

# BLACK BOB ELEMENTARY PARENT HANDBOOK

2024-2025



School Colors: Red and Black

School's Mission Statement: Mission Statement: At Black Bob we will provide high levels of learning so students are prepared for their future and achieve their independent learning and social/emotional goals.

Staff Members:

<b>Principal</b>	Trisha Putthoff
<b>Administrative Secretary</b>	Kate Kerrigan
<b>Front Office</b>	Jen Worcester- Assistant Secretary Beth Rees - Instructional Aide Julie Suderman- Instructional Aide
<b>Nurse</b>	Crystal Kreuger
<b>Counselor</b>	Nicole Becker
<b>Kindergarten Teachers</b>	Sheila Marstall Alyssa Reck Eva Sanchez
<b>1<sup>st</sup> Grade Teachers</b>	Alejandra Flores Macy Smith Kymberly Thorup
<b>2<sup>nd</sup> Grade Teachers</b>	Monzy Jimenez Claire Junkins Amy Klein
<b>3<sup>rd</sup> Grade Teachers</b>	Shawn Fiscus Veronica Spires Lizz Welter
<b>4<sup>th</sup> Grade Teachers</b>	Janee Boswell Kelsey Huston Kevin Nicholls Melissa Thorsell
<b>5<sup>th</sup> Grade Teachers</b>	Shelly Gossett Julia Spillman
<b>Special Education Teachers and paras</b>	Kaitlin Cummings- Speech and Language Teacher Madison Feist- Speech and Language Teacher (part-time) Jennifer Degner- Early Childhood Teacher Tori Zabel- Resource Teacher Sarah LaValette- Resource Teacher Cara Howard- Part time Resource Teacher Kira Humphrey- Quest Laura Wilson- Occupational Therapist Dr. Candace Zimmers- Physical Therapist Melanie Harrison- Social Worker Diana Lindhorst- School Psychologist Megan Gibson -Para Cynthia Licon- Para Cheryl Kern – Para Danielle Neal- Para Garett Benney- Para
<b>Specialists</b>	Erica North- Art Brian Tveter - PE Cavin LeSher - Music Jennifer Bell --Library Media Specialist/ Ruth Wheat-- Library Clerk Jacob Wilson- Band Teacher Kyle Detrick - Orchestra Teacher
<b>Early Childhood</b>	Jennifer Degner- Teacher - Para Norma Floyd- Para
<b>Custodians</b>	Margarita Morfin-Lopez- Lead Day Custodian Angel Sanchez Torres- evening

# Welcome to Black Bob!

Your child will have many opportunities to grow and excel this year. We are committed to provide a safe, positive, and enriching learning environment for your child.

We value the partnership with our families and your support is an integral part to our success as a community of learners. We invite you to be an active participant in your child's education here at Black Bob. Please take time to read the information in this parent handbook. It will help you and your child become acquainted with the policies and expectations at Black Bob. Thank you for your dedication to our children, their learning, and our school. I'm looking forward to a fun and amazing year ahead!

Sincerely,

*Trisha Putthoff, Principal*

## **Regular School Hours (all elementary schools):**

Early Childhood Special Education (AM)  
Early Childhood Special Education (PM)  
Kindergarten -5<sup>th</sup> Grade

8:55 a.m. to 11:55 a.m.  
12:55 p.m. to 3:55 p.m.  
8:55 a.m. to 3:55 p.m.

## **Arrival/Dismissal**

Students should be ready for class to start at **8:55 a.m.** Students arriving between 8:35 –8:55 and go directly to their pod or classroom, unless they are eating breakfast. **Students should not arrive before 8:35 a.m.** as there is no one to supervise prior to this time.

For student safety, please use the designated traffic lane when dropping off or picking up your child. Please do not leave your car unattended unless it is parked in a parking spot. Parking in the yellow zone is prohibited by the Olathe Fire Department as it is a designated fire lane. At arrival, students may unload anywhere along the straight curb/sidewalk parallel to the school. CARDS procedures (see dismissal packet) are used during dismissal. Walkers will be escorted to the edge of the property by Black Bob staff. Car riders will wait in their classrooms. Parents picking up will display their card number when pulling through the pickup lane. No students will be dismissed to parents parked in the parking lot.



## **Attendance Guidelines:**

## **Bicycles, Scooters, and Skateboards**

District policy permits students to ride bikes and non-motorized scooters to school. We encourage students in grades K-2 to be supervised by an adult if riding a bike to school. The following rules are established for the safety of all:

1. Students must wear helmets when riding bikes.
2. Once on school property, students must walk bikes/scooters.
3. Failure to follow the safety rules may result in loss of bike or scooter riding privileges.
4. Bikes must be locked to the bike racks during school hours and scooters must be stowed away. Olathe Schools are NOT liable for lost or stolen bikes or scooters.
5. Please keep skateboards, rip sticks, rollerblades, and shoes with wheels ("heelies") at home.

## Emergency Contacts

In order for the school to handle emergencies, maintain communication, and keep our records current, please notify the school office of address and phone number changes. It is extremely important that every child maintain an up-to-date address and working telephone number record at the school office. Emergency numbers (adults who can pick up your child in your absence) are also important. We will contact you or a designated adult in cases of serious illness or other emergencies.

## Clubs

Afterschool clubs this year will include the following:

### Theater Club--

**Math Wings**--this is available for 4<sup>th</sup> and 5<sup>th</sup> grade students who enjoy math challenges.

**Running Club**—Available for Grades 2<sup>nd</sup> -5<sup>th</sup>

**Special Chorus:** This is available for 4<sup>th</sup> and 5<sup>th</sup> Grade Students.

**Battle of the Books:** Students are on different teams of 4<sup>th</sup> and 5<sup>th</sup> graders. They read a designated list of books and compete in a competition in April.

## Communication from School:

Classroom teachers communicate on a regular basis with weekly newsletters and other important information via email. The Principal communicates via blackboard (email) using a weekly family newsletter. If you do not receive either of these every week, please check your junk mail or call our office to make sure we have your correct email. All school newsletters are placed on our website. Make sure you check us out on twitter **@bbelementary!**

## Contacting Teachers

Email is the best way to contact a teacher. If you need to meet with them, please set up a time with that teacher. If you need to call during the instructional day, we will be glad to take a message and they will contact you at their earliest convenience.

## Telephone Calls & Cell Phones

Messages for students may be taken by the office when it is essential for a student to receive information during the school day. **Students should not be called from class to visit on the telephone, unless it is an emergency, as this is disruptive to the educational program.** After school arrangements need to be made at home before the school day. Cell phones and Smart watches are only to be used before or after school outside of the building. Phones will need to be turned off and kept in student backpacks during the day. Students are not to wear Smart watches during the school day.

## Signing In/Out

For your child's safety, parents must come to the school office to take children out of school during the school day. Students will be called from class and leave the building from the office after you have signed them out. Students will not be released to persons other than a parent or legal guardian, unless the parent authorizes the action.

## **Legal Custody**

Please advise the school principal about court orders and legal separation agreements pertaining to custody of children. The principal must see original or certified copies of paperwork in order to comply with court orders regarding custodial and/or other pertinent issues.

**Parent Volunteers:** We love volunteers! Please reach out to your child's teacher or the office to set up times to come help.

## **Visitors**

Parents are welcome to visit Black Bob. Visitations, however, are not to be used as parent-teacher conferences. Please follow the suggested guidelines that follow for visiting and observing. **For security reasons, all visitors and guests are required to show identification at the door and report to the school office upon arrival, sign in and wear an identification badge.** Please leave lunches, books, or other items in the school office or inside front doors so we can get these to your child in the least disruptive way.

Children, other than Black Bob students, will not be allowed to attend/visit the school without being accompanied by an adult.

If you are interested in eating a school lunch with your child, please order through the school office before 9:00 a.m. on the day you plan to eat with your child.

## **Discipline Beliefs:**

Black Bob's school-wide discipline program consists of Positive Behavior Supports and 2<sup>nd</sup> Step.

**Positive Behavior Supports** create an environment that is predictable through the use of common language and school-wide expectations, positive through the use of Color Cash to recognize the meeting of expectations, safe through active and engaged supervision, and consistent across the school.

Building Wide Expectations: We use 4 expectations that students following in their classroom and throughout the building. They are Be Safe, Be Kind, Be Helpful, and Be the Best You.

**2<sup>nd</sup> Step** is an emotional and social curriculum that is used in every classroom that promotes skills for learning, empathy, emotion management, friendship skills and problem solving.

### **Our 4 B's include:**

Be Safe

Be Kind

Be Helpful

Be the BEST You!

Our goal is to establish a school culture and provide the needed behavioral supports to create an effective learning environment for all students.

Every effort is made to communicate expectations and provide recognition for appropriate behavior. In order to insure the positive learning climate that all students deserve, inappropriate behavior will be addressed in a fair and consistent manner using the Olathe District Schools Code of Conduct as a guide in determining consequences.

## Safe Schools

Collaborative and cooperative procedures have been developed with the Olathe Police Department and other law enforcement agencies to support safe schools in the Olathe Unified School District. Olathe school and district officials report crimes committed on school property to appropriate local enforcement agencies. Specific examples of reportable incidents include but shall not be limited to: possession of weapons, controlled substances (drugs/alcohol), destruction of property, theft, severe fighting, intimidation, and other such matters involving criminal activity.

## Olathe District Schools Weapons Policy

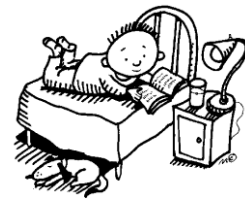
A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds at a school activity, function, or event. Possession, handling or use of any weapon may result in suspension or expulsion from school. (Adopted by the Board of Education August 4, 1994) This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

## Homework

Homework makes an important contribution to a child's school progress. This additional learning time reinforces skills taught in the classroom, builds responsibility, and develops essential study habits. Homework can also help parents keep in touch with some of the essential skills students are learning. Homework may take 3 forms:

1. an extension or practice from classroom learning
2. completion of an assignment not completed in class
3. independent reading or practicing math facts

Typically, student agendas/planners help students and parents keep track of homework assignments. Regardless of other homework assignments, students are strongly encouraged to develop the habit of independent reading at home on a daily basis. If your child is absent from school, please make arrangements with the teacher to have a parent or another child pick up the homework from the school's front office.



## Field Trips

Throughout the year children will have opportunities to participate in at least 2 field trips. These experiences will be curriculum-related and designed to support classroom studies while introducing students to resources available within and around our community. Parents will receive notice of field trips in advance of the scheduled activity and will be asked to sign and return a permission slip.

## Money

Whenever money is brought to school, please place the money in a sealed envelope marked clearly with the student's name, grade, and teacher's name, item or activity paid for and the amount of the money enclosed. Students are not encouraged to carry money to school unless it is for a specific purpose.

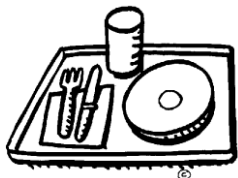


## Lunch

Students may bring money to add to their account or parents may make a payment through My Payments Plus. Statements will be sent home frequently with students to communicate meal

account status. Students are limited to 3 charges. Please deposit enough money to eliminate negative balances. Families may apply for financial relief under the guidelines for the National School Lunch Program. Applications are available upon online [https://onbase.olatheschools.com/forms/household\\_economic\\_survey.html](https://onbase.olatheschools.com/forms/household_economic_survey.html)

Negative balances at the end of the school year will be turned over to a collection agency. Students at Black Bob do have access to a Grab & Go Breakfast.



<b>Elementary Lunch</b>	<b>Prices</b>	<b>2023-2024</b>
Student	\$2.90	
Adult	\$3.95	
Milk/Juice	\$ .55	
Grab & Go Breakfast	\$1.45	

Kindergarten students who are allergic to milk and will need a juice substitute will be required to present a note signed by their doctor for this request. All other school age children need to have a parent note on file with the school nurse.

You are welcome to bring your child a lunch and eat with them. Please do not share your food with other students due to allergies and fairness.

## **Health Procedures**

**If your child is going to be sick, please use this email under Parent Resources on our website.**

Notify the school nurse if your child has a change in a health condition that needs monitored at school, such as diagnosed with asthma, diabetes, seizure disorder, recent injury such as a broken bone, etc.

- A doctor's note is required to excuse a student from recess or physical education class for an extended period of time.
- Notify the school if your child has a contagious illness. Should you keep your child home or send him or her to school?

### **School policy requires a child stay home if he/she:**

- Has a fever of 100.0 degrees or higher
- Has been vomiting or has diarrhea
- Has symptoms that keep your child from participating in school, such as very tired or a cough that he or she cannot control

### **·24 Hour Rule:**

- FEVER: Keep home until fever has been gone for 24 hours WITHOUT medicine.
- VOMITING or DIARRHEA: Keep your child home for 24 hours after the last time he or she vomited or had diarrhea.
- ANTIBIOTICS: Keep your child home until 24 hours after the FIRST dose of antibiotic.

### **FLU**

- Students must remain home for 7 days from onset of symptoms.

## **Allergies**

There are several students with allergies to foods and other non-seasonal irritants such as latex, mold, animals, and strong fragrances. The main treatment for these types of allergies is avoidance. You can help by remembering the following:

- The most common food allergies are to peanuts, eggs, dairy, and fish.
- Check with the child's teacher before allowing any animals to visit the school.

## Medication

School district policy requires all student medications be kept in the nurse's office. Medications can only be administered from an original labeled container. An authorization from the prescribing physician must be presented every year for all medications, including over-the-counter medications, with the following exception: Acetaminophen and ibuprofen may be administered at the school nurse's discretion with signed permission from the parent. This permission must be updated yearly on a form obtained during enrollment or from the nurse. Medication administration at school should be limited to doses which cannot be received at home.

## Recess

Recess time is scheduled during the day for physical activity and social development. All students are expected to go outside when the weather permits. Please make sure your child is dressed appropriately. When it is unusually cold, the following temperature/wind chill criteria will be used:

- 20 degrees or above – Outdoor recess
- 10-19 degrees – Limited outdoor recess
- 9 degrees or below – Indoor recess

If it is necessary for your child to stay indoors because of health reasons, please send a note from your doctor stating that request.

We ask that students not bring toys, electronic games, trading cards, or other such items to school, unless given permission by the teacher. We appreciate your help in keeping toys and other personal items at home.

## Dress Code

Clothing worn to school should be appropriate for school and school activities and should not interfere with the learning process. The following identifies articles of clothing which have been deemed disruptive and therefore, inappropriate for the school setting:

- Clothing promoting drugs, smoking or alcohol.
- Clothing displaying obscene, sexually explicit, suggestive or ethnically derogatory phrases or pictures.
- Bare midriffs, halter tops, short shorts, badly cut or torn clothing.
- Headgear of any kind (hats, bandanas, visors, sunglasses), except for specially announced school events.

**Note: Students are expected to wear tennis shoes for PE classes because of safety considerations.**



We do go out for recess during cold winter months unless the wind chill is nine or below. Please be sure students are dressed warmly.





### **Birthday Treats and Party Invitations**

Please contact your child's teacher in advance if you would like to send treats to school and please ask about food allergies. We ask that due to allergies, all treats are store bought and individually wrapped. It is also recommended that treats be kept **simple, and easy to distribute**. This is very important as some classes have multiple treats in one day. If a student wishes to distribute party invitations at school, all students in his/her class should be included in the distribution. The school is not asking that the private parties include the entire class; however, if they do not include the entire class, parents/students will have to choose other avenues of distributing invitations.

### **Textbooks and Library Books**

Textbooks and library books are loaned to students for their use during the school year. Books are to be kept clean and handled carefully. A fee will be charged for lost or abused books.

### **Lost and Found/Personal Belongings**

Students are responsible for their personal belongings. Items including lunch boxes, jackets, hats, notebooks, pencils, etc. should be labeled with the student's name. Students and parents are encouraged to check the lost and found for any misplaced personal or school items. This is located in our cafeteria. Unclaimed clothing will be donated to a charitable organization periodically throughout the year.

The only time students should bring toys, electronic games, iPods, equipment, etc. to school is when the teacher instructs them to do so. Students will be responsible for any item brought to school. Black Bob cannot be responsible for items lost or stolen at school or enroute.

### **Families in Need**

We have many resources available for families that may need assistance with school supplies or basic needs. Please reach out to our counselor, Nicole Becker if you need assistance.

### **Mascots**

Our school has been opened since 1978. We have a rich heritage of being named after Chief Black Bob. He was the Chief of a Shawnee Tribe whose territory was in Southeastern Olathe. Our mascot has been the Indians since we opened. A few years ago, the school adopted his sidekick "Thunderbird" to be sensitive to the different views of Native Americans as mascots. Because we never want to forget our 40 plus years of traditions and heritage, we have not removed or renamed our mascot. You will simply find the sidekick, "Thunderbird" being featured around the school and on our spirit wear.

**\*District Parent Handbook is also located with your Black Bob Family Calendar.**

