John Ross Elementary School
Nighthawks
2019-2020
Handbook and Calendar
SOARing at John Ross

S - STAY SAFE:
We will practice virtuous living using the life principles.

O - OWN YOUR OWN BEHAVIOR:
We will not laugh at or make fun of a person’s mistakes, use sarcasms, or putdowns.
We will use good manners saying, “Please, Thank you, Excuse me” and allow others to go first.

A - ACCEPT RESPONSIBILITY:
We will cheer each other to success.
We will help each other whenever possible.

R - RESPECT RELATIONSHIPS:
We will value one another as unique and special individuals.
We will recognize every effort and applaud it.
We will encourage each other to do our best.
John Ross is a Great Expectations Model School

What Is Great Expectations®?

Purpose:

Great Expectations® (GE) is a professional development program that provides teachers and administrators with the skills needed to create harmony and excitement within the school atmosphere which are elements that are basic for inspiring students to pursue academic excellence, with a focus on the human quality of teaching and learning.

Rather than teaching WHAT to teach,

Great Expectations methodology focuses on the learning climate and the HOW of teaching.

Characteristics of Great Expectations® Teachers:

- They understand it is their responsibility to reach every student.
- They understand that building self-esteem and motivation is the key to helping students believe they are capable of learning.
- They set high expectations for students.
- They inspire and motivate students to reach upward to attain expectations.
- They create a climate of mutual respect that empowers students to take necessary risks to grow academically, and to be willing to make a few mistakes in order to do so.
- They recognize student's mistakes as opportunities to learn.
- They value and appreciate students' ideas and efforts.
- They are facilitators of learning who encourage and believe in their students.
- They care for their students and require excellence in every detail.
- They provide an atmosphere of constant encouragement and affirmation.
- They teach mastery level and beyond by encouraging students to use their imaginative and creative abilities.
John Ross Nighthawks

Stay Safe
Own Your Own Behavior
Accept Responsibility
Respect Relationships

What does it look like to SOAR in the *restrooms*?
- Respect Privacy
- Keep Bathroom Clean
- Practice Good Hygiene
- Take Care of Business Quickly and Quietly

What does it look like to SOAR in the *hallways*?
- Walk with Quiet Voices & Footsteps
- Keep Hands, Feet & Objects to Yourself
- Walk Facing Forward in a Single File Line
- Watch Your Teacher & Listen for Directions

What does it look like to SOAR during *Rise and Shine*?
- Respect Duty Teachers & Safety Patrol
- Sit Facing Forward in Your Class Line
- Keep Your Hands, Feet & Objects to Yourself
- Participate in All Activities
What does it look like to **SOAR** during *dismissal*?
- Respect Duty Teachers & Safety Patrol
- Keep Hands, Feet & Objects to Yourself
- Walk in the Halls
- Watch Your Teacher & Listen for Directions

What does it look like to **SOAR** during *Inside Recess*?
- Respect Duty Teachers
- Choose an Activity & Stay Seated
- Keep Your Hands, Feet & Objects to Yourself
- Use Inside Voices

What does it look like to **SOAR** during *Outside Recess*?
- Respect Duty Teachers
- Follow Playground Expectations
- Line Up When Bell Rings
- Enter Building Quietly

What does it look like to **SOAR** in the *Cafeteria*?
- Respect Duty Teachers
- Keep Hands, Feet & Objects to Yourself
- Use Quiet Voices & Best Manners
- Raise Your Hand for Assistance

What does it look like to **SOAR** in the *Computer Lab*?
- Enter the Lab Quietly and Orderly
- Respect Equipment
- Listen & Follow Directions
- Do Only the Assigned Activity
Welcome
Welcome to a new year of learning at John Ross Elementary School! We are looking forward to a wonderful year of partnering with families to provide a positive educational experience for you and your child(ren). Parents are considered a student’s first and most important teacher! We have many opportunities for parents to continue their involvement with their child(ren)’s education. Our PTO (Parent Teacher Organization) has monthly meetings that you will find listed in this calendar. We also have opportunities for parents to volunteer their time and talents through Meet the Masters, Homeroom Parent, PALS, Watch D.O.G.S. and classroom helpers. You are also invited to join your child(ren) for lunch in the Nighthawk Café’ by calling ahead to order your lunch. Reservations may be made by calling the office before 9:15 a.m. on the day you will be eating with your child.

We want to keep you informed about what’s going on in your child(ren)’s classroom as well as any school wide events. Please access our school’s website, Twitter account, Facebook account, and your email to stay informed of events. You will also receive a monthly PTO newsletter, as well as a weekly Thursday Folder from your child(ren)’s teacher. Individual classroom teachers will be utilizing electronic communication in the form of a website and/or email to keep you informed. Please feel free to call the office with questions or concerns. Thank you for sharing your child with us!

School Hours
John Ross Elementary School hours are 8:50 a.m. – 3:40 p.m. Our office hours are 8:30 a.m. – 4:00 p.m. Adult supervision for students being dropped off in the mornings is available starting at 8:20 a.m. Please be aware that all exterior doors will remain locked until 8:20 a.m. For safety and security purposes, please do not drop off your child(ren) before 8:20 a.m. We have a before/after school care program, Nighthawk Hangout, available to those who need to drop off before 8:20 a.m. and/or pick up after 4:00 p.m. Our Full Day Pre/K is from 8:50 a.m. – 3:10 p.m. Afternoon Pre/K is from 12:30 p.m. – 3:10 p.m. Please do not drop off your afternoon Pre/K students earlier than 12:15 p.m.

End of Day Check-Out Procedures
If you need to check out your child(ren) early, please do so before 3:15 p.m. After 3:15 p.m., please pick up your child from the car rider line.

Bicycles
Children in grades 3, 4, and 5 may ride their bicycles to school. There is a bike rack located near the fence on the north edge of the property, coming in from Thomas Trails. There is an additional bike rack located near on the northwest corner of the property, coming in from Westborough.

Nighthawk Hangout - Before/After School Care
Please call Lisa Ross at 315-3574 for any questions regarding the Before/After Care Program at John Ross Elementary.
General Information

1. Parents are welcome to visit John Ross. **All guests need to report to the office, sign in, and receive a guest badge.** This allows us to monitor the safety & security of all students and faculty. Please check with your child’s teacher ahead of time, if you plan to visit during the day. Guests may not go on the playground but are welcome in the cafeteria.

2. Students should keep all money at home, unless it is for lunch or for a school request.

3. It is important for parents to notify the office any time there is a change of address or a new phone number for home, office, or cell. This information is necessary in keeping enrollment data updated in the event of an illness or injury. Emergency numbers must be provided.

4. The Edmond Schools make accident insurance available to students because the school system will not be financially responsible for the cost of any accidental injury occurring from a school activity. The insurance is offered as a convenience. Enrollment forms are available at Information Day, as well as in the school office.

5. Please mark all lunch containers, backpacks, and **clothing** with the name of the owner. Items collected in Lost and Found which go unclaimed will be donated at the end of each quarter.

6. All student birthdays will be recognized by John Ross during Rise and Shine. The only parties/celebrations held at school are the Holiday Party, Valentine Party, and End of Year Party, which are sponsored by our PTO and coordinated through Homeroom Parents and teachers. To prevent hurt feelings, party invitations may not be delivered at school. **Floral, balloon bouquets, etc. can not be accepted for students.** Please have deliveries made to the child’s home.

7. A telephone is available to students for emergency use. Students are asked to make after-school plans prior to coming to school.

8. In case of an emergency, please call your child’s teacher for transportation changes until 3:00pm. After 3:00pm, please call the front office to ensure your student(s) get the message. Transportation changes or other messages for students will not be delivered after 3:15pm. **Do NOT email transportation changes!**

9. Students are responsible for Chromebooks and library books checked out to them. If damaged or lost, your child will bring home notification of the cost of the book.

10. When moving, please contact the office ahead of time so withdrawals can be properly processed.

11. The Edmond School Board Policy Book may be reviewed at any time in the office. It is also available online at [www.edmondschools.net](http://www.edmondschools.net).

12. Please see the Edmond Public Schools’ Elementary Handbook on our website for additional district information for elementary schools.

13. Students needing to be checked-out before the end of the school day need to be checked-out through the office **no later than 3:15pm.**
P.T.O. – Parent/Teacher Organization

John Ross is fortunate to have outstanding parent/guardian support and participation! Parents/Guardians provide support both financially and physically through their participation in PALS, classroom helpers, WatchDOGS, PTO attendance, fundraising, Block Party, as well as serving on multiple committees. Our PTO Board of Officers for 2019-2020 is the following:

Dana Gray, President
dana@graysoftinc.com
Samantha Snyder, Vice President
sam_osu@hotmail.com
Donielle Larison, Secretary
dclarison@gmail.com
M’Kayla Nance, Treasurer
mkaylanance@hotmail.com

Please feel free to contact any PTO officer to ask questions or help you get involved. We look forward to seeing you at PTO meetings the first Friday of each month @ 9:15.
Guidelines for Car Pick Up and Drop Off

**Our purpose is to keep your children safe**

- Follow the guidance of the teachers on duty. They will be ready to assist you and your child(ren), while providing a safe, fast and efficient car pick up and drop off process.

- For the safety of all individuals, it is imperative that caregivers stay in the traffic line to drop off and pick up their child(ren).

- If a caregiver has a meeting or other business in the building, designated Visitor Parking is available in the East parking lot.

- The loop on the East side of the building is for staff and visitor parking, buses, and daycare vans only. **Do not drop off your child(ren) in the east parking lot!**

- Obey all stop signs. Yield to pedestrians in the crosswalks, and please do not stop on top of a crosswalk.

- Cars should keep their speed less than 20 mph on school property.

- Please treat the teachers, administrators, parents, secretaries and all others with dignity and respect. Remember to be courteous and patient so that we are able to get all students dismissed safely and appropriately. Safety for everyone is the number one priority.
Car Rider Drop-Off Procedures

- Enter the north loop and remain in the right lane, single file. **Drive SLOWLY and watch for walkers.** All drivers need to pay especially close attention to those students who are crossing the crosswalk from Thomas Trails. **Please do not merge or use the left lane during drop off times.**
- As directed by a teacher on duty, pull up to the colored squares (red, white, blue, yellow, & green), five cars at a time.
- Students should be ready to exit the vehicle immediately when the duty teacher or Safety Patrol opens the car door.
- Before pulling away from the curb, make sure all children have stepped away from the vehicle.
- Do NOT drop children off in the parking lot to walk across the street by themselves. **If caregivers enter the parking lot, they must park and walk their children ALL the way across the crosswalk.**
- Students are tardy if they are not with their class at 8:50 AM. Please be in the drop off line no later than 8:35 AM to ensure that your children will not be tardy. Allow extra time for waiting in line.
- Caregivers dropping children off after 8:50 AM need to park in the designated Visitor Parking in the EAST parking lot, walk their children to the office and **sign them in.**
- The **North doors will be locked at 8:50 AM!**
- For your convenience, colored flags are displayed outside of the north door.
  - **Green:** There is a teacher on duty, and the north door is unlocked
  - **Yellow:** There is no one on duty, and the north door is unlocked
  - **Red:** There is no one on duty, and the north door is locked
    - **When the red flag is flying,** those dropping children off **MUST** park in the designated Visitor Parking in the EAST parking lot, walk their children to the office and **sign them in.**

Car Rider Pick-Up Procedures

- Enter the north loop and remain in the right lane, single file.
- Clearly display your child(ren)'s names by hanging the provided 19-20 John Ross car tag from your visor, using a child’s pant hanger. You may get your 19-20 John Ross car tag at Information Day or in the front office. Please acquire enough for every car in which your child(ren) may be picked up.
- **Your child(ren) will not be released to anyone without a standard 19-20 John Ross car tag with their name printed on it!**
- Stay in the right lane all the way around to where the Car Rider Pick-Up line begins at the red, white, blue, yellow, & green colored squares painted on the concrete in front of the gym.
- When the cars back up to the point where the loop takes a curve, vehicles need to begin to double-stack.
- The first car arriving at that point will need to stay in the right lane, and the next car will need to merge to the left lane, continuing to double-stack all the way back to Thomas Drive.
- At the point where the double-stacking begins, there will be a merging point to return to a single lane to retrieve your student(s).
- **Merge by taking turns** with the vehicle in the right lane and then the vehicle in the left lane.
- Please be courteous and patient in order to get all of the students at John Ross in the appropriate vehicles safely.
- Be aware that during high traffic times, the north parking lot will not be easily accessible. If you need to enter the building during this time, you will need to go to the east parking lot and park in visitor parking.
- As you pull up, a teacher on duty will call your child(ren)'s names. The child(ren) will then exit the gym and wait for your car to pull up to a designated colored square.
- As directed by a teacher on duty, pull up to the colored squares (red, white, blue, yellow, & green), five cars at a time.
- Once your car comes to a complete stop, a teacher on duty or a Safety Patrol will open the car door for your child(ren) to load the car.
- Before pulling away from the curb, make sure the Safety Patrol has closed the car door and has stepped away from the vehicle.
- If your child(ren) needs assistance in buckling their seatbelt, **please pull up** past the loading area, in order to prevent delay.
- If your child(ren) do not exit the gym in a timely manner, **please pull up** past the loading area, in order to prevent delay. A teacher on duty will assist in finding your child(ren).
- Be courteous and patient in order to get all of the students at John Ross in the appropriate vehicle safely.

**Our purpose is to keep your children safe**
Playground Expectations

- Rocks, dirt, sticks, twigs, and gravel should remain on the ground.

- Keep hands and feet to yourself. Tackling, fighting, wrestling, shoving, dodge ball and other games that may cause injury to others are not allowed on the playground.

- **Games of tag or chase are not permitted.**

- Name calling and cursing are inappropriate behaviors at school and are not allowed on the playground.

- Playground equipment is provided. Games are open to all students desiring to play.

- Leave personal toys, games and electronic equipment at home.

- To use the slide:
  - Go up the ladder and down the slide, seated and feet first.
  - No climbing on the outside or jumping off of the slide.

- To use the swings:
  - Stay seated and swing back and forth only. Do not twist.
  - No running in between, in front of, or behind the swings.

- Stay away from the fences surrounding the playground area.

- Stay visible to the Playground Monitors. Do not go into the grade level courtyards or behind the building.

**Stay Safe**

**Own Your Own Behavior**

**Accept Responsibility**

**Respect Relationships**
John Ross Elementary
1901 North Thomas Drive
Edmond, OK 73003
405.340.2970
405.330.3353 (fax)

Principal
Mrs. Christa Ellis, M.Ed. – 726.4100

Assistant Principal
Ms. Savannah Owen, M.Ed. – 726.4102

Counselor
Mrs. Donni Harris, M.Ed. – 726-4105

Nationally Certified School Psychologist
Mrs. Stephanie Sanders, M.A. – 726.4105

School Colors:
Burgundy, Hunter Green, & Navy Blue
School Mascot:
Nighthawks

www.edmondschools.net
www.twitter.com/JohnRossElem
www.facebook.com~John Ross PTO