

# **McGrath Elementary**

## **Student and Parent**

### **Handbook**

**2020-2021**



**2350 St. Clair Ave.**  
**Brentwood, MO 63144**  
**Phone: 314-962-6824**  
**Fax: 314-962-6541**

## ARRIVAL AND DISMISSAL PROCEDURES

Unless your child is eating breakfast, please do not arrive prior to 8:00am. In an abundance of caution, we will not have Morning Play or Morning supervision prior to 8:00am

### Arrival:

\*7:45 a.m. Breakfast served

\*8:00 a.m. Students may enter the building

<b>Entrance A</b>	<b>Kindergarten</b>	The entrance nearest The Kindergarten classrooms and closest to St. Claire Avenue.
<b>Entrance B</b>	<b>1st Grade</b>	The main building entrance under the main overhang
<b>Entrance C</b>	<b>2nd and 3rd Grade</b>	Enter the building from the front of the building to the door closest to the gym. They will walk up the stairs, down the hallway leading to the ramp, then down the ramp to their classrooms.
<b>Entrance D</b>	<b>4th and 5th Grade</b>	Enter from the playground into the door that is closest to the classroom (You can drop students in the back of the building off of High School Drive or they can walk safely from the front of the building to the back of the building. There is no traffic in this part of our parking lot at this time of the morning. There is also a path leading to the playground.)

\*8:10 a.m. Bell - the start of school - students arriving in the classroom after this time will be counted tardy

### Dismissal

<b>Kindergarten</b>	<b>Entrance A</b>	<b>3:05 pm (no bell)</b>
<b>1st Grade</b>	<b>Entrance B</b>	<b>3:07pm (no bell)</b>
<b>2nd Grade</b>	<b>Entrance C</b>	<b>3:09 pm (no bell)</b>
<b>3rd Grade</b>	<b>Entrance C</b>	<b>3:11 pm (no bell)</b>
<b>4th Grade</b>	<b>Entrance D</b>	<b>3:13 pm (no bell)</b>
<b>5th Grade</b>	<b>Entrance D</b>	<b>3:15 pm (final bell)</b>

<b>Expectations</b>	<b>Arrival/ Dismissal</b>
<b>Show respect</b>	-Respond immediately when called -Walk quietly to designated area
<b>Act responsibly</b>	-Stay in assigned area -Go straight to class or home -Bring home all materials needed and bring them back -Arrive on time
<b>Be safe and peaceful</b>	-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 8:15 A.M. to report the absence or tardiness. You may leave a recorded message on the telephone answering machine or speak directly with the secretary. Please leave your name as well as the child's name and the reason for the absence.

## **ADMINISTERING MEDICATIONS**

### **Board Policy JHCD-AP Administration of Medications**

#### ***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 principal 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 school principal have keys.*
4. *The school nurse will maintain proper documentation of all medications and their administration. Documentation will minimally include the:*
  - o *Student's name.*
  - o *Prescriber's name.*
  - o *Pharmacy.*
  - o *Prescription number.*
  - o *Name of the medication.*
  - o *Dosage.*
  - o *Date and time administered.*
  - o *Reasons for not giving medications as prescribed (e.g., vomiting, spills, refusal).*
  - o *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. The state school law requires that we record the time of arrival and departure if different from the regular school hours. **Consistent late arrival should be avoided. Research has shown that it interferes with a student's academic performance.**

## **BICYCLES, SCOOTERS, and SKATEBOARDS**

Students may ride their bike or scooter to school. They should 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 in 3<sup>rd</sup> Grade or older before parents grant them the bike riding privilege. Bikes and scooters must be walked when any students are walking nearby.

Skateboards are prohibited on school grounds.

## **BIRTHDAYS (Treat/Snack/Food-Free)**

Birthdays and special days are important to students. Due to the increased presence of food allergies, we **WILL NOT** allow treats to be brought into the classroom or into the school building for birthdays or special days.

## **BULLYING PREVENTION**

**Board Policy JFCF**

**Board Policy AC**

*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, Dr. Neu, or Ms. Knobbe. 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 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 participate repeatedly in bullying or harassing behaviors.*

McGrath has school-wide expectations for behaviors in all settings. The matrix of behaviors will be mentioned throughout this document in a chart that 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 will be attached at the end of this document.

The students have the opportunity to fill out a Bully Report and submit it to the office if they witness or experience what they interpret as bullying. We do teach students that bullying should:

1. Be an incident that is repeated (keeps happening)
2. Make you feel afraid and not in power
3. Be something that was not an accident or was done on purpose

Bully Reports are brought to the office to be investigated and handled by the Principal. This has been a beneficial tool to help students to feel empowered to report situations that may involve bullying.

## **BUS**

Bus transportation for arrival and the return home is provided only for our students who participate in the Voluntary Interdistrict Choice Corporation (VICC).

Bus riders must ride on their assigned bus only, and **unless they have a parent note, they will be sent home on that 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.

<b>Expectations</b>	<b>Bus</b>
<b>Show respect</b>	-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
<b>Act responsibly</b>	-talk quietly with others -remain seated -be ready when bus arrives -bring all belongings with you on and off the bus
<b>Be safe and peaceful</b>	-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).

**CAFETERIA**

<b>LUNCH SCHEDULE</b>	
Kindergarten & First Grade	11:15 a.m.-11:55 a.m.
2 <sup>nd</sup> & 3 <sup>rd</sup> Grade	11:35 a.m.-12:15 p.m.
4 <sup>th</sup> & 5 <sup>th</sup> Grade	12:00 p.m.-12:40 p.m.

<b>Cafeteria Expectations</b>	
<b>Show respect</b>	-Use manners -Listen to and follow adult requests -Listen to peers -Follow directions the first time asked -Be sure to include others
<b>Act responsibly</b>	-Clean up after yourself -Eat your own food -Know your lunch number -Raise your hand -Make healthy choices -Organize trash and recycle
<b>Be safe and peaceful</b>	-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.
- Students should not share food.
- Students should talk quietly and remain at their tables 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.**

## **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. Please do not park in the area marked with a white curb. This area is for drop-offs and pick-ups only. Insist that your child practice safe procedures by looking carefully before walking to the nearest sidewalk. Look carefully yourself, and then pull away. If you can arrange to meet your child down the street on St. Clair, that could help relieve congestion. If walking is an option, it reduces the traffic congestion and offers a healthy family activity daily. **No left turn is permitted onto St. Clair from 7:45 - 8:15 a.m. and 2:45 - 3:20 p.m. to keep traffic moving.**

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

## **CHANGE OF CLOTHING**

If a child's clothing becomes wet or soiled at school, the nurse has a *limited supply* of 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.

If clothing in your child's size is not available, we will contact parents to bring a change of clothing to the school.

**CLINIC/NURSE/Illnesses**

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

The two office secretaries offer assistance to children when the nurse is not in our building or is at lunch. They are trained to assist students who are ill or take regular medication.

For other illnesses (chicken pox, measles, etc.) and injuries which require a physician's evaluation, the parent will be contacted as to recommendations for next steps.

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. 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, diarrhea, or vomiting it is important that he/she not return to school until free from those symptoms for 24 hours without the use of medication.**

**In an abundance of caution, students exhibiting ANY signs of illness will be sent home immediately.**

**CURRICULUM**

Students in Grades K-5 receive instructions in the following curriculum areas.

Art	Physical Education	Music
English/Language Arts	Science	Math
Social Studies	Library Science	Spanish

**DISCIPLINE**

Providing a caring school community, where children and adults are respected and where learning opportunities are optimized, is the goal of Brentwood schools. 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. Appropriate consequences will be assigned. The teacher may notify the parents for their assistance in developing a positive intervention plan to change continuing inappropriate behavior.



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. 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.

McGrath will recognize School-Wide Expectations for behaviors in all settings. The matrix of behaviors will be mentioned throughout this document in a chart that 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 will be attached at the end of this document.

## **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. **COVID Precaution: *Cloth face masks must be worn (until further notice) by students K-5.***
2. Short shorts are not to be worn.
3. "Tube tops" and bare midriffs are not acceptable.
4. Shoes must be worn at all times.
5. Tee shirts with liquor, beer, or other inappropriate writings are not to be worn.
6. Hats are allowed on special themed dress days that are designated by the school.
7. Clothing that creates a safety concern, such as dragging hemlines, metal loops or accessories, or other apparel that could create a safety hazard is not to be worn to school.
8. Dress for weather. Students will have recess outside daily unless the temperature or wind chill is at or below 20 degrees. We will have indoor recess if there is heavy rain, ice, or snow on the playground that presents a safety issue. We ask that you send children dressed appropriately for the weather.

## **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](http://www.kmox.com)

KSDK CHANNEL 5 NEWS [www.ksdk.com](http://www.ksdk.com)

KMOV CHANNEL 4 NEWS [www.kmov.com](http://www.kmov.com)

KTVI CHANNEL FOX 2 NEWS [www.ktvi.com](http://www.ktvi.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.**

### **GRADING, REPORT CARDS, AND PROGRESS REPORTS**

Each teacher will explain her/his grading procedures at the beginning of the school year. Report cards are issued at the end of each quarter. Parent/teacher conferences are held at the end of the first and third quarters.

Progress reports are completed mid-quarter for all students in Grades 3-5. These reports can be viewed through Parent Portal. Please let your teacher know if you do not have access to the internet or the Parent Portal. Check with the Principal's Secretary for information about setting up an account.

### **HOMEWORK**

Members of our staff completed a study of the current research on the correlation between homework and academic achievement. Some researchers have claimed that homework helps students develop responsibility and life skills and the ability to manage tasks and that it provides experiential learning, increased motivation, opportunities to learn to cope with difficulties and distractions, and academic benefits (Corno and Xu 2004; Coutts 2004; Xu and Corno 1998). Our study committee found that there is little correlation between an elementary student's academic achievement and homework. Our research helped us to develop McGrath's Philosophy for Homework (see below):

Homework should...

- Spark an interest in learning
- Foster creativity and problem-solving
- Should not cause stress
- Leave time for family and after school activities
- Be flexible to take into account the busy lives of families and students
- Be in a different format than what students practiced in school
- Involve choice whenever possible (family discussions, games, etc.)
- Have a clear purpose
- Be differentiated whenever possible
- Not require outside resources or excessive adult support
- Not be graded
- Be available in a variety of formats

Our goal is to decide what learning should happen at home after the school day has ended. No student should spend an excessive amount of time on any additional "home learning". Teachers will work to develop meaningful practice and extensions that will foster growth.

### **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.

## **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. Payments can be made through the Parent Portal as well. Checks should be made payable to Brentwood School District. Money is dropped in the office by 8:30 a.m. Money received after 8:30a.m. that day will be deposited in the student's account the following day. This money is deposited in the students' account by the office staff each morning. Each student receives a PIN. The student uses his/her PIN at a terminal in the cafeteria to purchase breakfast and lunch with the amount of purchase deducted. Students are issued a reminder when their account balance reaches \$5.00. For large overdrawn balances, an alternate lunch may need to be provided by the school instead of the selections for the day.

Cash will not be accepted in the cafeteria. Parents may view their child's lunch account balance on the parent portal that may be accessed through the district's website

<https://brentwoodmo.infinitecampus.org/campus/portal/brentwood.jsp>

## **NEWSLETTER**

The school newsletter will be distributed monthly. It contains news about upcoming events for the month, and articles of interest from teachers, PTO, and students. Teachers will also be sending home class newsletters regularly.

## **PHONE USE BY STUDENTS**

Students are restricted from using school phones except in emergencies with permission from the principal. They may not use the phone to arrange last minute 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 cellphones 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**

You are encouraged to take your child to your family doctor and dentist for an annual checkup. 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 in the office. It is necessary to sign them out in the office. If a 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**

To keep our playground safe, we ask students to observe these guidelines:

**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 the sight of supervisors.
4. Do not throw mud, dirt, gravel, stones, snow, ice or wood chips.
5. Think safety first!

## **SERVICES OFFERED AT MCGRATH**

### **Student Support Team**

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

The SST consists of the counselor, the classroom teacher, a 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. Request that the counselor 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. 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 school counselor confers with parents to ensure the social and educational success of their student. Our counseling service offers parents information and referral sources.

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 Grade students 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 during the school day to celebrate completion of the program. Families are welcome to attend. See our calendar for more details regarding date and time.

## **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 the 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, Discovery Education Benchmark Assessments, MAP scores and critical and creative thinking assessments.

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:

- 96<sup>th</sup> percentile or above on an individual intelligence test

- 96<sup>th</sup> percentile or above on an achievement test
- 96<sup>th</sup> 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 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. Teachers with students in 4<sup>th</sup> and 5<sup>th</sup> grade work with the librarian to further research skills.

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

### **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.

### **SCHOOL AGE CHILD CARE (OFFERED THROUGH THE MID-COUNTY YMCA)**

The Mid-County YMCA runs the after school child care program at McGrath from 3:15-6:00 p.m. All questions about costs, the program, etc. should be directed to the Mid-County YMCA at (314) 962-9450.

### **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. If you suspect your child has a disability, please contact your child's teacher.

### **STUDENT RECORDS**

The 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.

### **Board Policy JO-R 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

## TITLE I READING

In addition to reading instruction and reinforcement in the classroom by the teacher, assistants, Literacy Specialist, student teachers and volunteers, some children are eligible for “pull-out” Title I Reading services. When a child is eligible, the parent will be notified before services begin. To support our program, the district hired a Literacy Support Specialist to consult and advise teachers.

## 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 if feasible. 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. Days missed due to vacations are excused absences if prearranged. Late assignments will not be accepted without pre-approval by the teacher.

## VISITORS TO SCHOOL

**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.

<b>Dr. Cindy Neu, Principal</b>			
<b>Teacher</b>	<b>Grade</b>	<b>Room Number</b>	<b>Phone Ext.</b>
Mrs. Rachel Opel	K	2	3018
Mrs. Megan King	K	1	3029
Mrs. Shea DeVille	1	4	3037
Mrs. Lindsay Thomas	1	6	3032
Ms. Sarah Ladyman	2	7	3033
Mrs. Kathryn Smith	2	9	3028
Ms. Lindsey Piazza	3	8	3027
Mrs. Dana Palubiak	3	10	3035
Ms. Amy Rehak	4	13	3036
Mrs. Lisa Hastings	4	11	3019
Mrs. Evelyn Fleischer	5	14	3039
Ms. Bethany Oesterle	5	12	3038
Ms. Donna Knobbe	Counselor	16	3015
Mrs. Kim Robertson	Librarian	Library	3017
Mrs. Kathy Molina	Title 1 – Reading Spec	2B	3044
Coach Craig Brodbeck	Physical Education	Gym	3041
Mrs. Gabrielle Asher	Art	3	3043
Mrs. Lori Rejent	Music	15	3040
Ms. Alex Ziegler	Resource Teacher	4	3030
Mrs. Jill Stark	Resource Teacher	5	
Mrs. Jennifer Huffaker	Speech/Language		3051
Ms. Julie Kershman	Occupational Therapist		
Ms. Becky Menzel	Physical Therapist		
Mrs. Kelly Wassman	ESL/ELL		
Mrs. Kyle Henderson	Learning Enrichment & Acceleration Prog-LEAP		3045
Mrs. Maria Osorio	Spanish		3051
<b>Support Staff</b>			
Mrs. Danielle Hampton	Principal's Secretary	Office	3023
Ms. Brittney Dunn	Building Secretary	Office	3010
Mrs. Kelly Thuet	Library Aide (McGrath/Mark Twain)	Library	3017
Mrs. Mary Ann Tullock	School Nurse	Nurse's Office	3013
<b>Cafeteria</b>			
TBD	Cafeteria Manager		3020
Mrs. Virginia Douglas (Ms. Ginny)	Cafeteria Assistant		3020

	<b>Custodial</b>		
Mr. Tom Hefling (Mr. Tom)	Daytime Lead Custodian		
Mr. Mike Scott (Mr. Scott)	Evening Custodian		
<b>Teaching Assistants</b>			
Mr. Josh Peck	Kindergarten TA		
Ms. Krystin Griesbach	1st Grade TA		
Ms. Samantha Gilbert	2nd Grade TA		
TBD	3rd Grade TA		
Ms. Amy James	4th Grade TA		
Ms. Lucy Sappington	5th Grade TA		
<b>Special Education Paraprofessionals</b>			
Mrs. Charlea Mujanovic	Paraprofessional		
Mr. David Huling	Paraprofessional		
Ms. Ellen Pfeiffer	Paraprofessional		
Ms. Jeannine Silverberg	Paraprofessional		
Ms. Krysti Van	Paraprofessional		
<b>Traveling Support Staff</b>			
Ms. Danielle Bowen	District Social Worker	Mondays @ MG	
Mrs. Mary Herbst-Kennedy	District School Psychologist	Varies	
Mr. Erik Lewis	SSD Social Worker	Varies	
Mrs. Kelsey Grammer	District Literacy Support Specialist	Varies	

## BRENTWOOD SCHOOL DISTRICT CENTRAL OFFICE STAFF

Dr. Brian Lane	Superintendent of Schools
Dr. Alex Tripamer	Director of Instruction and Student Support
Ms. Vicki Rees	Instructional Improvement Coordinator
Mr. Steven Rettke	Human Resources /Operations Excellence Manager
Mr. Sam Rayburn	Director of Communications
Mr. Matt Norrid	Business Manager
Ms. Kate Hastings	Secretary to the Superintendent

### 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 Interdistrict 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 is directed to contact the Superintendent of Schools, 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