

Kennard Classical Junior Academy



Family Handbook 2014.2015

Kennard Classical Junior Academy

5031 Potomac

St. Louis, Missouri 63139

Telephone (314) 353-8875

Fax (314) 244-1806

Kennard website: www.slps.org

Kennard PTO website: www.kennardcja.com

Building Hours: 6:30a.m. - 9:00p.m. Mon – Fri (When children are present)

School Hours: 9:10am – 4:07pm

Office Hours: 8:00am – 4:30pm

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2014/2015 – Parent Sign-off Page

Please sign and return of this parent sign-off page. If you have a question, please see your child’s teacher and/or the building principal. Thank you for your cooperation.

I have received a copy of Kennard’s 2014.2015 Family Handbook. I have read and discussed the handbook with my family and agree to be responsible for following the rules and expectations of the school. I also understand that this handbook may be amended during the year and is applicable to all students. The administration will notify all parents and students in writing, where possible, of any changes to the handbook.

Student Name: _____

Teacher Name: _____

Parent Signature: _____

Date: _____



Wanda LeFlore, Ed.D.
Kennard Classical Junior Academy
5031 Potomac Street
St. Louis, MO 63139
Telephone: (314) 353-8875
FAX: (314) 244-1806

Dear Kennard Families,

Welcome back to another exciting year at Kennard Classical Junior Academy. It is a privilege to serve as your principal and the staff is thrilled that you have entrusted your child's education to us. Our goal is to engage and motivate your child to be academically and socially successful by implementing one of the most prevailing gifted strategies, curriculum acceleration coupled with enrichment. Kennard is a place where you will observe students participating in rigorous instruction, embedded with best practices that are aligned with Missouri Learning Standards and Gifted Education Programming Standards. These standards are grounded in theory, research, and practice paradigms that provide an important base for all gifted learners at all stages of development.

We encourage you to play an active role in your child's education by participating in our Parent Teacher Organization (PTO). This is a wonderful opportunity for you to share ideas and support the mission and vision of our school.

Finally, as a member of a professional learning community, I believe that a school environment is collaborative in nature and draws on the strength of all stakeholders, in striving for improving student outcomes. Working together makes a difference in the lives of our students. As a result, I look forward working with all the wonderful students, parents, and stakeholders of Kennard Classical Junior Academy.

Welcome,

Principal Wanda LeFlore

History of Kennard

Did you know that former Superintendent of Schools in St. Louis, MO, Dr. William T. Harris, initiated acceleration for gifted/talented students in the late 1800's?

Kennard Classical Junior Academy (CJA) 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 was named for Samuel M. Kennard a decorated soldier and St. Louis businessman. Kennard 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 schools system tied to the city's desegregation plan.

Kennard's goal is to improve student achievement by providing challenges that promote intellectual, social, emotional, and creative excellence. The learning community collaborates to nurture and promote an appreciation of diversity and individuality and to work diligently to instill self-confidence and a sense of empowerment in students. The staff, as well as other stakeholders, recognize that when students know they have a voice and are taught how to use that voice responsibly and productively students learn to become productive, accountable members of society.

In 2009, Kennard CJA was recognized as one of the fifteen high-performing elementary schools in the state of Missouri and was granted Missouri's Gold Star School distinction as well as the prestigious 2009 National Blue Ribbon Award. In 2013, Kennard was recognized by the Missouri Department of Elementary and Secondary Education (DESE) Annual Performance Reports (APR) as Accredited with Distinction.

The unique learning environment supports a school-wide Character Education Program that reflects participation from the entire learning community. In 2013, Kennard received Honorable Mention for a Missouri School of Character. This program recognizes all schools and districts that demonstrate an exemplary level of implementation of Character Education Partnership's Eleven Principles of Effective Character Education.

As a former member of Missouri's Professional Learning Community Project and with more than 95% of the teaching staff qualified with gifted and/or National Board Certification, the Kennard staff understands that the fundamental purpose of school is student learning. Therefore, the staff is equipped to minimize teaching students what they already know, provide new challenges, and strive to make learning a positive experience for each child. The student body consists of both urban and suburban students and includes a full range of socio-economic backgrounds and cultures. Students entering Kennard are placed based on the state criteria for gifted as well as the magnet lottery system.

St. Louis Public Schools Vision and Mission Statement



Vision Statement

Saint Louis Public schools is the district of choice for families in the St. Louis region that provides an excellent education and is nationally recognized as a leader in student achievement and teacher quality.

Mission Statement

We will provide a quality education for all students and enable them to realize their full intellectual potential.

Kennard Classical Junior Academy Vision and Mission Statements



Kennard Classical Junior Academy – Mission Statement

The mission of Kennard Classical Junior Academy is to meet the unique academic and affective needs of the gifted and talented student.

Kennard Classical Junior Academy – Vision Statement

The vision of Kennard Classical Junior Academy is to 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.

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
First Student Transportation	389-2202
Voluntary Inter-district Choice Corporation	721-8657 ext. 3050

Before/After School Programs - (On site)

YMCA Y Club (formerly known as Latchkey)*
Cheryl A. Roe, District Director of Child Care Services
South City Family YMCA
6:30 a.m. – 8:45 a.m.
4:07 p.m. – 6:00 p.m.
3150 Sublette Ave
St. Louis, MO 63139
(314) 644-3100

*Before/After Child Care Services are only available to students ages 5 and above.

Before/After School Programs - (Off site)

Youth Learning Center
Stacey Kenney, Program Manager
4471 Olive St.
St. Louis, MO 63108
Phone: 314.531.9916 x 12
Fax: 1.866.737.4308
Email: skenney@ylc-stl.org
Visit the website for online applications: www.ylc-stl.org

***Kennard CJA Policies, Procedures, and Student Expectations
2014.2015***

Absenteeism/Tardiness

When a student is late or absent, the parent should call the main office by 9:45am (353-8875). Families are notified via *SchoolREACH* (automated messaging system) if a child is absent and the school office has not been contacted by 9:45am.

When the student returns to school, he/she must bring a note with the parent's or guardian's signature, giving the reason for the absence. This note should be given to the classroom teacher who will then send it to the office. If the student's absence is due to a medical concern, please remember to also contact the school nurse.

Arrival Procedures

- Students should not arrive to school before 8:45 a.m. unless they are participating in the YMCA Y Club Before/After School Program on site. Morning yard supervision begins at 8:45am in the east school yard.
- The YMCA Y Club Before/After School Program participants must use the south door facing Potomac between the hours of 6:30am – 8:45am.
- Breakfast is served from 8:45 am – 9:05am in the cafeteria. Students must eat before they go to play areas.
- Students will line up according to homerooms at 9:05am.
- Students arriving late to school must enter the front door, accompanied by an adult, and report to the office.

Assembly Procedures

- Classes will be called to the place of assembly by the office staff.
- Students will proceed to assembly following hall procedures.
- Students will enter and sit quietly as directed by adults.
- Students are expected to be a polite audience.
- Staff will actively supervise students.
- Students who have difficulty following assembly guidelines will be removed. Removal must not disrupt the assembly.
- Students will leave quietly and promptly as directed by adults.

Attendance

Parents, guardians, and school personnel are obligated to see that their children maintain regular school attendance. Children who are late for school are to report directly to the school office with a parent or legal guardian. Leaving school early is strongly discouraged except for unavoidable circumstances. Tardies and early releases are cumulative and accrue toward an absence.

- Please schedule medical and dental appointments around school hours when possible.
- If appointments must be made during school hours, try to secure them at the very beginning of school or toward the end of the school day.
- If children have to be gone during the middle of the day, they should come to school at the usual time, be picked up for the appointment and then returned to school following the appointment.

- If at all possible, avoid taking students out of school for vacations. It not only interrupts the educational process, but also can have a very definite financial impact on your school district.
- If your child expresses hesitancy about coming to school, please contact the classroom teacher as soon as possible. Once the problem is solved, the child can then again experience a positive feeling about school and learning.
- The social worker and or counselor will contact parents of students with consecutive absences or a pattern of absences, tardies, and early dismissals.
- Students will be recognized at the end of the year if he/she has perfect attendance.

Before and After School Care

There is a YMCA Y Club program operating in the cafeteria from 6:30 a.m. until 8:45a.m. and from 4:07 p.m. until 6:00 p.m. If you need that service, call the YMCA directly at 314-644-3100. Students in that program dismiss with the pickup students and then go straight into the lunchroom from where they are received by the Latchkey staff. This program is for students, ages 5 and above.

Breakfast/Lunch Program

The District will offer both free breakfast and free lunch to all St. Louis Public School students. The District will no longer be required to collect meal applications Section 104 (a) of the Healthy, Hunger-Free Kids Act of 2010.

Breakfast is served daily starting at 8:45 and ending at 9:05. Students must eat before they play. If your child regularly participates in the school breakfast program, and your child is late to school as the direct result of a bussing issue, your child will still be served a breakfast, regardless of their arrival time at school.

A hot lunch program is also available. Lunches are served daily and a menu is distributed monthly. Milk is available for students who bring their lunches.

Bus Procedures

Riding the school bus is a privilege not a right. Students riding the bus must obey bus rules as outlined in the *SLPS Student Code of Conduct Handbook*. Students must sit quietly in their seats and follow all directions given by the bus driver. Students creating a disturbance on the bus may receive a bus suspension. During a bus suspension, parents must provide transportation for the student to and from school. *First Student Transportation* must be notified if a new bus route is needed **at 389-2202 or Stlouisrouting@firstgroup.com.**

For bus dismissal:

- Go to the gym, be seated, and use quiet voices until buses are called
- When your bus is called, exit the gym in single file
- **WALK** to your bus, cab, or van, when dismissed
- Follow directions of staff on duty

Cafeteria Procedures

Recess is after lunch. Teachers will escort their students to the playground at the designated time and pick them up from the cafeteria after lunch. Students must eat their food in the cafeteria and will be allowed to take water and restroom breaks during lunch. Teachers will also allow

students to use the restroom before returning to class. Please have your children dress appropriately for the weather, as we will take recess outdoors as much as possible.

Expectations for Cafeteria Behavior

- Students will stand in line quietly.
- Students will not share food with others.
- Students will ask permission before leaving their seat.
- Students will talk in a conversational tone.
- Students will clean up area after eating.
- Staff will actively supervise students.

Calendars

School calendars of activities, meetings, programs, etc. are sent home monthly during the school year. The school calendar is also available at www.kennardcja.com (under the information tab).

Change of Address

Parents are asked to notify the school in person and show proof of residency for any change of address. Also, immediately contact the school to report any change of telephone number, employment, or other student contact information. Also, *First Student Transportation* should be notified if a new bus route is needed at 389-2202 or Stlouisrouting@firstgroup.com.

Classroom Procedures

- Upon entering the classroom, students will unpack backpacks/book bags and prepare for the morning (i.e. sharpen pencils, take out folders, put away coats, etc.)
- Teachers will conduct morning meetings within the first 15 minutes of class.
- Students will complete a “Do Now activity” related to the anticipated lesson.
- Students are to remain in class until instruction is complete.

Class Rules

Teachers will discuss and post their classroom rules with the students. All rules are in accordance with district policy and relevant consequences may be assigned for breaking rules. Positive consequences are provided for adhering to rules.

Class Work

Students are expected to complete assignments during the school day. Unfinished assignments may be considered homework, depending on circumstances.

Communication

Major forms of communication between home and school includes, but is not limited to the following: classroom newsletters/updates, a bi-monthly newsletter from the principal (*From the Principal's Desk*), a monthly newsletter from the PTO (*Kennard CJA PTO Newsletter*) and *SchoolREACH* for important St. Louis Public Schools (SLPS) district information. *SchoolREACH* is a telephone notification system that allows SLPS to send a telephone or e-mail message to you providing important information about district events or emergencies. The successful delivery of information to your home is dependent upon accurate contact information for each student. Please be sure the most current telephone numbers are on file at the school. It is

pertinent that you contact the secretary as well as your child's teacher if your contact information changes. If you would like to receive information for more than one household, notify your child's teacher.

Conferences

- District parent-teacher conferences will be held in October and March. Your specific parent-teacher conference time will be arranged with your child's teacher.
- Report cards will be distributed during the conferences. Additional conferences to discuss a student's academic progress or behavior may be requested by the parent/guardian, teacher, or an administrator and will be held by appointment only.
- ***Conferences will not be conducted when teachers are providing instruction or supervising students.***

Counselor

Parents and students have access to counseling services on site. Parents or teachers may request services for any student enrolled at Kennard.

Discipline

Students are expected to comply with all classroom, school, and district rules.

District Level: Each family will receive a SLPS ***Parent Information Guide and Student Code of Conduct Handbook***. Parents and students are responsible for reading the handbook, signing and returning the ***Parent Affidavit*** page to the classroom teacher. Review the handbook at www.slps.org; go to *Parents and Students* and click on *Student Code of Conduct Handbook*.

Building Level: Kennard's Positive Behavior Support Plan (PBSP) is aligned to SLPS' detailed plan on pages 28-35 in the ***Parent Information Guide and Student Code of Conduct Handbook***. Please read and review the PBSP with your child. For a copy of Kennard's PBSP visit www.slps.org; go to schools, type in *Kennard* and click on *Positive Behavior Support Plan*.

Dismissal

- The Kennard school day ends at **4:07 p.m.** at which time the students are promptly dismissed. Staff is posted on both playgrounds and in the gym to direct students.
- Please plan your day so that students are picked up on time. All students must be picked up by 4:07pm each day, unless they are under the direct supervision of a teacher or have an approved practice or sponsored activity, such as Brownies, Scouts, etc.
- If a child is not picked up by 4:07pm, the child will be escorted to the main office. Repeated incidents may result in notification to the Department of Children and Family Services.
- Please do not park, drive or walk through the teacher parking lot (east) to pick up students.
- Please make every effort **not** to call the office at the end of the day to request changes in dismissal procedures unless absolutely necessary. Dismissal requests made after 3:30p.m. may not be accommodated.
- If your child has a change in their dismissal routine, please notify the classroom teacher in writing.

Early Dismissal Procedures

- Students need to be at school all day; try not to pick up students early unless it is unavoidable. If you must pick up your child before 4:07 p.m., please come to the office and sign out your child.
- Send a note to the teacher stating who will pick up the child and the time the student will be picked up. The adult picking up the child must be listed on the Authorized Pick-Up Form on file in the main office.
- Complete the early dismissal sign out sheet stating the nature of the early dismissal. Students will be called to the office and parents may wait for them in the front hall outside the office.
- Please do not go to the classroom to pick up your child. The secretary will notify the classroom teacher and the child will be sent to the office. Due to safety concerns, children are not allowed to wait in the office or hall.
- We will not release children until we are sure that proper arrangements have been provided.
- Also, remember to park on the street when picking students up for early dismissal.

Early Dismissal Procedures for Pre-K, Kindergarten, and 1st grade

- Custodial Parent/Legal Guardian/Designee must report to the main office.
- Custodial Parent/Legal Guardian/Designee must show photo identification that matches the name on a Designee Form (Authorized Pick-up Form).
- Custodial Parent/Legal Guardian/Designee must be at least 18 years old.
- Custodial Parent/Legal Guardian/Designee must sign the Early Dismissal Book and the front office staff will then complete an early dismissal slip which will be given to the parent/authorized person to give to the teacher. **NO CHILD SHOULD LEAVE A CLASSROOM WITHOUT AN EARLY DISMISSAL SLIP FROM THE FRONT OFFICE.**
- School Official/Office Personnel must notify the teacher by Public Announcement System/Telephone that an authorized adult is picking up the child. Parent/Authorized Person may then proceed to the classroom to pick up the child. Parent/Authorized Person will present the early dismissal slip to the teacher; child is then released to the parent/authorized person.
- Parents must also sign the log book in the child's classroom.

SLPS Protocol for Students Left at School after Dismissal

When students are left at school after hours, and the parent or guardian cannot be reached, the principal/staff member must contact St. Louis Public School Safety.

- School Safety will assist by contacting the student's home.
- A SLPS Officer will respond to the school to remain with the staff member until the student has been picked up or transported home.
- School Safety will make every effort to contact a parent or the emergency contact before notifying the police.

Electronic devices

Under the *SLPS Student Code of Conduct*, students are NOT to bring electronic devices such as cell phones, gaming systems, or laser pointers to school. Any student possessing, transmitting, or using any type of portable electronic communications system on school premises can be charged with a *Type III Behavior* offense. If a student possesses one of the above devices, any teacher or staff member may secure the device and contact an administrator.

Emergency Calls

You will be called immediately in cases of accidents, illness, or emergencies. Please provide a number for both parents/guardians (home, work, cell, etc.) and another contact person in the event parents/guardians cannot be reached.

Emergency Drills

Fire drills are required monthly. Everyone is to respond quickly and calmly as they leave the building through the assigned exit. Tornado and other emergency drills will be conducted periodically. Students are to follow the directions of the teacher.

Emergency Exit Procedures

- Students will follow their teacher directions which are based on emergency directions posted inside each classroom.
- Students will model the expectations for **Hall Procedures**.
- If an emergency drill occurs while a student is out of the classroom, the student should move with the class closest to him/her.

Emergency Shelter

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. The telephone number is 771-2772.

Entering & Exiting the Building

- The east playground and west gym doors will be opened at 8:45 am for arrivals.
- Children are to stay on the playground (during good weather) or in the gym (during inclement weather). Adults are in the hallways and on the playground or in the gym during this time. These doors will be locked at 9:20 am.
- All doors will remain locked until the afternoon pickup at 4:00 pm, at which time they will be unlocked. The gym entrance/exit doors will adhere to the same time schedule.
- Staff members will not be available to open locked entrances/exits between 9:15 am and 4:00 pm. Please use the main entrance.
- Any properly authorized adult wishing to pick up a child between 9:15 am and 4:00 pm must ring the front entrance doorbell and enter the building through the front doors. Anyone picking up a child, other than parents and legal guardians, must be listed on the emergency form and they will be asked to show ID.
- IDs will be checked. We appreciate your patience when asked to show your ID and/or wear a visitor or volunteer tag.
- People entering our school through the front door during school hours will be asked to identify themselves and/or tell us of the specific nature of the visit via the intercom system after ringing the bell.

- All visitors and volunteers will be asked to wear a tag identifying you as a visitor or volunteer. This does not include people coming into the office just to pick up a student.
- The north side pre-school doors, # 3 and # 4, should not be used for dismissal due to student safety concerns in crossing the bus lot.

Field Trips

Field trips are educational, enriching experiences that serve to enhance and reinforce classroom learning. Supervised field trips for students must be approved by the building administrator. Students must abide by all school policies during transportation and 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 permission slip must be filled out and signed by the student's parent or guardian. For the safety of students, verbal permission and telephone calls rendering permission will not be accepted; however, faxes can be accepted if necessary. Occasionally, parents are requested to accompany a child on a field trip. Parents serving as chaperones must be an approved volunteer and must abide by school and district policies.

Food Safety

Food that is prepared and cooked at home cannot be distributed to students. All food and snack items must be store-bought and pre-packaged.

Fund-raising

All fund-raising activities that involve SLPS students must adhere to the ***Fund-raising and/or Collection of Monies Policy***. 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. No one is permitted to sell items on school property that benefit any outside organization without proper authorization. Students are not to sell items door to door, or bring money to school *unescorted*.

Hall Procedures

- Teachers will escort students to and from related arts classes (art, music, etc.).
- Students being pulled out of class for services will be picked up and returned by an adult. In the event that an adult is not available to escort students, students will be given an appropriate pass.
- Students leaving a classroom or an office will be issued the appropriate pass. Any student who does not have a pass will be sent back to the sending room.

Expectations for Hall Behavior

- Students will stand in line quietly
- Students will respect all students and adults
- Teacher will monitor entire line (walk at middle or end of line).
- Teacher will talk to students in a respectful tone.
- Teacher will not leave line unattended.

Homework

Daily homework will not exceed the maximum minutes recommended in the District's homework policy, generally 20-30 minutes per night. However, unfinished class work may be added to an individual student's homework load, which would increase the amount of time needed. Homework is differentiated for individual students needs. Students cannot fail a subject area because of failure to return homework assignments; however, it may impact a student's grade.

Illness/Accident Procedures

In the event of a serious illness or accident, the school nurse, principal or designee will:

1. Contact parents when necessary.
2. Contact other authorized persons listed on the child's emergency card, if possible.
3. Contact child's physician if above persons cannot be reached.
4. In extreme emergencies, an ambulance will be called, and the child will be taken directly to the hospital. The parents will be contacted.

Only the school nurse, principal, or designee will make calls to parents regarding student illness unless approved by the principal.

Inclement Weather

School closings or snow schedules are announced on the following major television and radio stations: [KMOV (CBS), KSDK (NBC), KDNL (ABC), KTVI (FOX)] Additional information is available on the District's website (www.slps.org).

Library Media Center Procedures

The Library Media Center will be opened Monday through Friday from 8:30 a.m. to 4:38 p.m. for staff, students, administrators and parents use. This includes 30 minutes before school and 30 minutes after school ends, as well as during the regular school day.

- Students must have permission to visit the library before and after school.
- Teachers will escort students to the library and remain with them unless other arrangements have been made.
- Students should enter, work, and exit quietly.
- Students should come prepared with paper and pen or pencil.
- Students will not eat or drink in the library media center.
- Students may borrow one book each library visit.
- Students should return books on time and in good condition.
- Borrowed books must be returned before another book can be checked out.
- Students will respect themselves, respect others and respect school property
- Students should help keep the library media center neat and clean.
- Students should handle all library material with care and use bookmarks.

Lost & Found

The lost and found table is located by the gym. If a student is missing clothing or other possessions, the lost and found table is the first place that should be checked (during school hours). Please label all clothing and personal items so we can do our best to return lost items to their rightful owners. *Unmarked* and *unclaimed* items will be donated to a local charity at the end of the school year. Please take found valuables such as money, jewelry, glasses, etc. to the main office. Valuables and large sums of money should not be brought to school.

Messages to Students

The school office will assist parents in conveying messages to their children in case of an emergency. However, parents need to contact the school prior to **3:30 p.m.** to ensure that the message is delivered before the end of the school day. Because of the volume of incoming calls, students are discouraged from using the office phone at the close of the school day.

National Elementary Honor Society

Kennard has established a chapter of the National Elementary Honor Society for students in grades 3 -5. Nominated students must have a GPA of 3.5 or higher. Selected participants must demonstrate responsibility at school, home, and the community through Academics, Leadership, Service, Community Involvement and Character.

Nurse

- All student health concerns and required forms must be directed to the school nurse or designee.
- Students who have medicines dispensed at school will see the school nurse.
- Adults must refrain from having conversations with students or colleagues about a student's educational/medical diagnosis or any medications the student is taking.
- Staff members are not permitted to give any form of medication to students.
- All students are expected to participate in regular educational activities unless they have a written medical excuse from a doctor on file.
- If you need medical forms contact the school nurse or go to www.slps.org. Go to Parents and Students, click Student Health, and choose the requested form. Contact the school nurse for more information.

Parking

- Staff parking is in the east lot; please do not park, drive, or walk through this lot.
- The *west* parking lot (large blacktopped playground behind the school) is for buses, taxicabs, vans, parents and visitors during daytime programs and School transportation vehicles and handicapped parking between 3:00 p.m. and 4:30 p.m. daily.
- NO OTHER PARKING is allowed on the west lot during that time.

Street Parking: It is necessary for parents/guardians to park on the street and escort their child to and from the playground/school during school hours until 4:30 p.m.

Please do not load and unload your children from a vehicle stopped in the middle of the street or request (or motion to students) to cross the street to get into your vehicle. Please refrain from parking close to the entrances and exits during arrival and dismissal times so that buses can maneuver more easily. Latchkey/before and after-school care parents please park on Potomac and enter through the cafeteria door.

Parent Involvement

Parents are encouraged to observe, visit and assist in classrooms, provide suggestions, work on committees, help select new textual materials, etc. In addition to several standing, school-based parental organizations and committees, the district provides parental input on the Missouri School Improvement Committee (MSIP), and Parent Assembly. Please also see Parent-Teacher Organization (PTO) on page 22.

Pets

Due to health and safety concerns, family pets are not allowed in classrooms or on school grounds. (This excludes service dogs)

Playground Procedures

Kennard's playground procedures are developed to keep children safe while allowing them opportunities to grow and play. Students must listen to all adults supervising the play area whether it is a teacher, administrator, non duty supervisor, or a volunteer. Discipline will be handled by the staff on playground duty. Disrespect for authority or disregard for rules and regulations will result in disciplinary actions for the student. Only school regulated equipment (provided by the school) is allowed on the playground.

There is no playground supervision before 8:45am and after school hours. During this time, all children must be accompanied by an adult on the playground. Teachers on duty reserve the right to change these rules at any time if there is something that impacts their ability to keep children safe. Review this information with your child and report any playground equipment issues to the main office. For a copy of Kennard's Playground Procedures visit www.slps.org go to schools, type in Kennard and click on Playground Procedures.

Restroom Procedures

- Students will get permission from teacher to use restroom during class time.
- Please contact the nurse if your child requires unlimited restroom privileges.
- Students will follow hall procedures and return to class quietly.

Retention

If student data reveals that a student is not meeting grade level expectations, the parent(s)/guardian will be notified by the teacher at the end of the first marking period. An intervention plan will be necessary for a student with 2 or more failing marks. If a student has not improved with an intervention by the end of the first semester, a parent conference will be scheduled to discuss further interventions and possible outcomes.

Science Fair

Each student in grades fourth and fifth will complete a Science Fair Project. The **Experiment Model** is highly recommended. Before students proceed with their Science Fair Project, they must have an approved plan signed by their classroom teacher. Science fair display boards are provided by the school. More detailed instructions will be provided by the classroom teacher and/or the science lab teacher.

Social Worker

The school social worker operates as a link among the school, the students, their families, and the community's social services. They work with students while focusing on family and community factors that influence their performance in school.

Student Progress/Formal Reporting Procedures

- **Open House:** Kennard staff will meet with families to help familiarize parents with their child's classroom and school. Classrooms are open to explain the curriculum that will be undertaken by the students during the school year. Grade level expectations, classroom

expectations, classroom daily schedule, discipline, and homework policies will be discussed. Teachers will plan activities for their classroom and prepare an agenda for the time the parents will spend in their room. Kennard's Annual Open House is typically held the Friday before school starts.

- **Conferences:** SLPS schedules two (2) parent-teacher conference per year. The principal and/or teachers may also schedule additional conference(s) with parents to discuss academic and social growth. These conferences may be scheduled as necessary. Before scheduling a conference, all documentation must be ready and available for parents to review.
- **Progress reports** will be issued every five weeks after the quarter begins and **report cards** will be issued at the end of each 10-week quarter. Only students achieving less than 80% in any subject area (including related arts) will continue to receive an Interim Progress Report. This change is being made to reduce "redundant" grade reporting.
- **Informal reporting** may take place any time. A parent may check with the teacher any time a question or concern arises.

Student Recognition

Outstanding student achievement, citizenship, and attendance are recognized several times a year with school-wide announcements, certificates, and other incentives.

Testing

The St. Louis Public School District has a yearly assessment calendar. The three basic assessments administered are Acuity, STAR Reading, and the Updated Missouri Assessment. Results from these assessments are available from your child's classroom teacher. The testing schedule is available on the Kennard school calendar.

Textbooks

Students are responsible for textbooks. Parents will be expected to pay for lost or damaged books. Students are issued one set of books and must have them available in class each day.

Transportation Changes at the End of the Day

During an emergency, the school office will make every effort to notify your child of a transportation change. However, due to classroom transitions and special projects, this is not always possible. To make sure your child receives messages in a timely manner, please contact the school prior to 3:30 p.m.

Uniforms

Students are strongly encouraged to wear uniforms each day. Exceptions will be made when special attire is requested during field experiences, picture day, and special events. See page 21.

Visitor Procedures

Since it is our goal to provide a safe learning environment for students and staff, **anyone** visiting the school must adhere to following procedures:

- 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.
- 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 reads 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
- Forms are located in the office or at www.slps.org. Go to Parents & Students, click on Volunteer Services and then click Volunteer Resources
- Contact the *Office of Volunteer Services* at 345-4554 for additional information

Kennard CJA School Uniform and Dress Code

Thank you for supporting our dress code! You know that school dress and grooming (*cleanliness and neatness*) have a bearing upon student performance and learning. At Kennard we **DRESS FOR SUCCESS!** SLPS District has implemented a District Wide School Uniform Policy. In accordance with the District policy, **blue jean material (pants, shorts, and skirts) is not acceptable at Kennard.** The District will assess the policy, seek input from parents/guardians, and modify as appropriate. All students are STRONGLY ENCOURAGED to abide by the uniform and dress code that follows:



Boys

Tops

- white plain shirt w/collar
- gold plain shirt w/collar
- navy blue plain shirt w/collar w/collar

Bottoms

- khaki pants/shorts
- navy blue pants/shorts



Girls

Tops

- white plain blouse or shirt w/collar
- gold plain blouse or shirt w/collar
- navy blue plain blouse or shirt

Bottoms

- khaki skirt/jumper/shorts/slacks
- navy blue skirt/jumper/shorts/slacks

Note:

- Shirts and blouses may be short or long sleeve.
- Shirts and blouses should not have any pictures, ornamentation, etc.
- Any combination of the colors is acceptable.
- “Gold” color is the color of mustard.
- All **Kennard wear** shirts are acceptable as part of the uniform.
- A belt must be worn as applicable.
- Blue jean wear is not acceptable.**

In addition, please do not send you child to school wearing:

1. Extremely brief, tight and cut-off attire.
2. Clothing with large cuts and/or holes in areas where the body is normally covered.
3. Sleeveless, halter, midriff, spaghetti straps and mesh tops, blouses, or shirts.
4. Tee-shirts with tasteless, inappropriate slogans and/or pictures.
5. High-heels, strapless sandals/shoes – particularly thong and flip flop-type shoes – that are noisy and dangerous.
6. Unfastened, unbuttoned, sagging/drooping/hanging (below the waistline) shorts or pants.
7. Any attire that is deemed unsafe.
8. Hats or scarves used as hats (inside the building) unless this is part of a culture or we are having a “hat day.”

Parent Teacher Organization (PTO)

Our Mission

To maintain a viable PTO designed to promote school community participation and support the unique intellectual diversity and gifted education programs at Kennard.

We plan to support our mission with five simple goals:

1. Enhancing teaching and learning through financial support, volunteerism, and providing information about gifted education.
2. Creating a community of ethnic and cultural co-existence through organized social activities.
3. Maintaining a positive relationship within our community.
4. Maintaining effective communication with Kennard stakeholders.
5. Advocating for Kennard issues.

The PTO distributes a monthly newsletter/meeting announcement at the end of each month.

You can find more information about the PTO and Kennard on our website, www.KennardCJA.com including a calendar of events, contact information for board members and committee/event chairs, information about fundraising and Kennardwear, and more.

2014-2015 PTO Officers

President, Tiffany Tibbs
ttibbs2006@yahoo.com

Vice President, Nicole Scott
Nicole.Scott@majorbrands.com

Treasurer, Myra Belgeri
belgerifamily@yahoo.com

Secretary, Lisa Granich-Kovarik
granichkovarik@sbcglobal.net

Room Parent Relations Officer, Allison Miller
allimiller18@gmail.com

Parliamentarian, Johnni Walker-Gillespie
jwalkergillespie@yahoo.com

Security Officer, Jennifer Beffa
jennifer.beffa@slps.org

Fundraising Officer, Gary Siddens
glsiddens@sbcglobal.net

Enrichment Resource Officer, Nick Miller
n.e.miller@gmail.com

Database (Information) Officer, Jennifer Anania
jenanania@gmail.com

District Affairs Officer, Nicole Colbert-Botchway
nicole-colbert@sbcglobal.net