



# Hanrahan/Woodland Elementary School

“Going above and beyond for our students”

## 2018 - 2019 Parent/Student Guide

Theme  
“Leading the Charge of Excellence”

School Hours	
Breakfast	7:15am-7:45am
Transition to Class	7:50am
Class Instruction Begins	8:00am
Riders dismissed	2:50pm
Walkers dismissed	3:00pm
College Prep dismissed	4:00pm

Jennings School District Board of Education	
President	Mrs. Yolanda Fountain-Henderson
Vice President	Mr. Harold Austin
Treasurer	Mr. Reggie Hall
Secretary	Mr. Terry Wilson
Director	Ms. Rose Mary Johnson
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Dr. Curtese Holmes, Principal  
Mrs. Ann Shaw, Administrative Intern

## A Message from the Principal

Dear parents,

It's that time of year again and as summer comes to a close, we are gearing up to receive our students. As the new principal of Kenneth C. Hanrahan/Woodland Elementary (HE/WE), it is my vision to empower others to become dynamic authentic versions of their best self. My mission is to use servant/transformational leadership to inspire, inform, and impact negative trends affecting the advancement of others.

It is imperative that all students receive a quality education that nurtures creativity, collaboration, critical thinking, and practical problem-solving skills using relevant real-world application experiences. The focal point of my first year as principal will be grounded in building systems for classroom management, strategic/intensive intervention, school-wide supports for positive behavior/socio-emotional concerns, and blending the culture of both our upper (Kenneth C. Hanrahan)/lower (Woodland) campuses. Our students will benefit from new initiatives designed to support/inform instruction, socio-emotional learning, and college/career oriented experiences.

Our theme for the year will be, ***“Leading the Charge in Excellence.”*** Our teachers have worked to identify standards, resources, and best practices to support the implementation of EngageNY in its second year with the district. We will continue to use our PLCs and Data Team Meetings to guide our instructional practices.

Parents, we are looking forward to partnering with you to ensure our children are successful. We are looking to increase our parental and community involvement. Please be on the lookout for important dates concerning PTSA meetings and other parental activities.

We have other new faces at HE/WE! Please be sure to check the faculty roster list for their information and welcome the following team member to our family.

David Swingler – Parent Community Liaison/Head of Discipline HE/WE

Trevor Michelson – Counselor at Woodland

Keyshia Watson – Interventionist/ISS Monitor at Woodland

Carmen Little – 3<sup>rd</sup> Grade Teacher – SSD

Whitni Perry – 3<sup>rd</sup> Grade Teacher

Lynze Petit – 4<sup>th</sup> Grade Teacher

We have new partnerships with Bright Futures and the OLWEUS Bullying Prevention Program. Bright Futures will allow our students the opportunity to partner with engineers, and construction workers to build various projects such as fidget spinners, bird houses, etc.

The OLWEUS Bullying Prevention Program is a researched based system that will allow students to learn about helpful supports/interventions when one is being bullied, or displaying characteristics of bullying. Students will participate in class meetings, character lessons, and other activities designed to promote positive socio-emotional wellness.

Communication, cooperation, and trust are major components of our character. We encourage you to familiarize yourself with the policies and systems in this book. We will use this as a guide to govern many of our practices and want to make certain our parental community is aware of norms/expectations. Use this book as a guide to keep you informed and answer any questions you may have. Contact the offices at (314) 653-8190 (HE) and (314) 653-8170 (WE) if you need additional assistance.

***\*\*There are pages of this book that need to be signed/returned to your child's homeroom teacher.***

**School Contact Information**

<p><b>Principal</b>                  Dr. Curtese Holmes                  314-653-8190</p>	
<p><b>Kenneth C. Hanrahan</b>                  8430 Old Lucas &amp; Hunt                  Jennings, MO 63136                  Main Office – (314) 653-8190                  Fax - (314) 653-8197</p>	<p><b>Woodland Elementary School</b>                  8420 Sunbury                  Jennings, MO 63136                  Main Office – (314) 653-8170                  Fax - (314) 653-8173</p>
<p><b>Administrative Assistant</b>                  Rita Herron                  314-653-8192</p>	
<p><b>Administrative Intern</b>                  Mrs. Ann Shaw                  314-653-8170</p>	
<p><b>Counselor</b>                  Mindy Hoxworth                  314-653-8176</p>	<p><b>Building Administrator</b>                  Fershelia Richardson                  314-653-8184</p>
<p><b>Library Media Specialist (at HE too)</b>                  Cindy Weymouth                  314-653-8180</p>	<p><b>Counselor</b>                  Trevor Michelson                  314-653-8176</p>
<p><b>Library Media Specialist</b>                  Carliss Cole</p>	<p><b>Nurse</b>                  Alicia Douglas</p>
<p><b>Nurse</b>                  Tinya Mosby</p>	<p><b>Parent Liaison/Head of Discipline</b>                  David Swinger</p>
<p><b>Interventionist/ISS Monitor</b>                  Linda Stewart</p>	<p><b>Interventionist/ISS Monitor</b>                  Keyshia Watson</p>
<p><b>Attendance Message</b>                  653-8192</p>	<p><b>Attendance Message</b>                  653-8170</p>

## Faculty Staff List

<b>Kenneth C Hanrahan</b>			
Staff Member	Grade Level	Room Number	Email
Alexandria McCune	4	118	mccunea@jenningsk12.org
Lynze Pettit	4	124	pettitl@jenningsk12.org
Christine Rauss	4	117	raussc@jenningsk12.org
Hewitt Powell	5/Supplemental Teacher	204	powellh@jenningsk12.org
Mary Hardy	5	216	hardym@jenningsk12.org
Tammy Howard	5	215	howardt@jenningsk12.org
Evelyn Clark	6	214	clarke@jenningsk12.org
Sylvia Coleman	6	205	colemans@jenningsk12.org
Patrick Ward	6	206	wardp@jenningsk12.org
Linda Stewart	ISS	212	stewartl@jenningsk12.org
Tinya Moore	Nurse Clerk	219	mooret@jenningsk12.org
Mindy Hoxworth	Counselor	209	hoxworthm@jenningsk12.org
Jeff Arnold	Art	LL132	arnoldj@jenningsk12.org
David Dickey	Music	LL130	dickeyd@jenningsk12.org
Trish Eddy	PE	102	eddyt@jenningsk12.org
LaTanya Mackey	Provident Counseling	105	mackeyl@jenningsk12.org
Deonah Weeden/French	Resource	125	weedend@jenningsk12.org
Jen Buck	Resource	116	buckj@jenningsk12.org
Pam Williams	Speech/Language	213	williamsp@jenningsk12.org
Leah Nicholson	Resource	206	nicholsonl@jenningsk12.org
Willie Moore	Home School Coordinator	209	moorew@jenningsk12.org
Shirley Johnson	Cafeteria	108	ARAMARK
Emma Forsten	Cafeteria	108	ARAMARK
Billy Walker	Custodian	LL134	walkerb@jenningsk12.org
Floyd Powell	Custodian	LL134	powellf@jenningsk12.org
Pat Douthit	Custodian/Cafeteria	LL134	douthitp@jenningsk12.us
JoAnn Cox	Library Tech	113	coxj@jenningsk12.org
Cindy Weymouth	Media Center	113	weymouthc@jenningsk12.org
Adrienne Jones	Para	206	

## Woodland Elementary

Emily Shelton	Pre-K	LL12	sheltonef@jenningsk12.org
Fayette Matthews	Pre-K	LL12	matthewf@jenningsk12.org
Shauna Jackson	Pre-K	LL11	jacksons@jenningsk12.org
Lauren Taylor	Pre-K	LL11	taylorl@jenningsk12.org
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Bernice Moore	KG	101	mooreb@jenningsk12.org
Letty Wright-Hardin	KG	102	wright-hardinl@jenningsk12.org
LB/Supplemental Chris Slinkard	1 <sup>st</sup>	104	slinkardc@jenningsk12.org
Michelle Adams	1 <sup>st</sup>	2	adamsm@jenningsk12.org
Theresa Dubois	1 <sup>st</sup>	5	duboist@jenningsk12.org
Priscilla Harris	1 <sup>st</sup>	6	harrisp@jenningsk12.org
Vealon Harris	2 <sup>nd</sup>	13	harrisv@jenningsk12.org
Tonya Kollack	2 <sup>nd</sup>	09	kollackt@jenningsk12.org
Jan Towery	2 <sup>nd</sup>	10	toweryj@jenningsk12.org
Claire Vernon	2 <sup>nd</sup>	11	vernonc@jenningsk12.org
Jennifer Macon	3 <sup>rd</sup>	14	maconj@jenningsk12.org
Whitney Perry	3 <sup>rd</sup>	16	perryw@jenningsk12.org
Rachel Rice	3 <sup>rd</sup>	12	ricer@jenningsk12.org
Jeff Arnold	Art	7	arnoldj@jenningsk12.org
David Dickey	Music	LL3	dickeyd@jenningsk12.org
Trish Eddy	Physical Education	LL9	eddyt@jenningsk12.org
Cindy Weymouth	Librarian	LL1	weymouthc@jenningsk12.org
Carliss Cole	Library Asst.	LL1	colec@jenningsk12.us
Julia Taylor (Self Contained)	SSD	1	taylorj@jenningsk12.org

Miya Moore (Self Contained)	SSD	1	moorem@jenningsk12.us
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Heather Simpson	Social Worker	LL5S	simpsonh@jenningsk12.org
Willie Moore	Home School Coordinator	LL5S	moorew@jenningsk12.org
Trevor Michaelson	Counselor	109A	michealsont@jenningsk12.org
Mindy Hoxworth	Counselor	109A	hoxworthm@jenningsk12.org
Brittany Grant	Provident Therapist	109B	grantb@jenningsk12.org
David Swingler	Parent Liaison/Head of Discipline	8	swinglerd@jenningsk12.org
Keisha Jackson	Inter- ventionist	8	jacksonk@jenningsk12.org
Larry Sams	Maintenance	314-574-1189	samsl@jenningsk12.org
Billy Walker	Head Custodian	BLDG	walkerb@jenningsk12.org
Stella Longmeyer	Custodial	BLDG	longmeyer@jenningsk12.org
Tracy Lewis	Custodial	BLDG	lewist@jenningsk12.org
Wanda Davis	Caf. Monitor	Cafeteria	ARAMARK
Cindy Schelerth	Caf. Monitor	Cafeteria	ARAMARK

# Contents

School Hours	1
<b>A Message from the Principal</b>	2
<b>School Contact Information</b>	3
<b>Faculty Staff List</b>	4
Kenneth C Hanrahan	4
Woodland Elementary	5
<b>Jennings School District Mission</b>	8
<b>District Core Beliefs</b>	8
<b>District Covenant</b>	8
<b>Hanrahan/Woodland Mission Statement (CURRENTLY UNDER REVISION)</b>	8
<b>Hanrahan/Woodland Learner’s Creed</b>	8
<b>Hanrahan/Woodland Core Beliefs</b>	8
<b>Arrival Procedures</b>	8
<b>Late Arrival Procedures</b>	8
<b>Dismissal</b>	9
<b>AFTER SCHOOL CHILD CARE</b>	12
<b>AFTER SCHOOL ACTIVITIES</b>	12
<b>ATTENDANCE POLICY</b>	12
<b>Jennings School District Attendance Definitions and Policies</b>	13
<b>CHANGE OF ADDRESS OR PHONE NUMBERS</b>	14
<b>WITHDRAWAL</b>	14
<b>EMERGENCY CLOSING OF SCHOOLS</b>	14
<b>YOU HAVE A RIGHT TO KNOW ABOUT YOUR CHILD’S ACADEMIC ACHIEVEMENT</b>	15
<b>JENNINGS SCHOOL DISTRICT PARENT PORTAL</b>	16
<b>HOMEWORK</b>	16
<b>FIELD TRIPS</b>	16
<b>TECHNOLOGY</b>	16
<b>HEALTH SERVICES &amp; INFORMATION</b>	17
<b>BOOK FEES</b>	18
<b>CAFETERIA</b>	18
<b>MEAL ACCOUNTS</b>	18
<b>PLEDGE OF ALLEGIANCE</b>	18

<b>PHYSICAL EDUCATION</b>	18
<b>RULES OF CONDUCT ON SCHOOL PROPERTY (Section 402)</b>	19
<b>DISCIPLINARY EXPECTATIONS AT WOODLAND/HANRAHAN ELEMENTARY</b>	20
<b>SAMPLE PBIS GRID</b>	20
<b>PBIS GRID</b>	21
<b>CLASSROOM EXPECTATIONS</b>	22
<b>THE CORE 5</b>	23
<b>CLASSROOM MANAGEMENT</b>	24
<b>PBIS INCENTIVES</b>	24
<b>INDIVIDUAL INCENTIVES</b>	25
<b>CLASS INCENTIVES</b>	25
<b>GRADE LEVEL/SCHOOL-WIDE INCENTIVES</b>	25
<b>DISCIPLINE</b>	25
<b>DISTRICT ADMINISTRATION SUPPORTS AND SERVICES</b>	27
<b>DRESS CODE</b>	28
<b>SCHOOL VISITORS</b>	29
<b>PARENT/TEACHER CONFERENCES</b>	29
<b>VOLUNTEERS</b>	29
<b>SCHOOL CELEBRATIONS</b>	29
<b>BIRTHDAYS</b>	30
<b>EMERGENCY DRILLS</b>	30
<b>QUESTIONS, CONCERNS, COMPLAINTS</b>	30
<b>JENNINGS SCHOOL DISTRICT SUPPLIES</b>	30
<b>HANRAHAN/WOODLAND ELEMENTARY SCHOOL</b>	31
<b>HANRAHAN/WOODLAND ELEMENTARY INTERNET – ACCEPTABLE USE POLICTY</b>	32
<b>TITLE I PARENTS’ RIGHT-TO-KNOW</b>	33
<b>RETURN PAGE</b>	34



## **Jennings School District Mission**

The Jennings School District will provide an excellent education for all students and enable them to realize their full intellectual potential and become successful citizens in a global society.

Jennings serves approximately 2,800 students/families in grades Pre-K through 12<sup>th</sup>.

### **District Core Beliefs**

- All children can learn, regardless of their socioeconomic status, race, or gender.
- Parents must be included in the education process
- Competent, caring, properly supported teachers are essential to student learning
- The community must be involved in encouraging high academic achievement for all children
- The Jennings School District is obligated to help students overcome any obstacles that may hinder their learning by forming partnerships with entire community

### **District Covenant**

- Principle I: High Academic Achievement  
Principle II: Safe and Orderly Environment  
Principle III: Community Collaboration  
Principle IV: Equity in Resources  
Principle V: Effective and Efficient Support Operations

### **Hanrahan/Woodland Mission Statement (CURRENTLY UNDER REVISION)**

Our school will create a positive learning experience for all students, fostering a life-long love of learning. Each student will read, write, and compute at or above grade level as a member of a caring learning community characterized by honesty, responsibility, and respect.

### **Hanrahan/Woodland Learner's Creed**

I believe in myself and my ability to do my best at all times. Today I will listen, think before I speak, be respectful, responsible and ready to learn. I will do all these things with one purpose in mind, to be successful, use my gifts to help others, and not waste this day. For this day will come no more. I am a proud student at Hanrahan Woodland Elementary.

### **Hanrahan/Woodland Core Beliefs**

We are in the process of developing our core beliefs. This information will be added soon

### **Arrival Procedures**

Please note there is no supervision available before 7:15. We will not allow students to enter the building before 7:15 (no exceptions). Students may arrive at 7:15 am for breakfast and will be dismissed at 7:45 am. All students should enter through the front doors and proceed directly to the cafeteria. After eating breakfast, students will report to the gym area and sit in grade level lines with their class. All students must be in the classrooms by 8:00 am.

## **Late Arrival Procedures**

Hanrahan/Woodland has implemented arrival routines and procedures to ensure the safety of our students. Any student arriving after 8:10 am will need to be brought into the main office and sign in by their parent/guardian. The front doors of the school will be locked at 8:10.

Please note that any student arriving after 8:00 am is considered late and will receive a tardy slip before proceeding to class.

**NO ADULTS OR VISITORS WILL BE ALLOWED IN THE HALLWAY OR CLASSROOMS AFTER 8:00 AM UNLESS ADMITTED BY A MEMBER OF THE OFFICE STAFF WITH APPROVED CREDENTIALS.**

## **Dismissal**

### **Woodland (Lower Campus)**

#### **Car riders:**

Car riders will be dismissed at 2:50 pm.

1. **Pull in our pick up lane.** Parents will pull in the dismissal line and give the name of the student to the person on duty. The duty teacher will radio inside the school to have the student sent to the front. The student will exit through the front doors and be escorted to the car. Do not park along any spaces in front of the school. Parents who need to park must find spaces on the other side of the street. Students will not be allowed to cross traffic to enter cars
2. **Do not get out of your vehicle.** All students must be verified by a staff member prior to being released to a parent. Students will only be released to vehicles verified in the pickup lanes.
3. **Any adult refusing to follow these procedures will be escorted from the campus by the school resource officer, with additional incidents resulting in a no-trespass notice from Jennings School District.**

**PARENTS WILL NOT BE ALLOWED TO ENTER INSIDE THE SCHOOL TO GET STUDENTS FOR DISMISSAL. THIS IS A SAFETY CONCERN AND WE ARE IMPLEMENTING THIS SYSTEM TO REDUCE ANY SITUATION THAT MAY OCCUR.**

#### **Walkers/Daycare Van Riders:**

Walkers will be dismissed at 3:00 pm. At 2:50, walkers will be escorted to the gym with the assigned duty teacher. Daycare van riders will be dismissed as their transportation arrives. At 3:00, the walkers will exit through the side door of the gym, walk up the stairs, and proceed directly home.

#### **Walkers with Family/Sibling(s) at Hanrahan (Upper Campus):**

At 3:00, walkers with siblings at the upper campus will proceed to the release room (Rm. 104) with the duty teacher assigned to that area. The students will remain here until their family/sibling(s) arrives from the upper campus and their name is called for their release. Students will exit through the side door to the left, walk up the ramp with the black railing, and proceed directly home with their sibling(s).

#### **After Care:**

After care students will walk down to the gym with walkers at 2:50. They will remain with the duty teachers in this area until the aftercare supervisor arrives in the cafeteria. At this time the students will be dismissed to the cafeteria.

### **Hanrahan (Upper Campus)**

#### **Car riders:**

Car riders will be dismissed at 2:50 pm. Students will be escorted to the gym by the duty teacher and wait in grade level lines until their name is called for dismissal.

1. **Pull in one of our two pick up lanes.** Parents will pull in the dismissal line and give the name of the student to the person on duty. The duty teacher will radio inside the school to have the student sent to the front. The student will exit through the front doors and be escorted to the car.
2. **Do not get out of your vehicle.** All students must be verified by a staff member prior to being released to a parent. Students will only be released to vehicles verified in the pickup lanes.
3. **Any adult refusing to follow these procedures will be escorted from the campus by the school resource officer, with additional incidents resulting in a no-trespass notice from Jennings School District.**

#### **Walkers/Aftercare:**

Walkers will be dismissed at 3:00 pm. At 2:50, walkers will be escorted to the cafeteria with the assigned duty teacher(s). They will sit at grade level tables until dismissal. At 3:00, the walkers will exit the building through the front doors of the school and proceed directly home.

#### **Walkers with Siblings at Woodland (lower campus):**

Walkers with siblings at the lower campus will exit the front doors of the school at 3:00.

1. Student(s) will walk down to Woodland and meet the duty teacher at the side door by the black ramp.
2. The duty teacher will retrieve the student from Rm 104 and verify the family/sibling(s) walking with the student.
3. The student will exit through the side door and walk with the family/sibling(s) directly home

#### **After Care:**

After care students will walk down to the cafeteria with walkers at 2:50. They will remain with the duty teachers in this area until the aftercare supervisor arrives in the cafeteria.

### **Parents with Students at both Campuses**

Please consider picking up students from the lower campus first. This will prevent having to circle back to Woodland and wait at the end of the pickup line. Students at Woodland will need to enter the car at the curb close to the school. We will not allow students to cross in front of traffic on a main street to access cars. Parents are welcome to park their car on the opposite side of the pickup line and give their student's name to the duty teacher who will radio inside to have the student sent out. We will work extremely hard to get your student out front as quick as possible.

**PARENTS WILL NOT BE ALLOWED TO ENTER INSIDE THE SCHOOL ON EITHER CAMPUS TO GET STUDENTS FOR DISMISSAL. THIS IS A SAFETY CONCERN AND WE ARE IMPLEMENTING THIS SYSTEM TO REDUCE ANY SITUATION THAT MAY OCCUR.**

**Please note:**

**Teachers may detain a students for up to 10 minutes after 3:00om without immediately notifying a parent.**

#### **Children Picked up After 3:00 (Late Pick-ups)**

Students must be picked up promptly at the end of the day. Staff is off duty and can't be mandated to stay past their contractual time. Picking up students late poses a safety threat for the child. While we understand things occasionally happen, Woodland/Hanrahan will follow the process below when students are not picked up on time:

- 1. The school will attempt to contact the parent and everyone on the child's emergency contact list (Please make sure the school has the most recent contact information on file)**
- 2. In the event we are unable to make contact with anyone, St Louis County Police Department, and Children's Division of Family Services will be notified**
- 3. The student will be taken to the nearest police station and left in the custody of the authorities**
- 4. A letter will be sent home with the student and placed in the student's file documenting the incident**

#### **Early Dismissal for Students**

The state of Missouri requires all students receive 1590 minutes of weekly instructional time which translates to 330 daily minutes daily. Students not meeting this requirement may experience a number of academic challenges. This may impact students' ability to progress to the next grade level, successfully master core standards, adjust socially/emotionally, and/or meet attendance mandates for housing (in certain situations). Woodland/Hanrahan is concerned about our students well-being and will do anything we can to support students with attendance needs. There are unforeseen reasons that may warrant an early dismissal. Please know that HE/WE takes these matters seriously and will support the family. However, continuous early dismissals will negatively impact student's instructional time and may result in consequences in accordance with the school's attendance policy (see on page 12). The process for early dismissals is as follows:

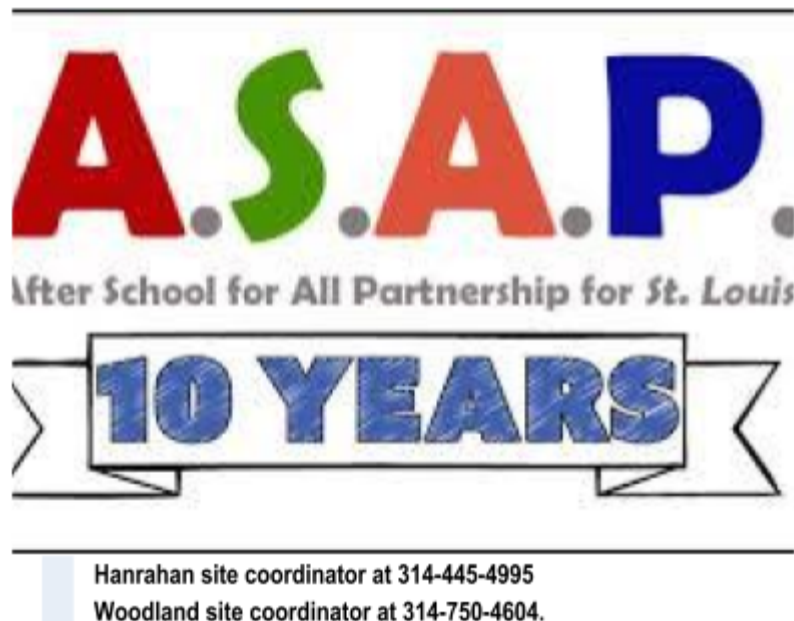
- 1. Notify the office immediately (by phone/in person)**
- 2. The office will notify the teacher of the early dismissal**
- 3. The student(s) will be called to the office with their items. For the safety of all students, no one will be allowed to go to the classroom to retrieve the student, nor may any teacher release any student from the class without notification from the office.**

**Please note:**

**Dismissal is a busy time of the day. To avoid unnecessary chaos and frustration at the front door, students will not be called to the office for early release between 2:30 pm and 3:00 pm without prior notice. Visitors will not be allowed into the building after 2:30 pm. Students begin transitioning to their dismissal areas after 2:30 pm and may be picked up from the designated areas between 2:50-3:00 pm.**

Arrival and dismissal times are extremely busy. Teachers are responsible for supervising students at these times and are not able to give full attention to conferencing with parents. However, parent partnerships are vital to student achievement. Please contact your child's teacher or Hanrahan/Woodland office and we will do our best to accommodate your schedule for conferencing.

#### AFTER SCHOOL CHILD CARE



For students who need after-school care, we have the ASAP program. To learn more about this program and how to enroll your child please contact the site coordinators at the appropriate campus

#### AFTER SCHOOL ACTIVITIES

Your child may participate in a number of after school activities. There are usually requirements for participation such as positive behavior, attendance, and acceptable grades.

Students participating in after school activities should inform their parents of the scheduled meeting time and make arrangements for transportation in advance. If we become aware that your child has not informed you of an after-school activity, the child will not be allowed to participate in the activity that day.

Your child may not call home to tell you that he/she has an activity unless the activity was rescheduled or canceled. Arrangements should also be made for the care and transportation of siblings. Brothers and sisters may not wait on the school grounds for students participating in after-school activities/tutoring because the school is unable to provide supervision for them.

## ATTENDANCE POLICY

The Jennings School District Board of Education recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. The purpose of the Jennings School District Attendance procedures is to encourage parents and students to work closely with the staff to make sure every student is successful in school. Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the Jennings School District.

Our school target is for every child's attendance to be 90% or above. **Students who have attendance percentages below 90% may be excluded from extracurricular activities.** Students who are late, or who are dismissed early, are missing out on the full educational experience. To illustrate this point, consider the impact of 5 minutes lost each day. Over the course of the year, this translates to 905 minutes, roughly 15 hours or 2 full school days. These minutes are counted by the state as lost instructional time. This can impact the student's ability to progress to the next grade level and other academic factors such as test scores, mastery of concepts, and socio-emotional adjustments.

### Jennings School District Attendance Definitions and Policies

#### Absences Defined:

**Excused Absence:** Parent notifies school on the day of or prior to the day of absence due to illness or injury, death in the family, health/medical appointment, religious observance, legal situation and/or participation in a valid educational opportunity, such as a college visit.

**Unexcused Absences:** An absence is unexcused when a parent has not contacted the school by phone or provided documentation regarding their child's absence.

**Excessive Absences:** Three or more excused absences, which by virtue of their number, could impact student progress.

**Withdrawal from District:** Ten (10) consecutive unexcused absences.

**Leaving School Grounds:** For the protection of the student, the student is not to leave the school grounds for any reason, or with anyone, without permission from the office. Before a student may leave school on a prearranged absence or illness, a student's parent, guardian or designee must report to the office and sign out the student. Students who leave campus at an unscheduled time without following these procedures will be subject to disciplinary action as described under "Truancy."

**Truancy:** An absence from school without the knowledge and consent of the parent(s)/guardian(s) and the school administration.

**Late to School:** Students who arrive late to school. When students arrive after the school start time it will be documented as late.

#### Procedures for Unexcused and Excessive Absences:

- **1st Unexcused Absence** will result in the following: a personal phone call or notification system call home.

- **3rd Unexcused Absence** will result in the following: the Principal assigning a designated person to call home, parent conference with homeschool coordinator or parent liaison, attendance contract, and letter.
- **5th Unexcused Absence** will result in the following: Care Team Meeting (to include a social worker, counselor, parent, student, and truancy office/parent liaison).
- **7th Unexcused Absence** will result in the following: Care Team Meeting (with Principal, social worker, and school resource officer) and/or home visit by district social worker.
- **10th Unexcused Absence** will result in the following: **Withdrawal** from the school district, Hotline to Family Support Division, Family Court Referral, Adult Literacy Hotline, notification to the District's Social Services Liaison and the Superintendent's office.

#### **Procedures for Late to School - Grades Pre-K – 8:**

- **Five (5) late occurrences** to school will result in the following: personal phone call/notification system call home, letter home, attendance contract, and after school detention.
- **Six-Ten (6-10)** late occurrences to school will result in the following: personal phone call home, lunch or after school detention for 3 days, and intervention plan.
- **Eleven-Nineteen (11-19)** late occurrences to school will result in the following: Care Team Meeting to review intervention plan/contract between student and parent (to include a counselor, parent, student, and truancy officer).
- **Twenty (20)** late occurrences to school = referral to family court.

#### **ATTENDANCE INCENTIVES**

1. The school will be implementing a system of daily, weekly, monthly, and quarterly incentives for students meeting attendance targets. We also conduct events throughout the year to recognize students for good attendance.
2. Attendance incentives may also be offered by the school and by the District for parents.

#### **CHANGE OF ADDRESS OR PHONE NUMBERS**

Please notify the teacher and the school office of changes in your address or telephone number as soon as possible. Emergency contact information should be kept current, as well. In case your child is ever involved in an accident or becomes extremely ill at school, this information is vital. If you have a change of address, documentation of such change must be presented to the main office secretary. An update form is included in this handbook.

#### **WITHDRAWAL**

Please notify the school as soon as possible if your child is going to be moving from our attendance area. State regulations require that we track when our students leave as well as the relocation site. Upon leaving, please notify the school's main office with such information.

## EMERGENCY CLOSING OF SCHOOLS

The schools in the School District of Jennings will be in regular session each day as scheduled, except in cases of extremely bad weather or other severe emergency. When an emergency closing of school becomes necessary, every effort will be made (as early as possible) to send a rob call of such closing. Radio and TV stations will be asked to broadcast the information. KMOV-Channel 4 or KSDK-Channel 5 will announce school closings. Parents should instruct their children as to what to do if the school is dismissed early. **Please listen to the radio or TV reports rather than calling the school keep parent/ emergency contact telephone numbers and e-mail current.**

## YOU HAVE A RIGHT TO KNOW ABOUT YOUR CHILD'S ACADEMIC ACHIEVEMENT

Clear, effective, two-way communication is essential. The schools in Jennings provide a rigorous curriculum and the expectations for instruction is high. In fact, students are given an enriching instruction that is one grade level above what is mandated by the State. Our staff is responsible for ensuring that students achieve mastery in the standards. Our staff will keep parents informed about the learning objectives and how each child is progressing towards these standards in the following ways:

1. A quarterly newsletter that gives general information about what students are studying at each grade level.
2. Teacher websites will be updated each quarter and will contain learning objectives and links to online resources.
3. Progress reports will be distributed every five weeks during the school year.
4. Formal report cards will be distributed at the end of each quarter (ten weeks) of the school year.

Our job is to ensure that learning takes place, but we understand how important the parents are in helping children reach their learning goals. Parents often have strong insight into the learning needs of their children. Share those insights with the classroom teacher. If something occurs outside of the school day that may be impacting student learning, please contact your child's classroom teacher or counselor to share information. The students can only benefit from our partnership.

## TERM DATES

Term	Begins	Ends	Report Card Print
1 <sup>st</sup> Quarter Progress	August 9, 2018	September 7, 2018	September 13 <sup>th</sup>
1st Quarter	August 9, 2018	October 12, 2018	October 15 <sup>th</sup>
2 <sup>nd</sup> Quarter Progress	October 15, 2018–	November 9, 2018	November 15 <sup>th</sup>
2 <sup>nd</sup> Quarter	October 15, 2018	December 21, 2018	December 20 <sup>th</sup>
3 <sup>rd</sup> Quarter Progress	January 8, 2019	February 8, 2019	February 14 <sup>th</sup>



3 <sup>rd</sup> Quarter	January 8, 2019	March 15, 2019	March 21 <sup>st</sup>
4 <sup>th</sup> Quarter Progress	March 18, 2019	April 26, 2019	May 2 <sup>nd</sup>
4 <sup>th</sup> Quarter	March 18, 2019	May 23, 2019	May 22 <sup>nd</sup>

1 <sup>st</sup> Quarter Progress	August 9, 2018 – September 7	1 <sup>st</sup> Quarter	August 9, 2018 – October 12, 2018
2 <sup>nd</sup> Quarter Progress	October 15, 2018 – November 9	2 <sup>nd</sup> Quarter	October 15, 2018 – December 21,
3 <sup>rd</sup> Quarter Progress	January 8, 2019 – February 8	3 <sup>rd</sup> Quarter	January 8, 2019 – March 15, 2019
4 <sup>th</sup> Quarter Progress	March 18, 2019 – April 26, 2019	4 <sup>th</sup> Quarter	March 18, 2019 – May 23, 2019

**SUGGESTIONS:**

- A. Discuss the grades and comments recorded on the report card with your child.
- B. Sign the report card and return it to your child’s teacher.
- C. Arrange a conference with the teacher and/or principal, at any time if you have academic concerns.

**GRADES**

This year we are working to create a standards based reporting practice for Kindergarten and 1<sup>st</sup> Grade. We will work to make sure students receive a standards-based report card. No letter grades are recorded, but the progress on specific learning goals is included.

In Grades 2-6, students receive letter grades. Students in this category are evaluated using the following criteria:  
**Assessments – 60%, Classroom assignments – 30%, Homework – 10%**

## **JENNINGS SCHOOL DISTRICT PARENT PORTAL**

The parent portal will allow you to have electronic access to many of your child's school records. This feature is intended to increase access for families to your child's school records and to improve the home to school communications.

To begin using the Parent Portal, simply follow these steps:

1. Fill out the Parent Portal Registration form that was mailed to you or you can download it below and return it to the school.
2. Go to the Parent Portal web page <https://sdm.sisk12.com/JN/Default.aspx?Action=Parent>

## **HOMEWORK**

Homework should be relevant and understandable to the student. It should be given with the intention that it will strengthen skill areas and promote independent practicing. The amount of time a child spends on homework will vary, however, as a general guideline; students should spend roughly ten minutes per grade level (4th grade = 40 minutes). If your child is spending significantly more time on homework, please conference with the classroom teacher.

## **FIELD TRIPS**

The classroom teacher will plan field trips that provide a learning experience for your child. Parents will receive a Universal Field Trip form. Once that is signed and returned, additional forms will not be required, instead, parents will simply receive notification of the field trips.

If the permission slip is not returned, the child will not be permitted to go on the trip. Parents are encouraged to serve as chaperones for field trips, and we ask that parents adhere to the following guidelines:

- Parents may not transport children home from a field trip unless they first sign-out their child for early dismissal.
- Parents are asked to refrain from smoking during the field trip.
- Parents are asked to refrain from using inappropriate language in front of children during the field trip.

In some cases, your child may not be permitted to participate in a field trip because of his/her lack of cooperation in the classroom. You will be notified if your child may not participate in a field trip, but the teacher will provide lessons to meet the curricular objective and your child should attend school.

## **TECHNOLOGY**

Students must respect and use carefully all school property including all technology equipment. Any child who damages on purpose or accidentally any such equipment may be denied the privilege of using it, may be subject to disciplinary action and may be removed from the technology classroom for the remainder of the year.

The Internet can provide a wealth of information for your child; however, there can be objectionable sites, as well. The school is unable to totally protect your child from these sites but will make every effort to protect him/her as much as possible. Students who intentionally enter these objectionable sites will receive disciplinary action and may lose all of his/her computer privileges.

**See Jennings School District Internet Access Guidelines on Page 5 of the 2017 - 2018 Code of Conduct.**

## HEALTH SERVICES & INFORMATION

Please alert the school nurse or teacher if your child has a health problem that may affect the child's functioning at school. This should be done at the beginning of each year and as changes occur. Also promptly report to the nurse any communicable diseases such as chicken pox, head lice, or strep throat. This information will be kept confidential. Other students will be checked and notes sent home as appropriate.

### Illness

Although regular attendance at school is of utmost importance, we suggest that you do not send your child to school if he/she has a rash, fever, upset stomach, severe cold, red eyes, or a sore throat. Usually, children who are too ill to go outside for recess are too ill to be at school. If you send the child to school and you do not want the child to have recess and/or gym, please send a note to the appropriate teacher. If the child must miss recess or gym for three or more days, a doctor's notice is required. If we do not have a doctor's notice, your child will be expected to participate in gym and recess. If your child is ill, please call the school office.

When your child develops a fever, other symptoms of illness, or receives a significant injury, the parent or emergency contact person will be notified. It is the parent's responsibility to provide transportation home for the child. The child should be picked up as soon as possible. If your child is sent home for a fever, they must be at home for at least 24 hours or they are free of any symptoms. **Please inform the office of any changes of phone numbers and/or addresses.**

### Medications

For the safety of your student, it is essential that the following be observed when medication is to be given during the day:

1. Medication must be sent to school in the prescription bottle with the following information on the label: student's full name, physician's name, date prescribed, dosage, time medicine is to be given, and the name of the medication.
2. Medication will be taken by the student at the designated time and supervised by authorized personnel. It is the student's responsibility to come to the office for medications.
3. Limited quantities of the medication should be sent to school.
4. All medication administered at school will be kept in a locked drawer or safe.
5. Parents must notify the school when the medication is discontinued or the dosage or time is changed. If medication is resumed, a new order must be received.

### Immunizations

Missouri school laws require every child entering school have written evidence of adequate immunizations. This includes five doses of DPT (diphtheria, tetanus, and pertussis); four doses of polio; and two doses of MMR (measles, mumps, and rubella). If your child is not properly immunized, the school nurse will notify you. Children may not attend school if they do not have the proper immunizations. The district does provide immunizations. Please call the nurse if you wish to have these immunizations completed by the district.

## Inhalers

If your child has asthma and requires an inhaler, please ask your doctor to provide a prescription for two inhalers – one inhaler for home and one to be kept at school. The school also needs the asthma action plan filled out by your doctor and returned to the school nurse.

## Restroom Privileges

Each teacher will establish a set of rules and times that the students will be allowed to go to the restroom. If your child has any special circumstances that require him/her to go to the bathroom more often, please have your doctor request special bathroom privileges in writing.

## BOOK FEES

Students are expected to take reasonable care of school property. Students shall pay for books (textbooks, workbooks, and library books), school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear. The principal of the school or a designated person shall assess the fine in accordance with the price of the book or article lost or damaged.

## CAFETERIA

Breakfast and lunch are available daily from our cafeteria. Menus are issued monthly. Prices are as follows:

	Breakfast	Lunch
Full Price	FREE	FREE
Reduced	FREE	FREE
<i>Milk is included with each meal. An extra carton may be purchased for 25¢.</i>		

Bringing a lunch from home is also an option.

Cafeteria lunches adhere to nutritional guidelines for school children and include fresh fruit and/or vegetable. School meals are peanut, tree-nut and shellfish free. Students may not bring extra food to the lunchroom if eating cafeteria lunch. All children will receive free breakfast and free lunch on a daily basis.

## MEAL ACCOUNTS

A meal account will be set up and a laminated card will be issued for each student. Each time a student receives a school meal, the card is scanned and the transaction for that account is recorded.

## PLEDGE OF ALLEGIANCE

The Missouri General Assembly has passed legislation requiring all students in public schools to recite the Pledge of Allegiance at least once per week. Hanrahan/Woodland students will recite the Pledge according to a schedule arranged by the building principal.

The legislation does allow parents to “opt out” on behalf of their children for religious reasons. If parents have religious beliefs preventing their child from reciting the Pledge and would like the child to be excused from reciting the Pledge in class, please make a written request to the building principal.

## **PHYSICAL EDUCATION**

Students are expected to dress appropriately for physical education class.

- Shoes: Athletic-type shoes allow maximum participation in running, hopping, skipping, and galloping. Avoid wearing dress shoes, boots, and sandals which do not allow safe movement inside the gym and outside on the field. If this is not possible, bring an appropriate pair of athletic shoes which can be worn for PE class.
- Attire: Any type of pants, sweats, or shorts is appropriate attire for PE. Girls should avoid wearing dresses/skirts on PE days. If this is not possible, a pair of shorts should be worn underneath the dress/skirt.

## **RULES OF CONDUCT ON SCHOOL PROPERTY (Section 402)**

By Missouri Law, Boards of Education have the responsibility of providing an educational program for all students who legally reside within their attendance boundaries. They are to establish necessary rules and regulations for the governance of their schools. In conjunction with these obligations, all parties are hereby notified that in addition to the rules and regulations established at each elementary, junior, and senior high school (under the leadership and authorization of the building principal), the following acts of behavior by any individual on school property or while attending any school function or event will be judged as acts of misconduct and the offender will be subject to disciplinary action. Penalties for such offenses may include, but not be limited to, restitution of damages, suspensions, expulsions, and/or possible legal action.

1. Physical abuse or the threat of physical abuse against any person or any other conduct which threatens or endangers the health, safety, or physical well-being of any such person.
2. Possession of firearms, ammunition, knives, or other dangerous weapons, substances or materials.
3. Illegal use or possession of drugs on school properties.
4. Use or possession of alcoholic beverages on school properties.
5. Setting a fire on school property.
6. Theft of or damage to property of the school district or the personal property of any individual in attendance at a school function.
7. Refusal to attend classes as scheduled.
8. Obstruction or disruption of the teaching process, administrative, or disciplinary procedures, or other school functions or events.
9. Unauthorized entry, occupation, or use of any school facility.
10. Interference with the lawful right of access by any person to school facilities.
11. Any act that is deemed by the school administrator to be injurious, detrimental, or dangerous to the health, safety, and physical well-being of other persons.

12. Any act which is deemed by the school administrator to be disruptive to the normal operation of the school or school activity at any time, day or night.

**DISCIPLINARY EXPECTATIONS AT WOODLAND/HANRAHAN ELEMENTARY**

HE/WE will be implementing a school-wide positive behavior intervention system.

**WHY PBIS**

PBIS stands for Positive Behavior Intervention and Support. School-wide Positive Behavior Interventions and Supports is a systems approach to establishing the social culture and behavioral supports needed for all children in a school to achieve both social and academic success.

**SAMPLE PBIS GRID**

	Playground	Dismissal	Restroom
Responsible	<ul style="list-style-type: none"> <li>Problem solve conflicts with words not physical aggression</li> <li>Report unresolvable conflicts</li> <li>Do the right thing at all times</li> <li>Be quiet and still in line</li> <li>Enter the building quietly</li> <li>Return equipment</li> </ul>	<ul style="list-style-type: none"> <li>Exit the building only from your designated location</li> <li>Exit promptly from school grounds.</li> <li>Take all materials needed for the evening/weekend when exiting classroom</li> </ul>	<ul style="list-style-type: none"> <li>Finish your personal business and leave</li> <li>Use one squirt of soap</li> <li>Clean up after yourself</li> <li>Report needed supplies</li> </ul>
Respectful	<ul style="list-style-type: none"> <li>Keep game rules the same during the game</li> <li>Use appropriate language (Ask the question, "is what I'm saying building self-esteem?")</li> <li>Treat others as you want to be treated</li> <li>Respect trees, plants and property</li> </ul>	<ul style="list-style-type: none"> <li>Walk using a level 0 voice down the stairs and in the halls</li> </ul>	<ul style="list-style-type: none"> <li>Let others have their privacy</li> <li>Pick up anything on the floor and throw it away</li> <li>Use a level 0 voice</li> </ul>
Cooperative	<ul style="list-style-type: none"> <li>Obey whistle rules; freeze and walk to line</li> <li>Use good sportsmanship</li> <li>Listen to adults</li> </ul>	<ul style="list-style-type: none"> <li>Follow your classroom teacher's directions</li> <li>Stay in designated area of the building while dismissing</li> </ul>	<ul style="list-style-type: none"> <li>Use a quiet voice if you need to speak to someone</li> <li>Follow adult directions</li> </ul>
Kind	<ul style="list-style-type: none"> <li>Invite others to join</li> <li>include all who want to play</li> <li>Accept skill differences</li> <li>Teach others the rules</li> </ul>	<ul style="list-style-type: none"> <li>Use manners like "excuse me" or "sorry" when you bump someone</li> <li>Be mindful of those around you</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to self</li> </ul>

Safe	<ul style="list-style-type: none"> <li>Stay in designated areas</li> <li>Notify adult in case of injury or emergency</li> <li>Report strangers to teachers on duty</li> <li>Walk to your line</li> <li>Do not throw objects.</li> </ul>	<ul style="list-style-type: none"> <li>Walk on right side of hall and in the stairways</li> <li>Keep hands and feet to yourself</li> <li>Use hands on stairway railings</li> </ul>	<ul style="list-style-type: none"> <li>Report any problems to an adult</li> <li>No horse playing in the restroom</li> <li>Use restroom during scheduled time in assigned restroom location</li> </ul>
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**PBIS GRID**

	Cafeteria	Hallways	Classrooms	Assemblies
Responsible	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself</li> <li>Wait for your turn</li> <li>Empty tray and clean your area</li> <li>Pick up all parts of your lunch</li> <li>Use a level 2 voice</li> </ul>	<ul style="list-style-type: none"> <li>Walk with a level 0 voice, your hands at your sides on the right side of the hallways</li> <li>Enter classroom quietly</li> <li>Walk by other students and classrooms without disturbing them</li> <li>Be prepared to work when upon entering the classroom</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared</li> <li>Stay on task</li> <li>Be on time</li> <li>Complete homework on time</li> </ul>	<ul style="list-style-type: none"> <li>Students will recognize and use school wide peace sign</li> <li>Students will wait patiently and quietly for program to begin</li> </ul>
Respect	<ul style="list-style-type: none"> <li>Use polite language</li> <li>Follow adult directions</li> <li>Use good manners</li> <li>Quietly eat your food</li> </ul>	<ul style="list-style-type: none"> <li>Walk quietly so other students can continue learning</li> <li>Do not touch bulletin boards/hallway displays with <b>eyes</b> only</li> <li>Do not enter other classrooms with permission and pass only</li> </ul>	<ul style="list-style-type: none"> <li>Follow classroom expectations and rules</li> <li>Use your own materials unless you have permission</li> <li>Do not eat school and classroom materials with care</li> <li>Use appropriate voice level</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to self</li> <li>Stay seated</li> </ul>
Cooperative	<ul style="list-style-type: none"> <li>Clean up after yourself when you are finished eating</li> <li>Use hand to be dismissed</li> </ul>	<ul style="list-style-type: none"> <li>Wait for directions before leaving or entering rooms</li> <li>Follow rules without adult reminders</li> </ul>	<ul style="list-style-type: none"> <li>Work in the right place</li> <li>Do your best work</li> <li>Follow teacher directions</li> <li>Be attentive and an active participant</li> </ul>	<ul style="list-style-type: none"> <li>Take turns asking questions/answering questions by raising hand when appropriate</li> </ul>
Kind	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>Be supportive of classmates' efforts</li> <li>Take turns</li> <li>Give others adequate response time.</li> <li>Use polite language</li> <li>Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>Allow presenter to talk</li> <li>Listen to the presenter</li> <li>Respond appropriately</li> </ul>

Safe	<p>Use an inside voice          remain seated at your table          not talk with food in your mouth</p>	<p>Move directly to and from your destination, using the shortest route          walk          take one step at a time and use one hand on the railing</p>	<p>Keep hands, feet, and all other objects to yourself          use materials in appropriate location          use materials appropriately</p>	<p>Enter and exit assembly area in an orderly manner using line basics</p>
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**CLASSROOM EXPECTATIONS**

In addition to reinforcing and teaching the school-wide universals, all teachers have a set of their own classroom expectations. Setting clear expectations for behavior in the classroom is an easy, proactive way to eliminate many problems later in the year. Classroom expectations are few and simple, yet encompass common misbehaviors.

**Example rules from [www.wholebrainteaching.com](http://www.wholebrainteaching.com):**

- Follow directions quickly
- Raise your hand for permission to speak
- Raise your hand for permission to leave your seat
- Make smart choices
- Keep your dear teacher happy!

In addition to the classroom expectations, procedures should be taught at the start of the year and reinforced year-long. This too is an easy, proactive way to eliminate many problems later in the year.

**Examples of possible procedures to be taught:**

- Entering and exiting the classroom
- Sharpening pencils
- Using the restroom
- Turning in work
- Morning routine
- Classroom jobs

**SCHOOL-WIDE UNIVERSALS**

Procedures and expectations that apply to all students at school are referred to as **universals**. These universals will be based on our core values. All students will be expected to demonstrate actions/decisions that represent these values.



## THE CORE 5






There are 5 expectations are the foundation of our school’s simple rules and procedures. These “basics” apply to all students and are used in common areas such as the cafeteria, restrooms, playground, etc. These foundational principles need to be regularly taught/reinforced by all staff at all grade levels so that students are familiar with them. For example, all students are expected to be familiar with “line basics.”

### LINE BASICS

- every student stands in “their square” which is two squares behind the person in front of them
- voice are on Level 0
- hands are at sides or in pockets

PLEASE REFER TO THE CHART TO THE RIGHT AND REVIEW THIS CHART WITH YOUR STUDENT. THIS PROCESS IS TO BE FOLLOWED ANY TIME A STUDENT IS IN THE HALLWAY, CAFETERIA, RESTROOM, OR OTHER COMMON AREA; UNLESS OTHER DIRECTIONS HAVE BEEN GIVEN BY THE TEACHER/ADMINISTRATOR

### Voice Levels

4		Outside
3		Table Talk
2		Partner Talk
1		Whisper
0		No Voice

**CLASSROOM MANAGEMENT**

Classroom Management room management at Woodland/Hanrahan should follow an order of consequences to reinforce PBIS and classroom expectations. When this system is used regularly and appropriately, students become familiar with the order of consequences and behaviors decrease.

HE/WE will use a tiered (clip up/down) system like the one pictured. However, some teachers have also implemented other monitoring practices such as Class Dojo as the primary system of behavior management. This is an excellent resource, but teachers must still make sure that they follow the order of consequences when using systems such as Class Dojo

The following outline shows how to correlate Class Dojo the color system and therefore still adhere to the PBIS color system:

Gre

Green, 0 negative points - great job!  
 Yellow, 1 negative point - warning Orange, 2 negative points - think room Red, 3 negative points -/phone call home, White, 4 negative points, teacher writes referral for behavior team. Once behavior team responds, consequences and next steps are turned over to them

\*\*\*Please Note: As with all PBIS management, Class Dojo must also reflect a 4 to 1 positive to negative reinforcement\*\*\*



## **PBIS INCENTIVES**

PBIS Incentives can be given school-wide, at the classroom level, or individually. A few examples include:

### **INDIVIDUAL INCENTIVES**

Delivered at a high rate for a short period while teaching new behaviors or responding to problem behavior.

- Name behavior and tie back to school-wide expectation upon delivery
- Award student with tangible from reward system

### **CLASS INCENTIVES**

- Bring “surprise” attention to certain behaviors or at scheduled intervals
- Used to maintain a taught behavior

### **GRADE LEVEL/SCHOOL-WIDE INCENTIVES**

- Used to celebrate/acknowledge whole-group accomplishment
- Regularly scheduled PBIS rewards and activities

School-wide reinforcements are for every student in the building, regardless of where they fall in the PBIS triangle.

## **DISCIPLINE**

Misbehavior, such as physically harming another student or staff member, defiance or contempt toward school authority, fighting, pushing, lying, stealing, cheating, inappropriate language, and any form of sexual harassment, or instigating such behavior will be dealt with firmly and in a timely manner.

Students who exhibit repeated behaviors that disrupt the learning environment will also face consequences from the school administrative team.

### **Foundational School Rules**

- 1 NO fighting or “play fighting” .
- 2 Walk quietly in the halls.
- 3 Respect school property.
- 4 Name calling, cursing, teasing or threatening others is not permitted.
- 5 Students are to respect all adults in the building and can expect the same in return.
- 6 Students must get permission before leaving the teacher’s supervision.

### **Foundational Classroom Rules**

- 1 Keep hands, feet, and other objects to yourself (KHFOOTY).
- 2 Raise their hands to speak and wait to be called on.
- 3 Follow directions the first time that they are given.
- 4 Come prepared to learn each day.
- 5 Treat others with respect.

### **Cafeteria Rules**

- 1 Enter quietly.

- 2 Wait quietly in the lunch line.
- 3 Sit at assigned table.
- 4 Display appropriate manners while eating.
- 5 Return lunch tray after being excused by an adult.
- 6 Dismiss quietly.

## **FIGHTING**

When students choose to fight at school, on the way to school, or on the way home from school, we consider this a very serious offense. Fighting is one of the most educationally disruptive incidents that take place at school. Students that instigate others to fight but do not hit will be subject to the same consequences as those students that fought. All fighting incidents will be handled by the office and may lead to short or long-term suspension.

## **PERSONAL OBJECTS IN SCHOOL**

Students should never bring objects that are not related to school. Games, toys, puzzles, radios, pagers, and other objects which have not been requested by the teachers have no place in our school. While some parents feel that their children need a cell phone in order to travel safely to and from school. Cell phones should not be seen or heard at school. If students feel that they need to contact a parent during the day, the student must ask the teacher for permission to do so and the call will be made from a school phone. If personal objects unrelated to school are seen or heard, they will be confiscated by the teacher and returned to the student or parent at a later time.

***Guns, knives and any other dangerous objects will be confiscated. Toys that look like weapons will also be confiscated. These items will not be returned and will result in disciplinary action up to and including long-term out-of-school suspension.***

## **ACTIONS AND CONSEQUENCES**

We believe that problems should be solved at the lowest level. We teach students to assess the seriousness of issues that impact them. Students will receive instruction and practice in these skill areas.

Our school community uses the following terms to reinforce these expectations:

Big Deal – I need an adult to help solve this problem.

Little Deal – I can solve this problem easily by ignoring it or talking to the other person.

No Deal – I need to recognize that no harm was intended and to let go of my frustration.

We also believe that students need to be taught self-regulation skills. They need to learn to recognize their own emotional states and how to calm themselves when frustrated, sad or angry. Students will learn when and how to use these skills. Counselors and teachers will be working with students in regular guidance lessons and classroom discussions to practice these skills. Additional materials will be provided for parents as students complete these lessons in order to reinforce the language and expectations at home. When students are not able to resolve an issue on their own, teachers, counselors and even administrators may be called upon to help.

## TEACHER SUPPORTS AND CONSEQUENCES

We encourage teachers to resolve minor misbehaviors through classroom consequences. Some examples of these consequences could include: \*\*Administration reserves the right to add/modify consequences

- Redirection and re-teaching of expectations.
- The addition of structural supports (e.g. behavioral incentive plan, behavior contracts).
- Change of environmental factors (e.g. moving a desk).
- Discussion with the teacher and warning.
- Restorative Conferences
- Phone calls/notes sent home to the parent.
- Movement up/down tiered classroom management support system
- Restriction in privileges (removal of preferred activities or extra-curricular activities such as field trips – with parent notification)
- After-school detention (with parent notification)

## BUILDING ADMINISTRATION SUPPORTS AND CONSEQUENCES

Serious behaviors that endanger the safety and well-being of others in the school are first reviewed by the Behavior Team, then Mr. Swingler (Head of Discipline), and finally administration. Students with repetitive challenging behavior will be reviewed on a case-by-case analysis and referred to the team for intervention. Once the behavior team has intervened in a management situation, they will resolve any issues and assign consequences in accordance with Jennings School District Code of Conduct. All out-of-school suspensions must be approved by Dr. Holmes. Any consequences assigned by the behavior team and administration will be communicated to the parent with a formal letter. Typical administrative interventions include:

- Administrative Conference (parent, student, administrator)
- Restorative Conferences (student:student, student:teacher, parent/student:teacher, etc)
- Restitution
- Community Service
- Intensive Intervention Center (formerly In-School Suspension in Peace Room)
- Out-of-school suspension (up to 10 days)
- Reverse suspension (parent spends time with student in the classroom)
- Other - as individually needed

***It is impossible to list all offenses or give the exact consequence a student may receive for misbehaving. The above consequences are guidelines. Each case will be reviewed on an individual basis, and the administrator(s) will determine the consequence for the behavior.***

## DISTRICT ADMINISTRATION SUPPORTS AND SERVICES

Students who violate the law or sections of the Safe Schools Act will be subject to consequences imposed through a formal hearing at the District level. These offenses include, but are not limited to:

1. Assault with an injury.
2. Possession of firearms, ammunition, knives, or other dangerous weapons, substances or materials.  
Possession of look-alike weapons.
3. Illegal use or possession of drugs on school properties.
4. Use or possession of alcoholic beverages on school properties.
5. Setting a fire on school property.
6. Repeated minor offenses that disrupt the learning environment.

**PLEASE REVIEW THE 2018-2019 CODE OF CONDUCT.** The guidelines provided in this policy helps to keep *all* of our children safe.

**PHONE USE**

Students are not allowed to use the phone except in emergency situations and then under the direct supervision of a staff member. **Students will not be called from class to receive telephone calls.** Students may not use a cell phone to call a parent without express permission from a staff member.

**DRESS CODE**

School dress is regulated for students in grades kindergarten through twelve. Students are to dress in designated uniforms that are appropriate for the school setting.

The Hanrahan/Woodland School Uniform Code listed below was approved by parents in 2006. Each day almost 100% of our students are in uniform displaying pride, affiliation with their school, and the important work they do here. Families in need of assistance procuring uniform items for student(s) may inform the teacher, Mr. Michelson (WE Counselor), Mrs. Hoxworth (HE Counselor), Mr. Moore (Home School Coordinator), Mr. Swingler (Parent Liaison), or an administrator.

*Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive, or contrary to law. Any school dress which impairs the safety or increases the risk to self or others, causes discomfort to others (e.g. uncleanliness, inappropriate language), causes distraction or disruption of the learning environment, advertises or advocates the use of alcohol or drugs, pornography, or inherently contains unreasonable potential to hurt or upset others is prohibited Those who do not adhere will be subject to consequences and the loss of school-wide privileges.*

**UNIFORM PROGRAM**

	BOYS	GIRLS
Shirts	Long/short sleeve, oxford button down or polo/golf style (Red, White, or Navy Blue)  In cool or cold weather, students may wear a Red, White, or Navy Blue sweater or sweatshirt with a <u>collared</u> red, white, or Navy Blue shirt underneath - NO HOODS	Long/short sleeve, oxford button down or polo/golf style (Red, White, or Navy Blue)
Sweaters	Pull over style, long sleeve or vest (Red, White, or Navy Blue)	Pull over style, long sleeve or vest (Red, White, or Navy Blue)
Bottoms	Pants (Navy Blue, Black or Khaki)	Pants (Navy Blue, Black or Khaki) Shorts (Navy Blue, Black or Khaki) Skirts (Navy Blue, Black or Khaki) Skorts (Navy Blue, Black or Khaki) Jumpers (Navy Blue, Black or Khaki)
Shoes	Leather/suede or man-made materials.	Leather/suede or man-made materials.
1 Pants must be neat, clean, and “must” fit properly. SAGGING PANTS WILL NOT BE PERMITTED. BELTS MUST BE WORN AT ALL TIMES.		

- 2 The length of skirts, shorts, jumpers, and skorts must be no shorter than the end of the fingertip when standing and arms are down at the side.
- 3 Shirrtails and blouses must be tucked in when they are so designated.
- 4 Writing on tops is limited to school logo and/or name.
- 5 T-shirts worn underneath tops must be white and have no writing on them.
- 6 Shoes must be worn at all times. It is recommended that for health reason, socks or stockings be worn with shoes.
- 7 **Hats, hoods, and flip-flops are not permitted in the school building**

*We encourage children to bring a jacket or sweater to wear inside the classroom when they are too cool from either the air-conditioning or changing weather. Hooded sweatshirts may not be worn with the hoods on.*

### CONSEQUENCES FOR VIOLATION OF UNIFORM

The following consequences can be taken by teachers for addressing students who are out of uniform.

**\*\*Administration reserve the right to add/modify these actions as deemed fit**

Occurrence	Correction/Consequence
1st Time	Verbal Warning with written notice to parent (please log in SISK12 and keep copy of written document)
2nd Time	Phone Call Home with written notice
3rd Time	Lunch Detention / Phone Call Home / Written Notice
4th Time	Social Probation (Student may be removed from social events at school.. sock hops, special field trips, etc)
5th Time	½ Day Intensive Correction (ISS in Peace Room) and Parent Conference

### SCHOOL VISITORS

**For the safety of our children, all school visitors must check in at the school office and receive a visitor's pass. Visitors will need to show valid identification (License, State ID, etc.) to obtain a visitor's pass. Please do not be offended if a staff member asks to see your pass.**

Parents are always welcome to visit HE/WE. If you wish to visit a class, a scheduled visit must occur. Please contact the child's teacher to make this arrangement. There are times when a parent visit would be disruptive to the learning process for example when the class is taking a test. Dr. Holmes or Mrs. Shaw reserve the right to deny a parent observation if this is the case.

**Teachers will not be able to have a discussion with parents during class time**, but parents are welcome to observe. Please remember that the teacher has a responsibility to teach all students. If the teacher takes time to speak to a parent about one child, then the other children are neglected. Please request a conference when class is not in session. The teacher's workday is between 7:45 a.m. – 3:20 p.m.

## **DISCIPLINE**

Misbehavior, such as physically harming another student or staff member, defiance or contempt toward school authority, fighting, pushing, lying, stealing, cheating, inappropriate language, and any form of sexual harassment, or instigating such behavior will be dealt with firmly and in a timely manner.

Students who exhibit repeated behaviors that disrupt the learning environment will also face consequences from the school administrative team.

## **Foundational School Expectations**

- 1 NO fighting or "play fighting".
- 2 Walk quietly in the halls.
- 3 Respect school property.
- 4 Name calling, cursing, teasing or threatening others is not permitted.
- 5 Students are to respect all adults in the building and can expect the same in return.
- 6 Students must get permission before leaving the teacher's supervision.

## **Foundational Classroom Expectations**

- 1 Keep hands, feet, and other objects to yourself (KHFOOTY).
- 2 Raise their hands to speak and wait to be called on.
- 3 Follow directions the first time that they are given.
- 4 Come prepared to learn each day.
- 5 Treat others with respect.

## **CONSEQUENCES FOR VIOLATION OF JENNINGS' AND HANRAHAN/WOODLAND ELEMENTARY SCHOOL CODE OF CONDUCT**

Hanrahan/Woodland Elementary School will follow Jennings School District Code of Conduct Policies and Procedures. Students in violation of such will be subject to consequences as listed in the code of conduct booklet. School administration reserves the right to assign consequences to students as deemed fit. \*\* Please see attached Code of Conduct Book

## **PARENT/TEACHER CONFERENCES**

Formal conferences are held twice during the school year to discuss your child's academic progress. In evaluating student achievement, teachers make use of all available information, including results of teacher-made tests, other measures of skill and content mastery, standardized test results, and teacher observations. Speech and language screenings may also be administered to your child by school personnel.

On-going communication between home and school is a vital part of your child's success in school. Parents are encouraged to ask questions and share concerns with teachers through a note, phone call, or conference.



Please remember that teachers cannot leave students unattended to take a phone call or to meet with parents. If you wish to speak with a teacher, please contact the office with your request so that a mutually agreeable date and time can be identified.

Please contact the teacher to schedule a conference during their planning. This way the teacher will be able to give you his/her undivided attention to discuss the success of your student.

## **VOLUNTEERS**

Parent volunteers are a valuable resource to our school. We encourage parents to take an active role in their child's education. If you would like to volunteer, please submit your parent volunteer form to the office.

## **SCHOOL CELEBRATIONS**

Various other celebrations will occur throughout the year. Students will be recognized for academic achievement, attendance, citizenship, etc. Check your newsletter for upcoming events.

Teachers and administrators may cancel a party or exclude students from a party for a number of reasons including: violations of school code of conduct, discipline infractions, academic concern, etc. Parents will be notified if this occurs.

If you do not wish for your child to participate in classroom parties, please inform the teacher in writing. The school will provide alternate activities for those students not participating in holiday parties.

## **BIRTHDAYS**

Parents may bring store bought treats for students' birthdays. Please try to avoid products that contain peanuts since several students at HE/WE suffer from peanut allergies. **Birthday treats will be served during lunch periods or recess.** Please notify the teacher, in writing, at least one week in advance of the day you plan to bring treats. The teacher may refuse to issue treats on a given day because of scheduling, student behavior, testing, or any other interference with the learning environment. **Classroom time may not be used for parties.**

## **EMERGENCY DRILLS**

Several drills are held throughout the year so that students know how to respond in case of a true emergency. We conduct fire drills, earthquake drills, tornado drills, and intruder alert drills.

## **QUESTIONS, CONCERNS, COMPLAINTS**

If you have a question, concern, or compliment, please let us know. If you are concerned about a situation in your child's education, please contact the child's teacher first. If the problem is not resolved, the next person to contact is Mr. Swinger (Parent Liaison and Head of Discipline), then administration.

## **JENNINGS SCHOOL DISTRICT SUPPLIES**

10 #2 Pencils  
1 Box of 24 Crayons  
6 Spiral Notebooks  
1 Package of Loose Leaf Paper  
1 Pencil Bag

6 Pocket Folders  
Thick Pink Erasers  
2 Packs of Loose Papers

**HANRAHAN/WOODLAND ELEMENTARY SCHOOL**  
**2018-2019 SCHOOL-PARENT COMPACT**

We value your role helping your child achieve high academic standards. The purpose of the Hanrahan/Woodland School Compact is to share a common understanding of home and school responsibilities; ensuring that every student has the opportunity to attain high academic standards that lead to a quality education. The following information is designed to serve as an outline of ways you and your child’s school can build and maintain a partnership of shared responsibility for your child's learning.

**Hanrahan/Woodland Staff’s Responsibility:**

- Provide high-quality curriculums and standards-based instruction from highly qualified teachers that are committed to providing students with a safe and nurturing environment where students can grow academically, socially, and emotionally.
- Provide district staff with appropriate professional development opportunities that enhance mandated curriculums and improve teacher effectiveness
- Assist parents in understanding academic achievement standards and assessments by providing supplemental educational resources, and parent workshops that will allow them to monitor their child's progress.
- Provide opportunities for ongoing communication between parents and teachers through:
  - Semi-annual parent/teacher conferences.
  - Frequent reports regarding their child's progress.
  - Newsletters
  - Opportunities to talk with members of the staff by visiting the school and observing classroom activities.

**Parent's Responsibility:**

- Ensure that my child attends school daily and arrives at school on time prepared to meet daily challenges.
- Encourage my child to follow the rules and regulations of the school.
- Monitor my child's homework and making sure it is complete in a uniform manner.
- Volunteer in my child's school and classroom when time and schedule permits.
- Seek information regarding my child's progress by conferencing with teachers, principals, and other district personnel.
- Serve on policy advisory groups, such as being the parent representative on my child’s school’s School Improvement Team, the Title I Advisory Committee, and the District Advisory Committee.

**Student's Responsibility**

- Attend school regularly and come prepared to meet classroom expectations.
- Complete and turn in all classroom and homework assignments on time to instructors.
- Strive to make sure that all my assignments are at least at the proficient or advanced level.
- Accept responsibility for my own actions in a dignified manner.
- Be respectful to all adults and peers. Every student has a right to a quality education.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal’s Signature

\_\_\_\_\_  
Date

## HANRAHAN/WOODLAND ELEMENTARY INTERNET – ACCEPTABLE USE POLICY

The purpose of the Internet is to bring the resources available on this service to both the students and the staff. This service will promote educational excellence in schools by facilitating resource sharing, innovation, communication, and will promote a globally linked classroom.

The purpose of the Acceptable Use Policy (AUP) is to establish policies appropriate for the educational setting.

1. Students have the right and responsibility to access the Internet to facilitate diversity and personal growth in technology, information gathering skills, and communication.
2. Students shall not intentionally seek information on, obtain or modify files, other data or passwords belonging to other students or misrepresent other students on the Internet.
3. Students may not use the Internet to access pornographic materials, inappropriate text files, or files dangerous to the integrity of the local area network or wide area network via the internet. If a student logs onto an inappropriate site, the teacher will be informed immediately.
4. Tampering with the equipment, altering [programs, installing programs without proper authorization, or reconfiguring any part of the computer is prohibited.
5. The principal reserves the right to remove user accounts on the network to prevent unauthorized activity.
6. The classroom teacher, principal, or superintendent reserves the right to define inappropriate behavior, pornographic material, and/or malicious use of the Internet.
7. Students should not touch the monitors because of the sensitivity of the monitors.
8. Sending e-mail messages that include hate or discriminatory remarks, sexual or verbal harassments remarks, and other inappropriate behaviors are prohibited on the Internet and in the classroom. Any such actions will result in suspension from school as outlined in the Student Handbook and possible loss of future computer privileges.
9. The building administration reserves the right to remove any student from a technology classroom based on violations of the aforementioned policies.

We, the undersigned, have read, understand and agree to the AUP (Acceptable Use Policy).

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

## **TITLE I PARENTS' RIGHT-TO-KNOW**

The Jennings School District receives federal funds for Title I. As a parent of a student in a Title I school, and in accordance with the ESEA Section 1111(h) (6) PARENTS RIGHT-TO-KNOW, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires the school to give you this information in a timely manner. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

1. Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
2. Whether the teacher is teaching under emergency or provisional status because of special circumstances.
3. Whether the teacher has any advanced degrees and the field of discipline of the teacher's certification or degree.

You also have the right to request information regarding the qualifications of the paraprofessional(s) assisting your child's teacher(s). If your child is receiving Title I, services from a paraprofessional, then our district or school is able to provide you with the following information:

1. Whether the child is provided services by paraprofessionals and, if so, their qualifications.
2. If at any time your child has been taught for four (4) or more consecutive weeks by a teacher not highly qualified, the school will notify you.
3. If you have questions, please feel free to contact your building principal, or Director of Federal Programs, at (314) 653-8000.

**RETURN PAGE**

This handbook describes the policies and procedures in place at Hanrahan/Woodland Elementary School. Parents and students should be familiar with the contents of this handbook and refer to it for information during the school year.

Please review the handbook with your child(ren) and return this signed document to school.

***My child (ren) and I have reviewed the 2018-2019 Handbook and are aware of the policies and procedures of Hanrahan/Woodland Elementary School.***

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Child's Name \_\_\_\_\_ Child's Grade \_\_\_\_\_

Child's Name \_\_\_\_\_ Child's Grade \_\_\_\_\_

Child's Name \_\_\_\_\_ Child's Grade \_\_\_\_\_

Child's Name \_\_\_\_\_ Child's Grade \_\_\_\_\_

***My staff has reviewed the 2018-2019 Handbook and all are aware of the policies, procedures, and expectations of Hanrahan/Woodland Elementary School.***

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dr. C. Holmes