KENNARD CLASSICAL JUNIOR ACADEMY

STAFF HANDBOOK 2019-2020

Kennard Classical Junior Academy
5031 Potomac Street
St. Louis, Missouri 63139
Telephone 314-244-1806
Principal: Dr. Steven-Kyle Jefferson
Kennard Website: www.slps.org
Kennard PTO website: www.kennardcja.com

School Hours 9:10am-4:07pm
Office Hours 8:00am-4:30pm
Building Hours: 6:30am-9:00pm
History of Kennard

Kennard Classical Junior Academy is a full-time, tuition-free Gifted and Talented Magnet School located just south of “The Hill,” a historic Italian neighborhood in St. Louis, MO. Built in 1928, and dedicated in 1930, Kennard CJA formerly served as a Junior Naval ROTC Middle School, JNROTC High School, and as a centralized pupil personnel services facility. After serving thousands of students and their families for more than five decades, Kennard School closed in 1989 and reopened in 1990 as an elementary Gifted and Talented Magnet School as part of the magnet school system tied to the city’s desegregation plan. The diverse student population consists of urban and suburban students from a wide range of cultures, ethnic backgrounds, and socio-economic groups. Student acceptance to Kennard is in accordance to the state criteria for gifted identification, as well as Saint Louis Public Schools’ criteria for magnet school placement.

The school’s vision is to provide a unique, safe, and nurturing school fostering academic achievement and serving the diverse population of gifted and talented students. Kennard provides a student-centered, inquiry-based gifted curriculum designed to develop creativity, critical thinking, and problem-solving skills. Student achievement data affirms that the school is on the right track of achieving our vision through narrowing the achievement gap in math and communication arts; and supporting gifted students who are either struggling or exceeding expectations in their core content areas. Students attending Kennard have divergent learning needs that not only require a special curriculum, but specialized staff and resources to implement the curriculum with fidelity. Since Kennard does not qualify for special state or federal funding, the learning community relies on trained, dedicated, and flexible professionals who not only train staff, but also provide educational programs to students.

Kennard Tiger Pride permeates the school. Brightly colored murals painted by students, teachers, and parents serve as teaching tools. A day-at-a-glance consist of the following: medical interns from Washington University providing a hands-on explanation of the brain to third graders; students receiving individual or small group tutoring; students hanging posters to promote a service-learning project; Tiger Family meetings; or grade level teachers planning lessons. An evening-at-a-glance consist of the following: volunteers setting up for the book fair, school dance, or parent/teacher meeting; Boy Scout Pack meetings; Girl Scout Troop meetings; or after-school chess club.

Kennard has the following awards: 2017 National School of Character; 2016 Missouri State School of Character; 2014, 2015, 2016 and 2017 Promising Practice in Character Education; 2003, 2009, and 2015 Missouri Gold Star Award. In addition, as a recipient of the prestigious 2009 and 2016 National Blue Ribbon Award, the staff aspires to implement the latest innovations and best practices in teaching and learning.

Kennard’s professional learning community supports the needs of gifted students by implementing the policies and practices defined by the National Association for Gifted Children (NAGC). As a result, Kennard stakeholders support high expectations regarding student achievement and readily accept responsibility for student learning.
**Mission:** to meet the unique academic and affective needs of the gifted and talented student.

**Vision:** provide a unique, safe and nurturing school fostering academic achievement and serving the diverse population of gifted and talented students, and providing:

- Student-centered inquiry based gifted curriculum designed to develop creativity, critical thinking and problem solving skills.

  We are committed to implementing problem and project based learning for all students.

- Employing technology to aid learning in and out of the classroom setting and providing opportunities for students to apply skills learned to help understand real world problems.

  We are committed to participating in hands-on technology training.

  We are committed to developing and implementing technology curriculum to ensure that students are proficient in these areas.

- Collaborating with faculty, students, parents, and the community to build a sense of school pride, responsibility, belonging, and a desire for academic excellence.

  We are committed to developing community partnerships.

  We are committed to working with parents in the area of school programming.

**Core Values**

Kennard’s character education journey continues with the implementation of four core values that reinforce and align with our Tiger Families initiative. The values selected by our learning community are:

- Honesty: Truthfulness and sincerity; free from deception
- Kindness: Being gentle, willing to help, friendly, courteous, and considerate
- Respect: Showing regard for the worth of someone or something
- Responsibility: Taking care of one's self and others; to carry out a duty or task carefully and thoroughly
School Pledge

I pledge to be at school on time.
I’ll be there before the school bells chime.
I’ll work hard every day I’m there.
I’ll think hard and I’ll be aware.
I’ll study every night and day.
I’ll keep on learning every day.
Kennard, Kennard, I pledge to you,
That I’ll do the best that I can do!
Yea Kennard!
--Laura Corbin Class of 1998

School Motto

I’ll strive for excellence in all that I do
I’ll be the best me and you be the best you!
- Margaret Franklin and the KCJA Radio students 2006

Important Telephone Numbers

- St. Louis Public Schools: 231-3720
- Kennard CJA School: 353-8875
- Student Recruitment and Placement: 633-5200
- Gifted and Talented Office: 345-4548
- Transportation: City Residents contact Transportation Main Line: 314-345-4469, Fax Number: 314-244-1955, or SLPS Transportation
- Transportation: County Residents contact Tami Webb, VICC Transportation Manager, 314.721.8657 ext. 3031; twebb@choicecorp.org

Acceptable Use Policy~ Employee
All users of District computer resources shall comply with all legal restrictions regarding plagiarism and the use and citation of information resources. Users shall not read, modify, or remove files from any District computer resources without the express written permission of the Director of Technology. It is further against District policy for staff or students to copy or reproduce any licensed software on District computer resources, except as expressly permitted herein. Any such use of software by a student or employee is expressly without the consent of the St. Louis Public Schools. Read the complete policy: http://sab.slps.org/Board_Education/policies/4847.htm
Social Media Policy- In May 2011, the Amy Hestir Student Protection Act was passed by the legislature and signed into law. View the policy at http://sab.slps.org/Board_Education/policies/P4848%20%282-16-12%29%20SOCIAL%20MEDIA%20POLICY%20FINAL.htm

Acceptable Use Policy~ Student
No student will be given access to the board's technology resources until the board receives a copy of the parent/student affidavit set forth in the Student Rights and Responsibilities Related to Conduct Handbook, acknowledging that the student and parent have read and understand the Student Acceptable Use Policy. Use of the board’s computer systems is a privilege, not a right, and therefore students inappropriately using the board’s computer systems or violating the guidelines will be subject to disciplinary proceedings. R6163.6

Announcements~ The building intercom shall not be used for paging students or staff except in extreme emergencies. Announcements are confined to the appropriate classroom or grades if the intercom is so equipped. Make sure announcements are shared during class meetings.

Assemblies~ School assemblies are held throughout the year. All staff members are expected to attend unless notified otherwise. It is the expectation that all staff will sit in proximity of students and position themselves to monitor all students. If a special performance is held during your planning time, the related arts teacher is expected to accompany the class to the performance. Review expectations for an assembly prior to each assembly. Students who are unable to meet assembly expectations should be removed from the assembly quietly with little or no disruption to the performance.

Attendance~ (Student) SLPS student attendance policy supports Missouri’s Compulsory Attendance Statutes, which require that all children between the ages of seven and sixteen years attend school regularly. It is the primary responsibility of parents and guardians to make sure their child attends school each day. Regular attendance is a necessary part of the learning process. Student attendance must be entered into SIS by 10:00a.m.
• Complete a Form A-2 or email the social worker for excessive, (three or more consecutive days) undocumented, student absences, and tardies.
• Each classroom will implement an attendance plan aligned with the school wide attendance plan to promote perfect attendance.

Attendance~ (Certificated and Instructional Employees)
Workday- Professionals, including nurses, shall report to duty fifteen (15) minutes before the opening of school each school day and remain at school fifteen (15) minutes after the scheduled dismissal of students. Library Media Specialist shall report to duty thirty (30) minutes prior to the beginning of the instructional day and remain until thirty (30) minutes after the end of the instructional day. All other school based certificated personnel, including teachers, are expected to report fifteen (15) minutes before the opening of school each day and remain at school ten (10) minutes after the scheduled dismissal of students. All Employees are expected to clock in and out every workday using the KRONOS database and equipment. TARDINESS- As stated above, all Employees are expected to report to work on time (30 or 15 minutes before the opening of school as set forth above) every scheduled workday. An Employee who reports to work five (5) minutes or more after their designated start time, but before the start of the school day shall be deemed “tardy.” View this policy at http://sab.slps.org/Board_Education/policies/4610%201.htm

Attendance~ (Non-Certificated and Non-Instructional Employees)
WORK - All non-certificated and non-instructional employees (“employees”) are expected to report to work on time every scheduled workday unless prevented by illness or injury. All employees are expected to clock in and out every workday. TARDINESS- As stated above, all employees are expected to report to work on time every scheduled workday. If an employee reports to work no more than 2 minutes after his/her designated start time, the employee will be deemed “late.” If an employee reports to work more than 2 minutes after his/her designated start time, the employee will be deemed “tardy.” View the policy at http://sab.slps.org/Board_Education/policies/4610%202.htm

Please note that all employees must swipe-in and swipe-out of the building each day and the principal must be informed whenever a staff member leaves the building during the regular school day. R4610

Birthday Treat Policy~ although we understand the importance of birthdays, effective immediately we highly encourage non-edible birthday treats at school. Due to the increased number of students with potentially life-threatening dietary restrictions and other concerns, it is necessary to revise past practices of celebrating birthdays at Kennard. Also, due to the amount of classroom time invested in birthday treat delivery, and the fact that not all students can afford to bring treats, causing embarrassment, we feel this policy will best meet the needs of our students overall. Below are several options to honor the special day:
• A favorite book donated to the classroom with the student's name inside.
• A favorite book donated to our school library with the student's name inside.
• Pencils, stickers, or other non-edible tokens that are easily distributed with minimum loss of instruction time.
• This change of procedure does not apply to teacher-planned events.

**Breakfast and Lunch Meals**
SLPS has operated under the Community Eligibility Provision (CEP), a revised meal service policy that has allowed all SLPS school children to eat a free breakfast and lunch without having to fill out a Family Application for Meal Benefits. Also, sack lunches are available for field trips. Please inform the cafeteria lead two weeks in advance. All school menus are available online at [www.slps.org/menus](http://www.slps.org/menus).

**Communications**—The principal’s approval is required on the following:
- All written and electronic communications from staff to parent, companies, etc.
- All notices circulated throughout the building.
- All fund-raising activities.
- All items placed in staff mailboxes (excluding personal).
- All videos, clips, movies, and CDs (that are not a part of the lesson unit).

**Conduct**—The Board of Education is committed to maintaining a work environment for employees and students that is free from all forms of discrimination, including sexual harassment. In addition, it is the published policy of the Board of Education that no employee and/or student in the St. Louis City Public School District shall, on the basis of sex or as a result of sexual harassment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity. P4843

It is the policy of the Board of Education to maintain an educational environment that is free from discrimination, including sexual harassment and harassment based on race, color, or national origin (racial harassment). The Board of Education prohibits sexual/racial harassment by students. This prohibition applies to harassment between students, by a student to board employees, or by employees to students. P5131.7

The Board of Education, administrative, and instructional staff feel every effort must be made to educate young people to the dangers of drugs, tobacco, and alcohol abuse. Every effort must be made to change the attitudes and values of young people who are currently abusing drugs, tobacco, or alcohol. The objective is not to punish or judge a student involved in drugs, tobacco, or alcohol abuse, but rather to prevent the use of these substances from spreading in our schools. The St. Louis Public Schools is primarily an educational institution, not a punitive or rehabilitative one and the primary concern is to protect non-using students and to eliminate the potential market place for drugs and/or alcohol. P5131.6

**Classroom, Hall and Grounds Conduct**—Halls are designed to provide access to and from various areas of the building. Everyone (students) is expected to move quietly throughout the school building without interfering with instruction in the classroom. Congregating and/or aimless wandering in the halls, restrooms, and other areas will not be permitted. Students are not to use the steps or halls as chairs or study areas. Students reported for hall disturbance shall be subjected to discipline. R5131.2
Confidentiality—No personally identifiable information or data from student records shall be disclosed to any party unless the written consent of the parent of the student or the eligible student has been obtained except as otherwise expressly provided herein, Board Regulation R5125.2, or other applicable state or federal law. Only authorized school administrators or their representatives shall disclose information from or permit review of student records consistent with the provisions of Regulation R5125.2.

Copy Machines—Staff copy machines are located on the first and second floor. **Students are not allowed to operate copy machines.** The copier in the main office is for use by office personnel only. Each staff member has an access code for the copier and mass copies are available through RICOH. Report copy machine issues to the building technical liaison or the secretary.

Copyright—Copyrighted materials, whether they are print or non-print, will not be duplicated unless such reproduction meets "fair use" standards, or unless written permission from the copyright holder has been received. Details about "fair use" are available to all teachers. See the librarian for additional information. P6163.1.3

Discipline—Discipline is necessary in the St. Louis Public Schools to maintain order in the schools, to protect students and teachers, and to allow all students to benefit from the educational programs provided by the St. Louis Public Schools. *The Parent Information Guide and Student Code of Conduct Handbook* shall reflect the discipline policy of the Board of Education, including board policy P5144.1 on corporal punishment. Handbooks are distributed to families of every student enrolled in the district at the beginning of each school year. *Please review applicable sections with your students. Parents are responsible for reviewing the handbook with their child and returning the signed affidavit to the teacher. Teachers are responsible for collecting the signed affidavits and returning them to the main office.*

- All employees shall annually receive instruction related to the specific contents of the board’s discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties.
- Corporal punishment of any kind is not permitted in the St. Louis Public Schools. P5144
- Any form of Bullying, Cyber bullying, Hazing and Intimidation is strictly prohibited by SLPS. View the policy at [http://sab.slps.org/Board_Education/policies/5131.9.htm](http://sab.slps.org/Board_Education/policies/5131.9.htm)

1. Teachers are responsible for developing routines and procedures
2. Rolling out and monitoring routines
3. Engaging each student
4. Setting routines for discourse

Dismissal—Except for emergencies, please refrain from dismissing students before the end of the day. Please follow the duty schedule. Each staff member plays a key role in the dismissal of students at the end of each day.

Duty—Thank you for showing collegiality and respect by reporting to duty on time. Since students are supervised at all times, it is pertinent that staff report to duty, on time. During
supervisory duty, you are to circulate among the children and monitor their activities. Staff members are not to congregate and socialize during duty assignments. All staff is responsible for supervising students at the end of the day.

**Educational Field Experiences**—Field trips are educational, enriching experiences that serve to enhance and reinforce classroom learning. Students must abide by all school policies during field-trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. In order to attend a field trip, a signed permission form is required by the student’s parent or guardian. For the safety of students, verbal permission and telephone calls rendering permission are not accepted; however, faxes are acceptable if necessary. Teachers may request that parents accompany a child on a field trip. Parents serving as chaperones must be approved volunteers.

**General Field Trip Procedures**
- All field trips must be approved by the principal
- Check date availability and submit your request to principal at least two weeks in advance
- The district pays for buses for **ZMD** field trips
- Chaperones must be approved volunteers
- Since **all** students attend field trips, a list of students not attending will no longer be required unless the parent requests the child not attend
- Immediately contact the office if the bus is late arriving or late picking up
- Carry student forms with you in case of an emergency and leave your contact number in the main office
- Pick up and return field trip identification wristbands in the main office
- If you need help planning a field trip contact a Gifted Specialist or the principal

**Motor Coach Buses**
- Request for motor coach buses must be submitted on the field trip request form and sent to the Director of Transportation
- Buses are ordered on special occasions when transportation is needed outside of district boundaries and paid for by an outside organization
- Motor coach contracts are negotiated by a SLPS transportation representative

**Free First Student Transportation**
SLPS partners with the Zoo-Museum District (ZMD) institutions listed below to provide free field experiences for SLPS students. Take advantage of these field trips since **free** bus transportation is available. You are encouraged to contact the following institutions between September and May and note the participating grade levels:
- The Magic House / grades PK, K, 1
- Missouri Botanical Garden / grades K, 1
- Saint Louis Zoo / grade 2
- Science Center / grade 3
- History Museum / grade 4
Electronic Devices (Unauthorized Use) ~ Students using an unauthorized portable electronic communications system on school premises can be charged with a *Type III Behavior* offense. If one of your students possesses one of the above devices, follow interventions outlined in the Student Code of Conduct Guide. Staff members should refrain from using their “personal” electronic communication devices during classroom instruction.

Emergency Protocol for Students~ Anytime there is a non-life threatening emergency involving a student the nurse must be involved. If the nurse is not physically on duty, contact the office immediately to get assistance with the emergency. In the event that there is a true-life threatening medical emergency and there is not a nurse physically on duty, you are required to follow the Emergency Medical Guidelines protocol: first dial 911, next, the parent/legal guardian if applicable, and then either the nurse manager or the Health Services Manager.

Emergency Evacuation~ Staff will follow procedures outlined in the SLPS Emergency/Crisis Procedures Guide. Kennard’s evacuation center is Central Visual Performing Arts (VPA) High School located at 3125 South Kingshighway. (771-2772)

Emergency Drills~ Staff and students practice the following drills:
- 10 Fire drills
- 2 Earthquake
- 2 Intruder drills
- 2 Tornado
- **Earthquake Drill:** Do not move to another location or outside. Earthquakes can become so violent that you cannot run or crawl. Remember to Drop, Cover, and Hold on! Leave your door open.
- **Fire Drill:** If you exit the front door (Potomac), move students west into the big play yard. The front of the building is for emergency vehicles.
- **Intruder Drill:** Make sure lights are off, doors locked, and no movement. (Do not worry about unoccupied rooms/areas)
- **Tornado Drill:** Move to the designated area on the lower level. Crouch low, head down, and protect the back of your head with your arms. Stay away from windows and large open rooms like gyms and auditoriums.

Enrichment Funds~ The purpose of enrichment funds is to make the learning experience as vibrant and interesting as possible for our students. Classroom enrichment can be used for, but is not limited to, field trips, in class experiences (zoo to school, Springboard, etc.) hands on projects, classroom enhancement (reading sets, manipulative, creative play, educational games, software, listening stations, etc.). Feel free to collaborate with other staff members and combine available funds. To facilitate the process of planning and funding enrichment projects for each class, a website has been developed by the Enrichment Committee. It contains all of the documents that you need to obtain your classroom funds.
Receipt of approved reimbursement from the Kennard CJA PTO acknowledges the understanding and agreement to the following statement: All items purchased or reimbursed by the KCJA PTO are property of the KCJA PTO and should be used to fulfill the Mission & Vision of Kennard CJA and/or KCJA PTO. The person(s) who receives reimbursement is responsible for the appropriate use, handling, and maintenance of these items. In the event that the staff/PTO member becomes unaffiliated with Kennard CJA, these items should be returned to the KCJA PTO.

**Exempt/Non Exempt Employees**—Non-exempt employees are paid for hours actually worked, and overtime pay when required and paid sick leave, PTO, holidays, and vacation time.

**Food Stuff**—
- Soda, fruit drink, snack, and candy sales are not allowed in the elementary schools on a daily basis. Special fund-raising bake sales, etc. may be an exception and must be approved by the principal and director of food and nutrition services. Special sales shall be offered only after the lunch period. The sales cannot be conducted during breakfast or lunch.
- Any food items prepared or serviced on site or pre-prepared at other locations and sold to students by staff members and other unauthorized persons are not permitted
- Reference policy [http://sab.slps.org/Board_Education/policies/3542.2.3.htm](http://sab.slps.org/Board_Education/policies/3542.2.3.htm)

**Fund-raising**—All fund-raising requests must be discussed and, subsequently, approved or denied by the building principal. All fund-raising activities are subject to internal audits of all expenditures.

**Homework**—Homework contributes to the effectiveness of the school’s impact on the individual student. As such, it is an essential and required component in the student's total educational program. It also assists the student in making up work missed during absences from school.

*Differentiate homework!*
- **Grades 1-5**: Twenty (20) to thirty (30) minutes per evening for students in grades one (1) through five (5).
- **Grades 6-8**: Twenty (20) minutes per evening for each of the basic subject areas for students in grades six (6) through eight (8). This translates to an average of seventy-five (75) minutes of study each evening for students in these grades. Please adjust times to meet the needs of your students. All students must receive homework. P6154

**Human Resources Forms**—Many of SLPS’ HR forms listed below are located on the SLPS website. Go to [www.slps.org](http://www.slps.org) click on Human Resources and scroll to the HR Document Library.
- Family and Medical Leave (FMLA) Forms
- Leave of Absence Forms (other than FMLA)
- General HR Forms
- Evaluation Documents

**Instruction for Gifted/Talented Students**—Kennard’s curriculum framework emphasizes a conceptually challenging, in-depth, and complex content within cognitive, affective, aesthetic,
social, and leadership domains as recommended by National Association of Gifted Children (NAGC) 2010 Pre-K-Grade 12 Gifted Programming Standards. Differentiation, content-based acceleration, and enrichment are interventions implemented for our high ability learners. In addition to providing project based learning experiences, Kennard’s Character Education initiative is Tiger Families.

**Keys**—SLPS issued keys are the property of SLPS and must remain in the building. Pick them up in the morning and return them to the office at the end of each day. Report lost or missing keys to office personnel ASAP.

**Learning Bulletin Boards**—Bulletin boards around and in your classroom must be student-centered for continual learning. Decorate the boards with educational themes that extend student learning. Interactive bulletin boards expose students to other learning activities outside of the classroom. Be creative and involve your students.

**Lesson Plans**—Grade level teams will work on content areas together and turn in one copy of the lesson plan to the Principal each Monday morning by 9:10 AM. The first plan is due the first day students return to school. This year teachers will continue to explore developing content area Unit Plans using the District’s Lesson Design Tool, instead of a weekly plan.

**Lunchroom** Procedures—Teachers must escort their students to lunch. Staff on duty will then supervise the students during the teacher’s lunch period. After lunch, classroom teachers must greet their students at their recess location and actively supervise students as they return to class.

*Please review with your students:*
- Remind students to get coats, jackets, ropes, etc. before leaving the classroom.
- Students will not be allowed to reenter the building once they exit the building for lunch recess, except for restroom breaks.
- Students must have a signed note to return to class during lunch.
- Individual children who become loud and disorderly will forfeit their lunch recess.
- Each classroom will be assigned to sit in designated areas.
- Each student is responsible for picking up her/his trash.
- Students are not allowed to leave the school premises at any time without proper notification.
- Immediately inform the administration of any children not returning from lunch recess, etc.

**Meetings**
1. Teachers are required to attend all faculty and department meetings that may arise from time to time, unless excused by the principal. Faculty meetings shall be announced at least twenty-four (24) hours in advance with a written agenda, except in emergencies. Efforts will be made to limit these meetings to no more than two (2) per month. Every effort will be made to limit the length of the meetings to not more than one hour and fifteen minutes in duration and to start faculty meetings within ten (10) minutes of dismissal of school. Faculty and department meetings shall not be held on weekends or holidays.
2. The principal shall determine when faculty meetings shall be called. However, meetings shall be called only when necessary to accomplish specific purposes. Teachers may be required to attend PTA meetings, open house events and other functions, which contribute to the educational climate and community relations of the school, including outside of working hours, as directed by the Superintendent in writing, if such requirements are fairly and uniformly imposed.

3. Teachers shall be entitled to submit written requests for inclusion of subjects on the agenda of faculty meetings and the method of presentation thereof. If the matter is not included on the next agenda, the principal shall notify the teacher making the request either of the date when the subject will be so included or the reason for his/her refusal to do so.

4. Teachers are required to attend parent conferences and student conferences, which shall be scheduled by mutual agreement of the parent/guardian and the involved staff. Employees shall not be required to conduct parent conferences during the uninterrupted portion of the lunch period. When a parent/guardian wishes to initiate a parent/guardian conference, the parent/guardian will make an appointment with the teacher that correlates with the planning time of the teacher. Parent/guardian conferences shall not interrupt the instructional day of the teacher.

5. Professional conferences, workshops and school visits shall be organized and encouraged by the principal and or his/her designee to allow employees opportunities for professional growth.

| It is your responsibility to notify the building administrator via text, email, or telephone if you are absent, late, or tardy work; a staff meeting; district meeting, etc. |

Parental Involvement~ Kennard’s professional learning community is committed to making the family and the community a part of the educational process of our students. Our mission is to cultivate activities that will encourage the home and the community to take an active role in the education of their children and our students. P1230

Parent Teacher Organization~ Kennard CJA PTO shall promote school community participation and support and protect the unique intellectual diversity and gifted education programs at Kennard. The general membership consist of all parents and legal guardians of students enrolled at Kennard and all staff and faculty. If you would like to become involved in Kennard’s PTO please visit: http://kennardeja.com/.

Personal Days~ Each fiscal year, in addition to sick leave days, all 10, 10.5 and 11-month employees will be granted two (2) personal days. Personal time off requires 48 hours’ notice before the date of the leave and cannot be scheduled during the following blackout periods:

- The first two weeks of classes during each school year
- The last two weeks of classes during each school year
- Following written notice of suspension or discharge
- District-wide professional development days
- MAP and EOC testing
For additional information and FAQ, please visit the Employee section of the website at http://www.slps.org/Page/1 Regulation #4622

Playground Equipment— Only school-regulated equipment (provided by the school) is allowed during the school day (includes school-sponsored field trips). Volunteers and students are not allowed to bring their personal equipment (bats, etc.) for usage during the school day. Unauthorized equipment will be confiscated and held until claimed by an adult. Check with the Physical Education teacher if you have questions about “school regulated” equipment.

Professional Development ~ SLPS supports a comprehensive and coordinated Individual Professional Development Plan (IPDP), inclusion of professional development time during the school year and a system to ensure that the professional development supports the District and school efforts to increase student achievement. All certified and non-certified staff must have a plan on file via https://login.frontlineeducation.com/login?signin=c2c5cdd78c149d3517db51c054d86fd5&product=product&clientId=product#/login P4420

Professionalism— Teacher, paraprofessional, and secretary/clerical employees should always present themselves in a professional manner. Style of dress may vary according to situation but should always present a professional image of neatness and cleanliness. Blue jean attire is not professional wear.

Office/Classroom Protocol
Please refrain from the following:
- Eating and drinking in the presence of students during classroom instruction.
- Smoking on SLPS property.
- Sending students to the teacher’s lounge.
- Set a good example for the Kennard students each morning with a smiling “good morning” or “hello”.
- Respect the secretary’s workspace.
- Check with the secretary before entering the principal’s office.
- School telephones are for school business and are not to be used for personal calls except in emergencies.

Classroom Appearance
- All rooms must be neat and attractive.
- Do not affix tape, tacks, etc., to painted walls.
- Change learning boards and update student work on a regular basis.
- Do not move furniture unless approved by the principal.
- Confidential records and reports must be secured at all times.

Promotion/Retention Policy— The Board of Education believes that an orderly, sequential pattern of learning experiences for all students should be available at all grade levels. Promotion
or retention in the elementary and middle grades (K-8) is based on designated criteria as established by board regulations.

If a student is retained, the principal and the appropriate staff as needed should confer with the student's parent, guardian, or legal representative in order to explain the reason(s) for the retention. This conference should occur in a timely fashion during the school year in which the retention is to occur.

All certified staff must follow the guidelines outlined in SLPS Promotion, Retention, and Classification of Students Policy. Visit the website for additional procedures for students in grades three through six. P5123

Reporting Child Abuse/Neglect~ Child Abuse and/or Neglect-Defined:
- Child abuse is defined under Missouri statutes to include the following: Any physical injury, sexual abuse, or emotional abuse.
- Neglect is defined under Missouri statutes to include the following: The failure to provide the proper or necessary support, education as required by law, nutrition or medical, surgical or any other care necessary for a child's well-being. P4845

Child Abuse and / or Neglect Reporting Procedures
Missouri law requires people in certain occupations to report child abuse/neglect to DFS. All district employees, regardless of position or assignment, should act as a mandatory reporter. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to abuse or neglect shall immediately report the facts to the school principal or their immediate supervisor. The school principal or immediate supervisor shall then be responsible for immediately making an oral report of the suspected abuse/neglect to the Child Abuse Unit of the Missouri Division of Family Services by using the hot line telephone number: 1-800-392-3738. The building principal will also make the superintendent aware that a report has been made. View this policy at http://sab.slps.org/Board_Education/policies/4730.htm

Restrooms~ Men and women restrooms are located on the first floor and unisex restrooms are located in the teacher’s lounge and inside room 203. Student restrooms are located on the lower level and the second floor. Pre-K and kindergarten students have a separate restroom area. Adults are not allowed to use student restrooms and students are not allowed to use adult restrooms. (This includes bus drivers, parents, etc.) When students request a restroom break, please adhere to the “Buddy System” for students in grades Pre-K thru first and develop a “sign in/out” log for students in grades 2 thru 5. When elections are held during a regular school day, the lower level restrooms are off limits for all students unless accompanied by school staff.

Schedules~ The principal must clear any changes in school schedules. Therefore, do not cancel classes or rearrange the schedule without the principal’s approval. Anyone who cannot assume a duty assignment because of a field experience must arrange for a trade and inform an administrator.
School-wide Committees~ Each staff member is encouraged to serve on at least one active school-wide committee. This is an opportunity for all staff to contribute to the professional life of Kennard, SLPS, and the teaching profession in a variety of ways.

Security of Student Records~ It shall be the responsibility of the principal to see that all student records in the school are maintained in a careful and accurate manner and those procedures are established within the school to protect the privacy and security of such records. To ensure that all student records shall be uniform and intelligible, each elementary and middle schoolteacher is directed to keep in the attendance record binder a copy of the appropriate form, "Directions for Keeping Records," and to follow the instructions given therein. In elementary and middle schools, the principal shall be responsible for following the procedure. View this policy at http://sab.slps.org/Board_Education/policies/5115.1.htm

Sexual Harassment Policies~ Sexual Harassment- It is the published policy of the Board of Education that no employee and/or student in the St. Louis City Public School District shall, on the basis of sex or as a result of sexual harassment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity. View policy at http://sab.slps.org/Board_Education/policies/4843.htm

Sexual/Racial Harassment - It is the policy of the Board of Education to maintain an educational environment that is free from discrimination, including sexual harassment and harassment based on race, color or national origin (racial harassment). The Board of Education prohibits sexual/racial harassment by students. This prohibition applies to harassment between students, by a student to board employees, or by employees to students. View policy at http://sab.slps.org/Board_Education/policies/5131.7.htm

Sick Leave Policy~ Effective July 1, 2012, please note changes to the Personal Time Off (PTO Policy). Consistent, ongoing, meaningful contact with students and staff is important to the learning environment and the overall district operation. Therefore, it is an essential duty and function of a professional staff person’s position. When a staff member is frequently absent or is absent for an extended period of time, the instructional environment and district operations are compromised, and the students suffer.

However, staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. The district may require an employee to provide the district a doctor’s statement or other verification of eligibility for sick leave before the district applies sick leave or other applicable paid leave to the employee. The district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee’s health.

To that end, all full-time employees are eligible to earn sick leave days during each fiscal year (i.e. July 1 to June 30). Certificated teachers, administrators and non-certificated 10, 10.5-month staff members will be granted 10 days of sick leave per year. All 11-month employees will be granted 11 days of sick leave per year and all 12 month employees will be granted 12 days of sick leave. For additional information and FAQ, please visit the Employee section of the website at http://www.slps.org/Page/1
Regulation #4622
Special Education~ The St. Louis Public School district shall provide related services as specified by a student's individual education program (IEP). Related services, as defined by federal law, mean transportation and such developmental, corrective, and other supportive services as may be required to assist a child with a disability to benefit from special education, and includes speech-language pathology and audiology, assistive technology, psychological services, physical and occupational therapy, recreation, early identification and assessment of disabilities in children, counseling services, and medical services for diagnostic or evaluation purposes. The term also includes school health services, social work services in schools, and parent counseling and training. P6171.2

STUDENT ALLERGY INTERVENTION & RESPONSE POLICY~ The St. Louis Public School District (SLPS) has created this policy to describe an organized system for preventing and responding to allergic reactions. This policy is not a guarantee of an allergen-free environment; instead, it is designed to increase awareness, provide education and training, reduce the chance of exposure and outline responses to allergic reactions. The best form of prevention for life-threatening allergies is avoidance of the allergen. Research shows that allergies can negatively impact student achievement by affecting concentration, auditory processing and attendance. In addition, healthy students are better learners. Allergies can be potentially deadly for some individuals, as well as pose significant health risks. This policy applies to district facilities to which students have access and includes transportation provided by the district. The Special Administrative Board (SAB) has instructed the superintendent or designee to develop procedures to implement this policy. Policy # P5142

Click for more information

Student Support Team (SST) and Problem Solving Process~
Purpose to ensure that we are meeting the academic and behavioral needs of all students.
1. Classroom teachers provide the first level of problem solving. In collaboration with the parent, teachers begin to define the problem and determine interventions. At times, the teacher may seek out one or two other professionals (guidance counselor, social worker, nurse, gifted specialist, other grade level teachers or ancillary staff) in the building to problem-solve in the development of individual plans. Normally, problem solving would take place between the teacher and one other professional. However, there will be times when this pair may seek out a third member in order to problem-solve on a specific concern that additional role would be able to address (i.e. Counselor and/or Nurse and/or Social Worker and teacher).

2. If after consulting with parents and professional peers, teachers are not able to resolve a student concern, the concern is brought to the student support team (SST) for problem solving. All referrals go directly to the school counselor. The SST can be either a grade level or department team or professional learning community. The SST uses the problem solving process to analyze the situation, set a goal and develop an intervention. The SST team meets on a regular basis to review screening data, set grade-level goals, plan instruction, make instructional
adjustments and monitor student progress. Students at risk for academic or behavioral failure are identified and instructional plans are developed to meet their needs to ensure continued growth.

3. Students whose concerns are not successfully addressed by the SST or students exhibiting concerns that are more serious can be referred to the School Intervention Team (SIT). The SIT team members consists of student support services personnel (e.g., school nurse, school counselor, school social worker, school psychological/examiner, teaching and learning support specialist, and other pertinent professionals). The counselor is the SIT coordinator and oversees all SIT team activities. The intervention designed by this team is usually more extensive than the other grade level/department/Building/PLC collaborative support team interventions and requires time and direct intervention from SIT and SST members.

Student Supervision~ Students must be supervised at all times. Any staff member that leaves children unattended for any period will be subject to disciplinary action.

Substitute Folders~ Classroom teachers that require a substitute must have a substitute folder available beginning the first week of school. Please be sure to include the following:
- Student roster and seating chart
- Lesson materials and supplies
- Listed accommodations/resources for students with IEPs, IAPs, 504’s, Allergies, etc.
- Schedules for lunch, related arts, special classes, duty, dismissal, class monitors, etc.
  (Master RA Schedule)
- Routines and procedures for attendance, lunch, recess, drills

Teacher Responsibilities~ The major responsibility of the teacher is to provide students a program of learning experiences consistent with the educational priorities of the Board of Education as reflected in the approved courses of study and curriculum guides. In addition, the teacher shall become familiar with the bylaws, policies, and regulations of the Board of Education, bulletins, and directives issued by the superintendent and other schedules, directives, or instructions issued by the principal. P1152

Textbooks & Supplies~ Submit all textbook and supply requests to the principal.

Transportation~
1. The St. Louis Public School District shall provide transportation to and from school for all students in grades kindergarten through eight who reside one (1) mile or more from the school to which they are assigned.

2. Transportation from home for a student with a disability otherwise not eligible for transportation, or transportation between schools, will be provided if the IEP team determines that such transportation is necessary as a related service due to the student's disability.
3. No district employee may transport children in a privately owned vehicle to or from school or to or from a school related activity, unless as a parent or legal guardian. P3541.4.1

4. Teachers will accompany and supervise students to the buses for loading. Riding the bus is an extension of the school day. The board’s policy governing conduct in school also governs conduct on school buses.

5. Students must recognize the driver as a part of the school staff and obey rider ship rules. Violation of rules could result in a student being denied permission to ride St. Louis Public School buses. P5131.1

6. Please, stress to parents to inform you and the secretary, in writing, if a student’s mode of transportation changes at any time during the school year.

7. City Residents contact Transportation Main Line: 314-345-4469, Fax Number: 314-244-1955, or SLPS Transportation

8. County Residents contact Tami Webb, VICC Transportation Manager, 314.721.8657 ext. 3031; twebb@choicecorp.org

Use of School Facilities~ The Board of Education may permit individuals or organizations to use public school property for public discussions, meetings, and other civic, social, or educational purposes, if such activities do not interfere with the primary operations of the St. Louis Public Schools. Use of Building Permits are available from the secretary or online at http://www.slps.org/Page/1 P1330

Visitors~ Our goal is to provide a safe learning environment for staff and students; anyone visiting the school must adhere to following:

- All visitors should park in front of the building and enter through the front door.
- The secretary or designee will buzz visitors into the building.
- Report to the Main Office, sign in, and state the nature of the visit.
- Be prepared to present identification when signing in.
- A visitor pass will be issued to each visitor. If you are in the building without a visitor’s pass, you will be directed to the main office.
- If you need to speak with your child or a staff member, you must follow the same procedures.
- Family wanting to observe in a classroom may do so after receiving approval from the school principal or the principal’s designee.
- Failure to comply with these procedures is a violation of school policy.

Volunteers~
1. All volunteers must register through the Office of Volunteer Services. Each volunteer shall complete a child abuse/neglect screening and criminal background check administered by the office of volunteer services before working as a volunteer in the district.
2. All volunteers shall work with a designated supervisor. In no case shall volunteers be asked or permitted to assume classroom supervision or disciplinary responsibilities.
3. Volunteers are required to act in accordance with relevant school policies and procedures including those regarding confidentiality, use of school premises, and standards of conduct.
P1241

For the safety and well-being of our learning community, any person who volunteers even for one (1) day at a District site and who does not possess a current and official SLPS badge is required to undergo a criminal background check prior to being allowed to volunteer. This includes:
- Parents and/or guardians who go on field trips
- Anyone who volunteers in the classroom (ex. room parents)
- Anyone who read to children in the library or in your classroom
- Patrons, including retirees who return to the site to work after retirement, who volunteer to work in school offices
- Volunteer resources are available via http://www.slps.org/Page/1

Encourage your families to register or renew their registration to volunteer by sharing the following information:

Let family members that have not previously applied to become an approved volunteer, know that they will need to fill out three forms:
- Application
- References
- Background Check

All volunteer information and forms are located on the PTO website: http://kennardcja.com/?page_id=106 or the SLPS website http://www.slps.org/Page/24445. Mail in your forms OR hand them in to the building secretary.

Please turn in ALL forms at the same time (applications missing form are not processed). Allow 4 weeks for your application to be processed. If you have more questions, feel free to contact the school.

Welcome Back Packets~ Classroom teachers will contact students on their class list and welcome them to their classroom before school begins. Post cards, letters or emails are acceptable. Teachers will also prepare a packet of information for the family of each student in his/her classroom. Packets will include an introductory letter or note, outline of your classroom expectations regarding attendance, homework, behavior, field trips, etc. Postage stamps are available in the main office.

Have an Awesome School Year!