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# Ross Preparatory School

## Parent/Student Policy Manual

“The Ross Preparatory School provides an enriched U.S curriculum for children of faculty, staff and students of RUSVM, and members of the St. Kitts and Nevis community. Our curriculum is taught by highly qualified teachers who in partnership with parents and the community, motivate students to develop a love for lifelong learning, achieve academic success, and become responsible global citizens.”



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**Please sign and return the last page  
of this document.**

# Student Code of Conduct Policy

At the Ross Prep School we endeavor to foster an atmosphere of kindness and mutual respect. We are committed to providing a program designed to develop competent, self-directed, social interaction in an atmosphere of mutual respect and cooperation. Ultimately, we are striving to give our students the skills and character values to build core ethics such as responsibility, honesty, caring, consideration, compassion, integrity and respect. We believe that education is more than academics, and that we must provide the skills and processes students need to bring together the mind and the heart.

## Prep School Rules

1. Take responsibility for learning
2. Respect self, others and place
3. Show readiness to learn
4. Act in a safe manner

## Student Responsibilities

Students are responsible for:

- attending school on a regular basis and to be on time
- completing all academic work as assigned
- bringing appropriate materials to class
- obeying school/classroom rules
- respecting the rights of others
- their own actions
- using appropriate language
- respecting school property
- complying with requests of school employees
- dressing appropriately for school (following the school dress code)
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## Student Rights

Students have the right to:

- an education
- attend a safe school
- physical safety and protection of personal property
- not be discriminated against
- fair and just treatment by school employees

## Student Privileges

- recess activities

- classroom celebrations
- extra-curricular school activities (sports, etc.)
- class/grade level field trips
- special area classes (music, art, IT, library)

### **Recess/Lunchtime/After School Behavior**

On the playground/lunch area, students will:

- no rough play (play-fighting, wrestling, pushing, kicking, etc.)
- leave personal belongings, such as toys, electronics, etc., at home
- speak kindly to others – no inappropriate language
- finish eating before going to play
- respond immediately, with respect, to instructions from adults
- take turns with the equipment
- use appropriate meal-time manners
- not share food
- clean their area and take care of garbage when finished eating
- report problems to the teacher/adult in charge

### **Bathroom Behavior**

In the bathroom, students will:

- use appropriate voice level
- respect the privacy of others
- use healthy hygiene habits
- keep the bathroom clean and safe
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### **Exceptional Misconduct**

Some behaviors that are so serious in nature in terms of the disruptive effect upon the operation of the school/and or safety of students may be deemed exceptional misconduct. These behaviors may warrant immediate short-term removal of child/suspension (in or out of school) or expulsion. An evaluation by a certified counselor may also be deemed necessary for re-entry to school. Exceptional Misconduct includes, but is not limited to:

- profane or vulgar language/drawings
- fighting and/or assault
- harassment
- defacing, misuse or destruction of school property
- defiance of school authority
- possession of dangerous weapons
- theft
- possession of a controlled substance

## When Rules/Expectations are Not Met

- Students who break expectations will discuss the incident with a teacher. Students will be given the opportunity to practice the expected behavior.
- Repeated misbehavior may have consequences while rules are being retaught like time out or exclusion from a particular activity.
- On the 3<sup>rd</sup> offense parents will be notified of the behavior and loss of recess/lunch time will occur. Children in grade one and up will complete a behavior reflection sheet which parents must sign and return. If appropriate, a note of apology may be required to classmate/teacher involved.
- Continued infractions will result in the child being sent to the principal where they will further discuss the infraction and fill out a problem-solving sheet and the principal will complete a Student Discipline Form which will be sent home for signature. Consequences include but are not limited to:
  - Loss of privileges for a prolonged period of time
  - In-school suspension
  - Short-term suspension
    - In certain cases a child may be required to be seen by a psychologist and have a letter deeming them fit to return to school
  - Other consequences as deemed appropriate

## Plagiarism

- Taking items such as ideas, writing, art, music, etc. and presenting it as your own (false assumption of authorship).
- Work presented that includes unauthorized assistance from other people, unauthorized use of sources, or failure to cite appropriate documentation.

## Cheating include but not limited to:

- Copying homework
- Copying test answers
- Using notes during a test

Students suspected of dishonest acts will be sent immediately to the principal. If it is determined that a student violated the spirit or letter of this policy, these steps will be taken:

First Offense	Teacher will assign a grade of 0 for the assignment or test. Parent and student conference with the principal. Letter in student file.
Second Offense	Teacher will assign a grade of 0 for the assignment or test. Principal, student, and teacher will determine course of action which could be administrative withdrawal.

## Student Recognition – “Gotcha Program”

In developing a school environment that fosters positive school values and continued compliance with school rules, positive student efforts need to be recognized.

Students will be ‘caught’ doing good things in our school wide-recognition program. Students will be spontaneously given tokens that will be placed into our ‘Gotcha’ bin for demonstrating manners/behaviors that have been identified as important for a safe and supportive school environment.

Target behaviors include:

- Being a good friend.
- Excelling in school/home work.
- Modeling excellent behavior.

At the end of each month, 15 names will be pulled and students will be able to choose prizes from the prize bin or special activities.

## General Dress Regulation

Appropriate dress and grooming is expected in an effort to provide a safe, orderly, and positive environment. Students are expected to come to school in appropriate attire for classroom learning. **If students are not dressed appropriately for school, they will be asked to change clothing.**

1. Ross Prep School dress requires a Prep School shirt and khaki pants, skirt or moderate shorts that are at **least fingertip length**.
  - Children should refrain from wearing colorful tights or leggings under clothing.
  - Knee socks are not appropriate unless they are khaki or blue and match the uniform, socks should be ankle length (no knee socks)
2. Children are expected to wear sneakers and socks everyday.
3. Hats and other belongings with profanity or advertisements of tobacco, alcohol, or violence are prohibited.
  - Hats may not be worn inside the school building.
4. Students are discouraged from wearing jewelry to school.
5. Students are discouraged from dyeing hair distracting and unnatural colors.

## ‘Chari-tee’ Fridays

Typically, on the last Friday of the month children are allowed to wear their own clothes for a fee. The money raised is given to a local charity. Please ensure that children wear school appropriate clothing, nothing too tight or revealing, no strapless or thin straps, clothing is finger-tip length. Sneakers should still be worn.

## Theme Days

Throughout the year there will be opportunities for the children to wear their own clothing. Please ensure that it is school appropriate and proper footwear is worn.

## Physical Education Dress

Students who come to class without the appropriate clothing will not be allowed to participate in the activities planned for the class that day and will receive a zero for the day. Repeated offences will result in a reduced grade. Grades 3-8 must wear the following:

- Shorts or sweatpants with elastic or drawstring waistbands
- Tee shirts
- Good, sturdy sports shoes

## Attendance Policy

Students are expected to be in school whenever class is in session. Regular attendance is important to success in school and establishes good work habits and self-discipline. Keeping children out of school for reasons other than illness is strongly discouraged. In many cases, irregular attendance is the major reason for poor school work; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours. If your child will not be in school, please notify the teacher or office as soon as possible.

Reasons for which students may be excused include, but are not limited to:

1. personal illness of the student.  
**- If a child is out sick for three or more days a doctor's note is required for re-entry to the school.**
2. death in the family
3. quarantine for contagious disease
4. religious reasons

If a student is absent, depending on age of child, it is the parent's responsibility to make arrangements with his/her teacher(s) to make up work missed. Deadlines will be given and parents are encouraged to work closely with their children in getting the work completed and turned in within a timely manner. ***Vacations and time off island should be arranged during the weeks when school is not in session***

The school calendar can be used in planning family vacations.

If your child is out sick please contact the school via phone (465-4161 x.401-1207) or e-mail to notify them of the absence.

Students should not be excused from school for non-emergency trips. Students who are taken out of school for trips or vacations are not given permission to do so by the school. The responsibility for such absence resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. In the event of an emergency

and the school is notified in writing, at least two weeks before travel, reasonable efforts will be made to prepare a general list of assignments for the student to do while he/she is absent.

## **Late Arrival/Tardy**

Children are considered tardy if they enter school after their school's start time of 8:00am. Parents are asked to report to the school office to sign in their child. Monthly reports will be sent home if your child has excessive tardiness. *Please note that attendance is part of a child's permanent record that will be recorded on their report card and will be sent to future educational institutions.*

## **Homework Policy**

Homework at the Prep School will not be "busy work" in nature. It will reflect instruction of that particular day or term. Directions for homework will be clearly spelled out and parents can view assignments by visiting our homework website. Homework assignments may include: weekly assignments; long range projects (such as book reports or research papers); drill (assigned daily or as needed); absence make-up work; review study (often followed by a test); online reinforcement of math and language skills with our curricular programs as well as IXL for supplemental support and studying for tests. Homework varies from grade level to grade level.

Failure to complete homework will result in making it up during recess and lunch times. Three or more missed homework assignments within a two-week period in any subject will result in a parent conference. Children in grades 3-8 will be responsible for completing a "Missing/Incomplete Homework Assignment Form" which will be kept on file. Children will be engaged in the 3-strike system:

**Strike 1:** Student Responsibility    **Strike 2:** Call/Email Home    **Strike 3:** Conference

### **Student's Responsibilities:**

- To understand all homework assignments by listening to directions, asking questions when something is unclear, and reading directions
- To gather all materials necessary to complete assignments before leaving the classroom
- To complete all assignments to the best of his/her ability
- To return materials and assignments on time
- To make up any missed homework that the teacher requires within the given timeframe

### **Family's Responsibilities:**

- To provide a routine and environment that is conducive to doing homework (i.e. a quiet and consistent place and time, necessary materials, etc.)
- To offer assistance to the student, but not do the actual homework
- To check that your child has edited his/her homework for spelling (Kindergarten and First Graders may use invented spelling as appropriate), punctuation, neatness, etc.
- To read school notices and respond in a timely manner. Homework and school notices



will travel home in the student's BLUE communication folder. Regular backpack clean-ups can be useful in helping students to organize their materials

### **Teacher's Responsibilities:**

- To provide clear directions and instructions
- To implement a system for routinely checking homework
- To communicate to the student and family what is expected for completing homework successfully
- To communicate with families when students are not consistently completing assignments

## **Reading Policy**

Research shows that there is a strong correlation with the love of reading and success in school throughout elementary school, middle school, high school, and college/university. Reading encourages positive social skills and fewer problems with delinquency, drug abuse, and other significant behavioral and social-emotional difficulties. Considering this, strong emphasis will be placed on "reading for fun" at the Prep School. Parents will be asked to take part in a variety of reading emphasis strategies.

Students at all grade levels are expected to read for a set amount of time each night. Homeroom teachers ask that reading be recorded in various ways. Please be sure to check the homework website to ensure that your child is reading the required amount each evening. This is considered a **required** part of our program.

## **Health Policy**

### **Student Absences**

Notify the school if your child is ill on a school day and will not be in attendance. Please call the school at 465-4161 x. 401-1207 or e-mail ([mphilips@rossvet.edu.kn](mailto:mphilips@rossvet.edu.kn)) ([sawalker@rossvet.edu.kn](mailto:sawalker@rossvet.edu.kn)) or your child's homeroom teacher.

### **Illness**

Children with colds and communicable illnesses should be kept home for their best interest as well as that of the other students. See document on Exclusion Periods for Illness on page 12.

If a child has an ongoing medical condition that may be interpreted as contagious but does not meet the criteria of a communicable illness as per our policy (e.g. allergies), a note signed by a pediatrician detailing symptoms will be required and placed on record.

### **Getting Sick during the Day:**

Since classroom teachers spend several hours a day with students they are often in an excellent position to detect early physical and behavioral changes in students who become ill at school. Indicators might be loss of appetite, change in attitude/behavior, fever, change

in skin color, rash, nasal discharge, cough or pain. If we are in question, we will contact parents for input depending on the symptoms presented.

If a child becomes sick during the school day parents will be notified. Children with a temperature of 100.°F will be sent home or children who have other medical reasons why they can't stay in school.

Please note that if your child is not well enough to stay in school parents are expected to pick up their children within a maximum of one hour of receiving a phone call. We do not have a nursing station to house sick children. Please ensure that you have a back-up plan in place if you are not able to come for your child right away. Always ensure that your child's emergency contact information is up to date with the Administrative Assistant.

**If a child is out sick for three or more days a doctor's note is required for re-entry to the school.**

## **Daycare - Preschool 2 Warning Cards**

If your child is showing early symptoms of illness the staff member will indicate by issuing the following:

- A yellow card indicates that the child is showing symptoms of being ill and should be monitored or kept home.
- A red card indicates that the child cannot return to school until symptom free for 24hours or a doctor's note is provided.



## Ross Preparatory School Exclusion Periods for Illnesses

Illness	Infectious Period	Exclusion Period
Colds and Flu	Runny nose and/or coughing/not acting "like self"	Children may return when there is a significant reduction in symptoms and child is able to manage the typical school routine. There should be no presence of a fever within the past 24 hours without fever reducing medication.
Fever	This may be the first sign of an infectious illness. Children with a fever above 100F° or 38C° will usually not feel well.	Children should be kept home until the temperature is below 100F° or 38C° and the child is feeling well. There should be no presence of a fever within the past 24 hours without fever reducing medication.
Diarrhea	Diarrhea can be infectious and is easily transferable in a daycare environment.	May return 1 day following the last episode of diarrhea.
Conjunctivitis	Both viral and bacterial infections are contagious from onset. Easily transmitted via hands.	Unless otherwise stated by school personnel, children should be excluded and referred for medical evaluation. Students may return 24 hours after treatment has commenced.
Chicken Pox	From the onset of fever and/or rash.	From appearance of rash to when the vesicles are all scabbed over.
Impetigo	From appearance until successful treatment.	Until 24 hours after treatment has been started.
Head Lice	From appearance until successful treatment.	May return to school once treatment has begun.
Ringworm	From appearance until successful treatment.	Until adequate treatment instituted.
Scabies	From appearance until successful treatment.	May return 1 day following commencement of treatment.

Threadworm/Pinworm	From appearance until successful treatment.	May return to school once treatment has begun.
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- It is widely recognized that education and health go hand in hand impacting on children’s current and future well-being. One of the school’s priorities is to ensure our students’ health does not have a negative impact upon their education.
- **If a child is out sick for three or more days a doctor’s note is required for re-entry to the school.**

Children with flu, colds and other illnesses should remain home for their own comfort and for the good of others. For Daycare and Preschool children, in particular, please keep your child home if there *is any* indication of illness.

- If it is determined that a child is ill and/or uncomfortable, if the child’s health status is in question, or if it is believed the child may have a negative effect on the well-being of others, we will contact parents to come and take the child home.

## Health Services

### Communicable Diseases

Due to our small size and ease of spreading, we ask parents to let the principal know if a child has a communicable disease so we can advise other parents to take necessary precautions. Extreme confidentiality will be used in sharing this information and no age or grade level will be shared – just the information so parents can be aware of current health concerns.

### Disease reporting control

If an outbreak of a contagious disease is determined by school officials and in conjunction with Campus Health Services, the school will liaise with the local Ministry of Health in the identification and control of the infectious disease in the school community. This will be done according to local health policies under the direction of Campus Health Services as the main point of reference. The local health officer will take whatever action deemed necessary to control or eliminate the spread of the disease. An “outbreak” means the occurrence of cases of a disease or condition in any area over a given period of time in excess of the expected number of cases.

RUSVM has nurses on campus from 7:30 am to 3:00 pm each day and limited services are provided for Prep School students. If medical attention is required beyond our abilities, we will notify parents and refer to Campus Health Services. In emergency situations parents will be notified immediately. Please ensure that your emergency contact information is current with the Administrative Assistant. If parents are off island or not available, a written document/email correspondence must be provided to name a guardian who may authorize emergency medical care if required. Contact information for the guardian should be provided as well.

## **Immunizations**

All children must be immunized based on the appropriate international schedule from their country of origin OR the local St. Kitts policy. Exemptions will only be accepted for medical or religious reasons. All medical records must be translated into English.

## **Allergies**

For children that have severe allergies parents are required to complete an Allergy Emergency Care Plan. Parents are responsible for updating that information on a yearly or as needed basis. Parents are required to provide written advice from a health care provider which explains the condition, defines the allergy triggers and any required medication. The school will ensure that there is an updated list of all known allergies and all school personnel will be required to review the same.

If EpiPens are required, parents are responsible for providing and keeping current the EpiPen in the school. Documentation from a health care provider is required for the school to have on file. They will be kept in a prominent location centrally located in the library. Campus Health Services will provide training to all staff in the administration of the EpiPen. EpiPens will be brought in first aid kits on all field trips.

Campus Health Services is available for consultation to parents if needed to address individual concerns.

## **Food Safety**

The RUSVM Prep School is an allergy aware zone. Children are not permitted to share food. Children will be educated as to the various reasons to avoid sharing food and to the potential hazards related to do so. Parents are encouraged to adopt this practice at home too and remind children that they should not share food items.

### **School Lunches:**

Parents are asked to be mindful when preparing meals for their children and when possible to avoid sending the more common allergens: peanuts, tree nuts, wheat, soy, milk, egg, fish and shellfish.

If children have specific allergy concerns we will meet with our hot lunch providers to determine if any of the specific allergens are utilized in food preparation so parents can make appropriate selections with confidence.

### **School Events:**

The school will be conscious of allergy concerns for students and work with parents to ensure appropriate meals/snacks are provided for students with specific allergy needs. When preparing food for school events, parents will be asked to provide an ingredients list for food items so that we can ensure that appropriate choices can be made when selecting food items.

## **Medication:**

Over the counter medication: The school cannot administer over the counter medicine to children. This includes cold medicine, pain relievers, etc. If parents need their child to take these, parents should inform the school in advance and come at the appropriate time to give their child medicine. This can only be done by the child's parent or legal guardian.

Prescriptions: Doctor prescribed prescriptions can be given to the Administrative Assistant and the school will administer. All prescriptions need to be clearly labeled with the child's name, dosage and frequency. If refrigeration is required please advise.

Long Term Prescriptions: EpiPens & Inhalers: Documentation must be provided from a child's doctor to indicate that the school should have an EpiPen for allergic purposes or an inhaler. The school will ensure that all personnel are aware of the child's need, know how to administer the EpiPen and keep them in a centralized location. They will also be transported on field trips.

Children with inhalers typically keep them in their possession however, the school must have a doctor's note on file that indicates the child is to have the inhaler with them.

Whenever possible the child's name should be on the EpiPen and inhaler in the form of a prescription label.

It is the responsibility of parents to ensure that EpiPen and inhalers are all current with their expiration dates.

## **Field Trips:**

A first-aid kit is in the school and taken on field trips. In addition, for children that have an EpiPen it will also be brought on the trip.



## Policy Manual Sign-off Form

### Attendance/Homework:

I have read the above policy manual and agree to adhere to the terms and conditions stated above so that I can work in conjunction with the school in ensuring my child has regular attendance and completes their homework as assigned.

### Health Policy:

I have read the above policy and will adhere to the rules outlined above as it relates to the health and well-being of my child.

### Dress Code:

I will ensure that my child is dressed according to our policy on a daily basis.

Parent/Guardian Name: \_\_\_\_\_

Parent Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Student Code of Conduct:

I have reviewed the above expectations and consequences with my child. I agree to work with the school and my child to ensure that they are meeting the expectations laid out above.

Parent/Guardian Name: \_\_\_\_\_

Parent Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

