bus Riders:** will be unloaded and loaded on the west side of the building. Students are NOT allowed to be dropped/picked up from a car on this side of the building.
- **Walkers:** Students who walk to or from school are expected to use the marked crosswalks. We ask that parents who arrive to greet their children wait on the south side of the school building, by the middle school gym/tennis courts.

If you should arrive early to pick up your child from school, please park in the visitor parking located on the east side of the building by the front doors. Students cannot be dismissed to parents prior to the 3:35 bell without checking in the office first.

TRANSPORTATION/ BUS POLICIES

Transportation is provided at District expense for those students whose residence is at least 1.0 miles from school. Transportation will be provided for M-M transfers and magnet school students outside the magnet attendance centers, all of which should be greater than 1.0 miles. Parents wishing to purchase transportation should contact the transportation department. There is a fee for this service. If students from the same family attend the same school, the cost is less for the additional students. Appropriate behavior is expected of all students while riding the school bus. The principal, according to current Board of Education policies and regulations, will address inappropriate conduct on the bus. A USD 501 Bus Safety Regulations handout is provided at enrollment to outline the expectations of riders. These rules are for the safety of all our children. In order to reach this goal, we need the cooperation and support of all riders and parents. Please read the transportation guidelines brochure making special note of the bus safety regulations on the back.

Bus Write-Ups will be addressed as follows:

- **First write-up:** Student will receive a verbal warning and a re-teaching of expectations here at school. A copy of the notice will be mailed home. Please discuss proper bus behavior with your child, sign the slip and return it to school.
- **Second write-up:** Student will lose bus riding privileges for one day; re-teaching of the bus expectations will again take place. Parents will be notified by phone. The notice will be mailed home. Please discuss proper bus behavior with your child, sign the slip and return it to school.
- **Third write-up:** Student will lose bus riding privileges for 3-5 days. Parent will be notified by phone. A designee at the school will work with the student on a plan for improved bus behavior. The notice will be mailed home. Please sign the slip and return it to school.
- **Fourth write-up:** May result in long suspension from the bus. A designee at the school will review the plan with the student. Parents will be notified by phone.

An unruly bus is an unsafe bus. Riding the bus is a privilege and any misbehavior on the bus will result in loss of privileges to ride the bus including any or all of the following. Discipline consequences will be imposed based on the nature and severity of the behavior and may include loss of bus riding privileges.

TELEPHONE AND ADDRESS 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 imperative that we have the name and phone number of someone who has permission and is capable of picking up your child in case of an emergency.

CHILD 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 a parent 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 within a reasonable amount of time. The custodial parent is requested to present such documents during a personal conference with the principal.

EMOTIONAL AND PHYSICAL HEALTH OF YOUR CHILD

Please visit with your child's teacher, the principal and/or the counselor 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.

KANSAS CERTIFICATION OF IMMUNIZATION

Kansas State 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 by a physician.

Health examinations are required for all students upon entry into school. Students should visit a dentist yearly for early detection of defects and treatments. Additionally, we have a yearly dental screening that will take place at the school.

All health forms are available in the 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.**

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. Schools have limited health (nursing) services.

ADMINISTERING MEDICATION

Medication prescribed by a licensed physician may be given at school, subject to the written request and permission of the parents or legal guardian. In addition, the building principal, the principal's designee, or the signature of the staff member responsible for the supervision of administering the prescribed medication must be obtained. If a child is currently taking a medication, a signed permission form from the physician will be required. All medication must be in a pharmacy labeled medication bottle, which is no more than three months old. Antibiotics that are given three times a day should be given before and after school and at bedtime. Non-prescription medication can be administered at school with written parent permission.

<u>WHAT CONSTITUTES ILLNESS</u>	<u>WHEN TO RETURN TO SCHOOL</u>
1. Oral temperature of 99.6 or above.	Free of fever for 24 hours
2. Severe cough that disrupts student's learning.	Symptom free/physician's written approval
3. Diarrhea	Free of diarrhea for 24 hours
4. Vomiting	Free of upset stomach/vomiting for 24 hours
5. Pink Eye	Excluded from school until 24 hours <u>after</u> treatment has been initiated.

<p>6. Infected areas of the skin with crust, yellow, dry area or rash, ash that causes student discomfort.</p> <p>no</p> <p>7. Severe itching of the body or scalp or constant scratching</p> <p>8. Fainting or seizures (other pre-existing conditions) or general signs of listlessness, weakness, drowsiness, flushed face, headache, or stiff neck</p>	<p>Return 24 hours after treatment begins e.g. impetigo, ringworm, etc.</p> <p>After treatment, including free of lice/nits. of the scalp, e.g. head lice or scabies.</p> <p>Symptom free/physician's approval to return</p>
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DISCIPLINE POLICY

The school will make available to all parents and guardians copies of classroom rules, rewards and consequences. The Comprehensive, Integrated, Three Tiered System of Prevention (Ci3T) will be the foundation of our discipline policies. We believe in taking an instructional approach to student behaviors and providing them the supports they need to learn to discipline themselves. We will utilize the acronym J.A.G.S. to communicate our expectations to students. We expect everyone in the building to Just Be Kind, Act Responsibly, Give Respect and make Safe Choices.

Our goal is to create a positive learning environment for your child. The school must be safe and orderly so that your children can receive the type of education they deserve. I personally call upon each of you to support the efforts of your child's classroom teacher and the efforts of our staff. We will use our knowledge and training to make this school a place the entire community can feel proud of. The USD 501 Student Handbook as well as the Jardine Student Handbook/Calendar will be available on the school website.

BOOK RENTAL

The school district 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. Students are assigned the books for which they are responsible, and they must pay for unnecessary markings, damage, or loss of the book. It is the parents' or guardians' responsibility to make provisions for payment of book rental. Refunds figured on a prorated basis are issued if a student withdraws from the Topeka Public Schools. Payment is due at enrollment for student textbook rental.

CIVIL DEFENSE

Whenever there is a civil defense alert, the students are moved to the safest area until the threat is over. All school activities that require students to return to school will be cancelled whenever Topeka is in a tornado watch. **(During a tornado warning, only parents or other adults authorized on the enrollment forms may sign out the child/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 media.

RECESS POLICY

In Topeka Public Schools, we believe that fresh air and exercise are good for the body and the mind. Students will be expected to come dressed for outside play - even in winter. If the wind-chill index and/or temperature are below 20 degrees, students will not go outside. Should it be raining or a severe weather alert is in effect, we will not go outside for recess time. If for medical reasons your child is restricted from this play, a note must be sent. If the restricted period is for more than one or two days, a note must be sent from the physician.

There will be times when a teacher may elect to take his/her class for a short break (five or ten minutes) during those winter months when we may have several days of "inside recess". The five or ten minutes of being outside with the teacher present is usually less time being outdoors than what the student would take walking to and from school.

PLAYGROUND RULES

Safety and common sense should provide the only real limits to the playground activities that students enjoy. However, we do utilize our school wide J.A.G.S. system with specific guidelines for the playground. Those guidelines are as follows:

J-Just Be Kind

- Be kind to others while playing
- Include others in your activities

A-Act Responsibly

- Follow the rules of the game
- Share equipment
- Return equipment when you are finished
- Line up when the bell rings

G-Give Respect

- Respect others personal space
- Respond immediately when adult calls
- KHFOOTY
- Enter and exit building quietly
- Follow directions the first time

S-Safe Choices

- Use equipment appropriately
- Stay within playground boundaries
- Report problems/unsafe behavior to an adult immediately
- Control your temper

TOYS AND PERSONAL PLAY EQUIPMENT

Children should not bring toys, balls, electronic devices (cell phones, mp3 players, and pocket game systems) or other play equipment to school. The only exception to this policy is if a teacher for show-and-tell or some other special activity, requests the item. If the item is requested for a special activity in the classroom, it should remain in the classroom or can be checked in at the office. Any item that is brought to school is at your own risk, and the school is not responsible for lost or damaged items as a result.

BREAKFAST/LUNCH PROCEDURES

Students will eat breakfast daily, and be under the supervision of their classroom teacher and other support staff. Students will be under school supervision during the lunch period unless notified otherwise by the parents or lawful guardians. Students may bring a lunch or eat a hot lunch. All students at Jardine Elementary are eligible for free breakfast and lunches, regardless of family income. We qualify as a Title I School for this federal program.

HOMEWORK POLICY

Homework assignments will be assigned only as necessary and should be meaningful and clear as to its purpose.

SCHOOL DRESS

Students at Jardine Elementary School show pride in themselves and in their school by their appearance. The Jardine School Dress Code Policy encourages the selection of clothing that supports active participation in all school activities. Students will be asked to phone a parent/guardian to bring a change of clothing should they come to school wearing any items deemed inappropriate by administration.

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. If a student transfers to another school within the Topeka Public School, U.S.D. #501, these records are forwarded to the receiving school. If a student moves outside this district, a request for records must be sent by the receiving school to Jardine Elementary School, 2600 SW 33rd St. Street, Topeka, Kansas 66611 or Demographic Services, USD #501, 624 W 24th Street, Topeka, KS 66611.

MOVING FROM JARDINE

If you are moving and your child will be attending another school, please send a note or call us a few days in advance. This will allow us time to make appropriate refunds of fees and to ensure that all books have been collected. If the new school is in Topeka Public Schools, all records, report card, acknowledgment of book rental, lunch status etc., will be forwarded on to them. If the new school is outside of Topeka Public Schools, the new

school will request educational records directly from the office. Your child should take only his/her personal belongings. Rental books will be given to him/her at the new school.

FIELD TRIPS

Field trips by classes may be taken throughout the year at the discretion of each teacher. Parents may be asked to drive on field trips. In this instance, each driver must sign a form and provide verification of adequate insurance coverage and their driver's license for each event.

ITEMS DELIVERED TO SCHOOL

During the school year, we occasionally have balloon-a-grams and flowers delivered to Jardine Elementary for students on their birthdays. Because of the disturbance to classes, we do not deliver them to classrooms.

KINDERGARTEN ORIENTATION

Parents of prospective kindergartners are invited to an orientation during the spring semester of the prior school year. 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 31st 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's dental exams are also recommended prior to school entrance.

LOST AND FOUND

A lost and found is maintained at Jardine. Students who find articles should turn them in at the office. Students and parents are asked to check the lost and found for missing articles. Unclaimed items will be donated after a reasonable length of time. Feel free to come to the school and check through the lost and found any time to locate your child's items.

MONEY SENT TO SCHOOL

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

PARENT NEWSLETTERS FOR JARDINE

Our newsletter will be digital and published weekly, and published on the school website, social media and emailed through the Parent Link. Please look for our newsletter on the Monday of each week. A calendar will be included on the newsletter to keep you updated as new events come up throughout the month/year.

REPORTING STUDENT PROGRESS

All elementary students of Topeka Public Schools are issued progress reports at the end of each nine-week grade period. Progress reports are issued to parents, at the end of the first quarter, during the parent-teacher conferences. The second and third progress reports are sent home with the students (check calendar for dates). The fourth quarter progress report will be mailed home. Teachers are asked to inform parents of students who are performing less than satisfactory (academically or socially) as needed. Letter grades will be recorded on report cards for fifth grade students only.

INSTRUMENTAL MUSIC

Band and orchestra are offered to students in 5th grade. Usually, students 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.

PARENT - TEACHER CONFERENCES

Parent - Teacher conferences are held in the fall and spring. The classroom teachers 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 to schedule an appointment.

INTERNET USAGE

The internet is a constantly changing media resource. We have the privilege of using our computers to explore and learn on the internet. Exploring the internet gives all of us the opportunity to learn from a vast array of sources and people. Our belief is that everyone in our school community benefits from the privilege of using the internet.

Instructional staff and administrators are responsible for keeping students safe, and advising them where it is safe and appropriate to go, in the physical world and the internet. Because they have the responsibility to keep

students safe, instructional staff and administrators can examine all computers and files, just as they can examine the inside of desks and student storage areas. No computer storage should be considered private.

We meet many people on the internet that we will never meet in real life. We can communicate with them and learn together without giving them personal information. Personal information includes any student's name, address or phone number. Personal information also includes Jardine's address or phone number. We teach the students that it is not appropriate for us to ask someone on the internet for his or her name, address or phone number.

We have expectations in the Jardine School Community about language, pictures, and other things that are appropriate for our school. The same expectations apply to the internet. Sometimes we might find something on the internet that we know is not appropriate. If we aren't sure, we ask instructional staff.

Everyone in the Jardine Elementary School community has the privilege of exploring and learning on the internet. We follow our rules of exploration so we can use the internet to learn and help others learn.

SCHOOL PARTIES

Parties will be at the discretion of the classroom teacher & principal.

SCHOOL PICTURE INFORMATION

Individual student pictures are taken during the first semester. Class pictures will be taken during the second semester. Appropriate information will be sent home with students prior to picture dates.

SEXUAL/RACIAL HARASSMENT

Students have a legal right to be protected from unwanted, sexual/racial comments and actions. Therefore, sexual/racial harassment will not be accepted or tolerated in school. Any employee or student who engages in sexual/racial harassment of any student or staff member will be subject to disciplinary measures.

BULLYING

Bullying is any intentional, repeated act that intimidates or harms an individual. Bullying behaviors include teasing, exclusion, physical bullying, and intimidation. Teasing includes: name-calling, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves. Exclusion is: spreading rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends. Physical bullying

includes: pushing, slapping, grabbing, tripping, pulling hair, spitting, or other violations of one's personal space. Intimidation is: making rude or threatening gestures, verbal or written threats, or using one's body to intimidate.

We do have a bullying policy in place at Jardine. Your child can and should report any bullying that is occurring immediately to a teacher, counselor, or administrator. As a parent, you also have the ability to report instances of bullying. Please do so by contacting the building counselor.

STUDENT INVITATIONS

Please refrain from sending personal party invitations to school with your child.

USE OF SCHOOL TELEPHONE/ PHONE MESSAGES TO STUDENT/CELL PHONE USAGE

The telephone at school is available for school business and emergency use. Students should make arrangements before leaving home for outside school activities, permission to go home with other students, etc. Every effort will be given to ensure phone messages are given to students at the end of the day. Please do your part by making plans with your child the night before and communicate any changes in routine to the child's teacher via email or note. Only in an emergency will students be pulled from their classroom.

If it is necessary for a student to bring a cell phone to school, the expectation is that it will be silent and turned off during the school day. If a student has their phone out, they will be asked once to put the phone away. If they fail to comply with this, administration will be called to address the student, and take the phone to keep in the office for the remainder of the day. Students may get their phone at the end of the day from administration. Upon the second incident of a cell phone being taken by administration, parents will be called to discuss the situation and asked to come to school to get the cell phone from administration.

VISITORS/ROOM VISITATION

We believe in a strong partnership between school and home. Parents are allowed to visit school so that they may see their child in an everyday school situation. When visiting we suggest the following:

- Please check in through the office to sign in and receive a visitors' pass.
- Please turn off your cell phones and/or turn the ring to vibrate. If you must take a call, please exit the classroom.
- Quietly observe your child in the group.

- Please limit your visit to 30 minutes or less unless prior arrangements are made with the office.
- If you have questions or concerns about your child in a classroom setting, ask the teacher to arrange a conference.

PROBLEM SOLVING

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 a building administrator. If the concerns are not resolved at that level, the next step is to contact the Ombudsman at the Burnett Center.

FACILITY RENTAL REGULATION

In Topeka Public Schools, Facility Rentals are arranged by contacting the Director of Hummer Sports Park. Please call 295-3750 for further information.

PEPSI CONTRACT

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

SCHOOL SITE COUNCIL

Every elementary school has established a school site advisory council. The purpose of the school site advisory council 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 administrator in determining the methods that should be employed at the school to meet these goals and objectives.

School site advisory councils are organized and function as determined by each school administrator. Each school site council is formed in addition to the PTO. Parents who are interested in serving on the school site advisory council are encouraged to call the administrator at the building.

GEI

The staff at Jardine Elementary encourages all students to be successful and to reach their full potential academically and socially. There are situations in which a student will need extra assistance to be successful. This is often when teachers will refer a student to the General Education Intervention team (GEI) to discuss resources that are available to help assist a student at our school. The GEI Team consists of a number of school staff who are experts in various areas. The team also consists of parents because we believe the parent knows their child best and can give great input to best help him/her to be successful.

As a parent, if you feel your child is having difficulty learning and would like to refer your child to the GEI team, please talk to your child's classroom teacher or the school counselor about the process. We would like all new referrals to occur before Spring Break since a GEI plan can take anywhere from six weeks to 12 weeks to determine if there is growth for the child we are monitoring.

VOLUNTEERS

As a Topeka Public Schools volunteer, please be sure you complete the following:

1. A volunteer application must be completed at the building and can be obtained in the office. This will be forwarded to the District Communications Office. They will do a background check on all volunteers.
2. Each time you come to the school to volunteer, please sign the volunteer log. Sign out when you leave.
3. Wear identification when you are in the school building. Volunteer badges are in the office.
4. If you have questions, contact your school volunteer coordinator, principal or contact Phoebe Nordyke at 295-3000 or pnordyke@tps501.org

We truly appreciate your willingness to help 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." 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 of any action

taken. Lethal weapons will be turned over to the school police. Additionally, all offenses involving the “possession, use, or transmitting” of lethal weapons must be reported in writing to the Superintendent and Board of Education.

FEDERAL TITLE I PARENT RIGHTS

ANY PARENT CAN REQUEST INFORMATION ABOUT ANY TEACHER OF THEIR CHILD. UNDER FEDERAL LAW, PARENTS HAVE THE RIGHT TO KNOW:

- whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- the qualifications of any paraprofessional working with students on an instructional basis

PARAPROFESSIONALS

In addition, there are federal requirements for in place for paraprofessionals

- any paraprofessional assisting with instruction in a Title I school must meet the standard of having successfully completed 48 college hours from an accredited college or university or have passed the ParaPro test;
- paraprofessionals must work under the supervision of a licensed teacher;

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.

DISCRIMINATORY HARASSMENT: STUDENTS

The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, sexual orientation, gender, gender identity or expression, including sexual

harassment; discrimination on the basis of race, color or national origin, including racial harassment; and discrimination on the basis of disability, including of harassment on the basis of disability. Discrimination on the basis of religion, including harassment on the that basis is also prohibited. Harassment on any of these grounds of employees or students of the district by board member, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

NOTICE OF NONDISCRIMINATION

The Topeka Public Schools, Unified School District No. 501 is committed to affirmative action and equal opportunity. No person shall, on the basis of age, race, color, creed, religion, sex, sexual orientation, gender, gender identity or expression, disability, national origin or ancestry be denied lawful access to any appropriate educational service, program or activity provided by the school district. For students, the Title VI, Title IX and Section 504 compliance coordinator is the General Counsel for the district. For employees, the EEO/AA and Title VII compliance officer is the general director of human resources. Compliance coordinators may be contacted at 624 SW 24th Street, Topeka, KS 66611-1294, (785) 295-3000. The Clerk of the Board of Education has been designated to receive and redirect or handle inquiries regarding nondiscrimination policies, regulations and procedures. The clerk may be contacted by calling (785) 295-3059 or by writing to 624 SW 24th Street, Topeka, Kansas 66611-1294.

COMMUNICABLE DISEASE GUIDANCE

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 all communicable diseases, including COVID 19, 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 when required, 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 a hand sanitizer that contains at least 60% alcohol.