

Pleasant Ridge Elementary

Parent Handbook



We are a community of confident, capable, and kind leaders.

Pleasant Ridge Elementary School

12235 Rosehill Rd • Overland Park, 66213

Phone: (913) 780-7590 • Fax: (913) 780-7599

<https://www.olatheschools.org/pleasantridge>

Report an absence or email the office – prattendance@olatheschools.org

Table of Contents

Letter to Families	- 5 -
Arrival and Dismissal	- 9 -
ARRIVAL-CAR RIDERS	- 9 -
DISMISSAL-CAR RIDERS.....	- 10 -
ARRIVAL-WALKERS.....	- 10 -
DISMISSAL-WALKERS	- 11 -
ARRIVAL-BUS RIDERS	- 11 -
DISMISSAL-BUS RIDERS.....	- 11 -
Attendance.....	- 11 -
Tardies, Excused, and Unexcused Absences.....	- 11 -
Going Home Changes.....	- 12 -
Signing In/Out	- 12 -
Emergency Contacting	- 12 -
Visitors	- 12 -
Health Procedures	- 13 -
Café 233	- 13 -
Snacks.....	- 13 -
Recess.....	- 14 -
Contacting Teachers.....	- 14 -
Telephone Calls & Cell Phones.....	- 14 -
Dress Code	- 15 -
Expectations-PBIS	- 15 -
Safe Schools	- 15 -
Legal Custody	- 15 -
Bullying Defined	- 16 -
Olathe District Schools Weapons Policy	- 16 -
Textbooks and Library Books	- 16 -
Lost and Found/Personal Belongings.....	- 16 -
Treats and Party Invitations.....	- 16 -
Parent Volunteers	- 16 -
Parent Teacher Association (PTA).....	- 17 -

Letter to Families

Dear Pleasant Ridge Families,

Welcome to Pleasant Ridge Elementary! Your child will learn and grow this year in a safe and nurturing environment. We value our partnership with families and believe it is vital to our success as we strive to provide the best education for our students.

Reading this parent handbook will help you become acquainted with Pleasant Ridge policies and expectations.

Please reach out at any point as we always have an open door.

Thank you for your dedication and support as we look forward to an amazing school year together!

Laura Dondzila, Principal

Twitter/X: @PR_Patriots

Facebook: Pleasant Ridge Elementary; Pleasant Ridge PTA Facebook Group

Instagram: @prelemschool

<http://pleasantridgepta.org/>

Regular School Hours (all elementary schools)

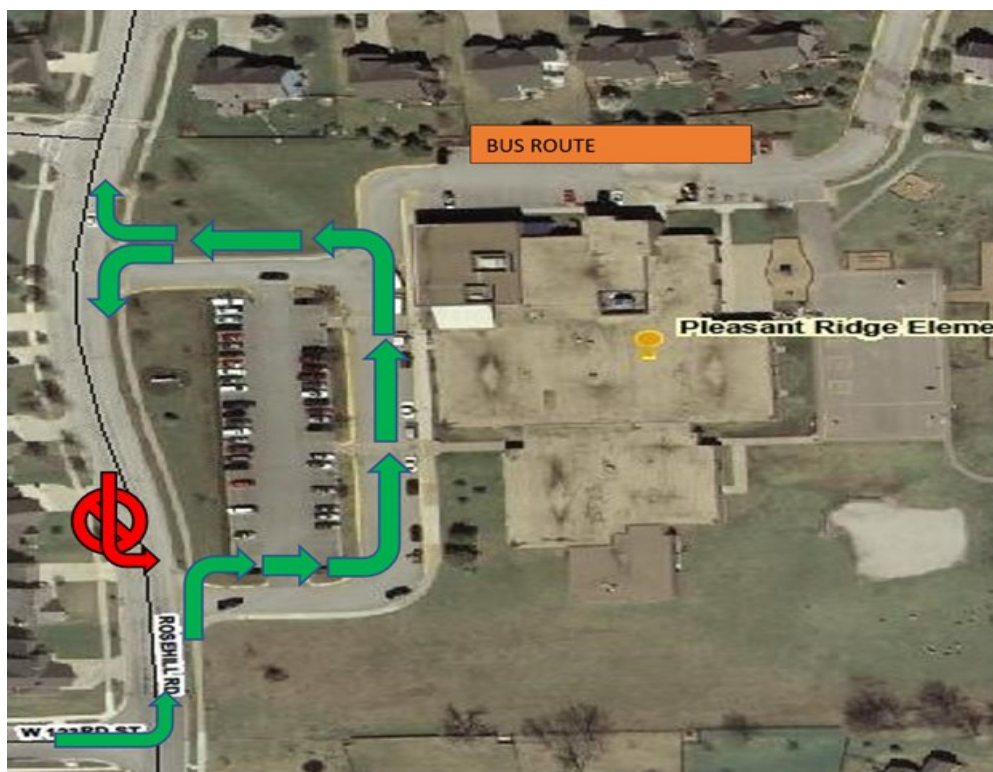
Early Childhood (AM) 8:55 a.m. to 11:55 a.m.

Early Childhood (PM) 12:55 p.m. to 3:55 p.m.

Kindergarten-5th Grade 8:55 a.m. to 3:55 p.m.

School Policies

Arrival and Dismissal



Pleasant Ridge has ONE entrance. **We have a NO left hand turn into the property from Rosehill.** The city of Overland Park has indicated for safety purposes that ALL vehicles must enter the drive from 123rd street going North and turning right into the drive. Rosehill Road has been declared an emergency thoroughfare and needs to remain clear of traffic at all times. *Thank you for continuing to do your part to keep all of our students, staff, and community safe!*

ARRIVAL-CAR RIDERS

Please remain in your vehicle in our car line for safety and efficiency reasons. If you do need to exit your vehicle, please pull all the way forward to the orange cone which is our loading/unloading zone. Your child should begin to exit the vehicle as soon as you pull up to the next available spot.

DISMISSAL-CAR RIDERS

Please make sure you hang your child's last name car tag during dismissal. It is necessary for the car caller in order for your child to be ready at the cone to meet you. Thank you for your help with this. **Safety** is our #1 priority, please do your part!

- There is only **one lane** available for arrival and dismissal. ***Always stay right***
- Enter from 123rd Street North on Rosehill **NO left turns allowed!**
- Keep your **car sign** showing your **last name** visible.
- We are **loading up to 8 cars** at 8 cones all at the same time!
- Students need to load and unload on the **passenger side ONLY**.
- Students will be called out by last name and **assigned a cone**.
- Students will be **waiting at their assigned cone** when you pull up with your group of 8.
- **Please pull up to the next available cone**. If your child walked to the wrong cone, they will walk to meet you.
- Once all 18 cars are loaded, stay behind the car in front of you and **exit as a group of 8**.
- Next, **8 more cars** will move forward, and your student will already be waiting for you.
- Do **NOT pull out into the left lane** at any time. This is unsafe and messes up the entire group of 8.

Please **do NOT park in the parking lot for arrival or dismissal**. This is reserved for Early Childhood students.

The process takes 10 minutes maximum from the back of the line. It is very fast and efficient. Please be courteous of our neighbors and their own access to their homes.

ARRIVAL-WALKERS

Use designated crosswalks to cross the street and parking lot of the school. There will be crossing guards to help stop traffic and keep the students safe.

The front doors are the only doors open during arrival. Younger children (K-2nd) should have an adult or older sibling with them when they walk to school.

DISMISSAL-WALKERS

There are two locations that teachers will walk children out to; North and South. They are the grassy areas North and South of the school along Rosehill Road. Younger children (K-2nd) will need to have an adult or older sibling meet them to walk them home.

Parents are permitted to park down the street and meet their students at the school-designated meeting locations. Please be courteous of our neighbors and their own access to their homes.

ARRIVAL-BUS RIDERS

Students will exit the bus on the north side of the building. A staff member will be present to open the door and allow the children to enter. Students will then go to class. Teachers are notified when the bus is late. Those students will not be marked tardy.

DISMISSAL-BUS RIDERS

Bus riders will gather in the kindergarten hallway and wait until the dismissal bell to file onto the bus on the north side of the building. The bus will leave about 5 minutes after.

Attendance

When you have a student absent or late, please email prattendance@olatheschools.org and your child's teacher with the following information:

- The child's name and his/her teacher's name
- Date the absence will occur
- Reason for absence

Tardies, Excused, and Unexcused Absences

We want your child to be successful here at Pleasant Ridge by maximizing learning opportunities. Excessive absences and tardies can be detrimental to academic progress and self-esteem. Parents/guardians are responsible for having their student(s) to school each day.

Truancy letters will be sent out at these marks:

- 8+ excused absences (includes sickness, medical appointments, vacation, etc.)
- 1+ unexcused absences (no response or reason from parents for absence)
- 4+ tardies (arriving to school late before 9 AM)

Please be aware that 4 tardies convert to 1 unexcused absence only when it applies to truancies.

Going Home Changes

Please notify the office along with your child's teacher through email at prattendance@olatheschools.org or by calling the office of any needed going home changes. Please make changes before 3:15 pm to make dismissal a smooth process.

Students who are not registered for bus transportation are not allowed to ride the bus, even if parental permission is given, per district policy. If a bus registered student is given parental permission to unload at a stop that is not their usual stop, written permission signed by both the parent and principal is required.

Signing In/Out

For your child's safety, parents must come to the school office to take children out of school when needed during school hours. When you arrive at the building, your child will be called down to the office to be checked-out. Students will not be called down ahead of parents arriving. Students will not be released to persons other than a parent or legal guardian, unless the parent authorizes otherwise. Emergency contacts can be authorized people to release to.

Emergency Contacting

For the school to handle emergencies, maintain communication, and keep records current, please notify the school office of address and phone number changes. If the school calls a disconnected number, school personnel will call the next person on the call order list.

Every student needs at least one person who isn't their parent/guardian to be listed with a phone number as an emergency contact.

Visitors

Parents are welcome to visit Pleasant Ridge during designated times such as lunch and volunteering.

For security reasons, all visitors and guests are required to show their identification at the door and report to the school office upon arrival, check in and wear an identification badge.

If you are interested in eating a school lunch with your child, please order through the school office before 10:00 a.m. on the day you plan to eat with your child. You can bring your own lunches if you desire instead. There is no need to let the office know ahead of time.

If a classroom observation is desired, please contact the principal for more details.

Health Procedures

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

Notify the school if your child has a contagious illness. Use the following to determine if your child should stay home

District 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 the fever has 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.

Café 233

Payments to student's meal accounts can be made by check or cash at the school, or by credit card online by going to [MyPayments Plus](#).

Households may set up an automated email notification using a [MyPayments Plus](#) account when the amount falls below their predetermined amount.

Account balances (positive or negative) will follow the student each year within the district.

When an account is -\$20.00, the school Food Services representative will reach out by email or letter alerting the household that without payment the account will be sent to the District's business office for collection. There are 3 physical letters before the account goes to collection.

To remind parents of low balances, the school will send emails (look for emails from Horizon) each week to those with balances less than \$5. Those who are on the free/reduced lunch program and are at \$0 will not get low balance emails unless the balance is negative.

Snacks

Classroom snack times are built into the schedule by grade level. Please only send a healthy snack as unhealthy snacks will be put back into backpacks for after school.

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, we use the following criteria for temperature/wind chill:

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

When it is unusually hot, we use the following criteria for temperature/heat index:

- 95 degrees or below – Outdoor recess
- 95-102 degrees – Limited outdoor recess
- 103 degrees or above – Indoor recess

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

Contacting Teachers

Please email teachers if you need to speak with them. They will be able to reply either during their plan time or after school from 4:05 p.m. to 4:15 p.m. If you need to call during the instructional day, we will be glad to send a message and teachers will contact you at their earliest convenience.

If there is a serious matter (bullying, academics, etc.), please contact the classroom teacher first. The teachers are trained to handle these matters and know the proper channels to address them.

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 to the office from class to visit on the telephone unless it is an emergency, as this is disruptive to the educational program. Cell phones 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.

Dress Code

Clothing worn to school should be appropriate for school and school activities. They 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.

Expectations-PBIS

Pleasant Ridge's school-wide approach to discipline is founded on a system of Positive Behavior. Our school has developed a set of expectations or rules for your child's behavior at school. We will teach these expectations to all our students, and we will recognize students who meet them. The expectations will be the same for students in all areas of our school, including the playground, the lunchroom, the classroom, and on the bus.

Inappropriate behavior will be addressed fairly and consistently 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.

Legal Custody

Please advise the school principal about court orders and legal separation agreements pertaining to custody of children. The principal must keep a certified copy of the paperwork to comply with court orders regarding custodial and/or other pertinent issues. Please note, we cannot bar legal custodial parents from checking out students without legal paperwork stating a restraining order or no custody.

Bullying Defined

“Bullying” is defined as any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member.

Students, staff, or parents should report any incident they feel could be considered bullying. School staff will investigate the situation and act.

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.

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 damaged 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. Unclaimed clothing will be donated to a charitable organization periodically throughout the year.

Treats and Party Invitations

Please contact your child’s teacher in advance if you would like to send treats to school. Please ask about food allergies in the classroom. It is suggested that refreshments be kept simple, healthy, and easy to distribute.

If a student wishes to distribute party invitations at school, all students in his/her class should be included in the distribution.

Parent Volunteers

We love volunteers! Please reach out to your child’s teacher or the office to set up times to come help.

If you have grandparents or others who are not parents/guardians and would like to volunteer regularly, refer them to the “Community” tab on the Olathe Public Schools website, or click on this link <https://www.olatheschools.org/domain/1120>

Parent Teacher Association (PTA)

The purpose of our PTA is to promote the welfare of Pleasant Ridge students while striving toward better communication, cooperation and understanding between the school, teachers, parents and the community.

Membership includes all parents and guardians who have children enrolled at Pleasant Ridge, all teachers, staff and interested community members. Check the monthly calendar for meeting information. We invite you to become active in our Pleasant Ridge PTA. PTA dues are \$10/family.

To support the many activities that our students participate in and experience (field trips, assemblies, school needs and so much more), the PTA promotes the Patriot Pledge, which is a one-time family donation. The Patriot Pledge enables the PTA to provide opportunities to students without having to ask students to do fundraisers.

The PTA offers many other services that you can participate in – Ice Cream Social, BINGO Nights, Holiday Breakfast, School Carnival, Student Directory, Skating Parties, and much more!

Visit <https://pleasantridgepta.org> for more information. Also consider joining the Facebook group ‘Pleasant Ridge PTA’.

