

Mark Twain Elementary

Student and Parent Handbook 2020-2021

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**Please note that all district policies are available online at
<http://policy.msbanet.org/brentwood/>**

All district policies supersede policies and procedures listed in this handbook

8/10/2020

Mark Twain Elementary

Where we all GIVE, GUIDE, and GROW every day.

Welcome to Mark Twain Elementary,

We are so happy to have you as part of our family! Our goal is to ensure a safe, supportive, and nurturing learning environment for our students. Here at Mark Twain, as we continue to achieve academic excellence, we also strive to instill leadership and empower students to find the greatness and embrace the individualism of others. We believe that to be prepared for our 21st century, students must be taught the essential skills in addition to academics. One way that we accomplish this is through the tenets of *The Leader In Me*. You, the parent, are the most important and crucial teacher in this endeavor. By working together, your child will accomplish not only academic goals, but their character goals will develop to help them be successful in all areas of life.

Through *The Leader in Me* teachings, your child will develop a deeper understanding of their capacity to lead in their own lives and to make a greater impact on others and their community through positive choices. An essential part of this journey is their school attendance. It is essential that your child be in school regularly, and arrive on time. This starts their day, and impacts their academic success in a proactive manner.

Each year brings with it, new challenges to face and new goals to be met. Together, we will face each, and help our students soar to new heights! I am looking forward to a remarkable year and to developing a partnership with you and your family!

Sincerely,
Ms. Eastabrook
Principal



School Schedules and Procedures

SCHOOL HOURS

7:45 a.m. Breakfast served

8:00 a.m. Students may enter the building and to to their class.

There is no supervision for students before school. Students are not to arrive before 8:00 a.m.

Please adhere to the following entrance/exit points:

Entrance A	5 th Grade	The double doors nearest to the gated playground on the parking lot side of the building.
Entrance B	4 th Grade	The double doors closest to the front drive on the parking lot side of the building.
Entrance C	3 rd Grade	The blue double doors in the front of the building directly to the left of the main entrance.
Entrance D	2 nd Grade	The double doors at the lower parking lot to the right of the main entrance.
Entrance E	1 st Grade	Round the building to the left of the main entrance and follow the sidewalk to the double doors at the far end of the playground. You will pass two sets of double doors.
Entrance F	Kindergarten	Main entrance with the blue awning.
8:10 a.m.		Bell signals the start of school - students arriving in the classroom after this time will be counted tardy.

DISMISSAL

3:15 p.m. Bell signals the end of the school day. Students will be dismissed through the same entrance/exit points. We will dismiss in staggered times.

Dismissal Times

5 th Grade	3:15	Entrance A
4 th Grade	3:17	Entrance B
3 rd Grade	3:19	Entrance C
2 nd Grade	3:25	Entrance E
1 st Grade	3:23	Entrance F
Kindergarten	3:21	Entrance D

Students are to be picked up at 3:15 p.m. (Or the designated staggered dismissal time) Students are NOT permitted to play on the grounds after school until they have checked in at home. We ask that you notify the office in the event that your child will not be picked up or leave immediately after school.

Expectations	Arrival/ Dismissal
Show respect	-Respond immediately when called -Walk quietly to designated area -Remain 6ft from others
Act responsibly	-Stay in assigned area -Go straight to class or home -Bring home all materials needed and bring them back -Arrive on time
Be safe and peaceful	-Keep positive attitude -Resolve conflicts peacefully -Stay calm and controlled -Keep hands, feet, and objects to yourself

ABSENCE OF A STUDENT

If your child is unable to attend or is late for school, please telephone the school office before 8:10 a.m. to report the absence or tardiness. You may leave a recorded message on the telephone answering machine or speak directly with the school secretary. Please leave your name as well as the child’s name and reason for absence.

ADMINISTERING MEDICATIONS

Policy JHCD-AP(1) ADMINISTRATION OF MEDICATIONS TO STUDENTS
Definitions

Medications – For the purposes of this procedure, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.

Authorized Prescriber – Includes a healthcare provider licensed or otherwise authorized by state law to prescribe medication.

Medication Administration

1. All medications must be delivered to the school nurse or designee by the parent/guardian in a properly labeled container from the pharmacy or in the manufacturer's original packaging.
2. All medications must be accompanied by a written administration request from the parent/guardian.
3. Medications will be stored in an environmentally appropriate locked area to which the school nurse and designee have keys.
4. The school nurse will maintain proper documentation of all medications and their administration. Documentation will minimally include the:
 - Student's name.
 - Prescriber's name.
 - Pharmacy.
 - Prescription number.
 - Name of the medication.
 - Dosage.
 - Date and time administered.
 - Reasons for not giving medications as prescribed (e.g., vomiting, spills, refusal).
 - Name and signature of person who actually administered the medication.
5. To the extent practical, students shall be provided privacy when receiving medications.
6. The school nurse will work with the student, parents/guardians and teachers in determining how best to deliver the medication to the student during the school day.
7. If the district maintains prefilled epinephrine auto syringes or asthma-related rescue medications, a list of students whose parents/guardians indicate that they cannot receive such medications will be kept with the medications.

Handling and Disposal of Medications

1. Schedule II controlled substances shall be inventoried upon receipt and daily by the person administering the drug.
2. The record of the drug count shall be maintained in a log or on the student's medication record.
3. Any count discrepancies shall be reported to the school nurse for further investigation.
4. Controlled substances shall be kept in double-locked storage, such as a locked box within a locked cabinet, to which the school nurse and the school principal or designee shall have keys.
5. Expiration dates on all medications will be checked on a routine basis.
6. Parents/Guardians may retrieve their student's medications from the school at any time during school hours.
7. When possible, all unused, discontinued or expired medication shall be returned to the parent/guardian and the return documented.
8. The school nurse may destroy medications if the parent/guardian consents, if a witness observes and if the destruction is properly documented.
9. All medications shall be returned to the parent/guardian or destroyed at the end of the school year.

ARRIVING LATE TO SCHOOL

Students arriving late must come to the school office for a tardy slip before going to class. State school law requires that we record the time of arrival and departure if different from the regular school hours.

ATTENDANCE

Policy JED-R

STUDENT ABSENCES AND EXCUSES

For successful academic achievement, Brentwood School District stresses the importance of regular and punctual attendance. Regular attendance in each class is the first and most basic requirement of a quality education. The goal of our attendance policy is to help students succeed not only in school but also in life. Absences due to illness and circumstances beyond one's control are sometimes unavoidable. However, in

order for a student to learn and succeed in school, it is necessary for him/her to be in class regularly. Students failing to attend class regularly may lose their ability to receive credit for the class or classes in which they are enrolled.

Excused Absences

Absences or tardiness of the student that are not prearranged shall be excused only in cases of illness of the student, or in the event of a family emergency that is later substantiated by a written excuse or phone call from the parent or guardian. Requests for vacations must be approved by the principal in advance. Consideration will be based upon prior attendance and academic standing.

Under most circumstances, the following absences will be excused. Documentation must be provided as indicated.

1. Illness or injury of the student, with written excuse from parent.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with written excuse from parent.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with written excuse from parent. The building principal may require a program or other evidence from services as well.
5. Religious observances, with written excuse from parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent.
7. Out-of-school suspension.

All other absences and any absence for which required documentation is not provided are unexcused.

Tardiness

Students who arrive after the beginning of the formal school day must report directly to the office. Teachers for all individual classes will handle and report all unexcused tardies.

Attendance Procedures

If a child will be absent from school or late to school, the parent (or guardian) is to call the school by 8:10 a.m. A list of known absentees will be prepared by the school secretary. Any other child not reporting to school should be reported to the office as soon as possible. Every effort will be made to determine the reason for any unreported absence. If there is no call and the school is unable to reach the parent, a note explaining the absence must accompany the student upon his/her return to school.

Extended Absences

Once a student is absent seven (7) days in a semester, no additional absence will be excused without a doctor's note verifying illness. Exceptions to this procedure will be at the discretion of the building principals.

Truancy, Neglect or Abuse Concerns

If a student is absent and the parent cannot be reached and a staff member suspects truancy, neglect or abuse, he or she should see the principal as soon as possible to discuss these concerns. It will be the responsibility of the principal to initiate the necessary steps to check on the child's welfare.

First Notification

When a student has accumulated five (5) excused absences or one (1) unexcused absence in any semester, the building principal or designee will send a letter home to communicate the student's attendance and current level of academic performance. The purpose of the letter is to clarify the school's expectations regarding attendance and elicit suggestions from the parent on how to improve the student's attendance, including identifying reasons why the student is not attending school regularly.

Second Notification

When a student has accumulated seven (7) excused absences or two (2) unexcused absences in any one (1) class in a semester, the student and his/her parents will be sent a seven-day warning letter and the building principal will schedule a conference with the parents. The purpose of this conference is to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.

When a student has accumulated ten (10) excused absences or three (3) unexcused absences in a semester, a determination will be made as to whether there is a reason to suspect education neglect or whether the parent is violating the compulsory attendance laws. If so, the district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor.

More than ten (10) excused absences or three (3) unexcused absences will be a factor in determining whether the student may be retained, receive credit, or be required to attend summer school as a condition of promotion.

Students are expected to make up assignments from missed classes within the time period established by their teachers. Students who do not complete missed assignments in the required time may be required to attend academic support sessions outside of the regular school day.

Any conference may be waived by the building principal if the absences were caused by a specific event or long-term illness. In cases where the district is aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means.

Withdrawal for Non-Attendance

Students aged 16 or older whose average daily attendance falls below 75 percent after attending a quarter of school (exclusive of administratively excused absences and suspensions) may be withdrawn from the rolls of Brentwood High School. Students who participate in the voluntary transfer program and who have been withdrawn from school under this policy must reapply through VICC procedures.

Appeal Process

A student who believes that his/her absence has inaccurately been designated by the principal as unexcused, or who is otherwise aggrieved under this policy, is entitled to appeal the principal's decision as set forth below. During an appeal, the review will focus upon whether the principal's decision was erroneous and whether the principal's decision was supported by the facts. This formal appeal process is as follows:

1. Students are entitled to request an appeal before an attendance committee comprised of the principal and a teacher or counselor to be appointed by the principal. The students and his/her parent shall be permitted to appear before the attendance committee and to submit a verbal/written statement or explanation as to why reversal of the assistant principal's decision is warranted. Verbal statements should be no more than ten (10) minutes in length.
2. A student who is dissatisfied with the attendance committee's ruling may seek review of the decision by the superintendent or his/her designee. The superintendent/designee may, at his/her discretion, schedule a meeting in person or via telephone to discuss the matter with the student and/or parent.
3. If a student loses credit already earned in the class because of excessive, unexcused absenteeism (meaning that the student is withdrawn from the class or loses credit that had already accrued to date), the student is permitted to appeal the decision to the Board of Education. The appeal hearing shall be a "contested case" hearing and shall be subject to the same procedural protections that are set forth in Board of Education policies relating to long-term suspensions/expulsions. The Board of Education's decision will be final.

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Adopted: 01/19/1999

Revised: 05/21/2002; 02/19/2008; 06/24/2008

Brentwood School District, Brentwood, Missouri

BICYCLES, SCOOTERS, and SKATEBOARDS

Students may ride their bike or scooter to school. They must wear a bike helmet and have a lock for their bike. Scooters must be folded and carried to the classroom. We ask that children be third graders or older before parents grant them the bike riding privilege unless you discuss this with the principal. Bikes and scooters must be walked when any students are walking nearby.

Skateboards are prohibited from school grounds.

BIRTHDAYS AND CELEBRATIONS

Birthdays and celebrations are important to students. Due to the increased presence of food allergies, we **do not** allow any food items to be brought into the classroom or into the school building for birthdays or celebrations.

BULLYING PREVENTION PROGRAMS

Defining the Problem:

What is bullying?

- The repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by; individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling, threats, extortion or theft, damaging property, and exclusion from a peer group. (Board Policy JFCF)
- Bullying can inflict physical harm, emotional distress, and/or social embarrassment or humiliation.

What is harassment?

- Creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, or age. (Board Policy AC)
- Harassment can be a form of discrimination and/or bullying.

All incidents of reported bullying are directly handled by the classroom teacher, Ms. Eastabrook, or Mrs. Reed.

We have zero tolerance for bullying, teasing or put-downs and work to address these issues by helping students use reflection sheets to look at the result of their behavior choices.

Through our mentors, Family activities, and Character Education initiatives we reinforce caring relationships daily. We work to prevent bullying through positive action; however, disciplinary actions will be taken if a child chooses to repeatedly participate in bullying or harassing behaviors.

Mark Twain will recognize school-wide expectations for behaviors in all settings. This matrix of behaviors shared throughout the school year in a chart lists the expectations for a specific setting as it aligns to our universal expectations mentioned in our pledge each day: Show

Respect, Act Responsibly, and Be Safe and Peaceful. The full matrix of School-Wide Expectations can be found on page 32.

BUS

Bus service is provided for our VICC (Voluntary Inter-district Choice Corporation) students only.

Bus riders must ride on their assigned bus only, and **unless they have a parent note or a parent calls the office by 10:00 a.m., they will be sent home on the bus.** Written permission must be provided for students participating in after-school activities such as clubs, scouting, tutoring, etc. Bus services will be revoked if student behaviors are considered unsafe.

Expectations	Bus
Show respect	-listen to and follow the school-wide expectation matrix -speak in a quiet inside voice -use kind words to the bus driver and others -listen to driver
Act responsibly	-talk quietly with others -remain seated -be ready when bus arrives -bring all belongings with you on and off the bus
Be safe and peaceful	-remain seated on the bus -keep hands, feet, and objects to yourself -stay clear of the moving bus -be alert and prepared in emergency situations -stay clear of roadways

All school procedures and guidelines are to be followed on the school bus. Transportation guidelines are sent home to parents yearly for students using bus services.

Parents should call the VICC transportation office to report any bus problems (314-721-8657).

CAR, WALKING, AND DRIVEWAY SAFETY

The school driveway is very congested before and after school. We ask that you help us maintain safety by dropping children off quickly and on the passenger side of the car. Insist that your child looks carefully before walking to the nearest sidewalk. Look carefully yourself, and then pull away. Please follow the recommended travel direction to help us keep all students safe.

CHANGE OF CLOTHING

If a child's clothing becomes wet or soiled at school, the nurse has clothing the child may wear. We ask that parents wash and return the school clothing to the nurse as soon as possible. We are in need of additional small size (fitting students in grades K-1) underpants at all times. Please feel free to donate to keep our emergency supply stocked. Non gender-specific clothing is the best.

CLINIC

The school nurse assists students who need first aid, become ill, or have an emergency.

Either of the two office secretaries assists children when the nurse is not available. They are trained to assist students who are ill or take regular medication.

When a child becomes ill or is injured, she/he will be sent to the clinic or school office for evaluation, observation, or first aid when indicated. When a student has a fever of 100 degrees or more or is vomiting, the parent will be notified to come to school and take the child home. When your child has a fever, the student **may not** return to school until free from fever for 24 hours without the use of fever-reducing medication.

For other illnesses (chicken pox, measles, etc.) or for injuries, which require a physician's evaluation, the parent will be called.

DISCIPLINE

Providing a caring school community, where children and adults are respected and where learning opportunities are optimized, is the goal of Brentwood elementary schools. To help children meet their responsibilities the Mark Twain staff has developed consistent behavioral expectations and consequences for violating these expectations. Misconduct is divided into two levels; level one being the less serious offense, while level two is more serious in nature. Examples of level one include, but are not limited to, disrespect, name-calling, noncompliance, examples of a level two misconduct include harassment, threatening behavior, both physical and verbal. Additionally, each classroom develops classroom rules and procedures. These are posted in the classroom and given to parents at the beginning of each year.

All students are expected to behave in a manner that contributes to a positive school environment. Proper behavior is expected in the classroom, throughout the building, on the school grounds including the playground, and on the bus. When a student does not exhibit acceptable behavior, appropriate consequences will result. If a behavior is a violation of district discipline policy, the district policy will be initiated.

The classroom teacher will address most student behavior and discipline incidents and assign appropriate consequences. The teacher may notify the parents for their assistance in developing a positive intervention plan to change continuing inappropriate behavior.

The district sends a copy of the district's discipline policies and consequences to each family in the fall. The discipline policies are posted online at the Brentwood School district website, <http://policy.msbanet.org/brentwood/showpolicy.php?file=JG-R.BNT> listed under Policy JG-R.

More serious behavior and discipline offenses, including all fights, will be handled by the principal. Teachers will notify the principal of any serious infraction. For a more serious offense, parents will be contacted by the principal with a phone call and a letter. The principal will determine consequences, which may include in-school detention, out-of-school suspension, or other appropriate consequences. Consequences will be in compliance with school district policy.

DRESS GUIDELINES

We feel that there is an appropriate kind of dress, which is commensurate with the important activities, which take place in a school. Early in the year when the weather is warm, we ask your help in this matter. Although the majority of our students always present a fine personal appearance, the following reminder may help avoid any embarrassment:

1. Short shorts are not to be worn.
2. "Tube tops" and bare midribs are not acceptable.
3. Shoes must be worn at all times.
4. Tee shirts with liquor, beer, or other inappropriate writings are not to be worn.
5. Hats, scarves, and hair curlers are not to be worn in the building without permission.
6. Clothing that creates safety concern, such as dragging hemlines, metal loops or accessories, or other apparel that could create a safety hazard are not to be worn to school.

DRESSING FOR THE WEATHER

Students will have recess outside every day unless the temperature or wind chill is at or below 20 degrees. We will have indoor recess if heavy rain, ice, or snow on the playground presents a safety issue. We ask that you send children dressed appropriately for the weather. If the temperature reaches 95 degrees or higher, students will remain indoors as well.

EMERGENCY CLOSINGS

Should it become necessary to close school due to bad weather or other emergencies, please listen to the following radio and television stations:

KMOX (AM - 1120) www.kmox.com

KSDK CHANNEL 5 NEWS www.ksdk.com

KMOV CHANNEL 4 NEWS www.kmov.com

School Closings are available on the district website at <http://www.brentwoodmoschools.org>

The Brentwood School District utilizes a communication system that is designed to give an automated phone message to parents in the event of an emergency or just to send an announcement. Announcements and messages can be sent to the whole district or just to certain schools or groups within those schools. This expedites and provides more efficient parent communication. Please notify the school office if your phone number changes so that you can receive all pertinent messages.

FIELD TRIP POLICY

A field trip permission slip must be filled out and signed by a parent to allow students the opportunity to participate in a field trip. The permission slips will be sent home in advance of the field trip indicating the date and place of the field trip. Students without a signed permission slip will be excluded from the field trip. If a financial hardship relating to the cost of a field trip occurs for either student or parent chaperones, please contact the principal for assistance. Due to insurance guidelines, preschool children may not ride on the bus nor can parents attending with young children supervise students. Parents/chaperones who wish to attend Field Trips must have security background checks as per the district Policy GBEC

Policy GBEC CRIMINAL BACKGROUND CHECKS

The Brentwood School District is committed to providing a safe environment for students to learn. As part of this effort, in accordance with this policy, the district will require criminal background checks of employees as well as certain volunteers and others working on school grounds. The Board directs the superintendent or designee to develop procedures and practices consistent with this policy.

Definitions

Criminal Background Check – A search of the Federal Bureau of Investigation's criminal history files; the Missouri Highway Patrol's criminal history database and sexual offender registry; the central registry of child abuse and neglect of the Children's Division (CD) of the Department of Social Services; Missouri Case.net; and other databases required by law or by the district.

Driving Records – Traffic-related offenses contained in the Missouri Department of Revenue’s databases.

Volunteers

The district will conduct a search of the Missouri Highway Patrol's criminal history database and the central registry of child abuse and neglect of the CD on all persons volunteering in positions where they will be left alone with a single child. If the volunteer is a sponsor, advisor or coach, he or she must satisfactorily complete the criminal background check, and view required MUSIC videos regarding sexual misconduct which are required of all employees. The superintendent or designee is directed to identify any additional volunteer positions in the district that will also require a criminal background check. The superintendent or designee must receive the results of the background check and officially approve the volunteer before he or she may begin service in the identified volunteer position.

GRADING, REPORT CARDS, AND PROGRESS REPORTS

Each teacher will explain her/his grading procedures in writing.

Report cards are issued at the end of each quarter. Parent/teacher conferences are held during the first and third quarters.

Progress reports are sent home mid-quarter for all students in grades 2-5.

Additionally, parents can access some of their child’s grades through our Infinite Campus Parent Portal. Check with the school office for information about setting up an account.

HOMEWORK

Homework will be given in grades 1-5. Homework is important; we expect parents to help children establish regular homework routines. Each teacher will explain homework guidelines at the beginning of the school year. Teachers will be glad to discuss homework expectations and procedures with parents.

ILLNESS AT SCHOOL

Parents will be called when the school nurse or administrator believes a student should be sent home. If parents cannot be reached, we will call the emergency telephone number(s) provided on the Emergency Release Form. If no one can be reached, the family physician may be contacted for assistance. It is important for you to update all phone numbers as they change so that we can reach you in such instances. When your child has a fever, your child **may not** return to school until free from fever for 24 hours without the use of fever-reducing medication.

IMMUNIZATIONS

Any new student must have their immunization records complete and on file at school before the first day of attendance or they must, by state law, be excluded from school. If you are unsure about immunization requirements, please contact our school nurse.

NEWSLETTER

The school newsletter will be distributed at the beginning of each month. It contains news about upcoming events for the month, and articles of interest from teachers, PTO, and students. Newsletters are sent electronically to those that have email. Printed versions are sent to those that don't. Please also visit our website at <http://www.brentwoodmoschools.org/> and click on our school to enter our site.

PHONE USE BY STUDENTS

Students are restricted from using school phones except in emergencies with permission from the principal.

Students may not use the phone to arrange after-school activities with friends. Those arrangements must be made **before** the school day.

The use of cell phones by students is prohibited. Students who bring cell phones to school must leave them locked up in the school office.

PHONE SYSTEM

The extension numbers for all staff are located in the staff roster at the back of this handbook.

PHYSICAL EXAMS

It is **HIGHLY RECOMMENDED** that all children going into kindergarten, 4th, 7th and 10th grades have a physical exam from a doctor or clinic. Parents are advised to schedule these as early in the summer as possible to avoid the before-school rush.

PROCEDURE FOR PICKING A STUDENT UP FROM SCHOOL BEFORE 3:15 P.M.

Students may only be picked up from school by parents or those approved by parents. A record of this is kept on the Emergency Release Form filled out by parents. It is necessary to sign them out in the office. If parent's home, work or emergency phone numbers change, it is most important that you notify the school office so that we can update this information.

PLAYGROUND RULES

Students will be told these rules and will practice them daily. We put them here so parents know what they are and can help reinforce them:

Note: The playground equipment is off limits until further notice (July 2020)

1. Walk to and from the playground using the sidewalk.
2. Food must be eaten before going to the playground.
3. Stay clear of bushes, hillside, fences, and in sight of supervisors.
4. Do not throw mud, dirt, gravel, stones, snow, ice or wood chips.
5. Fighting and foul language are not allowed.
6. Tag games are not allowed on playground equipment.
7. One person at a time goes down a slide. Going up the slide, stopping in the middle and climbing on the outside of it are not permitted.
8. No pulling up from the bottom bridge to the top and no pulling up onto the rails of the bridge.
9. No one is allowed on top of any part of the playground equipment. This includes the climbing poles, slides, or bridge cover.
10. Think safety first!

PTO

Our school has a very active PTO. Parents are strongly encouraged to join at the beginning of the school year; however, they are welcome to join at any time. The PTO sponsors many activities for families and students. All parents are welcome and encouraged to attend meetings scheduled throughout the year.

Dates of meetings are posted in the Mark Twain School Newsletter. PTO committees and chair people are listed in the Buzz Book--please call any of these people if you would like to become involved.

STUDENT RECORDS

The elementary school maintains academic and health records on each child. Parents may see their child's records. We ask that you give us some notice if you wish to review records so that a staff person may be available to interpret test scores, etc.

Policy JO-R Student Records

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain

extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The superintendent and building principals will develop student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting the student education records in each school. The superintendent, or designee, will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Definitions

Eligible Student – A student or former student who has reached age 18 or is attending a postsecondary school.

Parent – A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Student – Any person who attends or has attended a school in the school district and for whom the district maintains education records.

Health Information

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected

from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

Parent and Eligible Student Access

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified.

If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record.

The district will annually notify parents and eligible students of their rights in accordance with law.

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or

eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information.

General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless

such records would be considered harmful or an invasion of privacy.

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

Law Enforcement Access

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law.

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

Children's Division Access

The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

Military and Higher Education Access

Upon request of military recruiters, the district is required by law to provide such recruiters with access to secondary students' names, addresses and telephone listings. However, any secondary student or parent of a secondary student may request that the student's name, address and telephone listing not be released without prior written consent of the parent. Any requests that a student's name, address and telephone listing not be released to military recruiters must be submitted, in writing, to the superintendent. The district is also required to provide military recruiters with the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers.

The district will disclose the names, addresses and telephone numbers of secondary school students to institutions of higher education as required by law unless the parent or student notifies the district in writing not to disclose the information to those entities.

Right to File Complaint with Department of Education

Parents or eligible students (age 18 and up) have the right to file a complaint with the Family Policy Compliance Office of the United States Department of Education, Washington, DC 20202, concerning any alleged non-compliance with the Family Educational Rights and Privacy Act (FERPA). FERPA is the federal law that governs a school district's maintenance of student

educational records and personally identifiable student information.

TESTING

The district carries out routine standardized tests to ensure that our students as a whole are making good progress, and to comply with state standards. Tests include:

Assessment	Time of year given	Grade Levels
Northwest Evaluation Assoc. (NWEA)	3 times per year	Grades K-5
Missouri Assessment Program (MAP)	April/May	Grades 3-5

TOYS AND ELECTRONIC EQUIPMENT

Toys, sports equipment, electronic games and equipment **should not** be brought to school.

These items create a distraction to classroom instruction. Items brought to school will be confiscated from the child and returned either to the child at the end of the day, or returned to the parent at the discretion of the principal. The school is not responsible for items brought to school that become damaged or lost. **Please make sure your child understands that bringing items such as pocket knives or BB guns to school may have very serious consequences. Parents should check backpacks regularly to ensure that items don't accidentally make their way to school.**

VACATIONS

We are aware that in some cases mid-year vacations are unavoidable. **Parents are asked to contact the principal in writing regarding these vacations one (1) week in advance.** Students will have work prepared in advance and those assignments will be due the day the child returns. Missed tests will be given as soon as possible upon your child's return. Although we can send written assignments and readings with your child there is no way that instruction missed can be made up, so we ask parents to assist their children as much as possible. Late assignments will not be accepted without pre-approval by the teacher.

VISITORS TO SCHOOL AND VOLUNTEERING

COVID Precaution: *In an abundance of caution, we are requesting that parents make appointments to enter the building and do so in a very limited capacity. Visitors must wear a mask until further notice.*

- *In an effort to protect all students, there will be no lunch visits or volunteers for the 2020-2021 school year*

CAFETERIA

MEAL PRICES	
Student breakfast (Elem/MS/HS)	\$2.10
Student (qualified for reduced)	.30
Adult	\$2.50
Additional milk	.50
<i>*After finishing breakfast, students go directly to their classroom.</i>	

Student lunch – Elementary/MS & HS	\$2.80/\$3.00
Student (qualified for reduced)	.40
Additional milk	.50
Adult lunch*	\$3.65
<i>*Note: Adult lunches should be ordered by 8:30 a.m. and paid for in the school office. *PLEASE NOTE: WE WILL NOT HAVE VISITORS FOR LUNCH UNTIL FURTHER NOTICE</i>	

LUNCH & RECESS SCHEDULE	
Kindergarten	11:15 a.m. - 11:55 a.m.
3 rd Grade	11:25 a.m. - 12:05 p.m.
1 st Grade	11:40 a.m. - 12:20 p.m.
4 th Grade	11:50 a.m. - 12:30 p.m.
2 nd Grade	12:05 p.m. – 12:45 p.m.
5 th Grade	12:15 p.m. – 12:55 p.m.

LUNCH MONEY ACCOUNTING SYSTEM

Brentwood School District has a computerized lunch money accounting system. Students bring lunch money to school in an envelope with the amount and the student's full name written on the outside. Parents may send checks or cash. **We ask for a minimum \$5.00 deposit in your lunch account.** Checks should be made payable to Brentwood School District. Money is dropped in the office by 9 a.m. Money received after 9 a.m. that day will be deposited in students' account the following day. This money is deposited in the students' account by the office staff. Each student receives a PIN. The student uses his/her PIN at a terminal in the

cafeteria to purchase breakfast, lunch or milk with the amount of purchase deducted. Students are issued a reminder when their account balance is overdrawn by \$10.00.

Cash will not be accepted in the cafeteria. Parents may view their child’s lunch account balance and add money to the account on parent portal, accessed through the district’s website at <http://www.brentwoodmoschools.org/>

LUNCH GUIDELINES

Cafeteria Expectations	
Show respect	<ul style="list-style-type: none"> -Use manners -Listen to and follow adult requests -Listen to peers -Follow directions the first time asked -Be sure to include others
Act responsibly	<ul style="list-style-type: none"> -Clean up after yourself -Eat your own food -Know your lunch number -Raise your hand -Make healthy choices -Organize trash and recycle
Be safe and peaceful	<ul style="list-style-type: none"> -Keep lunch tables and areas clean of spills and mess -Use your table manners -Monitor your voice levels

*Allergy- safe tables will be provided for students with food allergies requiring such safeguards

CAFETERIA GUIDELINES

- All food must be eaten in the cafeteria, gym or outside (wherever you are eating)
- Students should not share food.
- Students should talk quietly and remain where they are until dismissed.
- Students are dismissed by tables down the center aisle and along the north wall to distribute trash and trays.

Cafeteria supervisors will alert students as to which grade level is allowed to eat their lunch outside at our picnic tables when weather permits.

COVID PRECAUTION 2020-2021-Students may only bring a disposable lunch in a disposable container. No lunch boxes please. Also, until further notice, parents will not be able to visit students during lunchtime.

CURRICULUM

Students in grades kindergarten through fifth receive instructions in the following curriculum areas.

Art	Physical Education	Music
Computers	Reading	Math
Handwriting	Science	Spelling
Language Arts	Social Studies	Library Science
Spanish		

Copies of the curricular outcomes for each grade level are available. Parents may request a copy at any time.

PROGRAMS OFFERED AT MARK TWAIN

Student Support Team

The Mark Twain Student Support Team (SST) functions to provide assistance to classroom teachers in working with each student.

The SST consists of the counselor, classroom teachers, literacy specialist, specialists in learning problems, and the principal. A classroom teacher who feels the need for help and guidance in working with a child will--

1. Notify the child's parent of the concern(s).
2. Ask the counselor to bring up the child's name at the next Student Support Team.
3. Get assistance in analyzing the child's difficulties.
4. Get suggestions about additional ways to work with the child.
5. May get the team's recommendation that further testing be carried out.
6. Develop with the team a plan to follow for the child.

COUNSELING AND GUIDANCE

The elementary guidance and counseling program serves all students. The counselor meets with students in the classroom to promote successful social and educational adjustment. Counseling goals include helping children understand themselves and others, coping with the demands of school life, resolving conflicts, and career education.

The counselor confers with parents to ensure the social and educational success of students. She can give parents information and referral sources. The counselor will talk with parents by phone or in person.

The counselor confers with teachers when there is a concern. Together they will decide what steps to take. Usually the parent will be contacted when a concern persists. A team approach will be used in deciding how to proceed. Interventions might include individual or small group counseling sessions, administering tests, or making referrals.

Because of the pressure of many duties, the counselor can see a child individually on a limited basis. When a concern persists, the counselor will discuss further interventions with the parent and teacher.

DARE

The Drug Abuse Resistance Education program (DARE) consists of a series of lessons delivered to 5th graders by an officer of the Brentwood Police Department. This is a national program with a curriculum designed to inform students of the dangers of drug abuse and to introduce them to life skills for handling problems. At the end of the DARE program there is a ceremony featuring the 5th grade students.

LEAP

The Learning Enrichment and Acceleration Program (LEAP) is Brentwood's K-5 gifted education program. Students who meet screening criteria set by the Brentwood Board of Education and Missouri Department of Elementary and Secondary Education (DESE) are eligible to be tested to qualify for the program. DESE advises schools and parents that it is important to recognize that differentiated educational programs for gifted students are not designed for the typical superior student who is frequently an excellent scholar, can earn "A" grades, and achieve academic honors. The educational needs of these students should be met by existing school programs. Gifted programs are reserved for the students who are as far from the superior student in potential as the superior is from the average student. The purpose of the gifted program is to identify these students and to provide educational opportunities that will challenge and develop their abilities.

Students who qualify for LEAP will participate in group activities and individual projects, which allow them to work at higher levels in a different learning environment. They will leave the regular classroom and work under the direction of the LEAP teacher. These small group and individual activities may take the place of regular classroom instruction.

Students are selected for LEAP according to Missouri state guidelines for gifted programs. Students are first screened for LEAP in the spring, based on grades, reading level, NWEA, MAP scores and critical and creative thinking assessments. Students are then ranked according to a formula that looks at all of the above factors, plus MAP scores (where applicable) and classroom teacher recommendations. Also, if a student is

in a traditionally underrepresented group, he or she receives extra points in the formula.

Parents are notified if their child qualifies for further testing to gain permission for testing. The State of Missouri requires that to be placed in a gifted program, a student must qualify on three out of four measures:

- 96th percentile or above on an individual intelligence test
- 96th percentile or above on an achievement test
- 96th percentile or above on a measure of creativity or problem solving
- Performance measures indicating intellectual giftedness.

An individual intelligence test will be administered to the student, as will a creativity or problem solving measure (or both). If the student does not have at least the 96th percentile on the MAP test or other nationally-normed achievement measure, an individual achievement test will be administered. If the student qualifies on all three of these measures, he or she is placed in the LEAP program.

Students new to the district and students who have met the screening criteria in grades 1-5 are screened each year for possible testing for qualification for the gifted program.

LIBRARY/MEDIA CENTER

Each class goes to the library weekly. There is a set library curriculum for the K-3 grade levels. Fourth and fifth grade teachers work with the librarian to further research skills.

Students may check out books. Students are expected to be responsible for materials checked out of the library. They will be fined for materials damaged or lost.

There is a designated Computer Curriculum, with expected outcomes for each grade level. For example, grades 3-5 will be instructed in keyboarding skills early in the year, and skills will be “refreshed” throughout the year.

PARENT/TEACHER CONFERENCES

These conferences are held twice a year (Once in the Fall, and once in the Spring). They are important times to exchange information about the student’s academic and social progress. Parents will sign up for a conference time, which is agreeable to them. Again, we urge parents to take advantage of this important time for parent/teacher communication.

SACC (SCHOOL AGE CHILD CARE)

The Mid-County Y runs the before and after school child care program at Mark Twain. Before care is from 6:30 a.m. – 8:00 a.m. and after school care is from 3:00-6:00 pm. All questions about costs, the program, etc. should be directed to the Mid-County Y at (314) 962-9450. Contact the YMCA early to ensure your child has a spot.

SPECIAL SCHOOL DISTRICT SERVICES

Special School District (SSD) provides services in Speech, Language, and Resource Room assistance for students who qualify for services. Students are identified through the classroom teacher collaborating with the parent, counselor, and usually the Student Support Team. Please contact Ms. Tami Yates at (314)989-8479 for more information.

Mark Twain Staff List 2020-2021

Staff Name	Voice Mail	Assignment	Room
Ms. Carolyn Eastabrook	5011	Principal	Office
<u>Classroom Teachers</u>			
Ms. Kailyn Kloster	5035	Kg	10
Ms. Hillary Corey	5036	Kg	11
Ms.. Christine Underwood	5046	Kg	Maker Space Lab
Ms. Laura Axtetter	5038	1	8B
Ms. Cadice Markley	5039	1	8A
Ms. Amber Walkenbach	5030	2	13
Ms. Hannah Katz-Urvan	5028	2	12
Ms. Jackie Kernan	5029	3	2
Ms. Stacy Lanfersieck	5047	3	1
Ms. Mary Hartnett	5034	4	5
Ms. Anne Mitchell	5015	4	6
Ms. Gail Macer	5049	5	4
Mr. Ben Kriegel	5016	5	5
<u>Specialists</u>			
Mr. Brian Wildgrube	5033	PE	Gym
Ms. Sara Lesinski	5048	ESL	Library
Ms. Maria Osorio	5063	Spanish Teacher	14
Ms. Vanessa Reed	5020	Counselor	12A
Ms. Debbie Stinson	5043	Music	16
Ms. Jamie Davis	5042	Art	17
Ms. Kim Robertson	5048	Librarian	Library
Ms. Kyle Henderson	5063	LEAP	14
Ms. Stephanie Wyatt	5019	Reading Specialist	15
Ms. Kelsey Grammer	5031	Literacy Support Specialist	Library Conf. Rm

Special Education Staff			
Ms. Tina Evers	5045	SSD Teacher	3A
Ms. Cheryle Robinson	5070	SSD Para	
Ms. Carie Shirley	5070	SSD Teacher	9
Ms. Karen Lowrie	5070	SSD Para	9
Ms. Michaela Carter	5070	SSD Para	9
Ms. Carla Bunch	5070	SSD Para	9
Ms. Tamara Studt		SSD Para	9
Ms. Jenn Huffaker	5050	Speech	5A
Ms. Mary Hutchinson	5050	SSD Para	9
Ms. Mary Herbst	1054	Psychological Examiner	Library Office
Ms. Danielle Bowen	2030	BSD Social Worker	BMS
Support Staff			
Ms. Cristie Hembree	5010	Principal's Secretary	Office
Ms. Susan Zewiski	5041	School Secretary	Office
Ms. Kelly Thuet	5048	Library Assistant	Library
Tammy Norman	5012	Nurse	Nurses Office
Ms. Diane DeGroot	5047	Teacher's Assistant	
Mr. Derek Simmons	5016	Teacher's Assistant	
Cafeteria			
Ms. Susan Plein	5013	Manager	Cafeteria

BRENTWOOD SCHOOL DISTRICT CENTRAL OFFICE STAFF

Dr. Brian Lane	Superintendent of Schools
Mr. Matthew Norrid	Business Manager
Ms. Vicki Rees	Instructional Improvement Coordinator
Mr. Steven Rettke	Human Resources /Operations Excellence
Manager	
Dr. Alex Tripamer	Director of Instruction and Student Support

Annual Notification of Directory Information

1. "Directory Information" is information contained in an education record of a student that would not generally be considered harmful or an invasion if disclosed. The school district designates the following items as "Directory Information:" student's name, parent's name, address, telephone number, electronic mail address, date and place of birth, grade level, major field of study, enrollment status (e.g. full-time or part-time), participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g. artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.
2. The district shall annually notify parents of students currently in attendance and eligible students currently in attendance of the "Directory Information" the district will release. Parents or eligible students will have ten (10) school days after the annual public notice to view the student's "Directory Information" and to provide notice in writing to the school district that they choose to not have this information or any portion of the "Directory Information" released. Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as "Directory Information" without the parent's or eligible student's prior written consent including in print and electronic publications of the school district.
3. "Directory Information" is considered "public record" which must be released by the district to any person who requests it under the Missouri Sunshine Law, § 610.010-.030, RSMo.

Brentwood School District Policy JO

Annual Notification of Rights to Parents/Guardians and Students

The district shall annually notify parents of students currently in attendance or eligible students in attendance of their rights under the Family Educational Rights and Privacy Act (FERPA) and FERPA regulation by publication in the student handbook(s) or by

distributing notification to the parents or eligible student at the beginning of the school year.

1. The district shall annually notify parents of students currently in attendance and eligible students currently in attendance of the directory information the district will release without written permission.
2. The district may notify parents of elementary school students that it is required to release the student's name, address and telephone listing to military recruiters and institutions of higher education upon request. Parents or eligible students may request that the district not release this information, and the district will comply with the request.
3. The district will notify parents at least annually of its policy on the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the district in the event of such collection, disclosure or use (see policies JHDA and KI). Parents will be directly notified annually at the beginning of the school year of the specific or approximate dates during the school year when such collection, disclosure or use of personal information is scheduled or expected to be scheduled. The district will also offer an opportunity for the parent or eligible student to opt the student out of participation in any such activity.

VICC Notification

The district has determined that the Voluntary Inter-district Choice Corporation (VICC) and its officers, employees and agents are school officials with legitimate educational interests because they act for and on behalf of the district with respect to transfer students and the transfer program, and because they seek to advance the interests of both. A transfer student's attendance records and other educational records relevant to the student's participation in the program or to the program itself may accordingly be disclosed to VICC without obtaining written consent from the parent/guardian or eligible student.

Parents Right to Know

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through state qualifications or licensing criteria have been waived.
- Whether your child is provided services by a paraprofessional and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent

-

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Notice of Nondiscrimination

Students, parents of elementary and secondary students, employees, applicants for admission and employment, sources of referral of applicants for admission and employment with the Brentwood School District are hereby notified that this institution does not discriminate on the basis of sex, race, religion, age, national origin, handicap or disability in admission, access, treatment, or employment in its programs and activities.

Any person having inquiries concerning Brentwood School District's compliance with the regulations implementing Title IX or Section 504 should contact the superintendent's by telephone at 314-962-4507, who has been designated to coordinate Brentwood School District efforts to comply with the regulations implementing Title IX and Section 504.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding Brentwood School District's compliance with the regulations implementing Title IX or Section 504.

Dr. Brian Lane, Superintendent

Brentwood School District

STUDENT DISCIPLINE

(Receipt of Student Handbook – Elementary School)

Distributed September 2020:

This is to acknowledge that I have received the student handbook. I understand that my child and I are responsible for knowing and adhering to the rules and procedures contained in the handbook as well as any other rules and procedures established by the school district.

Parent Signature: _____

Student (print name): _____

Classroom Teacher: _____

Please sign and return to the school office as soon as possible.

Note: The reader is encouraged to review policies and / or procedures for related information in this Administrative area.

Implemented: 7/09/2003

Revised: 8/10/2020

Brentwood School District, Brentwood, Missouri