

Scott Computer Technology Magnet School
401 SE Market Street
Topeka, Kansas 66607
(785) 235-7480

Dear Scott Parents and Students:

Welcome to Scott Computer Technology Magnet School. As the principals here at Scott, we are looking forward to meeting new parents and students and renewing existing relationships. We are committed to providing your child with the best education possible by maximizing your child's strengths and tapping into his or her interests. Scott is a beautiful building with a top-notch staff whose goal is to make each child successful. It is our intention to provide as many opportunities as possible to have parent involvement and participation in your child's education. Please know that you are encouraged to visit anytime.

The Parent/Student Handbook is a result of the collective efforts of the Division of Education of the Topeka Public Schools, the Topeka Elementary Principals Association (TEPA), and each building level administrator.

If you have questions, concerns, or comments about the handbook, please feel free to contact us. We heartily welcome your comments and opinions.

Sincerely,

Deborah Sidwell
Principal

Christine Saunders
Assistant Principal

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SCOTT COMPUTER TECHNOLOGY MAGNET SCHOOL

Mission

The mission of Scott Computer Technology Magnet School is to provide each student with academic knowledge and social skills they need to be lifelong learners and productive members of a culturally diverse society.

Belief Statements

Because Scott Computer Technology Magnet School should incorporate the principles of effective education, we believe:

- high expectations of self and others encourage student achievement;
- students learn best in a safe and secure environment;
- all students should have access to a quality education;
- students learn through innovative teaching and learning strategies and authentic assessments;
- students should gain skills to make informed decisions throughout their lives; and
- education requires the shared responsibility of students, parents, staff and community members.

Furthermore, we believe:

- technology provides opportunities for active, lifelong learning;
- technology is a communication tool that teaches the whole child and stimulates intellectual curiosity; and
- early introduction to advancing technologies develops a positive attitude and a flexible mind set to develop and accept change.

Our Technology Goals

Students who complete our program of technology integration at the end of their fifth grade year should:

- use keyboarding to interact with the computer and its parts;
- they will be able to access, retrieve, and share data with others;
- be able to set up equipment, troubleshoot hardware and software, and use correct terminology;
- be able to choose and use appropriate technologies for problem solving;
- be able to use word-processing, databases, spreadsheets and graphing software;
- understand and use technology based and on-line information sources;
- be able to create multimedia presentations using voice, video and data;
- know how to use technology safely; and
- know the legal and ethical issues surrounding the use of technology.

Panther Pledge

As a panther with pride, I will treat people, property and ideas with respect and I will respect every person's opportunity to learn.

ARRIVAL AND DEPARTURE

- *Arrival—If a child is going to eat breakfast, he/she may arrive at the school no earlier than 8:00 am. We also ask that all students keep a book in their book bag for silent reading before school while they are waiting to go to breakfast or class.*
- *Departure—All children should be on their way home shortly after the dismissal bell. Should a child need to stay five minutes or longer after school, the teacher or student will notify the parents.*
- *Leaving during school hours—The school will not be open until 8:00 am. No students should arrive prior to 8:00 am. 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 so that we know a responsible person is accompanying your child. We ask that no child leave for lunch. Only adults listed on the PIF will be allowed to remove a child from school.*
- Please insist that your child goes 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.

ATTENDANCE

1. Our school day is from 8:30 a.m. – 3:30 p.m.
2. Regular attendance, punctuality and success in school are closely related. Patterns for good attendance are usually established early in the school year. It is necessary for a parent/guardian to notify the school whenever their child is absent.
3. 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.
4. Please refrain from removing students early from school except in the case of an emergency. Removing your child early creates a hardship on the classroom teacher and your child's education. Make every attempt to schedule appointments before or after the school day or on days your child is out of school (i.e. staff development, parent/teacher conferences, etc).
5. Parents are asked to make all after-school arrangements prior to the school day. **The office cannot guarantee relay of phone messages to students.**
6. In order for a student to be considered for perfect attendance they must be on time and without any absences each quarter.

ATTENDANCE INFORMATION

Please make every attempt to have your child at school on time every day. Your child is missing out on valuable instruction every time they are late. Parents of all students, kindergarten through fifth grade should call the school before 8:30 am if their child is going to be absent. If a family has no telephone, an effort should be made to call from work or to send a note with a sibling or another student in the neighborhood. If this is not possible, return a note with your child the day he returns to school. Three consecutive unexcused absences, five unexcused absences in a semester or seven unexcused absences in a year will result in a truancy report being filed. If it is necessary for your child to be late, please contact the school to let them know. If your child arrives after 8:30 am they are to report to the office to sign in and get a tardy slip to take to their teacher.

BICYCLES, SKATEBOARDS, or SCOOTERS

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

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

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.

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.

CELL PHONE USAGE

Cell phones are not allowed at school. Cell phones will be confiscated and only returned to parents.

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. The custodial parent is requested to present such documents during a personal conference with the principal.

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, students will only be released to parents or legal guardians.)**

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.

DISCIPLINE POLICY

The school will make available to all parents and guardians copies of classroom rules, rewards and consequences. The USD 501 Student Handbook and the Scott Student Handbook/Calendar will be issued to each family upon enrollment.

Our goal is to create a positive learning environment for your child. The school must be safe and orderly so that your child can receive the type of education he/she deserves. 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.

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.

FACILITY RENTAL REGULATION

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

FIELD TRIPS

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

HEALTH REQUIREMENTS

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.

Health examinations are required for all students upon entry into school. **Failure to complete the necessary forms and immunizations will result in your child being excluded from school.** It is recommended that students visit a dentist yearly. All health forms are available in any school office and should be returned to the office upon completion by the physician or dentist.

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.

HOMEWORK POLICY

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

INSTRUMENTAL MUSIC

Band and orchestra are offered. Students must provide their own instruments, however, a limited number of instruments are owned by the district and are available for rental from the school district on a first come, first served basis.

Students are held responsible for work missed during the time they are out of their classrooms for instrumental music.

INTERNET USAGE

Internet usage is a component the Scott Computer Technology Magnet School curriculum. The Internet is a constantly changing electronic world. Exploring this world gives us the opportunity to learn more and learn with other 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 in both the physical and the electronic world. Instructional staff and administrators help students know 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 disks, just as they can examine the inside of desks and student storage areas. No computer storage should be considered private.

We meet lots of 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 Scott's address or phone number. It's not polite for us to ask someone on the Internet for his or her name, address or phone number.

We have expectations in the Scott 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. We don't explore there. If we aren't sure, we ask instructional staff.

Everyone in the Scott Computer Technology Magnet School community has the privilege of exploring and learning on the Internet. Rules of exploration must be followed to allow this privilege to continue.

ITEMS DELIVERED TO SCHOOL

*During the school year, we occasionally have balloon-a-grams and flowers delivered to Scott for students on their birthdays. Because of the disturbance to classes, we **do not** deliver them. However, office personnel will make every attempt to contact the student at the end of the school day. As much as we understand the gesture, it would be more appropriate to have balloon-a-grams and flowers delivered to the student's home address.*

KINDERGARTEN ORIENTATION

Parents of prospective kindergartners are invited to an orientation. 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, social security card and immunization records prior to the first day of attendance. Student's dental exams are recommended prior to school entrance.

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 and walkers:** Will exit the building from their pod doors. They should be met or picked up on the 4th Street or Market Street sides of the building only. Older siblings must walk around the outside of the building to pick up their younger brothers or sisters.
- **Taxis, Daycare Vans or other agencies:** Children who are picked up by taxi or vans for daycare or other agencies will be picked up in the circle drive in front of the school building. Students who attend the after school program at Boys' and Girls' Club will be picked up in a bus at the circle drive.
- **Bus Riders:** Students who ride the school bus will be picked up at the edge of the playground on California Street. No children other than bus riders should be picked up on California.

If it is necessary for you to pick up your child early from school, please park in the parking lot and come to the school office. Students cannot be dismissed to parents prior to the 3:30 pm bell without checking in the office first.

LOST AND FOUND

A lost and found is maintained in the front office. 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 disposed of 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

LUNCH PROCEDURES

Students may bring a lunch or purchase a hot lunch. Milk must be purchased when your child brings a sack lunch. There is a cost for milk even if the child is on FREE lunches. Students may also purchase extra milk to drink with their lunch. The price for milk is 40 cents each.

*Any child and/or parent may eat a hot lunch anytime as long as he/she purchases the lunch from the kitchen and notifies his/her teacher the day before he/she plans to eat. Payments may be made daily, weekly, or monthly by sending lunch money to the school office. Please make checks payable to Scott Activity Fund and place the money in an envelope with the child's name, teacher's name, and the amount of money and purpose of money written on the outside of the envelope. **USD 501 prohibits charging meals. Please maintain adequate funding in your child's account.** Lunch notices will be sent home on Tuesday and Thursday throughout the school year. If a student has two or more lunch charges, parents will be asked to send a sack lunch until the charges are paid.*

MEDICATION PROCEDURES

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 or 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 on a medication, a signed permission form from the physician will be required. All medication must be in a pharmacy labeled medication bottle that 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.

Illness-When to keep your child home	When your child should return to school
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 after treatment has been initiated.
6. Infected areas of the skin with crust, yellow, dry area or rash that causes student discomfort. (i.e. impetigo, ringworm, etc.)	Return 24 hours after treatment begins
7. Severe itching of the body or scalp or constant scratching of the scalp (i.e., head lice or scabies)	After treatment, including free of lice/nits.
8. Fainting, seizures, (other pre-existing conditions) or general signs of listlessness, weakness, drowsiness, flushed face, headache, or stiff neck.	Symptom free/physician's approval to return

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 for and amount of money written on it.

MOVING FROM SCOTT

If you are moving and your child will be attending another school, please notify 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 and is a Topeka Public School, all records, report cards, acknowledgment of book rental, lunch status etc., will be forwarded on to them. Your child should take only his/her personal belongings. Rental books will be given to him/her at the new school.

NEWSLETTERS FOR SCOTT

Our newsletter will be published monthly. Please look for our newsletter the first week of each month. A calendar of upcoming events will be included in the newsletter that will allow you to update this calendar as new school events occur.

PARENT – TEACHER CONFERENCES

Parent – Teacher conferences are held in the fall and the spring. Classroom teachers schedule the conferences and make every effort to schedule siblings sequentially. Parents wishing to schedule a conference outside of the scheduled conference times should contact the teacher or school office.

PEPSI CONTRACT

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

PLAYGROUND RULES

Safety and common sense should provide the only real limits to the playground activities that students enjoy. It is impossible to have a rule for every situation, but the following should be helpful in defining some of our boundaries.

1. Playing on school playground equipment either before or after school is not allowed...supervision is not provided during these times.
2. Children should not leave the play areas without permission from a playground teacher. (i.e., to get a ball that has gone over the fence)
3. Students should use playground equipment correctly.
 - a. Slides-Students may use the slides in one way only – down from the top and feet first.
 - b. Swings-Students must sit on swings – no jumping out, standing up, swinging on their tummy, or side to side.
4. Students may not swing on tetherball ropes or kick tetherballs.
5. Students must stop play when the bell rings or the whistle is blown and immediately line-up.
6. Students may not bring toys or personal belongings from home for use on the playground.
7. Footballs and soccer balls can only be used in the field.
8. Students are not to touch cats, dogs or other animals on school grounds.
9. Fighting and wrestling – real or pretend – **is not** allowed.
10. Students may not re-enter the building unless they have permission from a playground teacher. Permission will not be given to reenter for a coat – it should be taken to lunch.
11. Jump ropes are for jumping only.
12. Students may not stand on top of any bars.
13. Students may not throw any objects that might injure another student.
14. Snowballing is not allowed unless supervised and organized by the classroom teacher.
15. Throwing balls against the building or playing dodge ball is not permitted.
16. No tackle football.
17. While playing basketball during recess, students may not steal the ball from another player while the other player is dribbling the ball or holding the ball. No blocked shots are allowed.
18. Outside recess temperature is anything above a 20-degree wind chill – according to Billard Airport. Teachers may take their own class out if they so desire.
- 19. No chasing games allowed unless organized and supervised by a staff member!**

RECESS POLICY

- In Topeka Public Schools, we believe that fresh air and exercise are good for the body and the mind. Students are expected to come dressed for outside play-even in winter. While students may not stay outside for an entire play period, when the wind-chill index and temperature are within reason, students will go outside.
- If your child is restricted from outside play for **medical reasons**, a note should be sent. If the restricted period is for more than one or two days, a note should be sent from the physician.
- **Toys and personal play equipment should not be brought to school.** The only exception to this policy is if a teacher has requested the item for show-and-tell or other special activity. If an item is requested for a special activity, it should remain in the classroom.

RECESS TIME AND BAD WEATHER

It is important for students to receive some exercise, have a change of pace and stretch from sitting in a classroom. You can assume your child will be going out for recess daily unless one of the following conditions prevails:

1. *We are in a severe weather alert.*
2. *It is raining.*
3. *The wind chill index or temperature is below 20 degrees.*

There will be times when a teacher may elect to take his/her class for a short break (5 or 10 minutes) during those winter months when we may have several days of “inside recess”. The 5 or 10 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.

REPORTING PUPIL PROGRESS

All elementary students of Topeka Public Schools are issued progress reports at the end of each nine-week grade period. First quarter progress reports are issued during the first 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) at any time deemed necessary.

RESOLVING PROBLEMS

All school concerns should be dealt with at the level at which they occurred. If the concerns are not resolved at the teacher level, contact the building administrator. If the concerns are not resolved at that level, contact the General Director of Elementary Education.

SCHOOL DRESS CODE

Students at Scott Computer Technology Magnet School show pride in themselves and their school by their appearance. The Scott School Dress Code Policy encourages the selection of clothing that supports active participation in all school activities. All members of the Scott School community dress for work.

- Hats and coats are taken off when entering the building.
- All clothing must be fastened.
- Pants are worn at the waistline. Sagging is not allowed.
- Clothing must be safe and suitable for school activities.
- NO tube tops, half shirts, halter-tops, see-through shirts or jerseys, short-shorts, biker shorts, shirts with inappropriate designs or words, flip-flops, skate shoes, or any shoes that would make running or playing unsafe.
- Shorts may be worn to school, but must be of appropriate length to give modest coverage.
- Shirts and blouses must cover the entire torso when arms are raised above one's head.
- Students will be asked to phone or go home to change clothing should they come to school wearing any of the above listed items.

SCHOOL HOURS – 8:30am – 3:30pm

The building will not be open for access by students until 8:00 a.m. Please do not drop off students prior to 8:00 a.m.

SCHOOL OFFICE HOURS

Should you have a question, concern or need to call your child in absent, we can be reached from 7:30 a.m. – 4:00 p.m. daily. If you call the office and get voicemail, please leave a message and someone will get back to you.

SCHOOL PARTIES

Parties will be held at the discretion of the principal.

SCHOOL PICTURE INFORMATION

Individual student pictures are taken during the first semester. Class pictures will be taken during second semester.

Appropriate information will be sent home with students prior to picture dates.

SCHOOL SITE COUNCIL/SPMT (School Planning and Management Team)

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 site to meet these goals and objectives.

Parents who are interested in serving on the school site advisory council are encouraged to call the administrator in the building.

SEXUAL/RACIAL HARRASSMENT

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 will be subject to disciplinary measures.

STUDENT IMPROVEMENT TEAM (SIT)

Each elementary school in the Topeka Public School District has a School Improvement Team (SIT). Concerns that teachers or parents may have about the academic, social or psychological well being of students may be brought before the team for study. The school improvement team consists of several professionals, and may include the psychologist, counselor, social worker, classroom teacher/s, learning resource teacher/s, nurse, speech clinician, reading and math support teacher/s and administrators.

STUDENT INVITATIONS

Please do not send personal party invitations to school with your child. Feelings may be hurt if a child is not invited to the social gathering. In addition, handing out invitations can cause a disruption at school and take time away from learning.

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 Scott Computer Technology Magnet School, 401 SE Market, Topeka, Kansas 66607 or Demographic Services, USD #501, 624 W 24th Street, Topeka, KS 66611.

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 an emergency.

TELEPHONE USAGE/ PHONE MESSAGES

- 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 made 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.
- Students will be called from their classroom in case of emergency only.
- *After school, students are not allowed to use the phone until 3:45 pm. This allows the parents time to arrive at school in case of traffic problems, car problems, bad weather, etc.*
- *If an after school activity has been cancelled due to bad weather or other issues an exception will be made for those students involved in the activity to call and make arrangements for a ride.*

TRANSPORTATION/ BUS POLICIES

Transportation is provided at District expense for those students whose residence is at least two (2) 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 2.0 miles. Parents wishing to purchase bus transportation should call Durham Student Services at 233-2009. The cost is \$150 per semester. 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 on the bus. The assistant 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 to outline the expectations of riders. These rules are for the safety of all of 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.

TREATS AT SCHOOL

Students are asked NOT to bring gum or candy to school at any time. The only exception to this rule would be birthday treats with their teacher's permission or class parties.

VISITORS/ROOM VISITATION

Home and school must cooperate if your child is to progress happily. Parents are urged to visit school so that they may see their child in an everyday school situation. When visiting, we suggest the following:

- contact the teacher beforehand to arrange a visit;
- please check in through the office to sign in and receive a visitors' pass;
- quietly observe your child in the group;
- **cell phones and pagers should be turned off upon entering the building (Cell phone usage is not allowed within the classroom!);** and
- if you have questions or concerns about your child in a classroom setting, please ask the teacher to arrange a conference rather than taking the teacher's attention away from his/her students.

VOLUNTEERS

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

1. Complete a volunteer application and submit it to your school administrator or email Ron Harbaugh at rharbaug@topeka.k12.ks.us
Applications can be found on the district website <https://www.topekapublicschools.net/involved/visit.xhtml> Look for the pdf link in the "How Do I Get Started" section.
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 available in the office.
4. If you have questions, contact your school volunteer coordinator, principal or contact Angela Locke at 295-3047 or alocke@topeka.k12.ks.us

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 security/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.