



WOODLAND ELEMENTARY SCHOOL
STUDENT & PARENT HANDBOOK
2021-2022

“Leading the Charge to Excellence”

Mrs. Ann E. Shaw, M. Ed.

Principal

Greetings Warriors,

As principal of Woodland Elementary School, it is my honor to welcome everyone back for an exciting 2021-2022 academic school year. I am excited to have scholars back in our loving school community exuding enthusiasm for learning. It is our mission to have every scholar feel welcomed, connected and a part of the Woodland family.

At Woodland Elementary, we are dedicated educators helping scholars become productive citizens. We will challenge scholars to grow in their academic abilities and set the foundation of them being college and career-ready. We utilize research-based instructional best practices and analyze academic data to determine skill levels and help set goals for growth and development. At Woodland, we believe that once scholars leave us they are effectively prepared to continue their educational journey.

The Provident After School for All Partnership Program, The Little Bit Foundation, St. Louis Chess Club, Fontbonne University, Boys & Girls Scouts of America, Boys and Girls Club Mentor St. Louis and Junior Achievement will provide additional supports to our scholars. It is my responsibility and privilege to always make decisions based on what is best for **ALL** children. It is exciting to imagine what we can accomplish as we collaborate to build on the gifts of all members of the Woodland family. Thank you for your support as we embrace learning and prepare our scholars for an ever changing world.

Let's continue to move forward in excellence!

Respectfully,

Ann E. Shaw, M. Ed.

Principal

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(314) 653-8171 Office

I. INTRODUCTION

Welcome Woodland Elementary School scholars to an exciting new school year. This year we are moving from good to great and we are expecting scholars to be an intricate part of this movement. The following pages in this handbook explain the expectations and other necessary information for you to be successful at Woodland Elementary.

MISSION

The mission of Woodland Elementary is to inspire a dynamic learning community that fosters social and academic growth through focusing on student accountability, student achievement, and parent involvement.

VISION

We aim to inspire and empower students to excel both academically and socially by preparing them to be productive citizens and future leaders.

LEARNER'S CREED

I believe in myself and my ability to do my best at all times. Today I will listen, think before I speak, be respectful, responsible and ready to learn. I will do all these things with one purpose in mind, to be successful, use my gifts to help others and not waste this day. For this day will come no more. I am a proud student at Woodland Elementary School.

SCHOOL COLORS

Red and Black

SCHOOL MOTTO

Leading the charge to excellence!

STUDENT BODY

Our student body is diverse, integrating many different philosophies, cultures, backgrounds, and experiences into a dynamic learning community. Tolerance, acceptance of individual differences, respect, courtesy, and patience are expected. More importantly, students learn to enjoy the rich diversity of the human experience.

STUDENT RESPONSIBILITY

TO OUR STUDENTS: As you mature, you are expected to assume greater responsibility for your academic and behavioral performance. This means that you must obey rules as they have been explained to you, as well as listed in the Students' Code and Conduct Handbook. Rules are necessary in our lives in order to understand how we are expected to act in a variety of situations.

TO OUR PARENTS: It is critical that scholars see the joint relationship and shared responsibility between parents and the staff of the school. We believe that this is a key component in a productive learning experience and in achieving the desired end result – a successful, contributing member of society. Attendance is important in your child being successful in school, we need your support in ensuring that they are here every day for instruction.

PARENTAL INVOLVEMENT

YOU ARE WELCOMED! Join the Woodland Elementary School PTO. Participating in the PTO is strongly encouraged. In an effort to promote this within our building our Family Community Specialist and staff, will be inviting you to several events to get acquainted. Together we can help assure your students have a great school year. PTO Meetings will be held the First Tuesday of each month. Due to COVID-19, meetings may be held virtually. In addition, we ask that you attend all parent conferences and feel free to schedule a conference at any time throughout the school year. You may do so, by emailing the classroom teacher or calling the Main Office at (314) 653-8170.

II. ACADEMICS

ACADEMIC EXPECTATIONS

We, the staff and faculty of Woodland Elementary School, welcome all scholars and their parents. Scholars are expected to actively participate in all classes. Scholars are expected to bring all materials to class each day that will enable them to be successful. Any scholar who is not successful at the fifth week progress report will receive an academic concern letter for his/her parent to attend a conference with the homeroom teacher and/or grade level team. It is our hope that by the 10 week reporting period that no further academic concern exists. If so, we will conduct another meeting with the teacher and/or grade level team, counselor and administration to determine next steps toward academic success.

COMPUTER USE

Chromebooks at Woodland Elementary School are to be used for educational learning. Unauthorized use and/or vandalism of computer hardware or peripherals will result in loss of computer privileges and/or a school fine of \$25. **Replacement of computer parts due to vandalism will be at the expense of a scholar's parent or guardian.** Woodland Elementary School scholars are expected to follow the rules, regulations, and policies of the Jennings School District. **Acceptable Use Policy Authorization Forms must be signed by the parent/guardian and returned before scholars will be allowed to receive a loaner Chromebook and use it.**

HOMEWORK POLICY

Studies on excellence in education encourage homework as a valuable tool for strengthening educational opportunities for all students. *It is the policy of the Jennings School District that the teachers regularly assign homework that enhances the educational development of students.* In adopting this Homework Policy, the Board reaffirms its belief that homework is an essential and required part of the student's total educational program for it broadens and extends the principles, concepts, and information taught and learned in the classroom.

In the event of an absence, it is the responsibility of the scholar and/or parent/guardian to review assignments immediately by logging into Google Classroom and returning them within the time frame given by the teacher. For long-term absences (2 days or more) parents are required to contact the Main Office, so that the Administrative Assistant may code the absence in SISK12. For extended absences, the appropriate documentation (doctor's statement, obituary, etc.) must be provided upon return.

REPORTING PERIODS

The academic year is divided into 4 ten week periods called quarters. Parents will receive an academic Progress Report at the end of each five (5) week period. Progress Reports will be issued according to the Jennings School District Academic Calendar. Report Cards will be issued at the end of each quarter. Parent Teacher Conferences are held to provide an opportunity for parents to discuss their child's academic progress. Any scholar receiving a failing grade in Core Content areas (Language Arts, Mathematics and Science) during any reporting period will be issued a letter "Academic Concern" where teachers and/or administration will request individual parent conferences.

GRADING POLICY

Scholars are evaluated using their portfolios (a sampling of the individual's work), scoring guides, as well as traditional grading instruments. Grades may be earned based on daily and/or weekly assessment results, class

participation, projects, and assignments. Teachers will use the following district grading scale.

GRADING SCALE

100% – 90% = A
89% – 80% = B
79% – 70% = C
69% – 60% = D
59% – 0% = F

Each teacher’s grading procedures and assignments follow that of the Jennings School District’s Teacher’s Roles and Responsibilities.

III. ATTENDANCE

Woodland Elementary School students are expected to attend school daily and be on time.

We will work with you and your student to maintain 90% attendance. Research shows that scholars who attend school 90% of the time have higher academic success. In any instance of absence, tardiness, or emergency, parents are expected to notify Mrs. Richardson, Administrative Assistant by phone at (314) 653-8170.

SCHOOL HOURS

7: 50 a.m. Building Open
7:50-8:10 a.m. Breakfast in The Classroom
8:10-9:00 a.m. Morning Exercises
9:00 a.m.-10:00 a.m. Literacy Block
10:00-2:50 p.m. Math/Science/Lunch/SPECIALS
2:45 p.m. Dismissal for Day Care Van Riders & Provident After School
2:50 p.m. Dismissal for Car Riders & Walkers

All scholars are to remain on campus for the entire school day unless they are involved in off-campus activity approved by the administration or if the legal parent /guardian or designee (listed on emergency release form) picks up the student for early dismissal (NO LATER than 2 p.m.) **No student will be released to any person under the age of 21 or to any person not listed on the emergency release form completed by the parent/guardian for the current school year.**

Attendance records are maintained in the scholar’s permanent school file along with academic and behavioral records. **Parents are responsible for the regular attendance of all school age children**

between the ages of 7 and 17 years. The school social worker is available to respond to parents regarding the student's tardiness or absence from school. All tardy and absent time from school will be recorded. A ***cumulative record*** is kept of all time absent from school. (This includes absences, tardiness, appointments or early dismissals.) When absent, parents should contact the main office at (314) 653-8170.

1. Tardiness:

When tardy, students are required to report to the office, sign in, get a tardy slip and report to their class. Any announcement regarding school closings, due to inclement weather or other circumstances will be covered by local television and radio stations, district Robocalls and emails.

- a. When arriving **more than 10 minutes after the beginning of the school day**, the parent is required to call the school and notify us that your student will be late.
- b. A scholar with **continued tardiness will be referred to the school administration and follow up will be done by the school social worker**, when indicated.

2. Early Dismissal and Appointments:

An **early dismissal requires a parent to sign the student out in the office.** If the parent will not be the one to pick up the student, the following guidelines must be met:

The parent must phone the school with the name of the person who will be picking up the student. Any person picking up a student must be 21 years of age or older and must be on the child's *Authorization To Release* form and have appropriate identification– NO EXCEPTIONS! 2 p.m. is the latest for this action to occur!

1. Early dismissals must **also be documented with a call or written statement by the parent/guardian.**
 - a. **Telephone the school or send a written statement before your child is absent** due to an appointment scheduled during school hours. If your child will be absent due to an appointment scheduled during school hours, parents are asked to telephone the school or send a written statement before the absence.
Administration discourages early dismissals because it negatively impacts scholar achievement and attendance.

3. Absence:

- a. Each absence must be documented with a telephone call and a written statement** from the parent/guardian or physician as appropriate.
- b.** The parent of a student with a chronic medical condition is requested to **submit annually a written statement from the student's health care provider** verifying the student's absence is related to the existing medical condition. This information needs to be submitted to the school social worker and school nurse at the beginning of each school year.
- c.** Extended illnesses at home or in the hospital must be documented with a telephone call and a written statement from the parent and the student's health care provider.
- d.** The parents of students having **more than 10 unexcused absences can be referred to Missouri Department of Social Services.** Prior to referral to Missouri Department of Social Services the parent will be requested to contact the school counselor and/or district social worker.

The school counselor or district social worker can be contacted at the school when school is in session. Leave your name, the student's name and a telephone number where you can be contacted when the school counselor or district social worker is not at Woodland Elementary School. You will be contacted as soon as possible. We suggest that you ask for the name of the person receiving your inquiry each time you contact or telephone the school regarding your child.

IV. SCHOOL CLIMATE & CULTURE

STUDENT RULES AND GUIDELINES

All students have the right to a safe education. There is pride in Woodland Elementary School. Everyone must work together to maintain a positive school environment. Woodland Elementary scholars are expected to make informed decisions, think and act responsibly, and when in doubt, get assistance from staff, faculty, and parents. At Woodland Elementary School, we will be respectful, be responsible, ready to learn and be our best at all times inside and outside the school community.

Woodland Elementary School students are expected to follow the rules, regulations, and

policies of Jennings School District.

WOODLAND ELEMENTARY SCHOOL~HOME OF THE WARRIORS

UNIFORM/DRESS CODE POLICY

“Dressing Our Youth for a Successful Future”

At Woodland Elementary School, we want to establish a culture of unity, sense of belonging, and Warrior Pride! School uniforms help promote a safe and healthy socio-emotional learning environment where students can focus on academics, the arts, and character development. Students and families of Woodland Elementary School are required to adhere to the uniform policy. **This includes Birthdays! NO EXCEPTIONS!!!**

SHIRTS: solid short/long sleeved polo collared shirts (Red, Navy, or White)



Absolutely NO SAGGING will be permitted. Belts are to be worn daily with pants, skirts, and shorts.

PANTS, SHORTS, SKIRTS, JUMPERS

ALL grades are to wear khaki, navy or black bottoms. [REDACTED]

(No jeans, denim, or camouflage apparel are permitted)

All shorts, skirts, and jumpers must be knee-length.

JACKETS, SWEATERS, SWEATSHIRTS

Uniform colors are acceptable with the appropriate uniform shirt. **HOODED JACKETS, HOODED SWEATERS or HATS are NOT Permitted. We ask that parents/guardians please do not send students to school with hoodies.**

UNIFORM VIOLATIONS

Students in violation of the uniform policy will receive an appropriate consequence as follows: 1st Offense: Conference with Student

2nd Offense: Written warning

3rd Offense: Phone call to parent (s)/guardians

4th Offense: Referral to ISS (In-School Suspension)

5th Offense: Admin conference with parent/guardian and student

If you have any questions regarding the uniform policy contact the principal. If you need additional information on how to secure the uniforms contact the school counselor **314-653-8193**. We will gladly work with families to help meet our students' needs.

MORNING TRANSITION PROCEDURES

A.M. ENTRY

Students will enter the building using the main doors each morning using the following protocol:

1. Exit car, van, or JSD bus and line up at the front doors (practicing Social Distancing).

2. Enter the building and proceed directly to class for Breakfast in the Classroom (7:50-8:10 a.m.).
3. Place book bags, jackets, and other items in their assigned space.
4. While in the class, students are to quietly eat their breakfast.
5. After eating, students will clean their space and begin Morning Work.
6. Teachers will conduct Morning Meeting and announcements in class after breakfast.
7. Class begins promptly at 8:10 a.m.

P.M. Dismissal

All students will be in their homeroom. Students will prepare to exit the building each afternoon using the following protocol: Students should gather all needed materials & belongings and listen for their names to be called.

- When notified students are to report to the designated dismissal area, get in their parent's car or assigned day care van. Students are released by their teacher not the school bell. **No playing is allowed at dismissal time to avoid students injuring themselves or others, missing hearing their names called or causing the van to be late.**

ELECTRONIC DEVICES

All Cell Phones MUST be kept in the scholar's book bag and turned completely OFF. The phone should not be used during school hours for any reason. If an emergency occurs, the teacher will notify the Main Office. The school is not responsible for lost or stolen items.

FIELD TRIPS

Students will be afforded field experiences. Parents of students with unacceptable behavior will be required to accompany scholars on out-of-building field experiences. **All students are required to submit a signed Field Experience form (permission slip) in order for students to participate in field experiences. Phone calls, faxes, and hand-written notes will not be accepted as parent permission slips.**

LUNCH

1. Due to COVID-19 Guidelines, students will sit at assigned tables for contact tracing. Students will follow the directions of the Lunch Monitor/Staff Member on duty.
2. Lunch orders will be placed by the classroom teacher each morning (Review Monthly Lunch Calendar to determine if your scholar will have a school lunch or choose to bring a lunch from home).
3. All trash and debris must be discarded in the trash can. 4. All meals are to be eaten in the cafeteria **ONLY. Gum and Sun Flower Seeds are not permitted in the school building. No food should travel to SPECIALS CLASSES unless the class has been notified of a special celebration.**

HALL PASSES

The school is responsible for the students between 7:50 a.m. and 3:00 p.m. It is necessary to know where students are during these hours. A certified hall pass will be issued to any student who has been given permission to leave the classroom when the class is in session. When students pass from one class to another, they are to *walk* in the hallways, keeping to the right so all students may arrive on time to their class and in an orderly fashion.

Students are required to have a hall pass issued by their classroom teacher or school administrator whenever they are in the hallway without adult supervision. Hall passes are issued in the following instances:

- Restroom visit (individual)
- Class visit (to see another teacher in another class)
- Support services (nurse, counselor, social worker)
- Office visit (to go to the office for emergency reasons only)

When scholars have the privilege of passing in the hallway with a hall pass, it is expected that students are respectful of their learning and the learning of others. They are to arrive on time and to follow the expected decorum for hallway behavior – quiet and well-mannered with adults and peers. Any scholar caught or reported to be in an unauthorized part of the building without teacher or administrator approval, will face immediate consequences.

V. SUPPORT SERVICES

COUNSELING AND SOCIAL SERVICES

The Counselor and Social Worker are available to provide a variety of services to all students and families in an effort to encourage regular attendance, build positive character and maximize achievement. Career

guidance and referrals for special education concerns and/or needs are also offered.

HEALTH SERVICES

The School Nurse is available for health concerns. All students entering middle school are required to have an updated immunization history according to Missouri Department of Health and Senior Services. Students should receive needed immunizations over the summer break, and then send an official copy from their medical provider and/or a copy of the shot record with the student's name and birth date to the school nurse or administrative assistant during registration.

The nurse is **not allowed to dispense any medication (this also applies to adults) nor is she to administer any medication without a completed medication form signed by a licensed physician and a parent or legal guardian. All medication must be received in original labeled container with the student's name on it.**

When a student becomes sick at school, he/she will see the school nurse. After the nurse's evaluation, if it is necessary for the student to go home the legal parent/legal guardian will be contacted by the nurse. A written formal note will also go home. The school nurse should be informed if your child has any health concern (asthma, allergies, diabetes, seizures, heart issues, takes daily medication, etc.).

In addition, please be advised of the following:

1. All medical excuses must be updated with a physician's statement every school year.
2. For students with health concerns, updated doctor's information is required to be added to Student Records.

POSITIVE BEHAVIOR INTERVENTION SUPPORT - PBIS

The purpose of this initiative is to increase the positive behavior of our students, with the understanding that behavioral skills impact academics, socialization, and many other aspects of our students' lives. PBIS allows for teachers to gain some insight and understanding of students with challenging behaviors. Woodland Elementary School will promote positive behavior of students by encouraging them to "Be Respectful, Responsible, Be Respectful and Ready to Learn". Students will engage in learning activities throughout the year that focuses on this motto. We encourage Woodland Elementary School parents to speak with their students about lessons and activities they participated in to promote positive behavior.

Woodland Elementary Staff

Pre-K	K	1	2	3	SPECIALS
Emily Shelton	Theresa Dubois	Michelle Adams	Brendan Berkery	Shauna Jackson	Jeffrey Arnold Art
Leanna McCurry Aide	Chris Slinkard	Jennifer Macon	Shauna Jackson	Tanya Kollack	David Dickey Music
Shannan Kimbrough	Letty Wright-Hardin	Jan Towery	Claire Vernon	Jessica Taylor	Trish Eddy Physical Education
Ruby Smith Aide					Cindy Weymouth Library
SSD	Administrative Assistant	Counselors	Support Staff	Maintenance & Custodial Staff	
Deniece Merrill K-2 Resource	Fershelia Richardson	Trevor Michelson	Rebecca Casson Supplemental Support	Billy Walker	
Patricia Ingram 3 rd Grade Resource			Alicia Douglas Nurse	Stella Longmeyer	
Melanie Robinson Self-Contained			Heather Simpson Social Worker	Tracie Lewis	
Bria Green Aide			Willie Moore Home School Coordinator	Larry Sams	
Pier Gray Aide					

Audrey Dixon Aide	
Harkyah Foster Aide	

**Woodland Elementary School
Acceptable Cell Phone Use Policy**

Students who are in possession of cell phones must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy, and all Board Policies. Woodland Elementary School allows the possession of cell phone devices by students on school premises during the school day. During the school day (defined as being from the time a student arrives each morning until school is dismissed for the day), these devices must be turned off and may not be used by students. There is no reason that a student should need to use their cell phone during the school day. In any instance requiring an emergency communication with a student, our school will use the school telephone directly.

The only reason(s) for school teachers/staff to ask a student to surrender a cell phone would be:

1. Cell phone rang and/or vibrated (violation of the policy),
2. Teacher/staff member saw the cell phone (violation of the policy).

When a device is on school property, students WILL NOT:

- Answer an incoming SMS (text) message or phone call
- Be on any social media site (Facebook, Twitter, Instagram etc...)
- Access or play any game, application (app), or access any entertainment site on device
- Take or upload any picture or video (social media sites, websites)
- SMS (text) message or email any picture of video taken in class to any person, including themselves
- Access any type of mobile web browsing for any reason
- Take any picture, video or text any class assignments or assessments

Phones that are used, or are visible, will be confiscated by the classroom teacher/staff member

- 1st offense:** Device will be confiscated from the student and returned to the student at the end of the day.
- 2nd offense:** Device will be confiscated from the student and will be returned ONLY to the parent/guardian of the student before school or after school.
- 3rd and Subsequent Offenses:** Device will be confiscated and returned to the parent/guardian before school or after school **and** the student will lose device privileges by not being allowed to have device on school premises.

Furthermore, students who do not adhere to these guidelines will be subjected to other disciplinary actions. **Additionally, filming or videotaping is grounds for immediate confiscation of cell phone device. At this time, parent is required to schedule a meeting with administration.**

Lost, Stolen, or Damaged Devices:

Each student user is responsible for his/her own cell phone and should use it responsibly and appropriately. Woodland Elementary School takes no responsibility for stolen, lost, or damaged cell phones.

We realize that having to pick up a student's phone or device may be inconvenient and therefore we recommend you discuss this policy with your student in order to avoid this problem. Confiscated phones and devices will be labeled with the student's name and kept until the parent takes possession.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

CHROMEBOOK GUIDELINES

Chromebook Policies and Procedures

BACKGROUND AND RATIONALE: Woodland Elementary School will have 1:1 Chromebooks during the 2020-2021 school year. History has shown that district printing charges decreased, the engagement of students increased, as well as the collaboration between students. Students at Woodland Elementary School will now have the opportunity to be assigned a Chromebook at the beginning of the year, use it throughout the year and return it at the end of the school year. The Chromebook is the responsibility of the student who it is assigned.



The guidelines, procedures, and information within this document apply to all Chromebooks used at Jennings School District by students, staff, or guests including any other device considered by the Administration to fall under these guidelines.

Receiving Your Chromebook

Chromebooks will be disbursed by the school librarian. The first two weeks of school will be focused on digital citizenship. **Note:** Chromebooks will not be issued until all AUP documents are signed by a parent or guardian. Students must familiarize themselves with these guidelines before receiving their device.

Protection Fund

Students will receive a Chromebook, case, headphones and a charger. Each item is the sole responsibility of the student who is it assigned.

1:1 TECHNOLOGY REPLACEMENT FEES

Tech Tote \$10.00
Charger \$15.00
Headphones \$3.00
Damaged or Lost Chromebook \$250.00 (maximum)

If Chromebooks are damaged and require repairs, please see the Fine Chart below. In the event fines are not paid, scholars will be given a Chromebook to use at school only.

Incident	Deductible
1st incident	\$25.00
2nd incident	\$50.00
3rd and subsequent occurrences	\$100.00

Screen Care

- Do not lean or put pressure on the top of the Chromebook when it is closed. - Do not poke the screen with anything that will mark or scratch the screen surface. - Do not place anything on the keyboard before closing the lid.
- Do not place the device near magnets or anything with high electrical current. - Dust the screen with a soft, dry microfiber cloth or antistatic cloth. If a more thorough screen cleaning is required, use a clean, water dampened microfiber cloth. Do not use any type of cleaning solvent on your Chromebook.

Consequences of Inappropriate Use

Violations of the school rules or the District Acceptable Use Policy or any applicable laws may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline may be imposed in accordance with the Board's Code of Conduct, up to and including suspension or expulsion depending on the degree and severity of the

violation.

FAQ

Report your issues to the Library Aide by receiving a pass from your teacher to go to the library. The library aide will take your computer and put in a technology ticket for the Chromebook. If the library aide determines that it is not due to neglect or damage by the student, a loaner computer will be given from the cart in the library for the student to use until their computer is fixed.

How long will it take to repair?

Every attempt to troubleshoot and repair the Chromebook will be made in a timely manner. Some repairs may require a longer or will require replacement of the device.

Will I get a replacement Chromebook while my Chromebook is being repaired? There is a limited number of replacement Chromebooks. Replacement Chromebooks will be signed out to students to use during the school day. No replacement (second) Chromebooks will be permitted to go home.

Where do I store my files?

All files should be stored in Google drive.

Will I be able to access my files at home?

Yes you will be able to access your files through Google Drive.

Can my child use our wireless internet at home?

Yes. Students are permitted to connect to wireless networks outside of the school. Woodland Elementary School does not provide support for connecting the Chromebooks to outside wireless networks.

Can my child use his/her own personal case instead of the district provided case?

In order to ensure the most protection possible, students are directed to use the district provided case.

Can the administration see what my child has been doing on his/her Chromebook?

Yes. Daily reports are generated for administration, which lists any inappropriate conduct. This conduct including searching for inappropriate terms, attempting to bypass the internet filters, using inappropriate language in email, etc.

What if I do not sign the necessary paperwork?

If a student's parent does not sign the necessary paperwork, the student will not be allowed to take the device home. Instead, the student will have to checkout a computer from their classroom daily and return it by the end of the day.

Privacy

Jennings School district retains all control, custody and supervision of all Chromebooks, networks, and internet services owned or leased by Jennings School District. Jennings School district reserves the right to monitor all activity by students. **No expectation of privacy in their use of school Chromebooks including email, stored files or internet sites visited should be assumed by the student-user.**

All users need to be aware Jennings School District has the ability to monitor all internet usage. Using Chromebooks to visit sites that are inappropriate under the Jennings School district code of conduct and that do not meet the educational purposes for the program may result in the revocation of privileges. Authorized members of the Technology department of school administration may periodically review material stored on the hard drives or filter logs. Never put anything in an email or on a hard drive that would be embarrassing, inappropriate, or illegal. The Jennings School District/Woodland Elementary Code of Conduct is in effect and applies to students 24/7.

S3 Framework - Safe, Savvy and Social

We aim for all Jennings students to be have *Digital Citizenship*. There are nine foundational elements of Digital Citizenship that fall within the following three guiding principles: Safe, Savvy and Social (or S3). The tenets of S3 are a way to support, as well as reinforce the themes of digital citizenship. The themes of being digitally Safe, Savvy and Social should be taught as soon as our children can first pick up a device and start to interact with it.

The first guiding principal: Safety, focuses on protecting yourself and protecting others and creates the base of digital citizenship. The next is savvy, which focuses on the concepts around educating yourself and connecting with others. These concepts build upon the concepts of safety. Finally, the social guiding principle commits to helping everyone make decisions exemplifying our commitment to respect ourselves and respect others. It is here that we fully realize the possibilities of the online experience.

Safety - Protecting Digital Citizens

This means being protected from or unlikely to cause danger, risk, injury to yourself or others. Technology is changing students coming to our schools, which in turn moves education. The tools that have been provided to students and faculty are making tasks such as creating or sharing information (e.g., a document, presentation or video) much more streamlined. *So Protect Yourself/Protect Others*

Savvy - Creating Educated Digital Citizens

Educated digital citizens have wisdom and practical knowledge. This is the understanding to make good judgments. So what does being lifelong learners mean in the age of digital learning? The growth and changing nature of technology teaches everyone that we can never stop learning. Technology has opened the possibilities of how to learn new skills and our responsibility to understand and maximize the potential of these tools. *So Educate Yourself/Educate Others*

Social - Respecting Yourself as a Digital Citizen

Respecting yourself as a digital citizen means creating cooperative and interdependent relationships and understanding of others. When discussing the topic of digital citizenship, digital health, or digital safety, there are certain universal themes that seem to surface and be at the heart of the issue. Whether it is through topics of cyberbullying, viewing (or posting) inappropriate content, or plagiarism, these and other topics of concern that are discussed most among parents and educators. *So Respect Yourself/Respect Others*

1:1 STUDENT COMPUTER RESPONSIBILITY

ISSUE	RESOLUTION	CONSEQUENCE
Left computer home/computer not at school	Student can call home to have computer brought to the school. If they are unable to have their computer brought to the school, they will go without for the day.	<i>If the student does not have their computer, they will have access to a loaner Chromebook that day.</i>
Using another student's computer	Return computer to owner; Get assigned computer	Teacher who is told the information , will enter the violation as a deal breaker.
Tech Tote not used/used inappropriately/tote lost	Reminder of student expectations; Student will still take computer to class	** Pay Replacement Fee Warrior time teacher will enter the violation as a deal breaker and notify administration of the fee.
Excessive Issues	Parent Conference	As determined by WE Administration
Inappropriate use of technology	Complete Digital Citizenship Course	Administrator will assign day(s) of ISS until the digital citizenship assigned work is completed and reviewed. Technology usage may be suspended during this time at the discretion of the administration.

Woodland Elementary Internet Acceptable Use Policy

The purpose of the internet is to bring the resources available on this service to both the students and the staff. This service will promote educational excellence in schools by facilitating resource sharing,

innovation, communication, and will promote a globally linked classroom.

The purpose of the Acceptable Use Policy (AUP) is to establish policies appropriate for the educational setting.

1. Students have the right and responsibility to access the Internet to facilitate diversity and personal growth in technology, information gathering skills, and communication.
2. Students shall not intentionally seek information on, obtain or modify files, other data or passwords belonging to other students or misrepresent other students on the Internet.
3. Students may not use the Internet to access pornographic materials, inappropriate text files, or files dangerous to the integrity of the local area network or wide area network via the internet. If a student logs onto an inappropriate site, the teacher will be informed immediately.
4. Tampering with the equipment, altering programs without proper authorization, or reconfiguring any part of the computer is prohibited.
5. The principal reserves the right to remove user accounts on the network to prevent unauthorized activity.
6. The classroom teacher, principal, or superintendent reserves the right to define inappropriate behavior, pornographic material, and/or malicious use of the Internet.
7. Students should not touch the monitors because of the sensitivity of them.
8. Sending e-mail messages that include hate or discriminatory remarks, sexual or verbal harassments remarks, and other inappropriate behaviors are prohibited on the internet and in the classroom. Any such actions will result in suspension from school as outlined in the Student Handbook and possible loss of future privileges.
9. The building administration reserves the right to remove any student from a technology classroom based on violations of the aforementioned policies.

We, the undersigned, have read, understand and agree to the AUP (Acceptable Use Policy).

Student Signature _____

Parent Signature _____

Date _____



SCHOOL-PARENT COMPACT 2021 -2022

Woodland Elementary School

August 23, 2021

Dear Parent/Guardian:

We value your role helping your child achieve high academic standards. The purpose of the Woodland Elementary compact is to share a common understanding of home and school responsibilities; assuring that every student has the opportunity to attain high academic standards that lead to a quality education. The following information is designed to serve as an outline of ways you and your child's school can build and maintain a partnership of shared responsibility for your child's learning.

As a school, we will:

- Maintain a safe and positive school climate including following the JSD Essential Actions for COVID-19 School Safety and Wellbeing.
- Take CDC, OSHA, and appropriate health officials' recommended precautions for COVID-19 mitigation and to prevent or limit the spread of COVID-19. Despite these precautions.
- Acknowledge that attending school on District premises could increase your risk and your child(ren)'s risk of contracting COVID-19.
- Provide high-quality curriculums and standards-based instruction from highly qualified teachers, who are committed to providing students with an environment conducive to learning, and a nurturing environment where students can grow academically, socially, and emotionally.
- Provide District staff with appropriate professional development opportunities that enhance mandated curriculums and improve teacher effectiveness.
- Assist parents in understanding academic achievement standards and assessments by providing supplemental educational resources, and parent virtual workshops that will allow them to monitor their child's progress. · Provide opportunities for ongoing communication between parents and teachers through:
 - Semi-annual parent/teacher conferences, and examine the child's achievement and any pending options at the end of the third quarter.
 - Frequent reports regarding their child's progress.
 - Newsletters and via approved technology (i.e., Class Dojo)
 - Opportunities to talk with members of the staff by phone or video conference.
 - Schedule home visits, as needed.

Parent's Responsibility:

As a parent, I will:

- Ensure that my child attends school virtually or in-person when instructed and only when in good health show your child arrive to school on-time prepared to meet daily challenges.
- Review When Students Need to Stay Home on the JSD website at <https://www.jenningsk12.org/whenstudentsneedtostayhome>.
- Keep my child at home if my child has any COVID-19 symptoms of coughs, difficult breathing, loss of taste/smell, fever at or above 100.4 F, congestion/runny nose, nausea/vomiting/diarrhea, sore throat, headache, myalgia, or was exposed to people with COVID-19.
- Encourage my child to follow the rules, procedures, and regulations of the school, especially essential during the COVID-19 pandemic, including following the JSD Essential Actions for COVID-19

School Safety and Wellbeing.

- Acknowledge and understand that the District will take recommended precautions to prevent or limit the spread of COVID-19; but, despite these precautions, the District cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending school on District premises could increase your risk and your child(ren)'s risk of contracting COVID-19.
- Monitor my child's homework and making sure it is complete in a uniform manner.
- Volunteer in my child's school and classroom when time and schedule permits.
- Seek information regarding my child's progress by conferencing with teachers, principals, and other district personnel.
- Serve on policy advisory groups, such as being the parent representative on my child's school's School Improvement Team, the Title I Advisory Committee, Parent Teacher Organization (PTO), and the District Advisory Committee.

Student's Responsibility

As a student, I will:

- Attend virtual and/or in-person schooling as directive and come prepared to meet classroom expectations.
- Stay at home if I have any COVID-19 symptoms of coughs, difficult breathing, loss of taste/smell, fever at or above 100.4 F, congestion/runny nose, nausea/vomiting/diarrhea, sore throat, headache, myalgia, or was exposed to people with COVID-19.
- Acknowledge and understand that the District will take recommended precautions to prevent or limit the spread of COVID-19; but, despite these precautions, I understand that attending school in-person on District premises could increase risk and my families risk of contracting COVID-19.
- Follow the rules, procedures, and regulations of the school, especially essential during the COVID-19 pandemic, including following the JSD Essential Actions for COVID-19 School Safety and Wellbeing.
- Complete and turn in all classroom and homework assignments on-time to teachers.
- Strive to make sure that all my assignments are at the proficient or advanced level.
- Accept responsibility for my own actions in a dignified manner.
- Be respectful to all adults and peers by respecting others' right to a quality education.
- Give all notes and information from my school to my parent/guardian daily.
- Read at least 30 minutes every day.

Student's Signature

Date

Parent's Signature

Date

Ann E. Shaw

August 23, 2021

Principal's Signature

Date