

# Hendley Elementary School Student and Family Handbook

*A Resource for Faculty and Staff  
2022-2023 School Year*



 **STEM Elementary School**

425 Chesapeake Street SE, Washington, DC 20032  
Phone: 202-645-3450 Fax: 202-645-7098

**Vision:**

At Hendley Elementary School, through acquisition of academic, social, and community building skills, students will become productive citizens with a strong investment in their learning. We commit to empower all students and families to be positive, productive, and respectful with the ability to compete in a global society. Hendley Elementary students, families, and staff are contributing partners in enhancing the community's future.

**Mission:**

Hendley ES provides students and staff the opportunity to collaborate, problem-solve, think critically, and encourage others to compete in a global society.

**School Operations**

Main Office Hours:	8:00-4:30
Phone Number:	202-645-3450

<b><u>School Colors:</u></b>	Red, White, and Black
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<b><u>School Mascot:</u></b>	Hornet
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<b><u>Breakfast:</u></b>	8:40-9:00
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**Lunch/Recess**

Kinder & 1<sup>st</sup> grade\_– 11:05-11:55  
2<sup>nd</sup> & 3<sup>rd</sup> grade – 12:05-12:55  
4<sup>th</sup> & 5<sup>th</sup> grade\_– 1:05-1:55

## **Arrival:**

To make dropping off Hendley student(s) easier and safer, we have created “Kiss-N-Go”.

Kiss-N-Go is a community effort to speed up the drop-off process at Hendley ES. The goal is to provide safe arrival procedures for students. Kiss-N-Go was designed to ease congestion during school arrival. We have a percentage of parents who drive and walk their children to school. Kiss-N-Go makes it easier to manage this high concentration of traffic safely and ensures that we are good neighbors to residents near the school.

### **Instructions for Parents Who Use a Car to Drop-off or Walk to school**

#### **What is Kiss-N-Go?**

Kiss-N-Go allows you to drop off your students without leaving your car or walking in the building, still knowing that your child will be well cared for and safe.

#### **When does Kiss-N-Go start?**

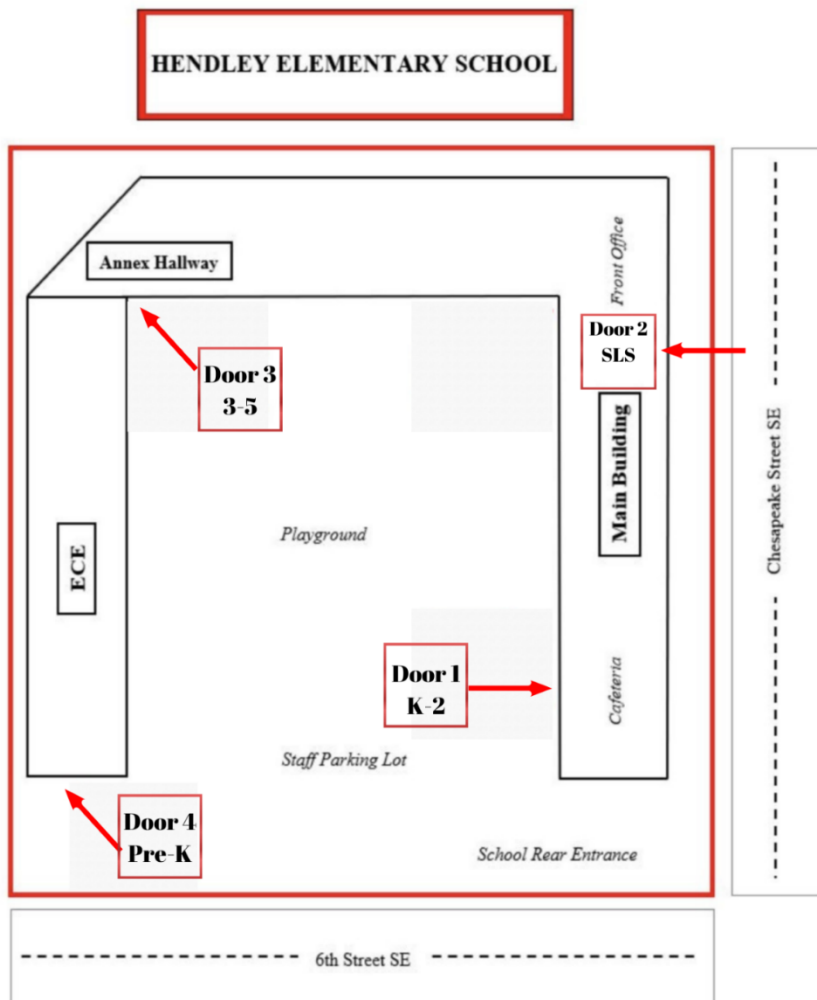
- Kiss-N-Go Procedures begin **August 30, 2022.**
- Drop off begins at **8:40 a.m.** entrances remain open until the day begins promptly at **9:00am.**

**How does this work?** Pull up to the school on 6<sup>th</sup> street by the cafeteria entrance. Please allow your child or children to exit the car. As soon as your child is out, put on your turn signal and safely pull out into traffic. Walkers: Pull to the school on Chesapeake Street side by the cafeteria entrance. Please allow your child or children to exit the car. As soon as your child is out, put on your turn signal and safely pull out into traffic. • Walkers: Proceed to the cafeteria entrance on Chesapeake Street, where you should say your goodbyes and hugs before the student enters the building by themselves. **PARENTS ARE NOT ALLOWED TO WALK STUDENTS TO CLASS... NO EXCEPTIONS!**

**Where do I drop off my student?**

Drop off location for students is based on their grade. Parents/students will enter the back gate on 6<sup>th</sup> Street SE and follow the colored cones and door number to the student's assigned location. Please see diagram below.

- Pre–K students will enter through Door 4
- Kindergartner – Second graders will enter through Door 1
- SLS students will enter through Door 2
- Third – Fifth grade will enter through Door 3



**8:40-9:00**

Students may arrive between this time frame and stand in their class lines on the blacktop. All students should be in their lines by 8:35 to ensure timely entry into the building.

**After 9:00**

After 9:00 a.m. all students and family members should come to the front/Main entrance of the building. Students will be provided a late slip and will receive Grab

and Go breakfast after they receive their late slip and will be escorted/sent to class.

Students in grades PreK 3 and 4 should also follow this protocol.

### **Dismissal**

All students in ECE will be dismissed from annex hallway door by playground. Kindergarten students will be dismissed from CLASSROOMS from the playground entrance. All students in grades 1-5 will be dismissed on the PLAYGROUND. During inclement weather students will be dismissed from the cafeteria.

### **Early Dismissal**

Early dismissal ends at **2:45 p.m.** All parents are asked to pick up their children before 2:45 p.m. In doing so, we can ensure a safe and smooth transition for dismissal. A photo ID must be presented when picking students up for early dismissal and all individuals will need to sign students out of the building. Also, student contact and pick-up information should be updated to ensure the school community has the names of all approved individuals for student pick-up.

### **Inclement Weather**

Students will be dismissed from the cafeteria during inclement weather.

### **Instructional Time:**

The instructional time at Hendley ES is an especially valuable time. We pride ourselves on maximizing all instructional time to ensure students receive a high-quality education. Staff and students understand the importance of this time and utilizes instructional time in a purposeful way. All classroom/instructional time is

pre-planned, aligned to grade level and Common Core standards from the beginning to the end of class time.

### **Grades:**

Families can keep track of students grades by utilizing the Parent Portal. To receive access to the Parent Portal you should have received an account activation from DCPS (DC Public Schools). If you have not received this information, simply visit the front office and the office staff will assist with instructions on how to activate your account.

Families should also expect to receive progress reports halfway through each term about their student's progress in reading, math, and social-emotional skills. These progress reports should be signed and returned to the school.

### **Communication:**

Effective communication is essential in increasing positive relationships between school and home. All students have been provided a class folder for homework and school communication. Please make sure you are checking this folder daily as there may be valuable information provided.

### **Meeting with Principal Lucas**

If you need to meet with Principal Lucas, please set up an appointment with the main office. All appointments should be made between the hours of 9:30-11:30.

### **Attendance:**

Attendance is an essential component to students' growth and performance. Students in grades K-5 are required to attend school every day! DCPS has provided all schools with a new attendance protocol. Students who are absent for 5 consecutive days MUST submit official documentation pertaining to student

absences. Students should be in school no later than 8:55 as attendance will be taken by 9:00. After 9:00 any student who comes to school will be marked “tardy”. Tardy passes will be provided to students by a staff member. All students who are tardy must have a tardy notice to be permitted to class. Students who are not in attendance will be provided the opportunity to make up work they may have missed on days absent.

### **Cell Phones**

Students who come to school with cell phones will have their cell phones collected at the beginning of the school day. Cell phones will be placed in individual baggies by the classroom teacher and will be given back to students at the end of the school day. Please see the cell phone policy at the end of this document.

### **Student Dress Code**

Hendley ES is a uniform school and all students are required to wear uniforms daily. The school uniform consists of a red/white shirt and khaki pants/skirt. If you need assistance with uniforms, please reach out to the school so we can provide you with the appropriate staff members name and contact to assist you.

### **Parents access to the building**

To keep students, staff, and families safe during these unprecedented times, we are not allowing parents into the building during arrival and dismissal times. Parents will be allowed to enter the building beginning at 9:00 through the main entrance of the school building. Parents will be required to present identification upon entering the building and will also be required to sign-in. **If a parent would like to communicate with a teacher during instructional time, parents MUST set-up an appointment with the teacher through the main office.**

### **Immunizations:**

D.C. Law 3-20 “Immunization of School Students Act of 1979” requires that all children entering and attending school in the District of Columbia provide certification of immunization or a statement of exemption from the immunization



requirement. Any student who has not received their immunization after the 20<sup>th</sup> day of school will not be able to return to school until they have received all necessary immunization. This is district policy!

### **Medication:**

Students requiring medication, during the school day, must have their doctor complete a ***Medical Authorization Form***. Otherwise, students will not be permitted to take any type of over the counter or doctor prescribed medication on the school premises. Medication can only be distributed by trained staff!

### **Volunteers**

Parents and other members of the community may wish and are encouraged to volunteer in the classroom. All volunteers must receive a federal background and fingerprints. The volunteer form can be found on the DCPS website.



Contact us if you need to contact any of our staff members and/or our administrative team. Please do not hesitate to reach out to us at 202-645-3450 or via email at the email addresses provided below.

Mr. Demetrius Lucas, Principal [Demetrius.Lucas@k12.dc.gov](mailto:Demetrius.Lucas@k12.dc.gov)

Ms. Taci Shaw, Assistant Principal [Taci.Shaw@k12.dc.gov](mailto:Taci.Shaw@k12.dc.gov)

Mr. Alfonso Franklin, Dean of Students [Alfonso.Franklin@k12.dc.gov](mailto:Alfonso.Franklin@k12.dc.gov)

Ms. Kenya Williams, MSL [Kenya.Williams@k12.dc.gov](mailto:Kenya.Williams@k12.dc.gov)

Ms. Tiffany Fowler, Attendance Counselor [Tiffany.Fowler@k12.dc.gov](mailto:Tiffany.Fowler@k12.dc.gov)

Ms. Lori Craig, Social Worker [Lori.Craig@k12.dc.gov](mailto:Lori.Craig@k12.dc.gov)

Ms. Patty Ansani, Social Worker [Patty.Ansani@k12.dc.gov](mailto:Patty.Ansani@k12.dc.gov)

## Hendley ES 2022-2023 SY Cell Phone Policy

This policy is to ensure that personal electronic devices on school property do not interfere with the learning, safety, school climate, and overall well-being of students at Hendley Elementary School.

We understand that there may be external safety concerns as students travel to and from school and being able to contact your child while out of your care is very important to parents. However, inappropriate cell phone usage here at school is at an all-time high and has greatly contributed to students making poor choices that have led to serious consequences.

We at Hendley ES see the enforcement of prohibiting the use of cell phones on our campus as a necessary next step to keep students focused on academics and also preserves our school's culture.

*The following cell phone/electronic devices policy will be in effect:*

- **All cell phones for students in grades k-5 will be collected by designated members of the Student Success Team upon student arrival in the cafeteria.** Students phones will be in individual baggies, turned off, locked up in a secure file cabinet and redistributed to students at the end of the school day. Please note that if a cell phone is not turned in to school staff and is in plain sight and/or rings/vibrates during the school day it will be confiscated by any member of our staff.

*Consequences for phones confiscated from students that do not follow the above policy will be as follows:*

1. **FIRST OFFENSE – Any cell phone/electronic device confiscated for the FIRST TIME by a staff member will be returned to the student at the end of the school day.** The staff member will review the cell phone policy and the consequences as well as communicate this first offense to a parent/guardian before the end of the school day.
2. **SECOND OFFENSE – Any cell phone/electronic device confiscated for the SECOND TIME by a staff member will be held at school until a parent/guardian is able to pick up the device.** A member of our Student Success Team will contact the parent to let the parent know that the phone has been confiscated and will be held at the school. Exceptions will NOT be made based on parent availability and/or unwillingness to retrieve the phone from school. We are trying to help our students learn how to self-regulate and make better decisions in alignment to school policies.
3. **THIRD OFFENSE - Any cell phone/electronic device confiscated for the THIRD TIME by a staff member will be held at school until a parent/guardian is available to pick up the device and meet with an administrator between 8:00 – 8:45 am on either Monday or Tuesday only.** Due to the repeated nature of the behavior, meeting times with administrators will be limited to only two days of the week. A documented discussion of a plan of action will be necessary to avoid future policy violations.

Tardy students with cell phones – phones should be given to the Student Success Team member on their floor OR their homeroom teacher if the Student Success Team member is not available.

There is no reason that a student should need to use a cell phone during the regular school day. In any instance requiring an emergency communication with a student, our school will immediately assist the student, parent, or other responsible adult with that situation by using a school telephone. Students are welcome to use our phones in the main office or at our security desk as needed.

We advise all parents to continue to actively monitor cell phone usage and activity after school hours to prevent issues such as:

- Cyberbullying/harassment of peers
- Taking or distributing unauthorized photographs or recordings of other people/students
- Inappropriate social media pages
- Any obscene, threatening or otherwise inappropriate material

If you have any questions about the policy, feel free to speak with a member of the Student Success Team or the administrative team at 202-645-3450 and/or stop by to speak with a member of our team. Please return the signed copy of this document and return to the school. An additional list of prohibited devices that fall under the guidelines of our cell phone policy is included below.

**As a parent, I understand the importance of maximizing learning time at Hendley ES. I will support the school's cell phone policy, and I understand that should my child reach a 2<sup>nd</sup> or 3<sup>rd</sup> offense in violation of the policy, I will be expected to come to the school to pick up my child's phone during the times specified in the policy.**

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Student's Name

Phone Number

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Parent's Name

Phone Number

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Parent's Signature

Date

*Cell phones/electronic devices include the following, but are not limited to: cellular phones, smartphones, earphones, headphones, camera phones, camera devices, video and audio recording devices, digital recording devices, scanning devices, MP3 players, iPods, iPads, tablets, computers, radios or any similar devices or accessories to such devices such as earphones and Bluetooth devices.*