

# Mark Twain

## WEST



# Student and Parent Handbook 2023-2024

**2350 St. Clair Avenue, Suite A**

**Brentwood, MO 63144**

**Phone: 314-962-0613**

**Fax: 314-963-7724**

Please note that all district policies are available online at  
<https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=437>

8/1/2023

***All district policies supersede policies and procedures listed in this handbook***

# Mark Twain Elementary

## Where we Embrace, Empower and Excel every day.

**Our mission** is to create a community of leaders through a caring and nurturing environment that empowers each student in their holistic growth.

**Our vision** is to empower student leaders who achieve academic excellence, and know their own greatness while embracing the individualism of others.

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 their greatness and embrace the individualism of others. We believe that to be prepared for our 21<sup>st</sup> 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 on 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 strong partnership with you and your family!

Sincerely,  
Ms. Eastabrook  
Principal



## **SCHOOL SCHEDULES AND PROCEDURES**

### **2023-2024 SCHOOL HOURS**

7:50 a.m. Breakfast served

8:10 a.m. Bell - All students may enter the building

8:20 a.m. Bell - School Starts - students arriving in the classroom after this time will be tardy

3:25 p.m. Bell signals the end of the school day

There is no supervision for students before school. Students should not arrive before 8:00 a.m. for breakfast and 8:10 a.m. for the start of their day. We ask that you notify the office if a child will not be picked up or leave immediately after school. Students are to be picked up at 3:25 p.m. Students are NOT permitted to play on the grounds after school until they have checked in at home.

### **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**

The Brentwood School District prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. However, the Board recognizes that some students may require medication for chronic or short-term illnesses to enable them to remain in school and participate in the district's education services. The Board directs the superintendent or designee to employ, contract with and train the necessary personnel to administer medications to students. Medications will be administered at school only when it is not possible or effective for the student to receive the medication at home.

Parents/Guardians are encouraged to submit any relevant information regarding the medications their student needs, including a diabetes medical management plan or other information the district may use to develop an individualized education program (IEP), Section 504 Plan or individualized health plan (IHP). The district will review all information submitted by the parents/guardians and work with them to create a plan to meet the student's medical needs while at school or school

activities. For a comprehensive explanation of requirements for providing medication at school please thoroughly review Board Policy [JHCD-AP1](#)

## **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**

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. Please refer to Policy [JED-R1](#) for the complete Board policy regarding attendance.

Letters are sent to families of any student who misses 5 or more days of school, regardless of communication to the school, per the district Policy [JED-R1](#) . These letters are to keep you informed of the attendance of your child. If you have any question about a letter may receive, please reach out to the office for any clarification.

## **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 once the student reaches school grounds.** 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, building principal, or the school counselor.

We have zero tolerance for bullying, teasing or put-downs and work to address these issues immediately. 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..

## **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.

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.

## **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.

## **CURRICULUM**

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

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

Copies of the curricular outcomes for each grade level are available. Parents may request a copy at any time. **Additional information regarding a school-wide Curriculum Night will be conveyed to all families via parent-square.**

## **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 have 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. Please refer to Board Policy [JG-R1](#) for a comprehensive explanation of the policy.

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.

More serious behavior and discipline offenses, including all fights, will be handled by the principal. Teachers will notify the principal of any serious infraction. Infractions brought to the attention of the principal will be communicated to the parent / guardian. 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 midriffs 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](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](#).

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.

For a comprehensive explanation of closures and alternative methods of learning please explore the [cancellation procedures](#) on our district website.

## **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 [GBEB](#)

## FOOD SERVICE

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.

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 [Food Service](#) website.

MEAL PRICES	
Student breakfast (Elem)	\$2.71
Student (qualified for reduced)	.30
Adult	\$23.11
Additional milk	.60
<i>*After finishing breakfast, students go directly to their classroom.</i>	

Student lunch – Elementary	\$3.41
Student (qualified for reduced)	.40
Additional milk	.60
Adult lunch*	\$4.26
<i>*Note: Adult lunches should be ordered by 8:30 a.m. and paid for in the school office.</i>	

LUNCH SCHEDULE	
Kindergarten & First Grade	11:00 a.m - 11: 20 a.m
2 <sup>nd</sup> & 3 <sup>rd</sup> Grade	11:30 a.m - 11:50 a.m
4 <sup>th</sup> & 5 <sup>th</sup> Grade	12:00 p.m - 12:20 p.m

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

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.

Additionally, parents can access some 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. Please refer to Board Policy [JHCB](#) for a comprehensive explanation of immunization guidelines.

## **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 visit our [building website](#) for updates and information.

### **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.

### **PHONE USE BY STUDENTS**

Students are restricted from using school phones during the school day. This includes Electronic Watches and Tracking Devices with phoning and texting capabilities. Students may be required to place these items in their book bags to omit distractions during classroom learning time.

### **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 3:25 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:

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.
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 and can be located on the [PTO webpage](#).

## **STUDENT RECORDS**

The elementary school maintains academic and health records on each child. Parents may see their child's records at any time. 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. Please refer to Board Policy [JO-1](#) for a comprehensive explanation of student records.

## **TESTING**

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

Three times a year      Northwest Evaluation Association      Grades K - 5

Dyslexia Screening and Benchmarks      Grades K-3

August/Sept              Foundational Skills Assessment              Grade K

April/May                  Missouri Assessment Program (MAP)              Grades 3 - 5

**The 2023-2024 Testing Schedule for NWEA is as follows:**

<b>FALL (Aug. 21 - Sept. 1)</b>	<b>WINTER (Dec. 6 - 20 )</b>	<b>SPRING (May 13 - 23)</b>
Math	Math	Math

Reading	Reading	Reading
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\*Exact dates will be determined and communicated directly by classroom teachers.

\* MAP window is April 1-May 24. Exact dates TBD

## 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 may 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 teacher or 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 pocketknives 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 may 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

When visiting the school for a scheduled meeting or to have lunch with your student, we require that you come to the school office to sign in and receive a visitor's badge.

It is important that we safeguard instructional time, which includes the plan time prior to school and after school. The staff appreciates your interest in your child's education and welcomes visits, but it would help greatly appreciated if the teacher can plan ahead to allow time to meet with visitors. Visits not arranged with teachers in advance must have approval of building principal. The best time to meet with your child's teacher is during their daily plan time.

You may join your child for breakfast and lunch purchased from the school cafeteria. We ask that you notify the office the day before so your breakfast can be added to the count. If you plan to eat lunch purchased from the cafeteria, please call before 8:30 a.m. or send a note with your child so that lunch will be ordered for you

## **VOLUNTEERING**

### **Definitions**

*Volunteer – Any person who provides uncompensated service to the district. As used in this procedure, a "volunteer" does not include students participating in a district-sponsored program, such as tutoring or acting as an office or teaching assistant.*

*Chaperone – A volunteer, usually a parent or guardian, who assists the district staff and is under the direct control of district staff but is never left alone with a student. Chaperones include room parents or persons who volunteer to assist with field days, field trips, class parties or other special occasions.*

*Screened Volunteer – A volunteer who may be periodically left alone with students or who may be granted access to some student education records. Usually, screened volunteers commit to assist the school on a regular basis. Examples of a screened volunteer include persons who regularly assist in the office or library, mentor or tutor students, coach or supervise a school-sponsored activity before or after school, or chaperone students on an overnight trip.*

Volunteering in the district is a privilege, not a right. The Board, superintendent, principal or designee may decline or terminate the services of a volunteer for any legal reason. Building principals or designees are responsible for approval of the screened volunteers to be placed in their buildings. Teachers may select and organize chaperones unless directed otherwise by the principal.

All volunteers must receive training appropriate to the function they will serve while volunteering. If a volunteer is disruptive or acts inappropriately around the students, the teacher or principal will refuse the volunteer's services and notify the superintendent or designee immediately.

Volunteers will provide support services but are not substitutes for district staff. Volunteers will work under the direction and supervision of district and building staff. Even screened volunteers who are left alone with a student will have an employee contact person or supervisor to monitor activities with students. Please refer to Board Policy [IICC-AP\(1\)](#) for a comprehensive explanation of volunteer rules and regulations.

## **PROGRAMS OFFERED AT MARK TWAIN**

### **Problem Solving Team**

The Mark Twain Problem Solving Team functions to provide assistance to classroom teachers in working with each student.

The team 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 Problem Solving Meeting.
3. Get assistance in analyzing the child's difficulties.
4. Develop intervention supports or additional ways to work with the child.
5. May get the team's recommendation that further testing be carried out.

## **SCHOOL COUNSELING**

The elementary 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 (Subject to accommodations through Brentwood Polic Department)**

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:

- 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 does not have at least the 96<sup>th</sup> 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 that is followed.

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.

### **SCHOOL AGE CHILD CARE (Y-CLUB)**

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. Travena Hoestettler at (314) 989-8479 for more information.

### **TITLE I READING AND INTERVENTIONS**

In addition to reading instruction and reinforcement in the classroom by the teacher,, some children are eligible for additional “pull-out” services. These may include Title 1 Reading, Reading Intervention or Math Intervention.

When a child is eligible, the parent will be notified before services begin. Services are determined based on a set of criteria and assessment data points that will be shared with individual families should the accommodation needs arise.

## **Mark Twain Staff and Extensions**

Hannah Katz-Urvan	5028	2nd Gr	3
Amber Walkenbach	5030	2nd Gr	5
Stacy Lanfersieck	5039	3rd Gr	8
Krystle Pinkston	5029	3rd Gr	10

Kenzie Berhorst	5046	4th Gr	11
Anne Mitchell	5015	4th Gr	13
Ben Kriegel	5016	5th Gr	14
Natalie Whitworth	5052	5th Gr	12
<b><u>Specialists</u></b>			
Jamie Davis	5042	Art	7
Kelsey Grammer	5031	Lit. Support Specialist	2A
Mia Halilovic	5020	Counselor	16
Kyle Henderson	5063	LEAP	20
Maria Osorio	5063(vm 3051)	Spanish	20
Kim Robertson	5048	Librarian	Library
Debbie Stinson	5043	Music	15
Kelly Wasman	2019	ELL	
Brian Wildgrube	5033	PE	Gym
Stephanie Wyatt	5019	Title 1 Reading	2B
<b><u>Special Education Staff</u></b>			
Danielle Bowen	2030	BSD Social Worker	
Carla Bunch	5045	SSD - Para	17
Tina Evers	5045	SSD - Resource	17
Mary Herbst	5059/1054	SSD Psychologist	
Jenn Huffaker	5031	Speech	LL-Rm 2
Sydney Pogue	5060	SSD - Resource	9
Jill Stark	5060	SSD - Resource	9
<b><u>Support Staff</u></b>			
Brian Hill	5010	Principal's Assistant	Office
Eva Johnson	5041	School Secretary	Office
Tammy Norman	5012	Nurse	18
	5048	Library Assistant	Library
<b><u>Interventionists</u></b>			
Christina Lubeley	5047	Math Interventionist	LL-Rm 3
Gail Macer	5049	ELA Interventionist	Library
<b><u>Cafeteria</u></b>			
Lexi Jiang	5013	Cook	Cafeteria
Frances Williams	5013	Cook	Cafeteria
<b><u>Other extensions</u></b>			
Teacher's Lounge	5018		2A
Custodial Office	5053		LL-Rm 1

## BRENTWOOD SCHOOL DISTRICT CENTRAL OFFICE STAFF

Dr. Brian Lane	Superintendent of Schools	X 6013
Dr. Alex Tripamer	Assistant Superintendent, Curriculum/Instruction	X 6048
Dr. Katy Chambers	Executive Director Human Resources	X 6016
Mr. Matt Norrid	Chief Financial Officer	X 6018
Ms. Joy Jamerson	Payroll Specialist	X 6024
Ms. Kate Hastings	Secretary to the Superintendent	X 6014
Mr. Anthony Dobson	Director of Communications	X 6044

### 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

File: JG-AF1

## **STUDENT DISCIPLINE**

*(Receipt of Student Handbook – Elementary School)*

Date distributed to parents:

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 return this form (or the page in your welcome back packet) to the office or your child's teacher by September 22nd, 2023**

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

Implemented: 07/09/2003

Building Revision: 08/01/2023

Brentwood School District, Brentwood, Missouri