



ANN JERKINS-HARRIS ACADEMY OF EXCELLENCE  
PARENT and STUDENT HANDBOOK  
2024-2025

APPROVED BY THE GOVERNING AUTHORITY  
2/17/2024



ACADEMY OF EXCELLENCE  
**ANN JERKINS-HARRIS**

HOME OF THE MIGHTY PENGUINS!  
WE ARE FAMILY!

**NOTICE OF NON-DISCRIMINATION**

***THE ANN JERKINS HARRIS ACADEMY OF EDUCATIONAL EXCELLENCE***  
**DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, GENDER, SEXUAL IDENTITY,  
DISABILITY, OR AGE**

ON ITS STAFF RECRUITMENT, EDUCATIONAL PROGRAMS AND/OR ACTIVITIES.

THE FOLLOWING PERSON HAS BEEN DESIGNATED TO HANDLE INQUIRIES REGARDING NON-DISCRIMINATION POLICIES:

Dr. Israel I. Koppisch  
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**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**

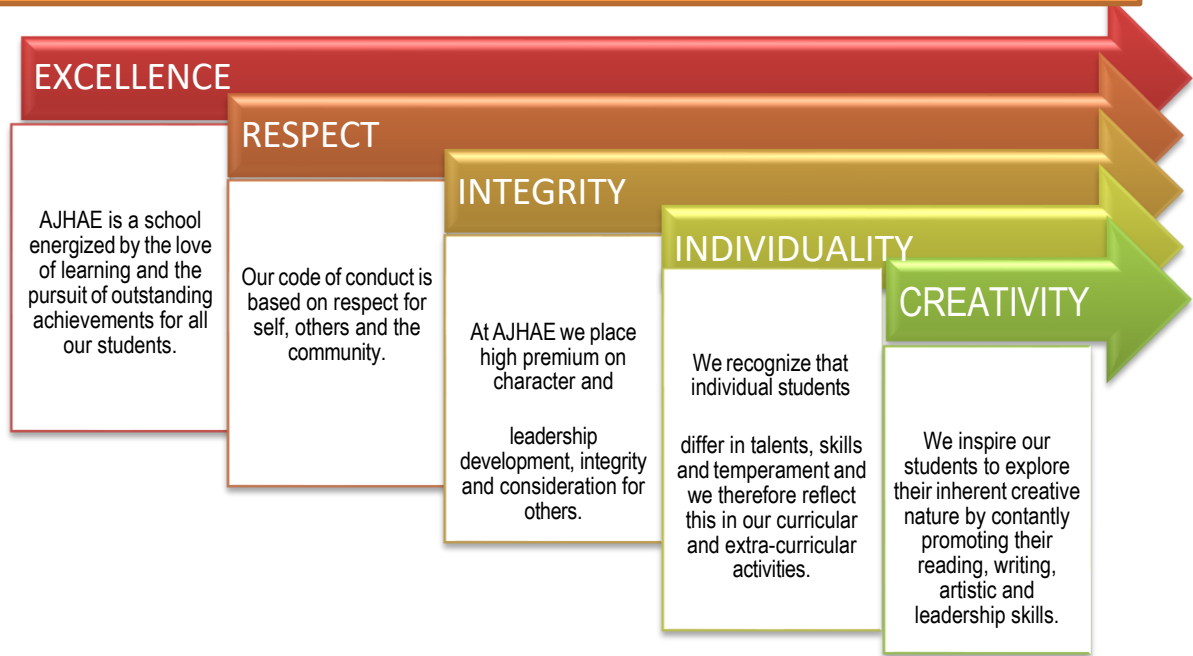
**The mission of the AJHAE is to understand the social, emotional, physical, and academic needs of our students adopting a whole-child approach.**



# 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**

***Dr. James Jones***  
***Chairperson***

***Board Members***

Beverly Tucker  
John D. Walthall III  
Charles Harrison  
Bill Harris

**SCHOOL ADMINISTRATION**

**Sonya Loggins**  
**SUPERINTENDENT AND SCHOOL LEADER**

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

**Anita Bass**  
**CHIEF OF BUSINESS SERVICES**  
EMIS Coordinator and Registrar

**Charlisa Blackshear**  
**OFFICE MANAGER**

**JUSTIN BLACKSHEAR**  
**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- (Kindergarten to Eighth Grade)-, 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.

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.

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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 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 the administrator's LES**

## 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.ajhae.org](http://www.ajhae.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.

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## **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 daily.
- ❖ 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](http://www.ajhae.org)

### **HALLWAY RULES**

**GOAL: The hallways of AJHAE will be a safe and quiet environment where people always interact with courtesy and respect—  
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 always observed.
- 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 ensures 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 ensures 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 ON 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.***

## 2024-2025 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 school’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 2024-2025

**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**



## 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.**

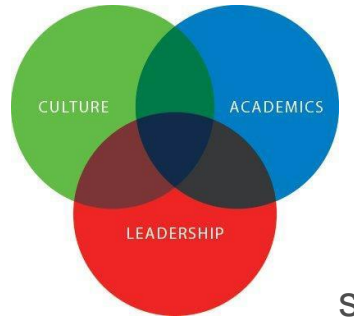




# A whole-school transformation process

## THE LEADER IN ME OVERVIEW

### Using Best Practices and Universal Principle



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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

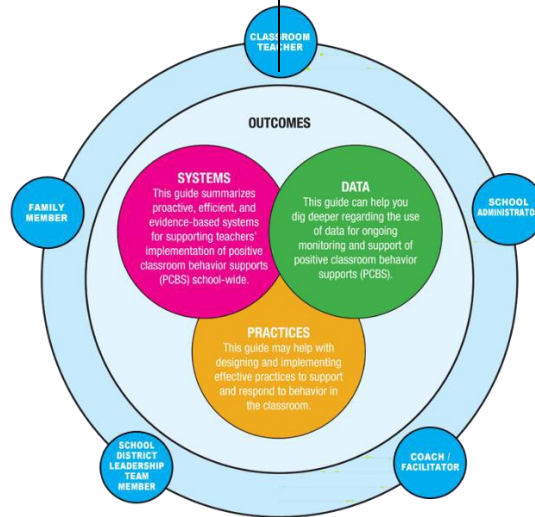
effectiveness, and upon the powerful premise that every child possesses unique strengths and has the ability to be a leader.

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 2024-2025 will be the 7<sup>th</sup> year of TLIM implementation.

## POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS) OVERVIEW



## AJHAE 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:

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



**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**

**2024-2025**

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 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 2024-2025 AJHAE Parent Handbook.**

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Parent/Guardian Signature

Date

Name --in PRINT--

