



STUDENT & FAMILY HANDBOOK 2023-2024



**"Constructing learning and
developing strong character"**

2516 S. 9th St.

Saint Louis, MO 63104

Phone: (314) 932-5720

Fax: (314) 244-1803

Welcome to Humboldt Academy of Higher Learning!

We are so glad you are joining us this year! We look forward to building and growing this community with your support. We know that the home to school connection extends far beyond parent-teacher conferences and Open House. Parents are a child's first and best teachers and we hope you will join us as partners in education. The true purpose of a partnership between parents and teachers is to build a consistent and supportive environment both in and outside of school. This consistent support helps students build academic and pro-social skills that will transfer outside of the classroom.

Here at Humboldt Academy, we are developing our staff to facilitate constructivist teaching and learning with character education at the heart of all we do. We hope to help your child develop their greatest character strengths and reach their full academic potential by providing a high quality learning environment. We want our Jaguars to lift their voices, grow their knowledge and skill sets, and feel like they belong. Our Humboldt Habits guide us daily: honesty, kindness, respect, responsibility, and teamwork.

This handbook provides our expectations to all Humboldt Academy of Higher Learning students and parents/guardians. In addition, we will communicate regularly through newsletters, phone calls, emails, ClassDojo, and more. Please remember to reach out with any questions, concerns, or ideas for helping Humboldt Academy staff serve you.

Contact us:

Office: (314) 932-5720

Principal's cell: (314) 243-1269

Secretary, Mrs. Moore-Blackmon:

Principal, Ms. Quimby:

Sierra.Moore@slps.org

Belinda.Quimby@slps.org

Important Phone Numbers

School Office: (314) 932-5720

School FAX: (314) 244-1803

Bus Transportation: (314) 633-5107





Recruitment: (314) 633-5200

SLPS Main Line: (314) 231-3270

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Humboldt Academy of Higher Learning Constructivist Teaching and Learning

- 01 Authentic- Learners decide upon & engage in meaningful tasks**

When students have voice & choice re: what they learn, they are more engaged, thus retaining more of what they learn.
- 02 Social- Learners interact with people & environment**

Social interaction, (ie: conversation) allows children to learn about their world, develop language/social skills & process/explore ideas resulting in academic gains.
- 03 Active Learners- Learners actively construct meaning**

"Children are not passive, empty vessels to be filled, but active builders of knowledge; little scientists who competently create and test their own theories of the world.
- 04 Connections- Learners link new info to what they already know**

The brain makes meaning when knowledge is built upon other knowledge. Students take pieces and put them together in their own unique way,



<https://www.slps.org/domain/3071>

STAFF AND FACULTY

Principal	Ms. Belinda Quimby
Academic Instructional Coach	Mrs. Stephanie Baker
Administrative Assistant	Mrs. Sierra Moore-Blackmon
Counselor	TBD
Nurse	Ms. Angela Steed
Social Worker	Mr. John Linhorst
Family Community Specialist	TBD
Building Learning Associates	Mr. Adam Brandwein & Ms. Regina Mosley
Library Aide	TBD
Special Education Team	Ms. Kaitlynn Lowrie, Ms. Sarah Pursell, Ms. Karen Shirley
Gifted Education	Dr. Jana Flynn
Reading Specialist	Ms. Christina Coyle
Art & Music Teacher	Ms. Tanisha Tunstall
Physical Education and Health	Mrs. Kelcy Voegele
3 rd Grade Team	Mr. Alex Auge, Mrs. Amy Merzweiler, Mrs. Felicia Sanders-Rogers
4 th Grade Team	Ms. Amy Gregory, Ms. Dominique Patterson
5 th Grade Team	Ms. Diane Lambert, Ms. Kimberly White-Mengis
Special Education Instructional Care Aides	Ms. Tracy Clay, Ms. Angie Ferguson, Mr. Martin Goldberg, Ms. Patricia Stringer

VISION, MISSION, AND VALUES

Vision: Humboldt Academy of Higher Learning is a model for excellence in student academic achievement and character development.

Mission: To develop life-long learners with strong character by fostering autonomy, facilitating a sense of belonging, and cultivating competence through a constructivist approach.

Core Values: Two years ago, we launched our quest for selecting core values that will help us create and sustain a caring community. We began with staff sharing values important to them and shared a top ten list with students and parents. Students and parents voted on their top values for our school. The values that made it to the top of the list of importance for all staff, students, and parents were **honesty, kindness, respect, responsibility, and teamwork**. To help guide pro-social positive behavior in

all school spaces, our “Humboldt Habits” are based on core values that serve to remind us how to speak, act, and interact with others in all school settings.

Learning Theme for 2023-2024: Level Up Learning!

“Intelligence plus character—that is the goal of true education. The complete education gives one not only power of concentration, but worthy objectives upon which to concentrate.” *Martin Luther King, Jr.*

INSTRUCTION

Missouri Learning Standards

All teachers are expected to plan or revise units and lessons based on the Missouri Learning Standards. Curriculum provided by the district is sometimes based on comparable standards through national content-based organizations or other states. [click here to visit dese.mo.gov](https://dese.mo.gov)

Curriculum

English Language Arts: MyView Literacy (SAVVAS)

Mathematics: enVision Math 2.0 (SAVVAS)

Science: Mystery Science, National Geographic Exploring Science

Social Studies: MyWorld (SAVVAS)

Gifted: personalized

Special Education: personalized Individualized Education Plans

Art: Art Connections & Create, Present, Respond, and Connect

Music: Missouri GLE's & Create, Perform, Respond, and Connect

Physical Education and Health: Missouri GLE's

Reading Intervention: Heggerty Phonics and Words Their Way

Academic Concern Letters

Academic Concern Letters are sent to parents/guardians as needed at the end of the first three quarters, after report cards. These letters inform parents of any academic concerns in core subject areas. Parents may request more information or a conference to further discuss the letter and its implications.

Assessment

The district schedules multiple assessments throughout the school year to evaluate student learning and growth.

- STAR Renaissance measures reading and mathematics comprehension for placing students in classes and monitoring progress.
- Missouri Assessment Program test is given yearly to determine student learning and growth and compare with other state and national school data.
- Classroom Assessments are both formative and summative. Formative assessment includes observational data and frequent checks for understanding. In addition to evaluating student progress with curricula-aligned common formative assessments, teachers may create daily exit tickets, weekly quizzes, chapter or end-of-unit tests. Summative assessments are created and administered by teachers on an as needed basis and include benchmark tests.

Conferences

We expect to work with all of our students and their families in a collaborative effort to maximize student performance and progress. Conferences can be scheduled with teachers or administrators by making an appointment. Parents may contact the front office to request a meeting with the principal. To meet with teachers, please email them directly or call the office to coordinate a time that works. Teachers are not available to meet during instructional hours without an appointment. Please call (314) 932-5720 to schedule an appointment.

St. Louis Public Schools schedules two parent-teacher conferences during the school year, in the Fall and Spring semesters. Conferences are currently scheduled for October 16-19 and March 11-14. Please review the District Calendar on www.slps.org for updated dates. Notices will also be sent home with information, dates, and times of scheduled conferences. Your attendance is needed and appreciated.

Gifted Education

Students determined to qualify for gifted services will be supported in weekly lessons by our visiting certified gifted teacher. Personalized lessons and goals will be developed to ensure optimal enrichment.

Grading

<u>Traditional Grading Scale</u>	<u>Standards-Based Grading:</u>
A = 90%	4 Extending
B = 80% - 89%	3 Meeting
C = 70% - 79%	2 Progressing
D = 60% - 69%	1 Emergent
F = Below 60%	NE No evidence
<u>Special Education Marks</u>	<u>Effort</u>

@ = Modified Instruction # = Instructional Adaptations	E – Excellent Effort S – Satisfactory Effort P – Progressing C – Area of Concern
<u>Standards Objectives</u> Plus (+) consistently demonstrates Minus (-) inconsistently demonstrates	

Homework

- reinforces the skills being taught during the regular instructional day
- allows students an opportunity to review and work on skills taught in class
- gives parents an opportunity to participate in the learning process and to be an active participant in their child's education
- may include reading, reviewing math facts and spelling words, preparing for a test or quiz, or working on long-term projects or reports

Teachers assign homework each week and it is graded. We expect that students return all homework assignments complete and on time. In addition, we strongly encourage that all students read independently or with an adult for a minimum of 20 minutes daily at home to help develop reading stamina and comprehension skills.

Promotion & Retention

St. Louis Public School District has identified instructional objectives to be mastered at every grade level. These objectives correspond with Missouri Learning Standards. Students demonstrating proficiency will be promoted to the next grade level. Our goal is to support promotion for all students each year; therefore, our teachers will keep parents/guardians informed about their child's academic progress throughout the school year. If students do not meet expected growth and achievement objectives, school administration will make the determination for promotion or retention.

Special Education

We are an inclusive school. All Special Education students have access to Art, Music, and PE/Health with General Education students, as well as common areas and activities like the cafeteria, recess spaces, library, and school assemblies. We have two classrooms that serve students with Cross-Categorical designations and one Special Education Resource teacher who supports students with IEPs in General Education classrooms.

“Liberating education consists in acts of cognition, not transferals of information.” *Paulo Freire*

SCHOOL DAY

Bell Times

- ❖ Instructional time: 9:20 a.m. - 4:17 p.m. Monday-Friday
- ❖ Building opens for students 9:00 a.m.
- ❖ Pick-up for students closes at 4:30 p.m.
- ❖ School office hours: 8:50 a.m. – 4:50 p.m.

Arrival

Students may enter the school beginning at 9:00 a.m. There is no adult supervision before this time. Please make sure students arrive on time for school each day. In-class instruction begins promptly after morning assembly.

- ❖ All bus riders will enter via the main entrance Door 1 at 2516 S. 9th St.
- ❖ Car rider drop-off is at Door 6 on Sidney St. TO ENSURE CHILDREN AND STAFF ARE SAFE: Vehicles line up on Sidney facing West and on 7th facing South. Staff will not cross the street to escort children and we require parents to drop off students on the same side of the street as the school.
- ❖ All students will go to breakfast in the cafeteria prior to going to morning assembly in the gym each day.

Dismissal

Students are dismissed at 4:17pm. Walkers, Pick-ups, and Bus Riders will be escorted from their classrooms. Bus riders will be escorted to their buses at Door 1. Pick-ups will be at Door 6 on Sidney St. Vehicles may idle on 7th facing South, Sidney facing West. Late pick-ups may park on 9th St. facing North once buses are gone.

Changes to dismissal: If dismissal arrangements change, please call the front office at 314-932-5720 by 3:30 p.m. In an effort to safely get all students to their dismissal location, we cannot accept changes after 3:30 p.m. You may also send a note to your child's teacher the same morning of the change. ***All dismissal changes must come from a parent or guardian.***

Release: We will only release your child to persons that you indicate on the enrollment form as persons authorized to pick up your child. Authorized persons must be 16 years of age or older to pick up students. All additions or changes needed must be shared at the school office. See the school secretary for assistance.

Expectations for students:

- ❖ Students must leave their classrooms with all clothing, book bags, and homework assignments. No one is allowed to return to classrooms once dismissed.
- ❖ Students need to follow directions of teachers and staff members in the halls.

Student Pick-ups:

In an effort to get all students dismissed quickly and safely, we need all parents and guardians here on time to pick up students. Please check-in with staff to let them know who you are picking up. We will do our best to be prompt.

After School Academy

We have our own after-school program, Monday-Friday until 6:30 p.m. beginning September 5, 2023. (Dependent on staffing and family interest) To sign up, please call the office. Alternatively, many of our families sign-up for Gene Slay's Girls and Boys Club of St. Louis for after-school care. Gene Slay's club is not an affiliate of St. Louis Public Schools, but has been a preferred option for many of our parents. More information on their website: <https://www.gsgbcstl.org/>

Attendance and Absences

Studies show that students with good attendance do better in school. Attendance is tracked weekly and we will collectively celebrate growth and attendance days above 90% with incentivized activities such as extra recess, indoor games, etc. In the event your child is absent from school, please notify the office.

- ❖ Please send your child to school each day from 9:20-4:17
- ❖ In an emergency situation, please call the front office at (314) 932-5720 as soon as possible to report the absence and the following information:
 - Student's name
 - Teacher's name
 - Reason for absence, late or early dismissal
 - Number of school days affected

Humboldt Academy is a magnet school; therefore, regular attendance is mandatory. Our goal is for students to maintain a 95% attendance rate.

Please work closely with the school to verify all absences with proper documentation (paperwork) and keep copies for yourself.

Breakfast For All

We provide a full nutritional breakfast free of charge each day. Breakfast is served daily from 9:00 a.m. until 9:20 a.m. Breakfast will also be provided to late students. Students are expected to follow established cafeteria rules and expectations.

Bus Procedures and Safety Expectations

The bus is an extension of school property. Please see district code of conduct for all rules and regulations. Parents and guardians are responsible for having your child at the bus stop on time. For transportation concerns or questions, please call SLPS Transportation at (314) 633-5107.

All students are expected to display appropriate conduct at all times on the bus, or at the bus stops. Students must cooperate with all of the driver's instructions, including to remain seated for the entire ride. For the safety of all riders, absolutely no distractions to the bus driver will be tolerated. ***Bus warning letters and/or bus suspensions may be issued to those who violate bus safety rules.***

<i>Violations of policy and safety:</i>	<i>Consequences:</i>
<ul style="list-style-type: none"> • Refusal to stay seated • Body or other objects in the aisle • Throwing objects inside or outside of bus • Tampering with Emergency Door • Fighting, Pushing or Wrestling • Yelling at people inside/outside the bus • Throwing gang signs • Sticking head/hands out of the window • Eating/Drinking on bus • Using profanity • Disrespect to driver or other students • Sexual misconduct • Vandalism of bus property • Theft • In possession of drugs or weapons 	<ul style="list-style-type: none"> • 1st warning and parent phone call • 2nd warning and parent phone call • Detention or ISS • Bus suspension

If your child is suspended from bus privileges, it is a parent's/guardian's responsibility to provide the student's transportation to and from school. ***Please stress to your child the importance of adhering to bus safety rules.*** We want riding the bus to be a pleasant and safe bus experience each day for all students.

Medical Appointments

Please make every effort to make appointments outside of school hours or on non-school days. If you must take your child to an appointment during the school day, please take him/her to their appointment and return him/her to school. ***Please notify the school office if your child will miss part of a school day due to an appointment.***

Early Dismissal

We strongly discourage early dismissals. We do understand emergencies and respect your decision to take your child out of school early when it simply cannot be avoided.

We ask that you notify the front office and or send a note with your child prior to him/her being picked up. See Dismissal section above.

We track hourly attendance records for each student. Early dismissal counts as hours absent and prohibits a child from having perfect attendance.

We want students to understand the value of commitment and dedication. Coming to school on time and staying all day will support our endeavor to develop responsibility and prepare our students for higher education and the workforce.

Food/Drink in Classrooms

Students may bring water bottles with regular water – **no flavored drinks and no soda, energy drinks, or high sugar content drinks.** Students may bring healthy snacks at the teacher's discretion. Please check with your child's teacher to see if they allow healthy snacks from home.

Library & Labs

Our library, computer labs, and Robotics/STEM lab support instructional programming.

Students learn library-use and research skills and are exposed to a wide variety of both printed and digital materials. Parents/guardians are expected to help their children take good care of materials borrowed from the library and are expected to replace any missing or damaged materials. Lost items may be charged to student accounts.

Through regularly scheduled class visits and open library time, students are encouraged to explore the many unique components of our library. Teachers schedule class visits to use the computer labs and the Robotics/STEM lab.

Lunch For All

As the state is required to provide nutritional food and drink, we strongly encourage parents/guardians not to send extra food. All students are provided a full nutritious lunch each day free of charge. Please keep sugary drinks and junk food snacks at home.

We use "voice levels" to communicate appropriate volume in particular settings. When students become too loud, we will direct them to reduce volume to level "0", so that they may hear clear directions for what is expected. If these directions are not adhered to, we may elect to have a "silent lunch" during which we eat and drink without talking.

Recess

All students will have a minimum of 20-minutes recess each day. Teachers and staff will supervise. Students are expected to follow our Humboldt Habits of honesty, kindness, respect, responsibility, and teamwork at recess.

Benefits of recess: (source) American Academy of Pediatrics

<https://pediatrics.aappublications.org/content/131/1/183>

- ❖ Improves social and emotional development
- ❖ Improves memory, attention, and concentration
- ❖ Helps students stay on-task in the classroom
- ❖ Reduces disruptive behavior in the classroom
- ❖ Increases level of physical activity

Restroom Usage

Students are allowed to go to the restroom throughout the school day as needed. Classes have scheduled restroom visit time before recess/lunch. Outside of class restroom time, students must use a pass from their teacher. If your child has a medical condition that requires frequent restroom privileges or other special needs, please provide a medical statement outlining these needs. If there is a temporary need, parents may send a note or call the nurse. ***Student restrooms are designated for students only on the ground floor and 2nd floor. Adult restrooms are available on the ground floor and 3rd floor. Family/accessible restrooms are on each floor near the elevator.***

POLICIES AND PROCEDURES

Assemblies

Morning Assemblies are held daily in the gymnasium to build community, share important information, and celebrate staff and students.

Students are expected to...

- ❖ sit with their class during assemblies
- ❖ sit quietly, sit criss-cross, and pay attention to the speaker
- ❖ use Voice Levels as directed
- ❖ respond to all presentations in a respectful manner
- ❖ celebrate all speakers, presenters and accomplishments by clapping at appropriate times
- ❖ demonstrate Humboldt Habits: honesty, kindness, respect, responsibility, teamwork

Behavior

We expect students to engage in appropriate academic and pro-social behaviors at all times, following the Humboldt Habits of honesty, kindness, respect, responsibility, and teamwork. Please see Discipline Policy for consequences of misbehavior.

Birthday Treats and Class Celebrations

Parents may not visit class during the school day. Please check with the classroom teacher if you wish to provide treats for a birthday celebration to arrange an appropriate time, at the teacher's and administrator's discretion. Please bring treats to the office and office staff will call your student and friends to pick up the treats.

- ❖ All snacks must be store-bought. Teachers cannot allow students to consume homemade items.
- ❖ Please bring treats that are single-serve, easy to manage, and require little to no clean up.

Care of School Property

All staff and students are responsible for the care of our building and grounds, classroom furniture and materials, textbooks and workbooks, bulletin boards, library items, technology equipment (computers, iPads, chargers, keyboards, headphones and Smartboards) and supplies assigned to them each year. ***Parents/guardians may be asked to reimburse the school for any lost or damaged items.***

Cell Phones and Other Electronic Devices

Per SLPS district policy, students may not bring cell phones, games, or other personal electronic devices, etc. to school. If brought to school, these items may be confiscated and returned to the child at the end of the day or we may schedule a meeting with a parent or guardian. ***Neither Humboldt Academy nor St. Louis Public Schools will be responsible for loss, damage or theft of cell phones or other personal electronic devices.***

Classroom Rules/ Expectations

Each teacher has developed classroom rules/expectations for and with their students. A copy of these rules/expectations will be sent home to allow parents/guardians an opportunity to review them with their child. Please stress the importance of always following the rules/expectations that have been set by teachers.

Communication

Communicating clearly and frequently with parents/guardians is one of our top priorities. Information may come from administration, classroom teachers, or our Family Community Specialist via school newsletters, automated calls, mass emails, school website, and ClassDojo. General information and important announcements will be sent home as needed or requested. www.slps.org/humboldt

Please note: Teachers are not permitted to stop instruction to meet or call parents. They will likely return calls during their planning time or before/after school. Please call, text,

or leave a message at the school office if you do not hear back from a teacher within 48 hours.

Counseling and Student Support

Our counselor and social worker are available to assist students and families. Our counseling program is designed to help all students as they grow and develop academically and socially. A student may ask their teachers or office staff to request a private conference to see the counselor or social worker. To schedule an appointment to meet with the counselor or social worker, parents/guardians may call the office at (314) 932-5720. Counseling includes whole school mini-lessons, class lessons, small group or individual sessions, daily intervention during the lunch hour, and more.

Discipline Policy and Procedures

To support the positive social-emotional growth and character development of students, Humboldt Academy Leadership Team and School Staff collaborate to address student misbehaviors. We expect our students to follow rules and expectations at all times. In order to facilitate safety and optimal learning for all students, certain rules have been established which follow the guidance of the regulations stated in the district's Student's Rights and Responsibilities Code of Conduct. Teachers will use the following discipline procedures:

Classroom Interventions: Proximity, eye contact, non-verbal gestures, lowered voice and short statements for private corrections

Classroom Consequences: Private conference, change of seat, written reflection/apology, loss of privileges, parent contact, Buddy Room

Additional or Repeated Offenses: staff writes a referral in Tyler SIS with documentation of previous actions taken. Staff may also request a parent meeting and/or data review for more serious or ongoing misbehavior.

For major physical altercations or endangerment to self or others, staff will immediately inform office and a member of the Student Support Team will be sent to support. Students may be asked to...

- ❖ Sit quietly at Voice Level 0 (**wait** time)
- ❖ Complete a written reflection sheet (**think** time)
- ❖ Discuss reflections with principal or SST member (**talk** time)
- ❖ Co-create a plan for returning to class and following expectations (examples: written apology, class contract, bus contract, recess contract) (**plan** time)
- ❖ Receive additional supports or consequences (**reset** time)

After a daily review of student referrals in SIS, the principal will determine appropriate consequences. If student needs to be removed from class for detention or suspension, classwork will be provided by the teacher to minimize negative impact on academic progress.

Dress Code Policy

Uniforms are not required at our school; however, our Dress Code is as follows.

Students are expected to dress in an appropriate manner conducive to the learning environment. Students are encouraged to wear our school colors or school t-shirts any day and especially on Spirit Weeks. Our school colors are green, yellow, and purple.

What to wear:

- ❖ School-appropriate clothing: comfortable to move around in, weather-appropriate
- ❖ Closed-toed shoes (tennis shoes, sneakers, flats, dress shoes, etc.)
- ❖ Tennis shoes or sneakers for Physical Education class time (without proper footwear, students will be asked to sit out and observe PE)

Not permitted:

- clothes that depict hate speech, illegal items, or profanity
- clothes that reveal undergarments (aside from visible straps or waistbands)
- accessories that could be considered dangerous
- pants with holes above the knees
- “too” short shorts, skirts, skorts (must be fingertip length or at knees)
- tank tops or shirts/dresses with spaghetti straps
- slides, backless sandals, flip-flops, thong sandals, mules
- baseball caps, hats, hoods, and sunglasses

What happens when a student does not adhere to the policy?

When a student violates the Dress Code Policy, parents will be notified and asked to bring in appropriate clothing or shoes. If that is not possible at the time, we will connect the student with the Counselor or Social Worker to loan appropriate clothing for the remainder of the day. If dress code violation is a frequent occurrence, students will be subject to disciplinary action, per district’s Code of Conduct and parents will be notified and reminded of the policy.

Emergency Contact Forms

Emergency Contact Forms must be completed when registering your child and must to be kept up to date. ***If you move residences, change your phone number, or your emergency contact information changes, please contact the office immediately.***

These forms are filed in the office and all changes will be forwarded to the classroom teacher as needed.

In the event of an emergency, we will use the numbers that you provide to contact you by cell phone, at home, or work, before we try the emergency contact number(s). All emergency information is kept confidential and will never be published or distributed to anyone that is not a need-to-know person.

Emergency Procedures

We have emergency procedures for fire, tornado, earthquake, and lockdowns. Drills are conducted throughout the year and all students will be taught the appropriate procedure for each type of emergency within the first two weeks of school starting. We believe preparation and training enable students to react in an organized and safe manner to any unexpected situation that may arise. ***If we must evacuate the building and seek emergency shelter, students and staff will be transported to Gene Slay's Boys & Girls Club on 11th St., Monroe School at 3641 Missouri, or Meramec School at 2745 Meramec St.***

Fire drill: All classes are escorted outside of the building to the south parking lot on Sidney and the back parking lot/playground on Victor/7th.

Tornado drill: All classes are escorted to the ground floor inner hallway and everyone gets into safety position, on knees with hands protecting head and neck.

Earthquake drill: All classes take shelter in place, under desks and tables. Everyone gets into safety position, on knees with hands protecting head and neck.

Lockdown drill: All classes respond to announcement to lockdown by shutting and locking doors, hiding away from view, and staying silent until announcement for release.

As we conduct practice drills throughout the year, we ask that all staff, students and visitors take our drills seriously and follow all routines and procedures as they are taught. Students are expected to be orderly and follow directions of all adults. There should be no playing, running, talking, screaming or jumping down stairs. Our goal is to conduct drills in an orderly and safe manner so that students practice how to conduct themselves in the event that we must think and act fast in the face of a real emergency.

Enrollment

Please call the school office with any questions about enrollment at Humboldt Academy or with the magnet school process. Students will receive an enrollment and registration packet at the beginning of the school year with forms to keep and forms to complete and turn in to the office and the School Nurse. Enrollment is contingent on students being up to date on immunizations.

Field Trips and Consent Forms

Our students will have opportunities for extended learning experiences that correlate with specific learning objectives. Information about field lesson trips and student needs (cost, lunch, attire, chaperones needed, etc.) will be sent home along with a parent/guardian consent form. Please return the consent forms promptly and completely filled out. ***Students will not be allowed to attend field lesson trips without the complete signed district's official permission form.*** We cannot accept word of mouth, phone calls or notes. Please check-in with your child weekly about documents sent by the teacher or school.

Parent/Guardian Chaperones:

- ❖ invited to attend field trips with appropriate documentation
- ❖ complete a district volunteer form – see Family Community Specialist
- ❖ complete a background check for working with children
- ❖ may not be able to attend some field trips due to limited space, student-only reservations and capacity regulations (parents/guardians will be notified about student-only field trips in advance)

Our goal is for all students to participate in all field trips and school activities. However, students displaying inappropriate and unsafe behavior on a regular basis at school may be excluded if their behavior poses a possible safety threat. If a student is not excluded because of misbehavior, but there is a safety concern, a parent or guardian may be asked to chaperone the field trip in order for the student to join the experience. Some teacher-sponsored field trips may include additional criteria that students must meet in order to attend.

Fight-Free School

We believe in the power of positive and restorative communication and peaceful resolutions to problems and concerns. Physical altercations do not solve problems at school but create them, and in many cases cause problems to escalate. We have support systems in place at school to support students if there is a problem or concern that they feel may escalate into a fight. Please encourage your child to communicate with their teacher, the counselor, or other adults throughout the building, including the principal. We can help as soon as we know there is a problem or concern.

In an effort to support the development of pro-social skills and character strengths, to provide a peaceful and safe school culture for all of our students, we conduct assemblies, provide counseling lessons and individual or group sessions, bring in guest speakers and incorporate restorative and trauma-informed practices.

We want to ensure that all students and staff are safe and comfortable at school; therefore, ***fighting will not be tolerated. Fights will likely lead to suspension for all involved students.*** Students are expected to be in control of their actions and bodies at all times.

We believe that together we can create a safe learning environment. Please talk to your children about peaceful conflict resolution. We need the support and cooperation of all parties involved: students, parents/guardians, and staff working together to create and maintain a Fight-Free School.

Fundraisers

We intend to plan at least two fundraisers throughout the school year and we ask that everyone who is willing and able participates. All money raised will be used for school supplies, student activities, and school events. We will be transparent about the fundraisers and how all generated money is used.

Illness or Injury at School

Our goal is to keep all students safe at all times but sometimes students get sick or injured. In case of illness or injury, a child will be temporarily cared for by the school nurse and/or an authorized member of the staff. In an emergency, the parent/guardian will be contacted immediately to inform them of their child's status. If a parent/guardian is not available, emergency contacts will be notified. If the injury is of a serious nature and no one can be reached, the child will be taken to the emergency room at the nearest hospital. All efforts will be made to contact the parent/guardian or emergency contact. ***Remember, a current phone number and an emergency telephone contact must be on file at all times.***

Inclement Weather

School may close due to inclement weather. Please check online at www.slps.org and listen to radio and television broadcasts to find out if St. Louis Public Schools will be in session. Since all students are issued iPads, we may pivot to an all-virtual instruction day. If this occurs, we will post an announcement on our school website www.slps.org/humboldt

If you hear that St. Louis Public Schools are closed, Humboldt Academy will be closed. In the event that schools are dismissed early, please be prepared for your child to arrive home on the bus after we have been dismissed. Alternately, please be prepared to pick your child up from school when the dismissal time has been scheduled and announced.

We will not have late supervision for students. If a parent/guardian is not here to pick up a student by the scheduled and announced pick up time, the student may be put on their assigned bus or we may need to call the security division for transportation.

Lost and Found

Occasionally, children lose or misplace important items such as coats, jackets, bags, and books. Found items are placed in the Lost and Found area, located near Door 3 on the lower level. If your child happens to misplace an item, please direct your child to check the Lost and Found area. Please remind students that they are only allowed to remove something that belongs to them. Labeling or marking items makes return easier. ***All usable items not claimed will be donated to a local charity at the end of each semester.***

Medication

Only the school nurse and trained designees administer medication. If your child is required to take medication during normal school hours, parents/guardians must contact the school nurse. In addition, a medication consent form must be completed and signed by a licensed medical doctor. The medication container must be marked with:

- ❖ student's name
- ❖ dosage and time of administration
- ❖ doctor's name and telephone number

Refrigeration is available and medications are kept in a secure cabinet. ***For the safety of all students, no student will be allowed to have medication of any kind in their possession for self-administration. Students will not be administered any medication without proper documentation on file.***

Money

In general, it is wise to leave money at home. Students do not need to bring money to school for food because breakfast and lunch are free for all students. Parents will be notified when district-approved snacks are available for purchase. Cost is usually around \$1 per snack. ***Staff are not responsible for students' money.***

Nurse

Our school benefits from the professional services of a full-time Registered Nurse. The health of a child has a direct effect on their ability to learn. The nurse assists the school by maintaining current health records, providing first aid, dispensing medications, conducting various necessary health screenings and providing medical resources. The nurse also assists classroom teachers with lessons about health and wellness. Parents/guardians may contact the nurse during school hours 9:20 a.m. – 4:17 p.m. for medical references and resources.

Please remember to keep your child at home when they are unwell and notify the office that your child is ill. Sick children will need to be picked up from school as soon as

possible by a parent/guardian or emergency contact. Emergency contact must be currently listed on the child's emergency pick-up form in the office.

Parent – Teacher Organization (PTO)

We need your support! Active parental/guardian involvement has positive effects on a child's academic performance and sense of belonging in school. Humboldt Academy's PTO adheres to the guidelines established by the National PTO Organization. Teachers are also encouraged to be active participants. Contact our Family Community Specialist to see how you can become involved and for dates and times for monthly meetings.

Smoke-free Property

Smoking on Board property is forbidden for everyone: students, parents/guardians, families, and staff members. Smoking is prohibited in accordance with Board of Education Policy P4841 and R4841. Smoking is prohibited in all facilities under Board jurisdiction. Student violators are subject to suspension as stated in the district's Student Rights and Responsibilities Code of Conduct booklet.

Technology Usage & Instruction

All students will have access to district-issued iPads/computers/technology on a daily basis and will receive instruction for how to use and care for desktop computers in the computer lab as needed. All students are expected to follow adhere to the district's and school's Acceptable Use Policy* for technology. If students break rules or violate the Acceptable Use Policy, they could face serious consequences as well as have technology privileges suspended or terminated. Please talk to your child about following all rules addressed in our Acceptable Use Policy.

**Acceptable use policy is part of registration and will be discussed with all students and parents/guardians before receiving technology hardware or privileges.*

Telephone Use

School telephones are for office use only. Important messages from parents/guardians will be delivered to students in emergency situations. We will not pull students away from instruction to take a phone call if it is not an emergency. If you need to speak with a teacher, please leave a message with the office or email the teacher to schedule a conference. Conversely, if your child asks to call home, they may visit the office for assistance.

Transfer Procedure

Parents/guardians who plan to transfer their child to another school in SLPS or another school district should notify the school secretary as soon as possible and prior to the transfer. This will allow us to prepare transfer information in a timely manner and support the new school placing your child in the proper grade, program, etc. Student

records including transcripts will be transferred to the new school after verification of admittance is received in our office (by email or fax).

Vandalism

Destruction or defacing of school property is considered vandalism. When this occurs, a parent/guardian conference is required. Payment for damages or other forms of restitution may be expected. Please refer to the district's Students Rights and Responsibilities Code of Conduct booklet for additional information.

Visitors

We welcome visitors at Humboldt Academy! For safety reasons, **please enter and exit at Door 1, sign in at the office and wear a Visitor Pass** while in the building or on the premises. If you wish to speak to the teacher about your child, please email the teacher or leave a message in the office for that teacher to schedule a time for a conference. Teachers are not permitted to leave classroom instruction time to meet with parents.

Voice Levels

Administrators, teachers, and staff use Voice Levels to help guide students' speaking volume in various areas of the school. This practice ensures that students hear all necessary directions and instruction for optimal learning. We DO NOT support the use of the word "shut-up" to request someone lower their volume or voice.

4=screaming voice: for help in an emergency

3=outside voice: recess or presentations

2=conversation voice: socializing or class discussion

1=whisper voice: private conversations

0=silent voice: during testing or listening to directions or presentations

Volunteers

We want volunteers to support our educational program! You may help with clerical tasks, classroom field trips, tutoring students, or any number of other tasks. It is necessary that all persons wishing to volunteer ***complete a Volunteer Application via www.slps.org and Background Reference Check form and return it to the school office.*** Once your application and background check has cleared, you will be notified. ***Volunteers must register their arrival and departure times in the office.***

Weapons

We have a **ZERO TOLERANCE POLICY ON WEAPONS.** Any student in possession of any weapon will be suspended and could face expulsion or other serious consequences. See Student Rights and Responsibilities Code of Conduct booklet.

“Let us remember one book, one pen, one child and one teacher can change the world.” *Malala Yousafzai*

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