



ANN JERKINS-HARRIS



**STUDENT'S AND PARENT'S HANDBOOK
2023-2024**

Approved by the Governing Authority FEBRUARY 18, 2023



ANN JERKINS-HARRIS

ACADEMY OF EXCELLENCE

AN ELEMENTARY LEADERSHIP SCHOOL

Kindergarten to Eighth Grade

HOME OF THE MIGHTY PENGUINS!

WE ARE FAMILY!



ANN JERKINS-HARRIS
(1947-2021)
FOUNDER AND VISIONARY



VISION STATEMENT

At the Ann Jerkins Harris Academy of Excellence, we support and stimulate an educational environment that nurtures the whole child and promotes individuals of excellence.



MISSION STATEMENT

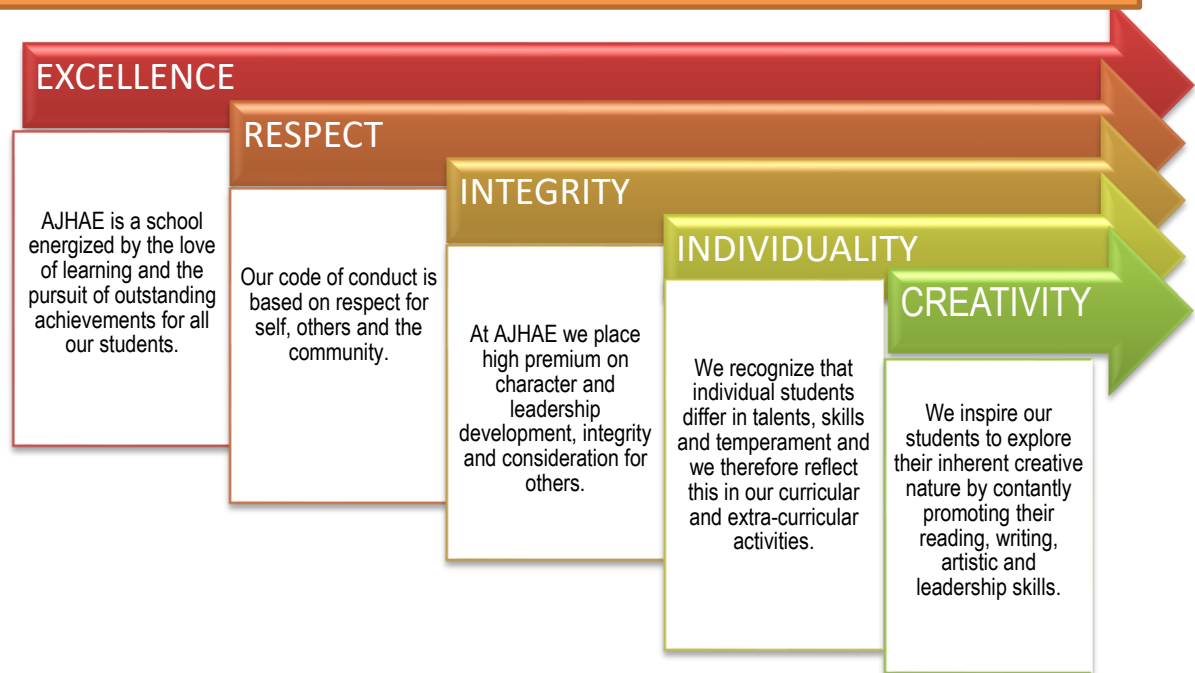
The mission of the AJHAE is to understand the social, emotional, physical, and academic needs of our students adopting a whole-child approach.



OUR CORE VALUES

Beliefs and Principles that govern our organizational behavior and support the execution of our educational model.

THE 5 LAMPS THAT GUIDE OUR JOURNEY



ORGANIZATIONAL OVERVIEW

At the ANN JERKINS-HARRIS ACADEMY OF EXCELLENCE, we are proud to provide our students with the opportunity to gain experience alongside a diverse group of children and families who reflect the racial, cultural and socio-economic diversity of communities surrounding our school.

Our standards-based program provides an academically challenging, creative and emotional supportive environment for our students and is designed to continually expand student's knowledge and understanding of concepts, ideas and information.

Our differentiated teaching-learning approach is the cornerstone of our instructional delivery at AJHAE. We offer our students the strategies for gathering information, a classroom climate of shared inquiry, and hands-on experiences making use of a variety of materials.

Teachers design projects to promote collaboration between students, connect concepts between curricular areas, and anchor state standards in meaningful contexts like those students will experience in their lives beyond the classroom. Projects will be shared with our community in performances, simulations, art shows, and displays as we celebrate together the continuing joy of lifelong learning.

Our school is designed for families who are seeking innovation in education. Through our Personalized Learning Model, students participate in enrichment classes in the core subject areas of language arts, math, social studies and science. We offer

a wide range of programs plus onsite intervention and enrichment curricula, including technological resources. The school provides high-quality and state adopted curricula.



GOVERNING AUTHORITY

BOARD MEMBERS

Charles Harrison
Chairperson

Board Members

Allison Cox
Beverly Tucker
Lena Webb
John D. Walthall III
Dr. James Jones
Bill Harris

SCHOOL ADMINISTRATION

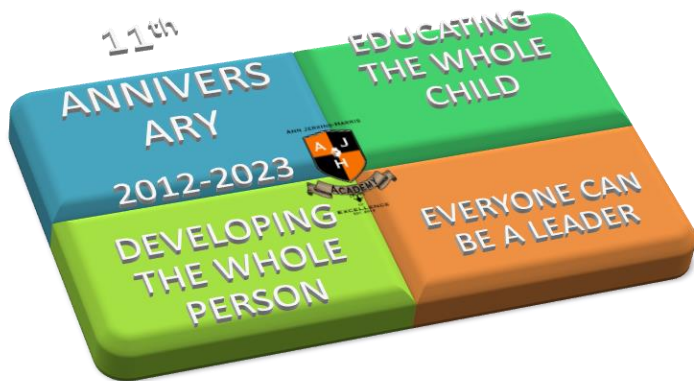
Sonya Loggins
SUPERINTENDENT AND SCHOOL LEADER

Dr. Israel Irizarry-Koppisch
ASSISTANT SUPERINTENDENT:
Human Resources, SPED Program and Regulatory
Affairs, Homeless and Foster Care

Anita Bass
CHIEF OF BUSINESS SERVICES
EMIS Coordinator and Registrar

Charlisa Blackshear
OPERATIONS MANAGER

JUSTIN BLACKSHEAR
Executive4 Assistant to the School Leader
DEAN OF STUDENT AFFAIRS



ANN JERKINS-HARRIS

ACADEMY OF EXCELLENCE
AN ELEMENTARY LEADERSHIP SCHOOL

INTRODUCTION

Thank you for selecting the **ANN JERKINS-HARRIS ACADEMY OF EXCELLENCE** for your child.

We are very excited about our tenth school year!

We have been growing slowly but surely thanks to the Toledo community support.

At the ANN JERKINS-HARRIS ACADEMY OF EXCELLENCE—an elementary leadership school--, we are proud to provide our students with the opportunity to learn alongside a diverse group of children and families who reflect the racial, cultural and socio-economic diversity of communities surrounding our school.

Our standards-based program provides an academically challenging, creative and emotional supportive environment for our students and is designed to continually expand student's knowledge and understanding of concepts, ideas and information.

Definitely *AJHAE* is designed for families who are seeking innovation in education. Through our Personalized Learning Model, students participate in enrichment classes in the core subject areas of language arts, math, social studies and science. We offer a wide range of programs plus onsite intervention and enrichment curricula, including technological resources. The school provides high-quality and state adopted curricula.

At the Ann Jerkins-Harris: Academy of Excellence, we are proud to provide our students with the opportunity to learn alongside a diverse group of children and families who reflect the racial, cultural, and socio-economic diversity of communities surrounding our school. Our standards-based program provides an academically challenging, creative, and emotional supportive environment for our students and is designed to continually expand student's knowledge and understanding of concepts, ideas, and information.

Our educational philosophy is founded in empowering our students to become leaders in a changing world. Through a holistic approach we offer our students the strategies for gathering information, a classroom climate of shared inquiry, and hands-on experiences making use of a variety of materials. Teachers design projects to promote collaboration between students, connect concepts between curricular areas, and anchor state standards in meaningful contexts like those students will experience in their lives beyond the classroom. Projects will be shared with our community in performances, simulations, art shows, and displays as we celebrate together the continuing joy of lifelong learning.

AJHAE is designed for families who are seeking innovation in education. Through our Personalized Learning Model, students participate in enrichment classes in the core subject areas of language arts, math, social studies, and science. We offer a wide range of programs plus onsite intervention and enrichment curricula, including technological resources. The school provides high-quality, and state adopted curricula.

We encourage you to maintain an active role in your child's education. As a new and growing school, we welcome your comments, feedback or questions you may have. Feel free to call or set up an appointment if you would like to discuss any matters pertaining to your child's education and school.

What is a charter school?

A charter school is an independently run public school granted greater flexibility in its operations, in return for greater accountability for performance. They are funded with public monies just like other public schools. However, they are not held to some of the same laws, regulations, and guidelines as regular public schools. The "charter" establishing each school is a performance contract detailing the school's mission, program, students served, performance goals, and methods of assessment.

Charter schools are a different option for public school students. They are not allowed to charge tuition, but they often have controlled enrollments and have waiting lists for students wanting to attend. Charter schools are often started by administrators, teachers, parents, etc. who feel constrained by conventional public schools. Some charter schools are also established by non-profit groups, universities, or private industries. Some charter schools focus on certain areas such as science or math and others attempt to create more difficult and a more efficient educational curriculum. The ANN JERKINS-HARRIS ACADEMY OF EXCELLENCE is a non-profit organization.

What is the difference between charter schools and other public schools?

Charter schools are public schools of choice, meaning that families choose them for their children. They operate with freedom from some of the regulations that are imposed upon district schools. Charter schools are accountable for academic results and for upholding the promises made in their charters. They must demonstrate performance in the areas of academic achievement, financial management, and organizational stability. If a charter school does not meet performance goals, it may be closed.

Are charter schools all the same?

No. Charter schools can vary a great deal in their design and in their results. Uncommon Schools creates schools based on the principles and practices that have proven successful in producing significant academic gains at high-performing urban charter public schools across the country.

Who authorizes charter schools?

This varies from state to state, depending on the state's charter law. In Ohio, the state Department of Education authorizes the sponsor organization and the specific charter schools.

Who attends charter schools? Whom do they serve?

Nationwide, students in charter schools have similar demographic characteristics to students in the local public schools. In some states, charter schools serve significantly higher percentages of minority or low-income students than the traditional public schools. Charter schools accept students by random, public lottery.

How are charter schools funded?

As public schools, charter schools are tuition-free. They are funded according to enrollment levels and receive public funds on a per pupil basis. Charters do not receive capital funds to support facility expenses. Charter schools are entitled to federal categorical funding for which their students are eligible, such as Title I and Special Education monies. Federal legislation provides grants to help charters to manage start-up costs.

What are some benefits with charter schools?

Creators of charter schools believe that they increase learning opportunities and provide greater access for a quality education. Many people also enjoy the choice they create within the public school system for both parents and students. Proponents say they provide a system of accountability for results within public education.

One of the biggest benefits is that teachers are often encouraged to think outside the box and are encouraged to be innovative and proactive within their classrooms. This is in contrast to the belief that many public school teachers are too traditional and rigid. Charter schools advocates have stated that community and parental involvement are much higher than those in traditional public schools. With all of that said, charter schools are primarily chosen because of their high academic standards, small class sizes, ground-breaking approaches, and matching educational philosophies.

OUR CHILDREN IN THE LEARNING PROCESS!!!



A FIELD TRIP TO FOSSIL PARK



FIELD TRIP TO JEFFERS GARDEN CENTER



EDUCATIONAL OFFERINGS

English Language Arts

Our English Language Arts Program is keyed to the notion that reading and writing are components of one process and that each supports the growth of the other. Students spend extended periods of time reading and discussing literature, and have continuous, repeated exposure to the process of writing. In this manner we are building the skills and developing the interest and confidence needed to support lifelong readers and writers, as well as the skills and strategies to ensure success in middle school and beyond.

Mathematics

Our goal for mathematics instruction is to produce students who recognize and appreciate the mathematical components of their world and the important role that mathematics will play in their future. We strive to develop student fluency with numbers supported by a strong mathematical vocabulary and solid skill base. Challenging projects that implement skills and concepts support the development of mathematical reasoning and algebraic thinking building confident problem-solvers throughout the grades. Our early focus on the application of skills readies our students for increasingly challenging math curricula.

Science

Our standards based science curriculum is built on the belief that science is a **hands-on inquiry-based collaborative endeavor**. Hands-on scientific experiences, supported by content rich classroom libraries, Internet resources, speakers and field trips provide a context for discovery. Students test hypotheses, expand their knowledge base, and work with classmates to develop new insights. Projects include collaborative presentations as well as more formal written research. There are many opportunities to share the joy of scientific discovery with classmates, teachers and parents.

Social Studies

We consider our social studies curriculum to be an opportunity to promote a culturally sensitive historical perspective and to inspire civic-minded participation through community service. Our social studies curriculum is aligned with Ohio State Standards, following core content expectations. Instructional delivery is focused on guiding questions and projects as we build student understanding of

various historical perspectives, providing opportunities for students to explore, analyze and deepen their understanding of community, diversity and multiculturalism.

Visual and Performing Arts

Currently we expose students to the arts in two diverse ways: within the academic classroom setting, and in weekly subject-specific arts instruction in visual arts and music. When students learn visual and performing arts from skilled specialists, they develop a deeper and more focused appreciation and skill set than they would from integrated arts alone. For example, children learn about color and elements of line in art, and about rhythm and phrasing in music. Art and music specialists showcase student work through performances, an annual student art show, and during our weekly community traditions. Students use the arts to deepen their understanding of a subject, or share what they have learned with others. Classroom lessons often include music from the period of study, or opportunities to select art as a way to demonstrate what has been learned.

Physical Education

Physical Education, nutrition, as well as our healthy food policy, promote a connection to an active lifestyle as well as healthy eating habits. Our physical education program emphasizes the importance of activity, and physical education specialists use a variety of strategies to promote engagement and teambuilding as well as fitness. Dance and the use of music are both integral components of our program.

Assessments

In the elementary program students are assessed using a variety of instruments to determine flexible groupings. Periodically we assess our students in order to be able to follow-up their achievements and educational growth. On a quarterly basis our instructional staff are able to see every child's progress and/or areas that need more attention in order to promote their learning achievement.



Literacy

In the AJHAE elementary program we feel literacy is the key to accessing all learning. Classroom teachers utilize a blend of programs and materials to instruct students in reading and writing. The core program of instruction addresses the 5 components of literacy: phonemic awareness, phonics, fluency, comprehension, and vocabulary. A large portion of the writer's workshop involves student writing and conferencing. Students receive spelling instruction through a word study approach. Word study uses categorization and activities that encourage word play and manipulation to help students explore word patterns and internalize spelling rules.

Technology

Technology plays a particularly important role in the classroom today and can be used to teach important concepts in almost every subject area. It is imperative that teachers become comfortable with many forms of technology. We are excited to announce that 100% of our classrooms in grades K-6 have a Smartboard. Teachers are creating lessons that are more interesting, motivating and engaging for our students. The students are working on developing typing skills, accessing interactive websites, and utilizing software such as Excel and PowerPoint. In grades 3-6 these skills continue to be addressed in a more content-integrated fashion as students use classroom computers and travel to the computer lab. Incorporating modern technology with traditional teaching methods will help to make instruction more comprehensive, engaging, and interactive.



FIELD TRIP TO FOSSIL PARK

Enrichment Classes

Enrichment Classes Planned for 2022-2023 (additional classes to be added)

- Oral and Written Language
- Arts and Crafts
- Exploring Science
- World Cultures
- Field Trip Study Unit
- Life Skills
- Dance

Field Trips

The K-8 Independent Study program provides a variety of educational based field trips for our students to attend. Our faculty members will plan field trips to enrich their class lessons according to curricula needs. Students may attend an Enrichment Study Unit to learn about important aspects of each field trip.

Intervention

The K-8 Differentiated Education Program takes pride in addressing the needs of our students. Time is set aside to provide intervention for individuals who have demonstrated a need through state assessment, local assessment, and course progress.

The K-8 Differentiated Education Program may require that a Student Study Team meeting is held in order for intervention to be discussed and needs evaluated. Intervention sessions take place individually or in small groups based on the needs of the students.

ANN JERKINS-HARRIS ACADEMY OF EXCELLENCE

STUDENT CODE OF CONDUCT

At the ANN JERKINS-HARRIS ACADEMY OF EXCELLENCE all students are expected to conform to the Student Code at school, on school premises, at school activities or functions whether on or off the school premises, and on transportation to and from School, if paid for and provided by the school and are subject to the school's disciplinary process when they fail to do so.

Parents can support our program by reviewing the school rules below:

BE SAFE

BE RESPECTFUL

BE RESPONSIBLE

These rules will be reviewed by teachers throughout the school year so that all students are aware of them. Consequences for breaking the rules may involve a time out or missed recess, teacher communicating with parents or conference with School Principal, parent, teacher and student.

It is the school intent to provide a safe, orderly and nurturing environment that is free from any form of harassment or bullying. Serious offenses will result in immediate referral to the office for possible disciplinary action –including suspension and/or expulsion from school. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decision of staff and/or administrators.

UNACCEPTABLE BEHAVIORS

- | | |
|---|--|
| <ul style="list-style-type: none">▪ Bringing to school, possessing, concealing using a weapon, or replica of a weapon, on school property and/or transportation system.▪ Substance abuse or any possession, use, distribution or sale of tobacco, alcohol or unlawful drugs, including drug paraphernalia.▪ Use of threats, intimidation or harassment, including mean-spirited teasing or bullying.▪ Assault or menacing of a district employee, school employee or another student.▪ Open defiance of a teacher's or administrator authority. | <ul style="list-style-type: none">▪ Willful damage or destruction of school property or employee's property.▪ Use or display of profane or obscene language.▪ Leaving school campus or other school-sponsored events without permission.▪ Theft▪ Violations of district transportation rules.▪ Sexual harassment and/or touching other student's bodies.▪ Persistent failure to comply with rules and regulations under the direction of school staff members. |
|---|--|

ATTENDANCE

Regular attendance is absolutely essential to learning and success in school. The State of Ohio law recognizes the importance of attendance to school by providing as follows:

“All students between the ages of 5 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law”.

School staff will monitor daily and report violations of the state compulsory attendance law.

In elementary school where most learning is interactive and hands-on, it is impossible to duplicate the learning experiences with make-up assignments. It should be recognized by students and parents that every absence adversely affects a student's learning process. While we do not want students who are ill to be in school, we do not want student or parents to feel that almost any excuse justifies absence from school.

The following policies will be in effect for attendance:

EXCUSED ABSENCES

An absence may be excused if the absence is caused by the student's sickness, a serious illness of some member of the pupil's family which needs the student's presence at home, doctor's or dentist's appointments, or by an emergency. The Principal and/or teacher may also excuse absence for other reasons when satisfactory arrangements are made in advance of the absence.

Family trips during scheduled school days are completely discouraged but may be approved where satisfactory arrangements are made in advance of the absence. Trips forms are available at the school office.

PROCEDURE

Please call the school not later than 9:30am when your child will not be in attendance.

Following an absence send the teacher a written note with:

- a) Name of child
- b) Date(s) of absence
- c) Reason for the absence
- d) Attending physician if any
- e) Parent's / Guardian signature.

According to district's administrative procedure parents of students who are absent more than 20% of the days during the school year, receive an attendance letter stating our concern that excessive absences can negatively affect student learning and grades. Students attending AJHAE on in-district transfers must comply with the attendance regulations to maintain their placement.

A student who don't comply with attendance regulations may be retained in the same grade for the next year.

MAKE-UP WORK

Whenever school is missed, it is the student's responsibility to make-up for missed assignments and/or classwork, as directed by the classroom teacher.

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TARDINESS

School begins at 9:00am—daily.

Being on-time is an important value in our society. Because tardiness causes loss of instructional time for teachers and learning time for students, we request all students to arrive at least 15 minutes ahead of time.

Students who arrive after 9:00am are to report to the school office and will be issued a LATE PASS TO CLASS. The student should have a written note from their parent explaining the reason for the tardiness –IN ORDER TO HAVE A LATE PASS TO CLASS ISSUED.

CHANGE IN ROUTINE

If you wish to change your child's routine in any way—walk home when he/she usually rides the bus, go home with another child, etc., we must have a WRITTEN PERMISSION during the morning. Except in cases of emergency, we ask parents not to make calls in request for change as this involves interrupting teaching and learning time.

School office will not receive phone calls after 2:30pm.



CHILDREN AT WORK – HANDS-ON EXPERIENCES



HAPPY FACES!!



HAPPY LEADERS!!



TECHNOLOGY LAB

FOOD ALLERGIES

Because of the rising number of students allergic to peanuts and peanut products, we ask that food to be shared with others at school for parties, snacks, etc., be free of peanuts or labeled containing peanuts.

FOOD PREPARATION

The Lucas County Health Department recommends that all foods brought from home to be shared with others, be commercially prepared and packaged. They make this recommendation as viruses can be transmitted via home-prepared snacks.

MICROWAVE USE

AJHAE Faculty and/or staff WILL NOT be able to warm packed lunches in the microwave for students. If you choose to pack your children lunch, it must be ready to eat. We cannot warm up or wash out any containers, wrapped sandwiches or meals. These rules apply to students as well.

STUDENTS TRANSPORTATION

AJHAE HAS ITS OWN TRANSPORTATION DEPARTMENT

SCHOOL BUS

Student transportation is a service and privilege provided by the school to responsible students. Students failing to follow bus regulations **may be denied transportation services and shall be subject to disciplinary action.**

Student conduct must be such that the drivers are able to focus their full attention on the driving of the bus.

Students are not allowed to be moving around the bus or playing on the bus while it is in movement.

BULLYING IS NOT PERMITTED AT ALL AT AJHAE AND/OR IN THE BUSES. Any student who is accused of bullying any other student on the bus – **may be denied transportation services and shall be subject to disciplinary action.**

STUDENT DROP-OFF AND PICK-UP

Vehicles parked on school property are under the jurisdiction of the school.

Children transported to or from school in private vehicles should be dropped off and picked up in the designated areas in the front parking lot.

Traffic patterns and parking areas are designed for student safety.

KINDERGARTEN STUDENTS are **NOT** to walk home alone--- please have someone come to school or bus stop to meet them. **THIS IS NON-NEGOTIABLE.**

Students, whose parents are not at the stop to receive them, will be taken to the bus yard and parents are responsible for picking their student up.

BICYCLES

Fourth, fifth and sixth graders students are allowed to ride bicycles to school.

Students riding on sidewalks or otherwise endangering others will lose the privilege of riding bicycles to school.

The school is not responsible for lost or stolen bicycles.

Students are required to wear a bike helmet.

SKATES, SKATEBOARDS AND SCOOTERS

Students are NOT allowed to ride or bring skates (including built-in shoe skates) roller blades, scooters or skateboards to school.

VISITORS

Parents and other visitors are encouraged to visit the school. To ensure the safety and welfare of students, ALL VISITORS must report directly to the school office upon entering school property.

NO PARENT AND/OR VISITOR IS ALLOWED TO PASS DIRECTLY TO THE CLASSROOMS WHILE SCHOOL IS IN SESSION.

ALL PARENTS AND/OR VISITORS MUST SIGN-IN AT SCHOOL ENTRANCE WHEN ENTERING SCHOOL PREMISES.

PARENTS AND/OR VISITORS ARE NOT TO DISRUPT CLASSES.

STUDENT VISITORS ARE NOT ALLOWED DURING REGULAR SCHOOL HOURS.

YOUNGER SIBLINGS CANNOT ACCOMPANY PARENTS WHEN CHAPERONING FIELD TRIPS OR ANY OTHER SCHOOL ACTIVITY.

PARENTS CAN COORDINATE WITH SCHOOL PRINCIPAL A VISIT TO THEIR CHILD'S CLASSROOM IN ORDER TO OBSERVE HIM/HER.

SCHOOL—PARENTS COMMUNICATIONS

SCHOOL WEBSITE School Administration maintains communication with parents and the community through its website: www.academyofeducationalexcellence.org

GRADES AND CONFERENCES

Student academic progress will be evaluated at the end of each quarter (9 weeks).

Parent-teacher conferences will be scheduled with parents in every quarter. Additional conferences may be scheduled whenever the need arises.

Students will take home report cards on week after the end of the quarter. PARENTS ARE TO SIGN AND RETURN REPORT CARDS TO SCHOOL.

PROMOTING STUDENT SUCCESS

As a parent, I want my child to succeed in his education.
Therefore, I will encourage him/her by doing the following:

- ❖ Reinforce School Rules and Regulations.
- ❖ See that my child is punctual and attends school regularly.
- ❖ Establish a time and place for homework, reviewing that homework on a daily basis.
- ❖ Support the school in developing positive behavior. As a parent I will support the school discipline policy –at all times.
- ❖ Provide a home environment that encourages my child to learn.
- ❖ Send my child to school each day with pencils, pens, paper and other basic and necessary tools. It's the parent's responsibility to provide school supplies.
- ❖ Promote education by setting examples of a school environment.
- ❖ I will communicate with the school personnel and develop a working trust with the child's teacher.

AJHAE SCHOOL RULES

To make AJHAE a Safe Environment:

- Students and parents will treat everyone with dignity and respect at all times!
- Students will play practicing good sportsmanship.
- Students will follow all safety rules.
- Students will not bring dangerous items or toys to school.

FOR AJHAE TO BE A GREAT PLACE TO BE:

- Students are expected to show respect to all staff members and give his/her best efforts in the learning environment.
- Students are expected to follow school and classroom rules.

REWARDS AND INTERVENTIONS

Responsible behaviors by students result in a safe, comfortable and productive school environment. AJHAE rewards responsible behavior in a variety of ways:

- **REWARDS**

- Awards
- Privileges

- **INTERVENTIONS**

- Verbal reminder/warning
- Re-teach expectations

- Loss of privileges
- Parent notifications or referral
- Suspension/expulsion
- **Please note: a referral is serious! This is input placed into the district data system and becomes part of the student's permanent K—6 record.**
- **Suspensions and expulsions are included in the year end district and state reports.**



RULES AND REGULATIONS

ALL SCHOOL POLICIES AND REGULATIONS CAN BE DOWNLOADED FROM OUR SCHOOL WEBSITE

www.ajhae.org

HALLWAY RULES

GOAL: The hallways of AJHAE will be a safe and quiet environment where people interact with courtesy and respect—at all times. **STUDENTS ARE TO WALK AT ALL TIMES.**

EXPECTED RESPONSIBLE HALLWAY BEHAVIOR

- Students will walk, facing forward, through the walkway areas.
- Stay to the right except when directed otherwise by an adult.
- Keep hands, feet, and objects to yourself.
- A minimal amount of talking will be used in the hallways. If someone is too far away to hear, move close enough to speak in a quiet voice.
- Ignore students who are sitting or working in the hallway.
- During class time, students must be continuously walking toward their destination to be in the walkways.
- At morning bell and dismissal times, students must follow assigned routes to destinations.
- Everyone will be treated with dignity and respect.
- **NO BULLYING IS PERMITTED AT ANY TIME IN SCHOOL PREMISES.**
- If a staff member asks to speak with a student, the student will stop and talk with that person.
- During recess times, students must have a pass to be admitted to the library/media center, office and/or restrooms.
- If a staff member requests that a student correct a behavior, the student will comply respectfully.

BEFORE SCHOOL / AFTER SCHOOL

GOAL: Students will arrive and depart school in a safe and orderly manner – **NO RUNNING OR SCREAMING IS PERMITTED AT ANYTIME.**

- Students who eat breakfast may arrive at 8:30am.
- **Student arrival times: 8:30—8:40am**
- Class starts at 9:00am.
- Students who eat breakfast will wait by the cafeteria door until the Cafeteria opens. Students must line up outside before school.
- If weather conditions cause students not to stay outside, students will be allowed to stand **QUIETLY** in the hallway. **RESPECTFUL BEHAVIOR IS EXPECTED AT ALL TIMES.**
- Students are expected to form an orderly line outside the classroom and/or cafeteria and wait quietly, peacefully and calmly before school starts.
- When entering the building, students will walk in a quiet and orderly manner to their classrooms following designated routes.
- Upon dismissal; students will proceed to the bus loading area or car pick-up area. Students are expected to load busses immediately.
- After School Programs students and/or chauffeured students may go to the designated areas.
- Dismissal areas will be monitored to expedite departure and insure proper safe behavior.
- Safety rules are to be observed at all times.
- Students need to go directly home after school.



AJHAE SCHOOL CAFETERIA

GOAL: The cafeteria area will be a safe and clean place where people interact with courtesy and respect.

EXPECTED RESPONSIBLE CAFETERIA BEHAVIOR:

COMING TO THE CAFETERIA AND IN THE SERVICE LINE:

1. Students come to the cafeteria in an orderly line, quietly, peacefully and calmly.
2. While in line, students will keep hands, feet, and objects to themselves.
3. No playing around the tables is permitted.
4. Students will use quiet voices in the service line and throughout the breakfast/lunch period.
5. Students will face forward and keep line moving.
6. Students will hold plate/tray with both hands.
7. Students will be respectful and courteous to cafeteria personnel.
8. NO SHOUTING IS PERMITTED AT ANY TIME.
9. Students will sit in the designated areas for their grade.
10. Tables will be kept clean and in order AT ALL TIMES.
11. Students will throw away their plates into the trash cans provided in the cafeteria.

CAFETERIA AREA EXPECTED BEHAVIOR:

1. Students are expected to demonstrate respectful, safe, responsible behavior AT ALL TIMES.
2. Students will use quiet voices when talking (level 1—2).
3. Students will use polite language and respectful tone of voice.

4. Students will keep hands, feet and objects to themselves.
5. Students will stay in their seats and raise hands to get help or be excused.
6. Students will use good manners while eating.
7. Students will keep food to themselves without sharing, FOR HEALTH AND SAFETY REASONS.
8. Students WILL USE UTENSILS TO EAT WITH.
9. Students will properly sit on the chairs.
10. Everyone will treat others with respect.
11. Students must have a written permission to not eat and must wait to go outside until class is dismissed.
12. Parents must provide written medical excuse if students cannot have milk or lactose related meals.
13. School will provide monthly cafeteria menu to all families. Parents must provide food for their children if for any reason don't want food provided in the daily menu.

CAFETERIA DISMISSAL:

1. Cafeteria monitors will dismiss students for recess.
2. Children must raise hand to be dismissed from Cafeteria.
3. The Cafeteria Area must be cleaned up (pick up wrappers, containers, etc.) and students must be quiet to be recognized.
4. When dismissed, at the assigned dismissal time, students will clean-up, as directed.
5. Lunch boxes are to be left in designated areas and picked up at the end of recess.

BREAKFAST AND LUNCH PROGRAMS

BREAKFAST PROGRAM:

1. All students are presented with a breakfast to start their day.
2. The Breakfast Program is FREE for all AJHAE students---regardless of home income.
3. The program is optional — if your child wishes to not have their breakfast they simply let the teacher/cafeteria monitor know daily. This is a great program that insures every student to get off on the right foot.

LUNCH PROGRAM:

1. All students are presented with a LUNCH daily.
2. The Lunch Program is FREE for all AJHAE students---regardless of home income.

3. The program is optional — if your child wishes to not have their lunch they simply let the teacher/cafeteria monitor know daily. This is a great program that insures every student to have a balanced meal according to the provided daily menu.

MICROWAVE USE:

1. AJHAE Faculty and/or Staff WILL NOT be able to warm packed meals in the microwave for students. If you choose to pack your child's lunch, it must be ready to eat. WE CANNOT WARM UP OR WASK OUT ANY CONTAINERS, WRAPPED SANDWICHES OR MEALS. These rules apply to Students, as well.



"IN ACCORDANCE WITH FEDERAL LAW AND U.S. DEPARTMENT OF AGRICULTURE POLICY, THIS INSTITUTION IS PROHIBITED FROM DISCRIMINATING ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, OR DISABILITY. TO FILE A COMPLAINT OF DISCRIMINATION, WRITE USDA, DIRECTOR, OFFICE OF ADJUDICATION, 1400 INDEPENDENCE AVENUE-SW, WASHINGTON, D.C. 20250-9410 OR CALL TOLL FREE (866) 632-9992 (VOICE). INDIVIDUALS WHO ARE HEARING IMPAIRED OR HAVE SPEECH DISABILITIES MAY CONTACT USDA THROUGH THE FEDERAL RELAY SERVICE AT (800) 877-8339; OR (800) 845-6136 (SPANISH). USDA IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER."

HARASSMENT REFERRAL PROCEDURE

HARASSMENT IS: **UNWELCOME WORDS OR ACTIONS THAT CREATE A HOSTILE ENVIRONMENT.** Unwelcome means the person doesn't like it. It may hurt the person's feelings, embarrass the person or make the person angry.

Treating people differently just because they are a boy or a girl.

(Make jokes about the person / name calling/ comments made about a person's physical appearance / racial comments/ threats)

IT IS AGAINST THE LAW! Any person and/or student can be accused of harassment even if the intention was a harmless teasing or flirting or just being funny. It's how the other person feels about the words or acts.

PROCEDURE IS USED WHEN:

1. A student is being harassed and goes to a staff member for help.
2. A staff member witnesses a student harassing another student.

CONSEQUENCES – LEVEL 1, 2, 3

LEVEL 1: PROCEDURE

1. Teacher or supervising adult issues a written misbehavior referral.
2. Student/ Principal/ or supervising adult conference.
3. Re-teaching takes place identifying harassing behavior.
4. Parents are notified of harassment by phone OR in writing. Referral is sent home for parent signature.
5. Consequences are administered. Students may lose privileges – including being able to participate in school offered services.
6. Student serves consequences as administered by the School Principal or supervising adult.
7. Student completes Consequence/Level1, Part 1: Time to Think It Out.
8. When a student has three (3) offenses, the penalty advances to a Level 2.

LEVEL 2: PROCEDURE

1. Teacher or supervising adult issues a written misbehavior referral.
2. Student and Principal or supervising adult conference. Re-teaching takes place identifying harassing behavior.

3. Parents are notified of harassment by phone and/or in writing. Referral is sent home for parent signature.
4. Consequences are administered. **STUDENT IS SUSPENDED FOR 1-3 DAYS BY THE SCHOOL PRINCIPAL.**
5. Students completes Consequence Level 2, Part 1 and Part 2.
6. Incident is documented in the student's permanent record.

LEVEL 3: PROCEDURE

1. Teacher or supervising adult issues a written misbehavior referral.
2. Student and School Principal or supervising adult conference. Re-teaching takes place identifying harassing behavior. Parents are notified of harassment by phone/writing. Referral is sent home for parent signature.
3. Consequences are administered. **STUDENT IS SUSPENDED FOR 3-5 DAYS BY SCHOOL PRINCIPAL DEPENDING MAGNITUDE OF INCIDENT STUDENT MAY BE EXPELLED FROM SCHOOL.**
4. **Incident is documented in the student's permanent record.**

SEARCHES:

Be it known that school and district officials may search the student, his personal property and property assigned by the district for the student's use at any time there is reasonable suspicion to believe evidence of a violation of a law or emergency/dangerous circumstances exist.

PROBLEM SOLVING:

In elementary school, teachers and administrator spend considerable time teaching children how to solve problems peacefully. Students are encouraged to solve minor disputes that arise on the playground, buses, hallways, cafeteria or any other school premise, using their own problem solving skills with assistance from any adult.

USE OF SCHOOL RESTROOMS

GOAL: The restrooms at AJHAE will be clean and safe.

EXPECTED RESPONSIBLE RESTROOM BEHAVIOR:

1. Students will walk in restrooms.
2. Students will use restroom facility safely and appropriately by:
 - a. Keeping feet on the floor.
 - b. Keeping water in the sink.
 - c. Using soap and water for washing hands.
 - d. Placing towels in the garbage can.
 - e. Flushing toilet after use.
 - f. Reporting any problems to an adult.
 - g. Avoiding sneaking/picking underneath the bathroom divisions.
 - h. Respecting every other student privacy.
3. Students will be respectful by:
 - a. Keeping hands, feet and objects to self.
 - b. Keeping the area clean.
 - c. Talking quietly.
 - d. Waiting patiently for their turn.
4. Vandalism of restrooms will result in locking the restroom for a time during clean-up.
 - a. Students may be asked to clean or correct the vandalism depending on the severity.
 - b. Marker, pencil, painting and throwing paper around are subject to clean up by student, with the exception of any act that may need chemicals or mopping.
 - c. Parents will be contacted in the event of any act of vandalism done by their child.
 - d. Cost of fixing any repairs will be invoiced to parents.
 - e. Student causing any act of vandalism can be **SUSPENDED AND/OR EXPELLED FROM SCHOOL.**

HEALTH POLICIES

IMMUNIZATIONS:

State law requires that children entering Ohio schools for the first time be immunized.

Immunizations may be obtained at the Lucas County Health Department.

MEDICATION AT SCHOOL:

1. If your child must depend on medication at school, you should discuss the matter with the Office staff and/or your child's teacher. School personnel MAY NOT dispense or administer medication to a student except upon written order of PHYSICIAN and/or signed request from the parent and/or guardian.
2. Medication shall be properly labeled with the student's name, name of medication, dosage route, frequency of administration, any special instructions and the doctor's name.
3. All medication to be administered by the district is to be brought to school by the parent in the original container with the prescription on the container.
4. Medication not picked up by the parent within five (5) school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

EMERGENCY MEDICAL TREATMENT:

1. A student who becomes ill or is injured at school must notify his teacher or another staff member as soon as possible.

2. In case of serious illness or injury, the school staff shall attempt to notify parents according to the emergency information provided on registration forms. PARENTS SHOULD UPDATE THIS INFORMATION WHENEVER THEY MOVE OR CHANGE THEIR TELEPHONE NUMBERS. This information is to be updated as often as necessary.
3. If school staff cannot reach parents/guardians in the provided telephone numbers, and students situation merits to do so, they will call 9-1-1 for assistance.
4. School staff may administer emergency or first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has to be transported to treatment.

COMMUNICABLE DISEASE:

Parents are urged to contact the school office with information regarding any communicable diseases contracted by a child. This information will help the school to keep other families informed of the possibility of disease transmission.

Communicable diseases include: chicken pox, whooping cough, scabies, staph or strep infections, ringworms infections or lice infections. **STUDENTS CANNOT ATTEND SCHOOL UNTIL PHYSICIAN ALLOWS IN WRITING FOR SUCH ACTION TO TAKE PLACE.**

2023-2024 STUDENT'S DRESS CODE

DRESS CODE BENEFITS

The ANN JERKINS-HARRIS ACADEMY OF EXCELLENCE Governing Board has a mandatory dress code for all elementary school students.

Research has concluded that students are able to perform at their highest level in a safe and secure environment. A strong correlation exists between student appearance and the perception and/or reality of school violence. Prevents disruption, and minimizes safety hazards

The District's dress code is established to teach grooming and hygiene as well as the above stated research.

In addition, there are many positive reasons for a school dress code, including:

- A dress code encourages students to express their individuality through personality and academic achievements, not outward appearances
- A dress code puts the focus on academics, not fashion, because they project a neat, serious, businesslike image
- Schools with dress codes have fewer discipline problems because students aren't distracted
- Dress codes can be less expensive
- Dress codes eliminate the visible differences between needy and wealthy children
- Dress codes eliminate pressure to wear brand name clothing, "gang colors," etc.
- Dress codes create a sense of school pride and belonging

SCHOOL UNIFORM POLICY 2023-2024

Note: School Crest will be provided at cost for iron-on and sew on for parents in August

NO HOODIES: ¼ ZIP JACKS WITH SCHOOL LOGO WILL BE AVAILABLE FOR PURCHASE (AT Cost)

TOPS: SOLID WHITE

BOTTOMS: BLACK

✓ SUITABLE	✗ UNSUITABLE
Examples of the type of school shoes that are appropriate:	Examples of the type of school shoes that are not appropriate:
	 Canvas shoes
	 Sports Trainers
	 Non-sensible shoes
	 Branded shoes
	
	

SUMMER DRESS CODE

- From May 15–October 1: polo's, navy blue, polo shirts and navy blue knee-length shorts may be worn (boys/girls)

FLEECE/HOODIES

- Hoodies, Fleece tops and outerwear is **not permitted** with school uniform during a regular school day.
- Hoodies and fleece tops may be worn on jeans days only.

JEANS DAYS

- Denim pants, jeans, skirts or school T shirts and cargo pants should be neat, clean and in good repair without holes.
- School t-shirts can be worn during field trips and on jean days (available through our school office)
- No inappropriate style or message is allowed. Dates to be announced by principal.

OTHER DRESS CODE RULES

- A plain black belt is required if the garment has belt loops.
- Shirts (including t-shirts) **must be tucked**
- Shorts/skirts must be knee length
- Clothes must be appropriate size, with waist of garment worn at student's waist
- Clothing that is too tight or too loose is not appropriate for school.

School administrators will determine if clothing is appropriate for school and complies with district rules. Student's will NOT be allowed to attend school without appropriate school uniform.

WINTER / COLD WEATHER

On very cold days, students who walk, bike, etc. may need to wear sweatpants, etc. over their school clothes on their way to/from school / bus stop. However, any clothing that doesn't meet dress code requirements must be removed before school begins.

Jackets, sweaters, coats, etc.

Any kind of jacket/coat/cardigan is OK if it meets regular dress code** rules:

- May not be disruptive, distracting, display offensive language/symbols, etc.
- School staff may ask students to remove jackets
- Any pullover garment that is worn all day (sweater, sweater vest, sweatshirt) should:
 - have a collar OR be worn with a collared uniform shirt or official school t-shirt underneath
 - must be solid white, solid navy or the school's additional solid shirt color (school sweatshirts with no hoods are OK)
 - must not have any colored trim, stripes, decoration, etc. (small logos are OK)



AFTER SCHOOL ENRICHMENT PROGRAM

The ANN JERKINS-HARRIS ACADEMY OF EXCELLENCE offers to all students an **After School Enrichment Program**. After spending a long day at school, children are encouraged to enjoy a snack and then unwind in a classroom designed with their interests in mind. Most furniture is larger to accommodate growing children, and materials are age appropriate. Activities are scheduled to provide fun, relaxation, and stimulation, including outdoor play on a daily basis. Homework time is included, and help is provided if necessary.

At AJHAE we believe **that success is within the reach of every child. We believe every girl and boy deserves a safe place to learn and grow; ongoing relationships with caring adult professionals; life-enhancing programs, character development experiences, and hope and opportunity for the future.**

At AJHAE our educational programs are carefully designed to support the achievement of our young people leaving. These outcomes are:

- Positive self-identity
- Educational, social, emotional & cultural competencies
 - Community and civic involvement
 - Health & well being
 - A moral compass

**AJHAE AFTER SCHOOL PROGRAM GOAL:
PROMOTE ACADEMIC SUCCESS, develop GOOD CHARACTER & CITIZENSHIP, and adopt HEALTHY LIFESTYLES.**





A whole-school transformation process

THE LEADER IN ME OVERVIEW

Using Best Practices and Universal Principle



S

Leader in Me® is a whole-school transformation model and process developed in partnership with educators that empowers students with the leadership and life skills they need to thrive in the 21st century. It is based on principles and practices of personal, interpersonal and organizational

effectiveness, and upon the powerful premise that every child possesses unique strengths and has the ability to be a leader.

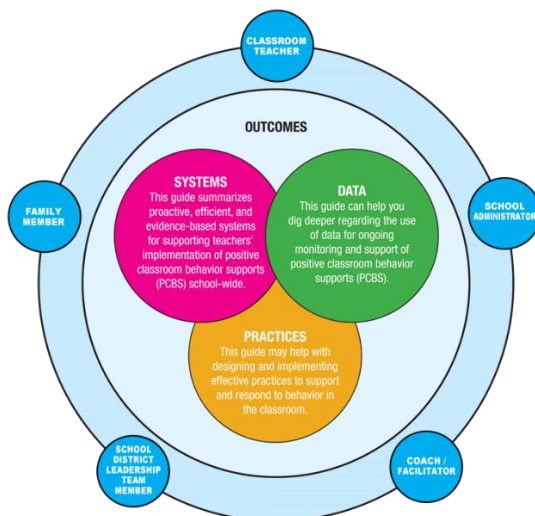
Leader in Me helps students learn how to become self-reliant, take initiative, plan ahead, set and track goals, do their homework, prioritize their time, manage their emotions, be considerate of others, express their viewpoint persuasively, resolve conflicts, find creative solutions, value differences, and live a balanced life. The process helps students develop the skills and self-confidence they need to lead their lives and succeed in school and beyond.

Leader in Me started with one school in North Carolina and has since grown to thousands of schools in over eighty countries throughout the world.

The ANN JERKINS-HARRIS ACADEMY OF EXCELLENCE is a Leader in Me school. The 2019-2020 will be the third year of TLIM implementation.

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

OVERVIEW



EE and PBIS in the Classroom

When PBIS is implemented in the classroom, it may be referred to as classroom PBIS, positive classroom behavior support (PCBS), positive and proactive classroom management, or a variety of other synonyms. The same critical features (practices, data, and systems) come together to promote desired outcomes for students and educators in the classroom.

- **Classroom PBIS practices** include preventative and responsive approaches that may be effectively implemented with all students in a classroom and intensified to support small groups or a few individual students.
- **Systems** refer to the structures and supports district and school leadership teams provide to enhance teachers' implementation of classroom PBIS practices with fidelity.

- **Data** are an active, dynamic part of decision-making in the classroom that allow educators to identify patterns of strengths and needs. Those patterns drive decision making to continue, adopt, or modify classroom PBIS practices and systems.

The school will focus on three to five behavioral expectations that are positively stated and easy to remember. In other words, rather than telling students what not to do, the school will focus on the preferred behaviors. Here are some examples from other schools:

- Respect Yourself, Respect Others, and Respect Property
- Be Safe, Be Responsible, Be Respectful
- Respect Relationships and Respect Responsibilities

This matrix will have approximately three positively stated examples for each area. Here is an example column from one school:

Respect Property	
Bus	<ul style="list-style-type: none"> • Keep feet and hands where they belong. • Throw unwanted items in wastebasket. • Keep food and drinks in backpack.
Cafeteria	<ul style="list-style-type: none"> • Place tray on kitchen window shelf after scraping leftovers into wastebasket. • Wipe table with sponge provided. • Clean food spills off floor.
Restroom	<ul style="list-style-type: none"> • Flush toilet after use. • Use two squirts of soap to wash hands. • Throw paper towels in wastebasket.
Playground	<ul style="list-style-type: none"> • Report any graffiti or broken equipment to adult on duty. • Return playground equipment to proper area. • Use equipment as it was designed.
Classroom	<ul style="list-style-type: none"> • Put belongings away when you enter the room. • Keep your work space clean and organized. • Use materials for their intended purpose.



ACADEMIC CALENDAR 2023-2024

MAY 2024							
S	M	T	W	Th	F	S	27-Memorial Day- (No School) 31- Last Day of School 31- End of 4 th quarter (44 days)
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

JUNE 2024							JULY 2024								
S	M	T	W	Th	F	S		S	M	T	W	Th	F	S	
						1			1	2	3	4	5	6	
2	3	4	5	6	7	8		7	8	9	10	11	12	13	
9	10	11	12	13	14	15		14	15	16	17	18	19	20	
16	17	18	19	20	21	22		21	22	23	24	25	26	27	
23	24	25	26	27	28	29		28	29	30	31				
30															

COVID-19 GUIDELINES

The Toledo-Lucas County Health Department strongly recommends individuals exposed to a COVID-19 positive person to quarantine for fourteen (14) days from the date of the last exposure (day zero).

Individuals MUST quarantine for a minimum of ten (10) days and monitor for symptoms through day fourteen (14).

FIVE BASIC PROTOCOLS

1. FACE COVERING IS REQUIRED FOR ALL STAFF MEMBERS AND STUDENTS-- AT ALL TIMES or until Lucas County Health Department authorizes mandates not to keep using them
2. **Daily health assessments** will be conducted on a daily basis for employees (self-evaluation) to determine if "fit for duty" and for students (temperature check).
3. Maintain good hygiene at all times – hand washing and social distancing.
4. **Clean and sanitize** all classrooms, public areas and offices throughout workday and at the close of school day.
5. Classrooms **capacity will be limited in order** to meet **social distancing** guidelines.



CLEANING OR DISINFECTING?



Cleaning means washing with soap and water to remove large pieces of dirt and grime. Cleaning helps destroy some germs and should be done before disinfection.

Disinfecting means using an approved disinfectant to kill germs, including the virus that causes COVID-19.

You should disinfect when:

The area is indoors. Because sunlight helps to destroy coronavirus, routine cleaning is typically sufficient for outdoor surfaces.

There have been people in the area within the past seven days. Viruses cannot live on surfaces indefinitely, so routine cleaning is typically sufficient for areas that have not been occupied for at least seven days.

The area is a high-traffic area where surfaces are frequently touched, or where objects are frequently shared. Consider surfaces and objects like shared desks, chairs, toys, toilets, dining tables and cafeteria surfaces, keyboards, gym equipment, and classroom supplies like calculators and staplers. Limit the sharing of resources when possible by having students bring their own supplies.



K-6 School Supply List

2022-2023

Pictures are only representations. Brands are not a concern. Refrain from dollar store supplies as they must be replenished more often and will eventually be more expensive. Highlighted items need to be replenished each quarter of the school year.



(2) 1' view binders



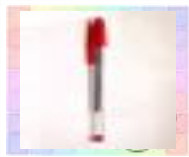
Pencil pouch for binder



(5) #2 pencils



(4) Highlighters



2 red pens



2 blue/black pens

24 pk of crayons
Gr. K-3



12 PK of colored pencils
Gr. 2-6



4 dry erase markers



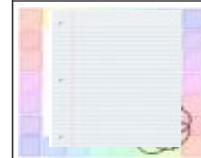
(4) Glue Sticks



(2) tab dividers
for binder









Wide Ruled
Notebook
Paper



1 of 2



AJHAE Supply List 2022-2023 Continued

	<input type="checkbox"/>	»	<input type="checkbox"/>
4 oz bottle of hand sanitizer		»	<input type="checkbox"/>
	<input type="checkbox"/>	»	<input type="checkbox"/>
1 box of tissue		»	<input type="checkbox"/>
	<input type="checkbox"/>	»	<input type="checkbox"/>
1 box of quart or Gallon Ziplock bags		»	<input type="checkbox"/>
	<input type="checkbox"/>	»	<input type="checkbox"/>
(2) 2-pocket folders		»	<input type="checkbox"/>
	<input type="checkbox"/>	»	<input type="checkbox"/>
Corded headphones		»	<input type="checkbox"/>
	<input type="checkbox"/>	»	<input type="checkbox"/>
Back Pack		»	<input type="checkbox"/>

2 of 2

PHONE CALLS TO THE SCHOOL OFFICE

419-382-2280

ATTENDANCE REPORTS

In order to report absence and/or lateness of a student to school parent/guardian should call school office and/or before 9am. Parent/guardian should send teacher a written excuse reporting reason for absence/lateness.

EARLY DISMISSAL/PICK-UPS

Calls to request an early dismissal or to report a pick-up must be done to school office not later than 2:30pm. School phones will not be picked up after 2:30pm



ACKNOWLEDGEMENT OF RECEIPT OF PARENT HANDBOOK

2023-2024

I _____ (Parent / Guardian Name) **have received and read the ANN JERKINS-HARRIS ACADEMY OF EXCELLENCE PARENT HANDBOOK. I understand the policies and procedures given to me and will explain them to my child in order for him/her to be able to comply with school rules and regulations.**

Please note: The ANN JERKINS-HARRIS ACADEMY OF EXCELLENCE policies and procedures are subject to change to reflect the needs of the school programs, children and families we serve. We may also make changes or modifications in our policies if required by our licensing agencies.

The ANN JERKINS-HARRIS ACADEMY OF EXCELLENCE will inform parents of changes taking place whenever possible in a timely fashion.

I acknowledge to have received and read the 2023-2024 AJHAE Parent Handbook.

Parent/Guardian Signature

Date

Name –in PRINT--

