

Patrick Henry Downtown Academy

Student Handbook

Letter from the Principal

Dear Families,

Thank you for choosing Patrick Henry Downtown Academy. We are excited to have you as a part of the Patrick Henry family. The entire Downtown Academy team is committed to your student's success. We work hard each and every day to ensure that your student is living up to their fullest potential. As a school, it is our mission to equip your student with the academic skills, scholarly habits, and character traits needed to be successful in college or the career of their choice.

We believe that the first step in achieving this mission is to provide your student with a safe learning environment where they feel loved and enjoy coming to school. In order for us to achieve this goal, we ask that you please read and review the Patrick Henry Downtown Academy Student Handbook with your student.

This handbook provides important information for parents and students regarding Patrick Henry, and outlines the expectations for student behavior that will result in a safe, positive and supportive learning environment.

After you have reviewed this handbook with your child, please sign and date the enclosed Student and Parent(s)/Legal Guardian(s) Acknowledgement form in the back of the book and return it to the main office.

This Student Handbook is yours to keep and refer to as needed throughout the school year. An electronic copy of the guide is available on the school's website at www.slps.org/henryes.

Thank you in advance for your cooperation in helping to make your child's school a safe place for learning.

Sincerely,



Colby Heckendorn
Principal

Notice of Nondiscrimination

The St. Louis City Public School District (District) does not discriminate on the basis of sex, race, religion, color, national origin, ancestry, age, disability, sexual orientation, gender identity, veteran or national guard status, or any other factor prohibited by law in admission or access to, or treatment or employment in its programs and/or activities. For more information, please contact the Title VI, Title VII, Title IX, Section 504/ADA Compliance Coordinator/Chief Human Resources Officer at 801 N. Eleventh Street, Saint Louis, MO 63101 (314) 345-2650 **HRCompliance@slps.org** 8:00 a.m. to 4:45 p.m.

Please Note:

This handbook provides guidance and guidelines for students and their parents. However, in every instance in which there is a governing board policy, the board policy always governs and supersedes any statement in this handbook.

Table of Contents

Leadership Team/Mission Statement & Beliefs	6
School Directory	7
Student Attendance Policy.....	8
Dress Code.....	9
Before School Guidelines	9
Counselor & Guidance Services.....	9
Bus Service.....	10
Cafeteria	10
Emergency Drills	10
Health Services	11
Visitors.....	11
Homework	12
Personal Property	12
School Closing Information	12
Emergency/Early Dismissal	12
Tornado Warning Dismissal Procedures.....	12
Dismissal.....	13
Parking.....	13
Late Pick Up	13
Neighborhood Houses After-School Program	14
Cell Phones	14
Suspension Notification	14
School Rules and Discipline Code	15-29
Parent/Legal Guardian Affidavit.....	31

Patrick Henry Downtown Academy Leadership Team

Mr. Colby Heckendorn, Principal
Ms. Erin Rackers Academic Instructional Coach
Ms. Tierrus Nance, Dean of Students
Ms. Lee Rohrer, Administrative Fellow
Ms. Sara Parris, Social Worker
Ms. Viola Thames, Counselor
Ms. Karen Evans, Response to Intervention and Instruction
Ms. Patricia O'Shea, Secretary
Ms. Brianna Jones, Family & Community Specialist

Bell Times

8:15 a.m. – 3:12 p.m.

Mission

To equip all students with the academic skills, scholarly habits, and character traits necessary to be successful in college or the career of their choice.

Vision

Patrick Henry Downtown Academy is committed to developing world-class teachers who will inspire and instill a joy for learning in their students, while teaching perseverance and the determination needed to overcome adversity. In addition, our students will have access to opportunities and experiences that they need to be successful in college or the career of their choice.

Core Beliefs

- ❖ We all will learn.
- ❖ We are lifelong learners who embrace learning for its own sake.
- ❖ We share responsibility for our children and our mission.
- ❖ Families and communities are valued partners.
- ❖ Collaboration and cooperation improve results.
- ❖ Data guides decision-making.

School Values

High Achievement for All
Excellence in Teaching
Never Give Up
Respect for Human Differences
JoY for Learning

Student Virtues: Grace & Grit

Grace: respectful, responsible, kind, compassionate, polite, considerate, friendly, forgiving, cooperative

Grit: determined, courageous, passionate, resilient, conscientious, positive, optimistic, confident, persistent, committed

Patrick Henry Downtown Academy

School Information and Staff Directory

Colby Heckendorn	Principal	Office
Erin Rackers	Academic Instructional Coach	Room 205
Tierrus Nance	Dean of Students	Room 205
Lee Rohrer	Administrative Fellow	Office
Sara Parris	Social Worker	Office
Viola Thames	Counselor	Office
Brianna Jones	Family & Community Specialist	Office
Patricia O'Shea	Secretary	Office
Antron Rose	Behavior Interventionist	Room 206
Derron Cason	Behavior Interventionist	Room 109
Lometria Hackney-Lee	Custodian	Room 006
Jesse Garth	Custodian	Room 006
Morgan Hill	Early Childhood Teacher	Room 005
Patricia Stogsdill	Early Childhood Teacher Assistant	Room 005
Lindsey Munnelly	Early Childhood Teacher	Room 003
Andi Carper	Early Childhood Teacher Assistant	Room 003
Lindsey Smith	Early Childhood Teacher	Room 001
Barbara Hill	Early Childhood Teacher Assistant	Room 001
Kelly Valentine	Early Childhood Teacher	Room 002
Cornelia Tolbert	Early Childhood Teacher Assistant	Room 002
Kelsey Jones	KG-2 nd Grade Cross Category Teacher	Room 105
Shanice Webb	Instructional Care Aide	Room 105
Megan Willard	Kindergarten Teacher	Room 103
Brooke Stegeman	Kindergarten Teacher	Room 104
Ashley Wildermuth	Kindergarten Teacher	Room 102
Karin Versen	1 st Grade Teacher	Room 111
Trisha Turigliatto	1 st Grade Teacher	Room 112
Brunette Watson	2 nd Grade Teacher	Room 110
Grace Hogan	KG-2 nd Grade Teacher	Room 109
Rashidah Ivory	3 rd Grade Teacher	Room 201
Corey Nordike	3 rd Grade Teacher	Room 200
Audrey Hammock	4 th Grade Teacher	Room 212
Ribbon Williams	4 th Grade Teacher	Room 213
Casey McBride	5 th Grade	Room 214
Lauren Siegel	6 th Grade	Room 208
Katie Baumann	3 rd -6 th Grade Cross Category Teacher	Room 214
Eric Lardge	Instructional Care Aide	Room 214
Karen Evans	Reading Interventionist	Room 106
Iris Jackson	Reading Fellow	Room 107
Brookie Blake	Physical Education	Gym
Kristine Gage	Music	Room 207
Jeremy Robinson	Library Aide	Library
Carolyn Bryant	Art	Room 209

Student Attendance Policy

Students should strive to maintain a good attendance record.

It is recognized that absences from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers and administrators to keep absences and tardiness to a minimum.

Students who are absent from school without the knowledge and consent of their parent(s)/guardian(s) and the administration, or students who leave school during any school day or activity, without the consent of the principal or sponsor shall be considered truant.

A. Excusing a Student

In the event of an unplanned absence, a parent/guardian is responsible for contacting the office at (314) 231-7284 on the day the student is absent from school. A voicemail system is available outside of normal office hours to accept calls from families in advance or on the day of the absence.

- 1.) If the office does not receive a telephone call from a legal guardian excusing the student's absence before 11 a.m. on or before the day of the absence, a telephone call from school officials will alert the parents of the unexcused absence. The parent/guardian then has the opportunity to contact the school to clarify any discrepancies. Any absence not verified by the parent/guardian after the student returns to school will count as an unexcused absence.
- 2.) If students must leave early, a parent/guardian should report directly to the office to sign their student(s) out. Advanced notice of early dismissal is preferred and also expedites the student's departure. Students must report to the office before leaving and upon their return to school. Under no circumstances should parents go directly to the student's classroom without checking into the office first. No changes will be made in dismissal after 2:30 p.m. unless a parent/guardian comes to the office in person to check their student out. **If at all possible, please help us preserve instructional time and keep your student in class until regular dismissal at 3:12 p.m.**
- 3.) Reasonable efforts are made to insure that students are released only to appropriate persons. If you have specific concerns regarding access to your child, please contact the elementary principal.
- 4.) Students who miss more than 30 minutes of the start of school will be recorded as absent according to state-reporting guidelines. Students who arrive late are expected to report to the office for an admit slip before returning to class.
- 5.) Make-up Policy (excused)—Students who are absent are expected to make up all missed schoolwork. Students will have full make-up privileges within a time frame equal to the period of absence. Homework assignments may be requested from the office if the student is going to be absent two or more days.

B. Excessive Absences (Excused or Unexcused)

Important interaction occurs in classrooms every day. These interactions between teachers and students and among the students themselves can never be exactly duplicated. Absences, whether excused or unexcused, may negatively impact student learning and grades. When the school becomes concerned about the attendance of a student, interventions including student-teacher conferences, parent-teacher conferences, support personnel assistance (school nurse, counselor, and social worker) are typically utilized before additional steps are taken.

For more information please refer to the Attendance Expectations section of the District's Parent Information Guide.

Dress Code

At Patrick Henry, we believe there is a direct relationship between a student's attire and classroom behavior, attitude, and achievement. Research has proven that students who follow a uniform dress code have fewer discipline problems, greater academic achievement, greater self-esteem, and school pride. Therefore, we are requiring students to wear clothing that is comfortable, clean, safe, and appropriate for an elementary school.

Below you will find information detailing Patrick Henry's Uniform Policy.

BASIC UNIFORM CLOTHING

Bottoms: navy blue, or khaki/tan

- Slacks, shorts, pants, skorts, skirts, or jumpers are acceptable
- No sweat pants or spandex
- No cargo pants or blue jeans
- Shorts & skirts must be mid-thigh or longer
- Appropriate size, with garment worn at waist
- No trims or designs on garment

Tops: white, gray, or blue

- Polo-style shirt with collar
- No trims or designs on shirt
- Short or long sleeve collar shirts are acceptable
- White or navy blue turtlenecks are acceptable in winter
- Shirts must be tucked in
- Henry T-shirts can be worn any day as part of uniform
- Solid long sleeve t-shirts can be worn underneath the school uniform shirt during cold days

Shoes: Must be safe and appropriate

- Must be closed toed w/closed heel, or closed toe w/strap across heel
- Cleats, open toed sandals/flip flops, or high heels are not allowed

Outer Garments: The uniform dress code shall not prohibit students from wearing coats, jackets, sweaters, or other appropriate outer garments when necessary weather conditions exist or for other legitimate reasons.

- For use inside the buildings—only hoodless sweaters and sweatshirts of solid color may be worn over an appropriate uniform shirt or blouse,
- Coats, jackets, and zip-up sweatshirts may be worn outside the buildings as long as an appropriate uniform shirt or blouse is visible underneath the outer garment.
- Hats, caps, sunglasses and other outdoor apparel will not be worn inside the school building.

Before School Guidelines

If you bring your student to school, please do not drop them off before 7:45 a.m., unless prearranged with a teacher and/or principal. No supervision is provided for students before 7:45 a.m.

School office hours are from 8:00 a.m. to 4:00 p.m.

Guidance and Counseling Services

A comprehensive guidance program is provided at Patrick Henry Downtown Academy. It is designed to address needs of all students by helping them to develop positive self-concepts, healthy social skills and interpersonal relationships and educational success.

Bus Service

While at the bus stop, parents/guardians shall be responsible for their child's behavior prior to the arrival of the bus in the morning, and after the departure of the bus in the afternoon. The District is not liable for supervision at the bus stop, but SLPS may discipline students when their actions at the bus stop cause, or are likely to cause, a material and substantial disruption to the operations of the school. Supervision of SLPS students begins when students get on the bus. It is important for students to stand off the roadway while awaiting the bus.

Improper behavior may result in a student being banned from riding the bus either on a temporary or permanent basis. Any offense committed by a student on a district-owned or contracted bus shall be punished in accordance with this Student Code of Conduct. **The bus is an extension of the classroom and misbehavior will not be tolerated.**

- 1.) The bus driver is in charge. Students must obey the driver.
- 2.) The bus driver receives a roster of students currently assigned to the bus. Along with the principal, the bus driver has the authority to assign seats. Students are to ride their assigned busses.
- 3.) All transported students receive a pass indicating the assigned bus and route number. Students are only to ride their assigned bus.
- 4.) Parents are not permitted to ride or board the bus.

Note: Refer to the School Bus Responsibilities Guidelines in the enrollment packet or online.

Violation of the rules could result in a student being denied permission to ride SLPS buses. Serious misconduct on the bus could result in a recommendation for expulsion. During the suspension of bus privileges, it is a parent(s)/guardian(s)'s responsibility to provide the student's transportation to and from school.

Cafeteria

Our cafeteria staff creates a warm, friendly environment and serves well-balanced and nourishing meals each day. Breakfast will be served between 7:45 a.m. and 8:15 a.m. A staff member will supervise breakfast each morning in the cafeteria, but no one will be on duty before 7:45 a.m. **In order to help us ensure the safety of your student, please do not drop them off at school before 7:45 a.m. each day.** However, if your student is planning on eating breakfast, they must arrive in the cafeteria no later than 8:15 a.m.

Students may choose to bring lunch from home. However, **no soft drinks or snacks such as chips or candy may be brought in for lunch.** In addition, **restaurant/fast food items should not be brought into the schools for meals.** Please note that students will not have access to microwaves, so we ask that you do not send items in your student's lunch that need to be heated.

Emergency Drills

Emergency procedures will be posted in every room for all teachers to review with their classes. Drills will be conducted throughout the year to familiarize students with the established emergency procedures. Drills include fire, tornado, earthquake, and intruder.

Health Services

One full-time registered nurse is employed at Patrick Henry Downtown Academy to meet the health needs of the students. A student who feels ill and needs to see the nurse must get a pass from his/her teacher. Occasionally, the nurse may decide that an ill student should go home. The following conditions will determine that students MUST go home:

- A temperature of 100 degrees or greater
- Blood or body fluids which cannot be controlled
- Frequent visits to the nurse's office with the same symptoms
- Certain other contagious conditions

In these cases, the nurse will telephone the parent(s)/guardian(s) and request that they pick up their student. We ask that you pick up your child promptly. Students cannot attend school or events for 24 hours following the presence of a fever, vomiting, or diarrhea.

Emergency Information

All students are required to have up-to-date emergency information on file in the nurse's office. A summary of each student's emergency information will be printed and mailed to the parents before the beginning of school. The updated summary must be returned to the school. It is imperative that a working telephone number be provided to the school so that immediate parent/guardian contact can be made when necessary and that changes to emergency information are updated through the school registrar and school nurse. Students who have not returned the Emergency Information Summary and annual Health Survey may be excluded from field trips.

Emergency Procedures

Using the emergency information provided by the parent(s)/guardian(s), the nurse will, in the case of routine illness or accident, take the following steps:

- 1) Call the parents
- 2) If the parents cannot be reached, the designated contact will be called
- 3) If the parents and designated contact person cannot be reached, the physician will be called
- 4) When appropriate, 911 will be called for transportation to a hospital, a school official will accompany the student
- 5) If an immediate medical emergency exists, 911 will be called first in the sequence

Inoculation of Students

See Board Policy 5141.3

Administering Medicines to Students

See Board Policy 5141.5

Visitors

Visitors should always report to the main office and wear a visitor's ID. Students who are not enrolled at Patrick Henry Downtown Academy are not able to attend classes with Patrick Henry students unless an appointment has been made through the office. We encourage families to visit Henry, but if you would like to speak to your child's teacher or visit the classroom, we ask that you schedule an appointment with the main office.

Homework

Homework is assigned to enhance our students' learning. Homework assignments are reasonable in the length of time required to finish, appropriate to the age and maturity of the students, and meaningful in content. Work habits such as meeting deadlines, communicating a lack of understanding, and following directions are critical for success in school and in life. Therefore, students are expected to complete and turn in all homework and class work on the date set by the classroom teacher. Late work is subject to point deduction and, in some cases, no credit. Exceptions will be granted in the case of absence from school or unavoidable circumstances.

Personal Property

Students are responsible for all personal property and should never leave articles unattended. Due to the potential for theft and/or loss, excessive amounts of money, expensive items of clothing, electronics, and jewelry should not be brought to school. Books, supplies, and clothing should be marked clearly with the name of the student. Losses of property should be reported to the classroom teacher at the earliest possible time. Found property should be brought to the office immediately. After the close of each semester, unclaimed items will be donated to a charitable organization.

School Closing Information

When closing school becomes necessary for the safety of students and staff, a message will be sent to all parents/guardians through the district's voice message system. In addition, the school closing information will be posted on the district Website at www.slps.org.

The decision will be announced through the following media:

KTVI—Channel 2 www.myfoxstl.com

KSDK—Channel 5 www.ksdk.com

KMOV—Channel 4 www.kmov.com

KMOX—1120 AM www.kmox.com

When the school is forced to close due to inclement weather, there will be no staff on duty at Patrick Henry Downtown Academy.

Emergency/Early Dismissal

If there is an emergency/early dismissal, it is imperative your child understands and knows where to go in the case of an early dismissal from school as **all children will be bused home** (including all after-care students.) Please discuss an alternate plan in the event you are not at home when he/she arrives home on the bus. If weather is a factor, we want to be sure all our children arrive to their destinations safely. Please be sure the information provided on the first day of school remains current throughout the year.

Tornado Warning Dismissal Procedures

A **tornado watch** indicates that conditions are likely to produce a tornado. A **tornado warning** means there is immediate danger for the warned area and everyone in the path of such a storm is advised to take cover immediately, as it is likely a life-threatening situation. In order to keep students safe, Patrick Henry will not release students from school during a tornado warning. Buses will not run until the warning is lifted. If parents wish to take their children home before normal dismissal time, they will be required to come to the office and sign their students out of school.

Dismissal (Kindergarten-6th Grade)

In order to maximize instructional time, maintain an orderly school environment, and safe dismissal, **no student may be checked out of the office between 2:45 p.m. and 3:12 p.m. unless it is an emergency.** Your cooperation is appreciated.

The dismissal bell rings at 3:12 p.m., at which time classes will begin to dismiss students.

Students who attend **Neighborhood Houses** afterschool program will be picked up from their classroom by a representative from Neighborhood Houses and escorted to their afterschool room upon dismissal from class.

Walkers will exit out the main doors on the north side of the office at 3:12 p.m. and must leave the campus immediately upon dismissal.

Students who are **bus riders** will be escorted to their appropriate bus by a staff member upon dismissal from class. Once a student has been placed on the bus, they should not get off the bus without the permission of a staff member.

Pick-up: Students who are scheduled to be picked up by a family member will be escorted to the cafeteria at 3:12 p.m. Parents or guardians who are picking up their students should wait on the playground at the southwest side of the school. At 3:12 p.m. the doors near the gym will open, and families will be able to come inside to pick up their student(s) and sign them out. Only parents, legal guardians, and adults listed as an emergency contact will be able to sign out a student. Please don't send in a sibling under 18 or family friend to pick up your student unless they are an official emergency contact. However, please know that you can add emergency contacts to your student's profile at any time during the school year.

For information on early childhood dismissal, please see your student's classroom teacher.

Late Pick Up

All students should be picked between 3:12 p.m. and 3:30 p.m. daily. Parents and guardians who arrive after 3:30 p.m. for pickup will need to come directly to the main office. If a child is still at school at 3:30 p.m., this will be considered a late pick up. Frequent late pickups will result in the following actions:

- **1st Infraction** – a verbal and written warning
- **2nd Infraction** – A telephone call from our Family & Community Specialist to discuss the policy and the barriers that may be hindering you from picking up your child on time. An opportunity to create an action plan that will resolve the matter will be provided.
- **3rd Infraction** – A meeting or telephone conference will be held with the school social worker or designee regarding the policy.
- **4th Infraction** – If a child is left at school more than three times, this will result in an automatic referral to the Division of Family Services.

Thank you in advance for your commitment to being on time to pick up your student.

Neighborhood Houses After-School Program

Neighborhood Houses School Age Services provides care for students, ages 5-13 years old residing in the St. Louis Metropolitan area. During the school year, Neighborhood Houses' after-school program provides students with positive learning experiences, an evening meal, and a safe place to learn and have fun. Students receive homework assistance, character development, and educational enrichment utilizing research based curricula in math and literacy. In addition, students will receive art and cultural awareness experiences through our resident artists. Practical life skills such as health and fitness, nutrition and financial literacy are also integrated throughout the program to offer opportunities for growth and development.

For more information about Neighborhood Houses, please contact:

Gloria Hampton, MSW
Director of School Age Services
Neighborhood Houses
5621 Delmar Blvd #104 St. Louis, MO 63112
o: 314-383-1733 ext. 12 c: 314-799-6120 f: 314-361-6873

Parking

Unfortunately, Patrick Henry does not have a designated parking lot. However, street parking is readily available in the area. The south side of O'Fallon Street. is reserved for school busses during morning drop off and after school dismissal. Families are asked not to park on O'Fallon Street so buses are able to load and unload students safely.

Cell Phones

Students are strongly discouraged from bringing a cell phone to school. However, if parents or guardians choose to send their students to school with a cell phone for safety reasons it will be permitted. However, the cell phone must remain in the student's backpack while on school property and remain on silent. If a staff member sees or hears a cell phone the teacher will take the phone from the student and turn it in to the main office. The main office will keep the phone until a parent or guardian is able to come to the school and pick it up. Please keep in mind that Patrick Henry is not responsible for lost or damaged electronics.

Suspension Notification

If a suspension is invoked, every effort will be made to contact parents (guardians) to inform them of their child's suspension before the child is sent home. If at the end of the school day the parents have not been notified, the student will be dismissed at the regular school time and administrators will continue to attempt to contact parents/guardians until contact is made.

School Rules and Discipline Code

The School Rules and Discipline Code is designed to support the Patrick Henry Downtown Academy Mission Statement by promoting a safe and orderly learning environment for all students. It will be used by Patrick Henry administrators and staff to consistently and fairly assign consequences for violating school rules or committing prohibited acts. Patrick Henry professional staff will enforce these rules as well as rules established within individual classrooms. When administrative intervention is necessary, the student will be referred for the application of appropriate consequences.

This handbook, as well as the district handbook, govern conduct which takes place on school grounds or school property; on the way to and from school; on school buses and at bus stops; and at school activities whenever and wherever they may take place. In addition, the district reserves the right to impose disciplinary consequences for any student's conduct (whenever and wherever it may occur) if such conduct is prejudicial to good order and discipline in the school or tends to impair the morale or good conduct of the students. The district reserves the right to suspend any student who has been charged, convicted or pled guilty in a court of general jurisdiction for the commission of a felony violation of federal or state law.

Finally, the Board of Education has authorized the immediate removal of a student upon a finding by the principal, superintendent, or Board that the student poses a threat of harm to such student or others, as evidenced by the prior conduct of such student. Prior disciplinary actions shall not be used as the sole basis for the removal, suspension or expulsion of a student. Removal of any student with a disability is subject to state and federal procedural rights.

School officials have the authority to search students and students' property (including purses, backpacks, gym bags, etc.), provided that the search is justified at its inception and reasonable under all the circumstances. School officials will exercise discretion to perform searches as they deem necessary to maintain the safety and welfare of students and staff, to prevent violations of discipline policies, or to prevent interference with the educational process. Strip searches will NOT be conducted under any circumstances by school officials. Desks assigned to students remain the property of the St. Louis Public School District and may be searched by school officials with or without notice.

School officials will also call in law enforcement officials (including School Resource Officers) when they deem it necessary or appropriate or otherwise required by law. Those law enforcement officials may also conduct searches and take other appropriate action pursuant to their authority as law enforcement officials. Most types of school discipline problems are listed in this guide. However, it is impossible to list every problem that might interfere with the smooth operation of the school. Administrators have the responsibility and authority to deal with all problems even though the specific problems might not be listed in this guide. In addition, administrators may deviate from stated minimum or maximum penalties in appropriate circumstances.

Good order and discipline depend on the cooperation of the parents, the students, and school personnel. So that there is understanding by and agreement between all concerned, Patrick Henry asks parents and students to sign a behavior contract. This agreement is intended to:

- hold students accountable for expected behavior,
- enlist the support of parents for good student conduct,
- provide for consistent enforcement of school rules, and
- establish fair procedures and consequences.

Consequences for misbehavior are outlined in the grid on the pages that follow. Repeated infractions result in more serious consequences that may ultimately lead to the loss of privileges at school.

Students who serve in-school suspension or out of school suspension may not participate in any after school or evening activities district-wide on that particular day, unless approved by an administrator based on extenuating circumstances.

Bullying

Bullying is unwanted, aggressive behavior among school-aged children involving a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying behavior requires both an imbalance of power and repetition. **An Imbalance of Power:** Kids who bully use their power, (e.g., physical strength, access to embarrassing information, or popularity) to control or harm others. Power imbalances can change over time and in different situations, even when involving the same people. **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Types of Bullying:

Verbal Bullying is saying or writing unkind things. Verbal bullying includes:

- Teasing or Name-calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

Social Bullying involves hurting someone’s reputation or relationships. Social bullying includes:

- Leaving someone out on purpose
- Telling students not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

Physical Bullying involves hurting a person’s body or possessions. Physical bullying includes:

- Hitting/kicking/pinching/spitting
- Tripping/pushing
- Taking or breaking someone’s things
- Making mean or rude hand gestures

	Student Responsibility	Parent Responsibility	Teacher Responsibility	Administrative Responsibility
First Offense	<ul style="list-style-type: none"> • Conference with teacher • Move to safe spot • Complete reflection sheet • Serve assigned consequence 		<ul style="list-style-type: none"> • Conference with student • Move student to safe spot if appropriate • Utilize buddy room if needed • Assign logical consequence if needed • Document behavior in Kickboard 	
Second Offense <small>*Between the same students</small>	<ul style="list-style-type: none"> • Conference with teacher • Move to buddy room if appropriate • Complete reflection sheet • Conference with Student Support Team (SST) member 	<ul style="list-style-type: none"> • Conference with the staff member who observed the bullying or who the bullying was first reported to 	<ul style="list-style-type: none"> • Conference with student • Move student to the buddy room if appropriate • Document behavior in Kickboard • Schedule a meeting between the student and a Student Support Team (SST) member • Contact families 	<ul style="list-style-type: none"> • Student Support Team (SST) member will conference with each student individually • If appropriate SST member will lead a remediation session with all students involved. • If necessary SST member will report incident to the Dean of Culture

				<ul style="list-style-type: none"> • Dean will review incident and assign consequence if needed (up to 1 day ISS)
Repeat Offenses	<ul style="list-style-type: none"> • Conference with teacher • Move to buddy room • Complete reflection sheet • Conference with SST member • Serve assigned consequence 	<ul style="list-style-type: none"> • Conference with administrator 	<ul style="list-style-type: none"> • Conference with student • Move student to the buddy room • Document behavior in Kickboard • Schedule a meeting between the student and a Student Support Team (SST) member • Contact families 	<ul style="list-style-type: none"> • Student Support Team (SST) member will conference with each student individually • If appropriate SST member will lead a remediation session with all students involved. • SST member will report incident to the Dean of Culture • Dean will review incident and assign consequence (up to 2 days ISS) • Dean will contact families to schedule a meeting and if necessary send home a Parental Appearance Notification (PAN)
Other Potential Actions	<ul style="list-style-type: none"> • Participation in a Social Skills Group • Written apology, read aloud in front of class • Creating an anti-bullying presentation • Meeting with both students & their families • Joint project between the two students <p style="padding-left: 40px;">Example: Clean walls, pick up trash on playground, clean cafeteria</p>			

Inappropriate Bus Behavior

School rules and district policies are in effect on all buses and district provided transportation (this includes students transported by cab). Drivers are required to report misbehaviors to the building administration. Students must: (1) obey the bus driver promptly and respectfully; (2) be on time; (3) never stand in the roadway while waiting for the bus; (4) not unnecessarily converse with the driver; (5) not extend arms or head out of bus windows; (6) not try to get off or move about the bus while it is in motion; (7) remain seated at all times; (8) observe instruction from driver when leaving bus; (9) not get off the bus at places other than their regular bus stop, unless authorized by a parent and administrator; (10) ride only the bus to which they are assigned, unless they have written permission from their parents and an administrator; (11) dispose of trash in appropriate trash containers; (12) not place their feet on the seats or the seat backs; (13) not throw items from the windows or doors of the bus; and (14) not make any marks on the bus with any writing implement, art supply, or other material. Repeat offenses will result in denial of bus or other district provided transportation services for a designated period of time.

	Student Responsibility	Parent Responsibility	Teacher Responsibility	Administrative Responsibility
First Offense	<ul style="list-style-type: none"> Conference with Dean of Students 	<ul style="list-style-type: none"> Parent will be made aware of student behavior via phone call home 		<ul style="list-style-type: none"> Dean of Students will conference with student Notify Families Document behavior in Kickboard
Second Offense	<ul style="list-style-type: none"> Conference with Dean of Students Serve 3 day bus suspension 	<ul style="list-style-type: none"> Parent will be made aware of student behavior and 3 day bus suspension via phone call home/bus suspension letter; Responsible for getting student to school during bus suspension 		<ul style="list-style-type: none"> Dean of Students will conference with student Notify Families Document behavior in Kickboard Issue 3 day bus suspension Email Leadership Team, classroom teacher, & Transportation
Third Offense	<ul style="list-style-type: none"> Conference with Dean of Students Serve 4 day bus suspension 	<ul style="list-style-type: none"> Parent will be made aware of student behavior and 4 day bus suspension via phone call home/bus suspension letter Responsible for getting student to school during bus suspension 		<ul style="list-style-type: none"> Dean of Students will conference with student Notify Families and request a meeting at school (PAN) Document behavior in Kickboard Issue 4 day bus suspension

		<ul style="list-style-type: none"> • Conference with administration 		<ul style="list-style-type: none"> • Email Leadership Team, classroom teacher, & Transportation
Repeat Offenses	<ul style="list-style-type: none"> • Conference with Dean of Students • Serve 5+ day bus suspension <p>*Depending on severity, student could be suspended from the bus for the remainder of the year</p>	<ul style="list-style-type: none"> • Parent will be made aware of student behavior and 5+ day bus suspension via phone call home/bus suspension letter • Responsible for getting student to school during bus suspension • Conference with administration 		<ul style="list-style-type: none"> • Dean of Students will conference with student • Notify Families and request a meeting at school (PAN) • Document behavior in Kickboard • Issue 5+ day bus suspension • Email Leadership Team, classroom teacher, & Transportation
Other Potential Actions	<ul style="list-style-type: none"> • Have student research bus safety and write paper/create presentation • Apology letter to bus driver 			

Classroom Disruption

Students are expected to behave respectfully and considerately while in the classroom. Students are expected to follow established classroom procedures as determined by the teacher.

Minor Offense: Low-intensity, but inappropriate disruption

Examples: Intentional distractions: noises, pranks, off topic statements/questions; breaking line, making messes, throwing paper wads, etc.

Non-Examples: Shouting, throwing large or heavy objects, play fighting, or fighting

Major Offense: Behavior causing a sustained interruption in a class or school activity

Examples: Loud talk, yelling, screaming; noise with materials; horseplay/roughhousing; or minor offenses that continue after proper redirection and intervention

Non-Examples: One loud noise, whispering once or twice during silent time, making a joke or playful gesture during a serious time, and other irregular minor disruptions

	Student Responsibility	Parent Responsibility	Teacher Responsibility	Administrative Responsibility
Minor Offenses	<ul style="list-style-type: none"> • Conference with teacher • Move to buddy room • Complete reflection sheet 		<ul style="list-style-type: none"> • Use least invasive intervention • Conference with student • Move student to safe spot if appropriate • Assign logical consequence for continued inappropriate behavior • Utilize buddy room if needed • Document behavior in Kickboard • Praise subsequently occurring appropriate behavior immediately 	
Major Offenses	<ul style="list-style-type: none"> • Conference with teacher • Move to buddy room • Complete reflection sheet • Conference with Dean • Serve assigned consequence 	<ul style="list-style-type: none"> • Parent will be made aware via phone call or letter from teacher if student's behavior continues to be problematic 	<ul style="list-style-type: none"> • Use least invasive intervention • Conference with student • Move student to safe spot if appropriate • Assign logical consequence for continued inappropriate behavior 	<ul style="list-style-type: none"> • Proper documentation in Kickboard will alert Dean of inappropriate student behavior • Dean will pick up student from buddy room

			<ul style="list-style-type: none"> Utilize buddy room Make families aware via phone call or letter home Document behavior in Kickboard Complete Incident Report & Teacher Reflection 	<ul style="list-style-type: none"> Conference with student and determine what actions need to be taken If necessary, assign up to 1 day ISS
Repeat Major Offenses	<ul style="list-style-type: none"> Conference with teacher Move to buddy room Complete reflection sheet Conference with Dean Serve assigned consequence 	<ul style="list-style-type: none"> Parent will be made aware of incident and will be asked to meet with the Care Team to establish a Behavior Improvement Plan (BIP) 	<ul style="list-style-type: none"> Use least invasive intervention Conference with student Move student to safe spot if appropriate Assign logical consequence for continued inappropriate behavior Utilize buddy room if needed Make families aware via phone call or letter home Document behavior in Kickboard Complete Incident Report & Teacher Reflection 	<ul style="list-style-type: none"> Proper documentation in Kickboard will alert Dean of inappropriate student behavior Dean will pick up student from buddy room Conference with student and determine what actions need to be taken If necessary, assign up to 2 days ISS Schedule a Care Team meeting to initiate a BIP
Other Potential Actions	<ul style="list-style-type: none"> Written apology, read aloud in front of class Survey peers about what makes a safe learning environment and use data to write a paper/create a project 			

Defiance, Disrespect, or Non-Compliance

Every individual has the right to work and learn in a respectful environment. Students should exercise calmness and self-control in a respectful manner. Student behavior that is rude, impolite and/or discourteous toward others is defined as disrespect.

Minor Offense: Brief or low-intensity failure to respond to an adult request

Examples: Arguing against an adult’s decision in an angry tone, not following directions after given clear instructions and a chance to comply, refusal to complete assignments, ignoring requests of an adult

Non-Examples: Yelling furiously at an adult, verbally threatening an adult or other student, walking away from an assigned area

Major Offense: Elongated or high-intensity failure to respond to an adult request

Examples: Leaving adult supervision without permission, screaming in defiance of an adult, or arguing with a student or adult in an unkind or harsh tone

Non-Examples: Whispering angry or unkind words, sleeping, telling a teacher you do not want to do an assignment, telling an adult “no” when kindly asked to do something reasonable

	Student Responsibility	Parent Responsibility	Teacher Responsibility	Administrative Responsibility
Minor Offenses	<ul style="list-style-type: none"> • Conference with teacher • Move to buddy room • Complete reflection sheet 		<ul style="list-style-type: none"> • Use least invasive intervention • Conference with student • Move student to safe spot if appropriate • Assign logical consequence for continued inappropriate behavior • Utilize buddy room if needed • Document behavior in Kickboard • Praise subsequently occurring appropriate behavior immediately 	
Major Offenses	<ul style="list-style-type: none"> • Conference with teacher • Move to buddy room • Complete reflection sheet • Conference with Dean • Serve assigned consequence 	<ul style="list-style-type: none"> • Parent will be made aware via phone call or letter from teacher if student’s behavior continues to be problematic 	<ul style="list-style-type: none"> • Use least invasive intervention • Conference with student • Move student to safe spot if appropriate • Assign logical consequence for continued inappropriate behavior • Utilize buddy room 	<ul style="list-style-type: none"> • Proper documentation in Kickboard will alert Dean of inappropriate student behavior • Dean will pick up student from buddy room • Conference with student and determine what actions need to be taken

			<ul style="list-style-type: none"> • Make families aware via phone call or letter home • Document behavior in Kickboard • Complete Incident Report & Teacher Reflection 	<ul style="list-style-type: none"> • If necessary, assign up to 1 day ISS
Repeat Major Offenses	<ul style="list-style-type: none"> • Conference with teacher • Move to buddy room • Complete reflection sheet • Conference with Dean • Serve assigned consequence 	<ul style="list-style-type: none"> • Parent will be made aware of incident and will be asked to meet with the Care Team to establish a Behavior Improvement Plan (BIP) 	<ul style="list-style-type: none"> • Use least invasive intervention • Conference with student • Move student to safe spot if appropriate • Assign logical consequence for continued inappropriate behavior • Utilize buddy room if needed • Make families aware via phone call or letter home • Document behavior in Kickboard • Complete Incident Report & Teacher Reflection 	<ul style="list-style-type: none"> • Proper documentation in Kickboard will alert Dean of inappropriate student behavior • Dean will pick up student from buddy room • Conference with student and determine what actions need to be taken • If necessary, assign up to 2 days ISS • Schedule a Care Team meeting to initiate a BIP
Other Potential Actions	<ul style="list-style-type: none"> • Written apology, read aloud in front of class 			

Physical Contact or Fighting

Students are expected to maintain physically safe behaviors, respect the rights of others, and use the means available within the school to achieve positive resolutions to conflicts in a peaceful manner. Injury to another, even when caused accidentally, is a serious situation. When injury to another student is intended, the situation is much graver. However, any inappropriate physical contact is not acceptable.

Physical Contact/Physical Altercation: Any incidence in which a student has inappropriate bodily interactions or contact with another student.

Examples: Silly horseplay, playful grabbing, pinching, non-aggressive punching or slapping, chasing, shoving. “Not keeping hands and feet to self.”

Non-Examples: Physical contact that intends to hurt someone, causing pain that leads to marks or bruises on another person

Fighting/Physical Aggression: Actions involving serious physical contact where injury may occur

Examples: Hitting, punching, kicking, hair pulling, scratching, choking

Non-Examples: Accidentally running into someone while in a line, playful physical contact, poking

	Student Responsibility	Parent Responsibility	Teacher Responsibility	Administrative Responsibility
Physical Contact or Physical Altercation	<ul style="list-style-type: none"> • Conference with teacher • Move to buddy room • Complete reflection sheet 		<ul style="list-style-type: none"> • Use least invasive intervention • Conference with student • Move student to safe spot if appropriate • Assign logical consequence for continued inappropriate behavior • Utilize buddy room if needed • Document behavior in Kickboard 	
Fighting or Physical Aggression	<ul style="list-style-type: none"> • Follow teacher’s directions • Move to a safe spot • Complete reflection sheet • Serve assigned consequence 	<ul style="list-style-type: none"> • Conference with administration 	<ul style="list-style-type: none"> • Separate students in order to keep them safe • Document behavior in Kickboard • Complete Incident Report & Teacher Reflection 	<ul style="list-style-type: none"> • Proper documentation in Kickboard will alert Dean of inappropriate student behavior • Dean will pick up student(s) • Dean will conference with student and determine what actions need to be taken

				<ul style="list-style-type: none"> • Notify families • If necessary, assign up to 2 days ISS • For repeated offenses schedule a Care Team meeting to initiate a BIP
Other Potential Actions	<ul style="list-style-type: none"> • Class apology • Create a presentation about the dangers of fighting 			

Inappropriate or Abusive Language

Students are expected to use respectful language at all times. Students must not use any offensive language, actions, or expressions, including but not limited to obscene gestures or innuendo.

Inappropriate Language: Any spoken, written, or non-verbal communication that insults, mocks, or belittles another person will be considered inappropriate.

Examples: Put-downs, taunts, or slurs of a non-offensive nature. “Big Dummy,” “All your family is crazy,” “Banana Nose”

Non-Examples: Saying curse words, repeatedly insulting another person, any kind of threat

Abusive Language: Any spoken, written, or non-verbal communication that includes swearing, offensive name calling, or the use of words in a derogatory way.

Examples: Cursing, slandering another person, hostile threats either written, spoken, or non-verbal

Non-Examples: Silly name calling, tapping someone and calling them “stupid” or mumbling unkind words about someone

	Student Responsibility	Parent Responsibility	Teacher Responsibility	Administrative Responsibility
Inappropriate Language	<ul style="list-style-type: none"> • Conference with teacher • Move to buddy room • Complete reflection sheet • Serve assigned consequence 		<ul style="list-style-type: none"> • Use least invasive intervention • Conference with student • Move student to safe spot if appropriate • Assign logical consequence for continued inappropriate behavior • Utilize buddy room if needed • Document behavior in Kickboard 	
Abusive Language	<ul style="list-style-type: none"> • Conference with teacher • Move to buddy room • Conference with SST member • Serve assigned consequence 		<ul style="list-style-type: none"> • Conference with student • Utilize buddy room • Assign logical consequence • Document behavior in Kickboard • If necessary schedule a meeting SST member 	

<p>Repeated use of Abusive Language</p> <p>*In the same week</p>	<ul style="list-style-type: none"> • Conference with teacher • Move to buddy room • Conference with SST member • Serve assigned consequence 	<ul style="list-style-type: none"> • Conference with administration 	<ul style="list-style-type: none"> • Conference with student • Utilize buddy room • Assign logical consequence • Document behavior in Kickboard • Notify Dean 	<ul style="list-style-type: none"> • Dean will conference with student • Contact family • If necessary, assign up to 2 days in ISS
<p>Other Potential Actions</p>	<ul style="list-style-type: none"> • Written apology 			

Property Misuse & Damage

All students are expected to respect school property and the property of others. Students are also expected to respect the property of organizations and persons when participating in school related activities.

Property Misuse: Low-intensity misuse of property

Examples: Breaking pencils/crayons, kicking furniture, mishandling text books/library books, tearing up paper, assignments, or handouts

Non-Examples: Throwing large or heavy objects that cause damage, destroying technology or other furniture to the point that it can no longer be used

Property Damage: Student participates in an activity that results in substantial destruction or disfigurement of property: any damage done to disfigure school property or impair its usefulness

Examples: Damaging property as a result of aggressive behavior, tampering with equipment or impairing its usefulness

Non-Examples: Slightly torn papers, folding down book edges, drawing on desks with a pencil

	Student Responsibility	Parent Responsibility	Teacher Responsibility	Administrative Responsibility
Property Misuse	<ul style="list-style-type: none"> • Conference with teacher • Move to safe spot or buddy room as directed • Complete reflection sheet • Serve assigned consequence 		<ul style="list-style-type: none"> • Use least invasive intervention • Conference with student • Move student to safe spot • Assign logical consequence • Utilize buddy room if needed • Document behavior in Kickboard 	
Property Damage	<ul style="list-style-type: none"> • Conference with teacher • Move to safe spot or buddy room as directed • Complete reflection sheet • Serve assigned consequence 	<ul style="list-style-type: none"> • Conference with administration • Restitution may be required 	<ul style="list-style-type: none"> • Use least invasive intervention • Conference with student • Utilize buddy room • Document behavior in Kickboard 	<ul style="list-style-type: none"> • Proper documentation in Kickboard will alert Dean of inappropriate student behavior • Dean will pick up student • Dean will conference with student and determine what actions need to be taken • Notify family • If necessary, assign up to 2 days ISS

				<ul style="list-style-type: none"> For repeated offenses schedule a Care Team meeting to initiate a BIP
Other Potential Actions	<ul style="list-style-type: none"> Written apology 			

Parent/Legal Guardian Affidavit

We know that you share the St. Louis Public Schools' goal of providing a safe school environment. In order to help us reach that goal we ask you to please read and review the Patrick Henry Downtown Academy Student Handbook. After you have reviewed the information, please sign the affidavit below, tear this page out of the handbook, and return the signed page to your student's classroom teacher. This document acknowledges your receipt of this information for which every student and family at Patrick Henry is responsible. Thank you for your cooperation in helping make Patrick Henry Downtown Academy a safe place for learning.

We acknowledge that we received a copy of the Student Handbook, and that we have read, understood, discussed, and agree to comply with all rules and policies.

We also understand this handbook may be amended during the year without notice. Its latest version is applicable to all students upon the implementation of any change. The administration will notify all parents/guardians, where possible, of any changes to the handbook.

Print Parent/Guardian Name:

Date:

Parent/Guardian Signature:

Date:

Print Student Name:

Date:

Student Signature:

Date:
