

Implementation & Operational Framework



2024 - 2025



School Information

- **School Hours**

- PreK - 5th grade 8:50am - 3:50pm

- **Principal**

- Kimberly Beck
314-953-4251

- **Assistant Principal**

- Raymond Butler 314-953-4277

- **Main Office**

- Theresa Johnson-Bell, Secretary
314-953-4250
- Deanna Minner, Attendance Clerk
314-953-4290

- **Counselor**

- Jermelody Collins 314-953-4257

- **School Nurse**

- Natalie Souders 314-953-4260

School Information

- **Home-School Communicators/Social Worker**
 - Tammy Clark 314-953-4294
 - Kimberly Floyd 314-953-4262
 - Tashima Kinney 314-438-4285
- **Intervention & Support Teachers**
 - Byron Price 314-953-4250
 - Shareta Dixon
- **SSD Resource**
 - Mrs. 314-438-4286
- **School Psychologist**
 - Ms. 314-953-4250
- **Lutheran Family Counselor Services**
 - 314-953-TBD

Arrival & Dismissal Procedures

Arrival

Students should not arrive to school prior to 8:30 AM as there will be no adult supervision prior to that time. Students will enter the building & proceed to straight to class. Supervisors will support a safe and orderly entrance into the building.

Please follow [GRA Arrival Dismissal 24-25](#) for all procedures and staff duty posts.

Car riders/daycare

- Cars will drive around to the side of the building & proceed to the entrance on that side of the building. (Door #3)

● Walkers

- Walkers will walk to the side of the building. (Door #3.)

● Bus riders

- Bus riders will be dismissed one bus at a time and enter thru the main doors. (Door #1)

Pre-Kindergarten

- Students will enter building at Door #1
- All Pre-K parents must park and walk their student learner to entrance 1.
- Pre-Kindergarten teachers & TAs will greet students at the door.
- Students will be supervised in room 3 and 4.

● YCare

- TBD

Late Arrivals

All entrances will remain open & supervised until 8:50 am. After 8:50 am, students arriving late will report to the Main Entrance, Door #1. The following steps will be followed:

- Students will push button and show face on the camera.
- Office staff will buzz student inside the building; parents will not need to enter building.
- The attendance clerk, will document date/time of student arriving in Infinite Campus and inform teacher that student is on the way to class.
- Students will be considered tardy if they arrive after 9:15 am and will need a parent to sign them in.

Dismissal

We will create and maintain a safe and orderly dismissal process.

- **Walkers: Door #3 (3:40 pm)**
 - Students who walk will be called for dismissal, and will exit the building at 3:50PM using exit 4, and proceed either thru the park exit, or travel up the hill toward the front of the school.
- **Car riders Door #3 (3:40 pm)**
- **KG - 5th grade (will sit in the cafeteria for dismissal)**
 - Designated grade level teachers will escort their class to the cafeteria and supervise students as car riders names are called.
 - Students will sit in rows by class..
 - Names of students are kept on name cards on the dashboard of each car and are called for dismissal
- **Bus riders: Door#1 (3:50 pm)**
 - Bus riders will report to designated classrooms and wait with a teacher until their bus number is called.
 - [GRA Bus Supervision Plan 24-25](#)
- **Daycare:** Daycare dismissal supervisors will dismiss students from door #4.

Early Dismissal

For students that need to leave our school prior to the scheduled dismissal time will follow these procedures:

- No early dismissals will be made after **3:00pm**. Parents/Guardians will be required to provide written notification of any dismissal changes.
- Parents/Guardians must come into the main office to sign their student out for the day. They must show their ID to an office staff member who will check in SIS they are they allowed to pick the student up.
- Office staff keep track of students being picked up/signed out early.

Cafeteria & Recess Procedures

Breakfast

The cafeteria will be used for students to eat breakfast between 8:30a - 9:00a. There will be several breakfast options offered daily. Students will enter the cafeteria and be seated accordingly. After students are done eating, they will dispose of their remains and proceed to the the double doors in the back of the cafeteria to walk to class.

Students that arrive late after 9:00a will be able to take their breakfast options to their classroom.

Lunch

Lunch will occur daily in the cafeteria, unless conditions arise that would prevent a safe lunch experience for students.

- School lunches are free for all students.
- There will be a hot and cold lunch choice daily.
- Each grade level lunch shift will be supervised by lunch monitors to allow teachers to have a 30 minute duty-free lunch.
- Staff need to be aware of all food allergies.
- The cafeteria tables will be cleaned and sanitized between each lunch period.

Recess

Recess is an important part of a school day to allow students opportunity to socialize and enjoy fresh air. Recess will be structured play and the following guidelines will be followed:

- Recess exit Door #6
- Recess enter Door #7
- Each classroom will have a variety of outside games/activities.
- Classes will be assigned to either the blacktop, small playground, field and large playground with no mixing of classes.
- Students will sanitize their hands upon entering the building.

Instruction

Instruction

This year our focus is on increasing student engagement and rigor in all subject areas.

Students will receive special area instruction for a total 55 minutes.

- Library
- Art
- Music
- Physical Education

All specials will take place in the special area classrooms. Teachers will be responsible for taking their students to specials and picking them up on time.

[Master Schedule](#)

[Instructional Expectations 24-25](#)

Classroom Supplies

Students will utilize their own personal supplies and share classroom sets to help support their educational activities.

You may find the grade level supply lists on the Hazelwood School District website.

[Grannemann Supply List](#)

Chromebook Care

Chromebooks will be issued to each student K-5th grade. Teachers will store chromebooks in the charging cart daily. In the event a chromebook needs to be repaired and exchanged for another, please see Ms. Standifer in the Library Media Center. Please see the [Chromebook ABCs](#) for pertinent information.

Health & Safety

Daily Cleaning

Daily cleaning is essential to keeping our school building as free of germs as possible. Our day custodian will clean all areas visited by students and staff routinely ongoing throughout the day. Each evening, the building will be deep cleaned by our team of custodians.

It is imperative that teachers teach students the importance of classroom cleanliness. Students are responsible for the upkeep of their desks and any trash on the floors. Teachers will also make sure the window blinds are closed every night.

For additional information, please click on the link and watch the video from HSD.

Ill Students

If a student appears to be ill while at school, that student should be sent to the nurse, who will make the determination if/when a student needs to be sent home. Nurse Souders can be reached at ext. **34260**

Nurse Guidelines

Parents/Guardians will visit the main office and will be required to show their ID to an office staff member before the student is called down for dismissal.

- An office staff member must verify pick-up list in Infinite Campus prior to calling for the student.
- An office staff member will ensure that the student is signed out with date and time.

Ill Staff

If a staff member falls ill during the school day, the following measures will be taken:

- The staff member will immediately notify their direct supervisor to get classroom coverage and next steps.
- The school nurse will be immediately notified and the staff member will be assessed appropriately
- The staff member will follow the guidelines as indicated by school nurse and follow up with their primary care physician or public health department.

Safety Procedures & Drills

Emergency Drills are a part of the overall safety plan of every building and need to be in place to ensure safety of everyone in the building.

- Emergency drills (tornado, earthquake, fire, and intruder drills) will need to be conducted once per month or as required.
- Teachers will monitor students to ensure that they maintain safe and orderly conduct. Each classroom will be directed out of the building using designated exit and entrance doors (per the Grannemann Emergency Evacuation Plan). The school will utilize a monthly schedule.
- Each classroom is equipped with a pink Fire and green Tornado evacuation route map located by the door.

Please refer to the [GRA Emergency Handbook 24-25](#) for all the emergency contacts, drills and procedures.

Visitors

Visitors will be required to visit the main office to show identification to be recorded by a member of the office staff. Visitors will not be allowed to visit classrooms during instructional time, without prior approval from the teacher and building principal.

Parent Meetings and Conferences can be scheduled in person or virtually this school year.

Restroom & Handwashing Procedures

Restroom Expectations

Classroom teachers will schedule regular restroom breaks throughout the school day for students to take care of personal business and/or wash their hands. Grannemann Elementary has (4) four boys restrooms and (4) four girls restrooms, allowing each classroom to have a specified times for restroom breaks one at a time. Classes will be assigned one of the locations for their restroom breaks to again mitigate the risks for mixing classroom groups more than necessary. This schedule will be shared with the staff so all classes follow the schedule daily.

Gender Neutral Restroom

- Grannemann's gender neutral restroom is located in the nurse's office. Signage indicating that it is a gender neutral restroom is posted on the door of the restroom. Please contact Nurse Souders for specific information regarding the restroom.

Handwashing Expectations

Hand washing/sanitizing remains of the best preventative measures for reducing the spread of illness. It is proven that the main way that illness is spread is through touching something with germs on it and then touching your nose, mouth or eyes. Handwashing/sanitizing needs to be integral part of the school day.

- Students will wash their hands thoroughly during scheduled restroom breaks. Good handwashing practices will be reinforced by classroom teachers, regularly.
- Proper handwashing techniques will be reviewed with all students during the first day of class, and on a regular basis with their teacher. Proper handwashing posters will be displayed throughout the building for students to review. Custodial staff will adhere to the established schedule regarding sanitizing restrooms and refilling supplies.

Drinking Water

Drinking stations/water fountains are located in each hallway near restrooms. Water bottle filling stations, are also available and students may bring their water bottles from home, to fill, in an effort to hydrate themselves throughout the day.

It is recommended that students utilize a water bottle with a capacity of at least 24oz.

Schoolwide Expectations

Classroom Expectations

Instruction will continue with students being allowed to be arranged and work in cooperative learning groups at either tables or desks.

This year lesson plans and schedules will be posted outside the door, along with Learning Intentions and Success Criteria being posted large enough for all students to see in the classroom.

All classrooms should follow the district pacing guide and schedules posted in and outside of your classrooms.

Hallway Expectations

Teachers or designated staff person are expected to escort students to and from the following locations..

- Special area classes
- Lunch
- Recess
- Whole Class Restroom Breaks
- SSD Resource
- Reading & Math Specialist

If students need to use the nurse or visit the restroom outside of your scheduled time, they must have a hall pass. Students will need a hall pass anytime they are leaving the classroom without an adult.

Bus Expectations

- Teach students bus routines regarding bus expectations
- Discuss safety and proper etiquette on buses
- Transportation will implement developed bus routes based on the number of students
- Transportation will monitor and re-evaluate bus routes and procedures once implemented and adjust as necessary
- Transportation will clean and disinfect between each route and additionally as needed
- Transportation will review cleaning process of all buses and adjust as necessary
- Assign bus seating for all students and monitor student seating daily
- The bus is an extension of the classroom and expectations will be upheld in the same regard
- [GRA Bus Supervision Plan 24-25](#)
- [GRA Student Bus Behavior Contract 24-25](#)

Social Emotional Well-being

Social/Emotional Needs

- A Student Support Services survey will be sent to families at the beginning of the year to assess the needs of our Grannemann families. Grannemann School 's SEL team will provide grade level counseling lessons in the classrooms focused on: safe touch, bullying/fighting, and respect.(universal lessons)
- Teachers will submit student referrals via the teacher referral form regarding student needs in the areas of attendance and social / emotional support. Referrals will be received and processed by the social emotional team. (Home School Communicator, Social Worker, and Counselor)
- The Social Emotional Team will review the multi-tiered systems approach (Tiers 1, 2, & 3) to implement interventions based on each students' needs.
- Teachers are encouraged to CARE Team students who are not responsive to academic or behavior interventions.
- Please follow the [GRA SEL First Responders 24-25](#) for all SEL concerns.

Special Area Classes

Special Area Instruction

Students will attend special area classes everyday for 55 minutes. (Library, Art, Music and P.E.)

- Special area teachers will follow the master schedule
- Each special area class space is an extension of the classroom and classroom expectations will be taught and upheld
- When weather permits, the P.E. teacher will escort the P.E. class outside. Students and the P.E. instructor will follow all safety precautions when traveling in and out of the building and during the PE class
- Teachers are expected to drop off and pick up their students on time

Library Use

The library is a shared space with materials and supplies often needed by students for their education. It is also a community space which will be used for small groups and teacher PD.

- The Librarian will provide technology lessons for students including (web-design, coding, etc.) and support teachers and students with technology needs.
- Regular book check out for students will take place.

Extended and Accelerated Learning Framework

Extended & Accelerated Learning Framework

- We hope to offer extended learning opportunities to students this year, including.
 - iSCORE after school club
 - Clubs that include an academic focus (Math, ELA, Science, or Social Studies)
 - Homework Hotline

Volunteers will be needed. Please submit your suggestions for clubs that you would like to sponsor to Mrs. Beck and Mr. Butler for consideration.

Daily Staff Expectations

BE ON TIME. We are all responsible for the safety and well being of our students, and when we are late, it reduces the predictability our students need and adds extra stress/weight to the other members of our team.

DRESS PROFESSIONALLY. (see student dress code) Our students deserve our best everyday, and professional dress is expected. Examples include a dress, skirt, or pants (khakis or dress slacks) and a collared shirt. No open-toe, sling back (heel out), flip-flops, sandals, or any shoes that pose a safety problem. Ties are welcomed, but not required. Jeans may only be worn on Fridays or spirit/themed days, which will be communicated throughout the year.

LEAD WITH LOVE Treat your students with love and respect. Kindness goes a long way toward building strong relationships. Be mindful of your voice and tone when speaking to students.

ACTIVE SUPERVISION Active Supervision is the most effective strategy for creating a safe environment and preventing injuries in young children. Active supervision requires focused attention and intentional observation of children at all times. Staff should position themselves so that they can observe all of the children: watching, counting, and listening at all times. During transitions, staff account for all children with name-to-face recognition by visually identifying each child.

Teaching Expectations

1. **BE ENERGETIC AND ENTHUSIASTIC ABOUT WHAT YOU ARE TEACHING.**

Your energy can and will have an impact on your student engagement.

2. **BE PREPARED AND KNOW YOUR CONTENT.**

Preparation and first hand knowledge of what you are teaching can lessen your stress and produce better results for your students. Spend time familiarizing yourself with the content so that you can effectively teach your students.

3. **NEVER PUT A STUDENT OUT OF YOUR CLASSROOM.** It is our responsibility to provide educational access for our students. If there is a concern, please address it with the student, respectfully, and give them an opportunity to correct the behavior (1st warning), and review your classroom expectations as often as it takes. If the behavior persists, follow the steps in your community building plan. Once a parent contact has been made and the unwarranted behavior persists, the teacher will call the office for support from a SEL member.

Teaching Expectations

4. **MAINTAIN CONSISTENT COMMUNICATION WITH YOUR FAMILIES.**

Please maintain consistent communication with your families each month. You must have at least two forms of communication with families documented in infinite campus each month..

Communication can include the following..

- Grade level newsletter (sent electronically)
- Phone call
- Email

5. **UPDATE INFINITE CAMPUS WEEKLY:** Each teacher should be updating their electronic gradebook with the following...

- 1 ELA grade per week
- 1 MATH grade per week
- 1 SCIENCE or 1 SOCIAL STUDIES grade per week

6. **SUPERVISE YOUR STUDENTS AND MANAGE YOUR CLASSROOM AT ALL TIMES.**

7. **MODEL WHAT YOU EXPECT!**

- Respect, kindness, integrity, and hardwork

8. TAKE ATTENDANCE DAILY BY 9:15AM

Important Documents

- [Master Schedule](#)
- [The ABC's of Grannemann](#)
- [Grannemann Emergency Handbook](#)
- [Gra First Responders](#)
- [Gra SEL First Responders](#)
- [Gra Student Data Map](#)
- [Data Team Meeting Calendar](#)
- [Assessment Calendar](#)
- [Instructional Expectations](#)
- [Guest Teacher Folder Expectations](#)
- [Lesson Plan Expectations](#)
- [Collaborative Lesson Planning Document](#)
- CARE Team Procedure
- CARE Team Form
- RTI Flow Chart
- SSD Teacher Questionnaire
- [Staff Meetings](#)
- [Emergency Drill Schedule](#)
- [Gra Arrival/Dismissal Procedures](#)
- [Technology Expectations](#)
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Questions & Answers

