

Webster Learning Center
2024-25
“Creating a path for the future”



Program Handbook

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Principal

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Important Basics

Personal Belongings and Items at School:

Student Belongings- Students enrolled at Webster Learning Center are not allowed to bring personal items to school such as; backpacks, school supplies, toys and gadgets, electronics of any kind including but not limited to cell phones, watch that connects to phone usage, blankets/pillows, any clothing item with a hoodie, etc. Personal items are a distraction and can hinder the engagement from students requiring redirection. We work to find solutions to help remove these distractions that will support increased engagement and a safe learning environment. If personal items continue to be brought to school, administration will meet with parent(s)/guardian(s) to develop a plan requiring action steps with parental support to ensure personal items and materials remain at home.

Food, Candy, Drinks, and Containers- Students are not permitted to bring food, candy, drinks, or containers to school. School breakfast, lunch, and water fountains are provided, as well as, teacher provided incentives earned by students are provided to students.

Arrival & Dismissal: There are multiple programs within Webster Learning Center. Students should enter and exit the designated door for their program.

On-site Learners School Hours: 7:25am- 2:35pm

Alternative Program (K-8):

Door 2 along the side of the building on Highly St.

Public Day School:

Door 3: Elementary, in the back parking lot

Door 4: Middle and High School, in the back parking lot

Long Term Placement:

Door 4, in the back parking lot

Virtual Learners:

Alternative Program (9th-12th)

Optional Instructional Support: Check with administration for hours

Door 4, in the back parking lot

Arrival Procedure:

All students will go through a property check before entering the building. Staff will request any of the items that are restricted from being brought to school, see above Personal Belongings and Items at School. Students will go through a wandling process to ensure all items have been retrieved. All items collected will be given to a teacher to lock up and be retrieved at the end of the day. Students will be requested to hang any clothing item with a hood on the coat rack to be picked up at dismissal.

If students are noncompliant our staff will contact a parent/guardian to come to school and support retrieving items. We encourage parents/guardians to keep student items with them during the school day or not allow them to get out of the car with these items.

Restroom Breaks:

Scheduled breaks will be provided throughout the day by the teacher's classroom schedule and are the recommended times to fulfill personal needs. It is important for students to receive the maximum amount of instructional minutes and supervision in any school setting. Students will be expected to remain in class during instructional learning time. Requests to use the restroom during instructional time is discouraged and will only be for emergency situations. We will communicate with students regular requests seeking to leave the classroom are considered beyond emergency situations.

School Resource Officer: Webster has a school resource officer who is a member of the St. Joseph Police Department. This officer has special training along with the traditional rights and responsibilities of all police officers.

Admission and Attendance

Admission: All programs within Webster Learning Center are on administration referral request, IEP team decisions, or Student Services placement.

Attendance Requirements: Regular attendance is critical to a student's success in school. Students enrolled at Webster are expected to be engaged in learning everyday.

We ask that parent(s) and/or guardian(s) inform our office each day the student is absent and provide information for us to code the absence accordingly by 8:30a.m.

Tardies: We encourage students to be on time to support learning success. When students are tardy they could miss out on scheduled activities and breaks throughout the day.

Release during the School Day: If a student has to leave school early, a parent/guardian must call our front office to give permission. We want to ensure students receive the maximum amount of learning, so we will request the student come to the office when you arrive.

Student Resources and Services

Student Supplies: Students will be loaned the appropriate supplies to work on assignments.

Student Laptop: Students' laptops will remain at school unless determined by administration a laptop is required for learning at home.

Students and parents are responsible for any damages to the school's technology issued items. In the event an item is damaged/broken/lost a parent should contact the teacher immediately. Our district technology department will handle any invoices that would need to be sent home. Webster will be unable to issue any new technology devices until approval provided by the district department.

School Breakfast / Lunch: School breakfast and lunch will be provided by Webster free of charge.

Group Counseling:

Scheduled Sessions- Webster has several individuals who work on the mental health team. They are available to provide educational and counseling guidance to students enrolled at Webster. Students will have the opportunity to talk with a member of the mental health team. These trained employees are available to talk and to listen to students about situations and experiences that may be affecting their ability to be successful in the instructional program.

Students enrolled at Webster will participate in small groups determined by prior and present social emotional needs. All students are expected to approach group counseling seriously and conscientiously. Small group is designed to assist the students in the following ways:

- Examining behavior and coping mechanisms
- Understanding reasons of behavior
- Changing behavior through appropriate decision-making and social skills

Teacher and/or Student Request- Our team, social workers and counselors, have developed an online request form that students and teachers should complete when needing to visit. The counseling team will review each request and meet with the student when their schedule creates an opening that permits time for the individual.

Learning Opportunities for Families:

We encourage our families to join our efforts with our skill building practices to reinforce a stronger support of learning for their child. We are a team and when a child has consistent skill building opportunities across home and school positive progress can grow at a faster pace. Our hope is that we can share our learning of how we support students learning behavior skills that will help them be successful in a small or large learning environment. Our Boys Town sixteen basic skills are where we start and you should receive a copy of the posters during your intake meeting that you can use at

home too. Learning opportunities will be scheduled throughout the year for you to attend, however you can contact our social worker to arrange additional support and learning opportunities.

Parent/Teacher Conferences:

We find that students that have the highest improvement with developing positive behavioral skills is due to the home school connection on a frequent basis. Our teachers are encouraged to share updates on progress on a regular basis and strategies used to encourage positive behaviors. It takes a team effort and that is what we are here to help develop in your child. When family and school are working together there is less confusion of expectations and guidelines for children. Teachers could reach out and schedule regular meetings to share, develop, and determine how to support your child. We are excited to support you and your child's growth.

Student Conduct

Student Expectations and Responsibilities: In order for any school to be successful, the environment must be one conducive to learning. Webster has clearly defined expectations, consistent application of those expectations, and a conscientious attitude on the part of our students, staff, and community in complying with these expectations.

The teaching of self-discipline is the ultimate goal of the Discipline Management System. Good discipline is not just a side issue but is one of the major purposes of education. Every student has the right to learn and every teacher has the right to teach. If students are to develop into responsible citizens for tomorrow, each must learn the art of self-discipline.

Students will work on developing 16 Basic Behavior Skills at Webster:

- Following Instruction
- Accepting "No" for an Answer
- Listening
- Asking Permission
- Getting the Teacher's Attention
- Disagreeing Appropriately
- Working with Others
- Asking for Help
- Appropriate Voice Tone
- Staying on Task
- Greeting Others
- Making an Apology
- Sharing Something
- Having a Conversation
- Accepting Criticism or a Consequence
- Accepting Compliments

**Ask for a set of posters if ones have not been provided to support the Home School Connection.

Webster Building Expectations/Rules:

Webster Learning Center					
	All Settings	Hallways	Cafeteria	Bathrooms	Transportation
BE SAFE	<ul style="list-style-type: none"> Keep All Hands Feet and Other Objects To Yourself 	<ul style="list-style-type: none"> Stay to the right on the stairs and the hall Use rails only for hands Use one step at a time Walk 	<ul style="list-style-type: none"> Walk Report messes 	<ul style="list-style-type: none"> Report messes right away 	<ul style="list-style-type: none"> Walk to designated locations using sidewalks
BE RESPONSIBLE	<ul style="list-style-type: none"> Follow staff directions 	<ul style="list-style-type: none"> Always have a hall pass unless in transition time Move directly to and from class 	<ul style="list-style-type: none"> Stay seated until staff excuses you Eat only your food Clean up after yourself Place trash in trash cans Make one trip through the line 	<ul style="list-style-type: none"> Use good hygiene Keep bathroom clean Return to class promptly 	<ul style="list-style-type: none"> Report problems Report accidents right away
BE RESPECTFUL	<ul style="list-style-type: none"> Be an active listener Use kind words and actions 	<ul style="list-style-type: none"> Use inside conversational voice 	<ul style="list-style-type: none"> Use proper manners Use inside conversational voice 	<ul style="list-style-type: none"> Respect the privacy and needs of others 	<ul style="list-style-type: none"> Park in designated areas using only one space Respect other's property

Guidelines: Students that are placed in this program should follow building and classroom expectations as well as specific program guidelines developed by administrator or staff for student success. These specific program guidelines are for the benefit of creating a positive learning environment for all students within our building of multiple programs.

- Students should remain in the assigned designated area with a supervising adult.
- Students should follow the restroom schedule.
 - All students will be escorted to and from the restroom during the scheduled restroom break.

Classroom Expectations:

Teachers create specific routines and procedures in their classroom to support a positive learning environment.

- Respect yourself
- Respect others
- Respect this place

Discipline Management

Our goal is to assist students' academic and social growth for overall academic success.

Skill Building: For any child to succeed specific behavioral skills are required to support them in remaining in a calm state for learning. Our team will provide opportunities for students to learn and practice these skills through the use of Boys Town practices to build social skills, opportunities to learn during a referral, and positive parental involvement.

Instructional / Behavioral Management Program: The Instructional / Behavioral Management Program is one that recognizes appropriate behavior through social reinforcement and the opportunity for increased privileges. Students who earn positive reward points will have the opportunity to spend their points on a variety of incentives ranging from snacks to time to enjoy an "interest" activity they select during a teacher designated time/location.

Progress Monitoring: Students will be monitored in three areas: assignment completion/academic progress, attendance, and behavior. These components will be reviewed when determining the return and/or mainstreaming opportunity back in their home building.

Student Management Plan: All inappropriate behaviors are assigned learning opportunities/consequences that reinforce appropriate decision making and impulse control. The following consequences will be used:

- **Redirection / Warnings:** A redirection consists of a warning, a statement of expected behavior, and the withholding of points.
- **Positive Reinforcement:** In moments where positive behaviors are displayed students will receive feedback with effective praise. Effective praise identifies the appropriate behavior along with the benefit/purpose for displaying the behavior. These opportunities can result in earning points.
- **Parent Contact:** Students will receive teacher calls when behaviors are creating distress to their and other's success. Parental support may be requested on campus to support positive behavior and continued success for the remainder of the day.
- **Privileges:** Students must earn privileges through positive behaviors. Student's lack of performance when following rules and expectations will result in natural consequences of them not earning privileges and incentives.
- **Skill Lessons:** Students will be provided learning opportunities individually and in small groups to build positive social skills. Our hope is for each student to demonstrate behaviors that produce positive outcomes rather than negative consequences.
- **Mental Health Team:** Students may be referred to or may complete a request to see a member of the mental health team to develop a plan for students to achieve appropriate behavior.
- **Administrator Referral:** Students who demonstrate inappropriate behavior after receiving persistent redirections and/or had an incident infraction of a district policy may receive a discipline referral to an administrator. A student's in-person schedule could be revised due to the outcome of an administrator referral.
- **Parent/Guardian Conference:** Parents/Guardians of students may be contacted to meet with an administrator and their student to help develop a plan to achieve appropriate behavior.
- **Parent/Student/Administrator Re-entry Meeting:** When students are demonstrating persistent behaviors resulting in removal from school a re-entry meeting will be scheduled before a student resumes their in-person schedule.

Parent / Guardian

1. Attend an initial meeting before starting the program.
2. Commit to having the student arrive on time and picked up on time.
3. Commit to supporting and holding child accountable to all building expectations and procedures.
4. Work cooperatively and in a positive manner with Webster staff.
5. Be available at all times during the day while your child is in the program and willing to come to Webster if student behavior is deteriorating needing parental support.

Student Name: _____ **Parent/Guardian Name(s):** _____

ENROLLMENT AGREEMENTS

- _____ We were provided a copy of the Program Handbook and it was discussed with us at the intake meeting.
- _____ We understand that Webster Learning Center is part of the St. Joseph School District and follows all board policies.

ACADEMIC AGREEMENTS

- _____ I am accountable for my own learning. It's my responsibility to utilize available resources, participate during the day, and ask questions when needed.
- _____ I will be a responsible student by being on time and prepared each day. I will attempt to complete all required work, activities, and assessments.
- _____ I will comply with recommendations and/or interventions made by staff to increase my opportunity for success.

ATTENDANCE AGREEMENTS

- _____ I will make every attempt to attend school on time everyday.

EXPECTATIONS AGREEMENTS

- _____ I will follow Webster Learning Center building and classroom expectations and guidelines.
- _____ I will take care of all district property.
- _____ I understand that I am not allowed on any SJSD property other than Webster Learning Center.
- _____ I understand I am responsible for my behaviors and remain safe and respectful at all times.
- _____ I will turn in all Personal Items that staff request of me. I understand that I must remain calm and must turn over items before I can enter the building.

PARENT / GUARDIAN AGREEMENTS

- _____ I will work cooperatively in a positive manner with Webster staff.
- _____ I will support Webster school and expect my child to follow the no Personal Items and Arrival Procedure.
- _____ I understand that if my child does not follow procedures, expectations, or remain safe I will need to come to school to support and/or pick up my child.
- _____ I will be available to answer my phone at all times during the day or will return the call promptly to support the school.
- _____ I will contact the school each morning when my child will be absent. I understand school will contact me due to absences.
- _____ I will support Webster Learning Center with the above agreements.
- _____ I understand my child is only allowed on Webster school grounds at this time.

The program is a privilege that allows the student to remain in school, in lieu of suspension. Failure to comply with these expectations will result in the removal of the student from the on-site program, and may result in other educational options.

Parent/Guardian

Date

Student

Date

Webster Staff

Date

Student Name: _____ Parent/Guardian Name(s): _____

ENROLLMENT AGREEMENTS

- _____ We were provided a copy of the Program Handbook and it was discussed with us at the intake meeting.
- _____ We understand that Webster Learning Center is part of the St. Joseph School District and follows all board policies.

ACADEMIC AGREEMENTS

- _____ I am accountable for my own learning. It's my responsibility to utilize available resources, participate during the day, and ask questions when needed.
- _____ I will comply with recommendations and/or interventions made by staff to increase my opportunity for success.

EXPECTATIONS AGREEMENTS

- _____ I will follow Webster Learning Center building and classroom expectations and guidelines when choosing to attend tutoring sessions.
- _____ I will take care of all district property.
- _____ I understand that I am not allowed on any SJSD property other than Webster Learning Center.
- _____ I understand I am responsible for my behaviors and remain safe and respectful at all times.
- _____ I will turn in all Personal Items that staff request of me. I understand that I must remain calm and must turn over items before I can enter the building.

PARENT / GUARDIAN AGREEMENTS

- _____ I will work cooperatively in a positive manner with Webster staff.
- _____ I will support Webster school and expect my child to follow the no Personal Items and Arrival Procedure.
- _____ I understand that if my child does not follow procedures, expectations, or remain safe I will need to come to school to support and/or pick up my child.
- _____ I will be available to answer my phone at all times during the day or will return the call promptly to support the school.
- _____ I understand my child will be provided virtual learning and work from home.
- _____ I understand my child has the option to come to one tutoring session a day if they need support and that I must provide transportation due to this being optional.
- _____ I will support Webster Learning Center with the above agreements.
- _____ I understand my child is only allowed on Webster school grounds at this time.
- _____ I picked up a SJSD laptop and charger.
 - I returned the issued 23-24 laptop. May pick-up a new device and charger.
 - I have not returned the SJSD issued laptop. Must return the laptop or pay for the issued laptop.

The program is a privilege that allows the student to remain in school, in lieu of suspension. Failure to comply with these expectations will result in the removal of the student from the on-site program, and may result in other educational options.

_____	_____
Parent/Guardian	Date
_____	_____
Student	Date
_____	_____
Webster Staff	Date

Optional: Learning support/tutoring hours- 9am-11am or 12:30pm-2:30pm