Excellence and Empowerment for Every Student Everyday!

Student/Parent Handbook
2021-22
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</tr>
</tbody>
</table>

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*Barbara C. Jordan Elementary School* - 2021-22 Parent Handbook
District Overview (Values, Vision, Mission)

VALUE STATEMENTS
We value...
● Engaging in open communication with our stakeholders.
● Being accountable for student learning and achievement.
● Demonstrating integrity by operating with high ethical standards.
● Promoting collaboration that leads to innovation.

VISION STATEMENT
The School District of University City...
Were all students graduate college and career ready!

MISSION STATEMENT
We will...
Transform the life of every student every day.

STRATEGIC PLAN
Learning Reimagined: Creating a Modern Learning Experience.
See graphic on next page.

Barbara C. Jordan Elementary School Overview

Mission:
Through high quality instruction and meaningful engagement, we will empower our students to lead, advocate, and sustain change as they develop into productive 21st century learners.

Vision: Excellence and Empowerment for Every Student Every Day!

At BCJ We Practice Eagle Expectations!

● Embrace Kindness
● Act Responsibly
● Give Respect
● Look Out for Safety
● Exhibit Cooperation
Learning Reimagined

Creating a Modern Learning Experience

Five Overarching Strategies
Students are at the core of our plan.
We strive for them to be well-prepared for their future
with a sense of purpose and the skills to creatively impact their communities.
To do this we must strive to achieve:

Rigorous, Relevant, Modern Learning Experiences
Well-Being and Joy
Excellent Staff
All Hands
Resources

Three Core Pillars
Learning Reimagined stands on three core pillars that humanize, personalize and problematize learning for all students.
We know academic performance rises in school climates that embrace these core principles.
The Pillars provide a foundation of vital relationships, connections and learning possibilities
to elevate our students, teachers and school community.

### 2021-2022 School Calendar

#### August
- **2**  Popsicles With The Principal
- **3**  National Night Out/Back to School Rally
- **3-6**  Jump Start to Kindergarten
- **17**  Open House/Meet the Teacher
- **23**  First Day of School

#### September
- **6**  NO SCHOOL: Labor Day
- **6**  Rosh Hashanah
- **7**  BCJ Curriculum Night
- **13**  Picture Day
- **15**  Yom Kippur
- **17**  Early Release-Professional Development
- **24**  Tentative OneUCity Jazz & More under the Stars at Pershing
- **30-7**  Book Fair

#### October
- **2**  Homecoming
- **6-7**  NO SCHOOL: Parent-Teacher Conferences
- **8**  NO SCHOOL: Teacher Comp Day
- **13**  Family Fitness
- **18-22**  National School Bus Safety Week
- **22**  Early Release: Records Day
- **22**  End of 1st Quarter
- **27**  Report Cards Sent Home
- **30**  OneUCity Trunk or Treat & Pumpkin Stroll at UCHS & Jackson Park

#### November
- **1**  No School: Professional Development
- **2**  NO SCHOOL - Election Day
- **5**  Picture Retake Day
- **7**  Daylight Saving Time Ends
- **10**  BCJ PTO Meeting
- **11**  Veterans Day
- **16**  District STEM EXPO
- **28**  Progress Reports Sent Home
- **24-26**  NO School: Fall Break
- **28**  First Day of Chanukah

#### December
- **8**  BCJ PTO Meeting
- **13**  K-2 Music Concert and Art Show
- **17**  Snowball Festival
- **23-31**  Winter Break

#### January
- **TBA**  Tentative OneUCity Chili Cook-off at Flynn Park
- **3**  No School: Professional Development
- **4**  Students Return/3rd Quarter Begins
- **7**  Report Cards Sent Home
- **12**  BCJ PTO Meeting
- **13**  Early Release-Professional Development
- **17**  NO SCHOOL: M.L. King Day
- **18**  Second Semester Begins
- **31**  Literacy Night - Title 1 Night

#### February
- **TBA**  Tentative Black History Month Concert
- **8**  BCJ PTO Meeting
- **14**  Friendship Celebration
- **18**  Early Release: Professional Development
- **21**  NO SCHOOL: Presidents’ Day

#### March
- **TBA**  Tentative OneUCity Multicultural Night at BCJ
- **3**  BCJ PTO Meeting
- **4-11**  Book Fair
- **9-10**  NO SCHOOL: Parent-Teacher Conferences
- **13**  Daylight Savings Time Begins
- **18**  Early Release: Records Day
- **18**  End of 3rd Quarter
- **21-25**  NO SCHOOL: Spring Break
- **23**  Report Cards Sent Home
- **28**  Classes Resume

#### April
- **6**  District Strings Concert
- **8**  District Wide Art Night
- **13**  BCJ PTO Meeting
- **22**  Early Release: Professional Development
- **27**  Progress Reports Sent Home

#### May
- **10**  BCJ PTO Meeting
- **18**  Kindergarten Promotion
- **20**  Field Day
- **27**  5th Grade Promotion/Early Release
- **27**  Last Day of School/End of 4th Quarter
To Contact Staff

Teachers are always willing to meet with parents, but they are not available during scheduled class time. Arrangements can be made to meet before or after school or during the teacher's planning time. Every staff member has an email address. You may contact the school at 314-290-4360 to leave a message for a teacher if you do not have access to email.

### 2021-2022 Barbara C. Jordan School Staff List

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade/Assignment</th>
<th>Email</th>
<th>Room</th>
<th>Ext.#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Dorlita Adams</td>
<td>Principal</td>
<td><a href="mailto:dadams@ucityschools.org">dadams@ucityschools.org</a></td>
<td>Office</td>
<td>4369</td>
</tr>
<tr>
<td>Ms. D. Holliday</td>
<td>Adm. Secretary</td>
<td><a href="mailto:dholliday@ucityschools.org">dholliday@ucityschools.org</a></td>
<td>Office</td>
<td>4361</td>
</tr>
<tr>
<td>Ms. Erika Buckels</td>
<td>Nurse/Clinic</td>
<td><a href="mailto:ebuckels@ucityschools.org">ebuckels@ucityschools.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Anita Qualls</td>
<td>Counselor</td>
<td><a href="mailto:aqualls@ucityschools.org">aqualls@ucityschools.org</a></td>
<td>#201</td>
<td>4364</td>
</tr>
<tr>
<td>Ms. Rosa Vance</td>
<td>Social Worker</td>
<td><a href="mailto:ryanace@ucityschools.org">ryanace@ucityschools.org</a></td>
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<td>4384</td>
</tr>
<tr>
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<td>Librarian</td>
<td><a href="mailto:mmcdade@ucityschools.org">mmcdade@ucityschools.org</a></td>
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<td>4365</td>
</tr>
<tr>
<td>Ms. Alisha Ashford</td>
<td>Kdg.</td>
<td><a href="mailto:aashford@ucityschools.org">aashford@ucityschools.org</a></td>
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</tr>
<tr>
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<tr>
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</tr>
<tr>
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<tr>
<td>Ms. Caitlin Horn</td>
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</tr>
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<td>4349</td>
</tr>
<tr>
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<td>2nd</td>
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<td>#148</td>
<td>4349</td>
</tr>
<tr>
<td>Ms. Daphne Owona</td>
<td>2nd</td>
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<td>4342</td>
</tr>
<tr>
<td>Ms. Amy Pearson</td>
<td>2nd</td>
<td><a href="mailto:apearson@ucityschools.org">apearson@ucityschools.org</a></td>
<td>#146</td>
<td>4341</td>
</tr>
<tr>
<td>Ms. LaToya Crockett</td>
<td>3rd</td>
<td><a href="mailto:lcrockett@ucityschools.org">lcrockett@ucityschools.org</a></td>
<td>#221</td>
<td>4349</td>
</tr>
<tr>
<td>Ms. Nan Luebers</td>
<td>3rd</td>
<td><a href="mailto:nluebers@ucityschools.org">nluebers@ucityschools.org</a></td>
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<td>4351</td>
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<tr>
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<td>#220</td>
<td>4350</td>
</tr>
<tr>
<td>Ms. Christina Bell</td>
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<td><a href="mailto:cbell@ucityschools.org">cbell@ucityschools.org</a></td>
<td>#230</td>
<td>4353</td>
</tr>
<tr>
<td>Ms. Stacey Kinstler</td>
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<td>4352</td>
</tr>
<tr>
<td>Ms. Gabrielle Maune</td>
<td>4th</td>
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<td>#229</td>
<td>4354</td>
</tr>
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<td>5th</td>
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<td>#239</td>
<td>4355</td>
</tr>
<tr>
<td>Ms. Beth Gibson</td>
<td>5th</td>
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<td>#237</td>
<td>4357</td>
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<td>5th</td>
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<td>4356</td>
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<td>4382</td>
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<tr>
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<td><a href="mailto:lwaldem@ucityschools.org">lwaldem@ucityschools.org</a></td>
<td>#211</td>
<td>4366</td>
</tr>
<tr>
<td>Mr. Justin Spencer</td>
<td>Music</td>
<td><a href="mailto:jspencer@ucityschools.org">jspencer@ucityschools.org</a></td>
<td>#245</td>
<td>4358</td>
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<tr>
<td>Ms. Elizabeth Goodbreak</td>
<td>Strings</td>
<td><a href="mailto:egoodbreak@ucityschools.org">egoodbreak@ucityschools.org</a></td>
<td>#152</td>
<td>4352</td>
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<tr>
<td>Ms. Jill Rogers</td>
<td>T.I.L.</td>
<td><a href="mailto:jroger@ucityschools.org">jroger@ucityschools.org</a></td>
<td>#111</td>
<td>4370</td>
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<tr>
<td>Mr. Michael Loveless</td>
<td>P.E.</td>
<td><a href="mailto:mloveless@ucityschools.org">mloveless@ucityschools.org</a></td>
<td></td>
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<tr>
<td>Ms. Wu Bakeman</td>
<td>T.A.G.</td>
<td><a href="mailto:wbakeman@ucityschools.org">wbakeman@ucityschools.org</a></td>
<td>#215</td>
<td>4359</td>
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<td>4372</td>
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<td>#201</td>
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<td>Ms. Anne Geier</td>
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<td>4373</td>
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<td>#204</td>
<td>4372</td>
</tr>
<tr>
<td>Ms. Hallie Lindermann</td>
<td>Read. Spec.</td>
<td><a href="mailto:hlindermann@ucityschools.org">hlindermann@ucityschools.org</a></td>
<td>#120</td>
<td>4378</td>
</tr>
<tr>
<td>Ms. Debra Wren</td>
<td>Lutheran F.S.</td>
<td><a href="mailto:dwren@ucityschools.org">dwren@ucityschools.org</a></td>
<td>#241</td>
<td>4385</td>
</tr>
<tr>
<td>Mr. Anthony Norton</td>
<td>T.A.</td>
<td><a href="mailto:anorton@ucityschools.org">anorton@ucityschools.org</a></td>
<td>Building</td>
<td></td>
</tr>
<tr>
<td>Mr. Jamal Bailey</td>
<td>Wellness</td>
<td><a href="mailto:jbailey@ucityschools.org">jbailey@ucityschools.org</a></td>
<td>Building</td>
<td></td>
</tr>
<tr>
<td>Mr. Ernest Washington</td>
<td>Custodian</td>
<td></td>
<td>Building</td>
<td></td>
</tr>
<tr>
<td>Mr. Jasper Meredith</td>
<td>Manager</td>
<td></td>
<td>Cafeteria</td>
<td></td>
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<tr>
<td>Ms. Lillian Foley</td>
<td>Food Service</td>
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<td>Cafeteria</td>
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# 2021-2022 School Supply List

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<th>Kindergarten</th>
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<tr>
<td>3 boxes of 24 count of Crayola boxes</td>
<td>1 pair of headphones (No earbuds please)</td>
<td>1 pair of headphones (no earbuds)</td>
<td>1 pair of headphones or earbuds to be kept at school</td>
<td>1 pair of headphones or earbuds to be kept at school</td>
<td>1 pair of headphones or earbuds to be kept at school</td>
</tr>
<tr>
<td>2 large boxes of Kleenex</td>
<td>2 boxes of Kleenex</td>
<td>2 large boxes of Kleenex</td>
<td>2 large boxes of Kleenex</td>
<td>4 large boxes of Kleenex</td>
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<tr>
<td>child sized masks (5)</td>
<td>4 two-pocket plastic folders 1 red, 1 green, 1 blue &amp; 1 yellow</td>
<td>2 Poly Folders</td>
<td>2 folders with prongs</td>
<td>5 poly folders with prongs (different colors)</td>
<td>7 folders</td>
</tr>
<tr>
<td>headphones</td>
<td>2 packs of pencils</td>
<td>2 large container of Lysol wipes (no baby wipes)</td>
<td>1 pkg of 4 count dry erase markers</td>
<td>1 pkg of 4 count dry erase markers</td>
<td>1 pkg of 4 count dry erase markers</td>
</tr>
<tr>
<td>Girls: 1 box of small size ziplock bags Boys: 1 box of gallon sized ziploc bags</td>
<td>1 box of gallon size bags 1 box of quart size ziplock bags</td>
<td>1 pair of student scissors</td>
<td>2 large container Clorox wipes</td>
<td>2 Highlighters</td>
<td>6 notebooks Stevens &amp; Gaston: All spiral</td>
</tr>
<tr>
<td>8 glue sticks</td>
<td>3 packs of dry erase markers (EXPO markers)</td>
<td>4 composition books</td>
<td>scissors</td>
<td>1 pkg of notebook paper</td>
<td></td>
</tr>
<tr>
<td>3 containers of Play-doh</td>
<td>2 large container of Lysol wipes</td>
<td>1 pack of pink erasers</td>
<td>2 - 8 oz bottle of hand sanitizer</td>
<td>3 glue sticks</td>
<td>2 glue sticks</td>
</tr>
<tr>
<td>2 containers of Clorox wipes</td>
<td>1 pencil pouch or pencil box 1 pair of scissors 2 boxes of 24 count crayons</td>
<td>3 composition books</td>
<td>2 roll paper towels</td>
<td>2 bottles of hand sanitizer</td>
<td>2 - 8 oz bottles of hand sanitizer</td>
</tr>
<tr>
<td>Hand sanitizer</td>
<td>3 glue sticks 1 boxes of colored pencils</td>
<td>1 pencil pouch</td>
<td>2 glue sticks</td>
<td>Girls - 1 box of large Ziplock bags Boys - 1 box of small Ziplock bags</td>
<td>1 pencil box</td>
</tr>
<tr>
<td>Extra set of clothes for each season</td>
<td>1 box of markers</td>
<td>1 pack of colored pencils 1 box of crayons 1 pack of markers</td>
<td>1 book bag</td>
<td>2 containers of Clorox wipes (no baby wipes)</td>
<td>1 pack of colored pencils 1 box of crayons 1 pack of markers</td>
</tr>
<tr>
<td>pencil box</td>
<td>2 large erasers</td>
<td>3 glue sticks</td>
<td>1 zipper pouch</td>
<td>1 roll of paper towels</td>
<td>1 roll of paper towels</td>
</tr>
<tr>
<td>backpack</td>
<td>1 large bookbag/backpack</td>
<td>2 large bottles of hand sanitizer 1 pack of colored pencils</td>
<td>1 pack of colored pencils 1 pack of pink erasers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 rolls of paper towels</td>
<td>1 Box of disposable masks</td>
<td></td>
<td>Labeled pencil pouch (not pencil boxes)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 composition notebook</td>
<td>2 boxes of pencils</td>
<td></td>
<td>box of crayons and/or colored pencils</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 packs of skinny dry erase markers</td>
<td>2 rolls of paper towels</td>
<td></td>
<td>5 composition notebooks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 bottle of hand sanitizer</td>
<td>1 large book bag</td>
<td></td>
<td>2 spiral notebooks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 box disposable masks</td>
<td>1 box of gallon-size Ziplock bags / 1 box of quart-size Ziplock bags</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Rev. 072621 CAC*
# 2021-22 BCJ Specials Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Teacher</th>
<th>A-Day</th>
<th>B-Day</th>
<th>C-Day</th>
<th>D-Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 4 8:45-9:35</td>
<td>4th - Ms. Bell</td>
<td>Music</td>
<td>Art</td>
<td>PE</td>
<td>Library</td>
</tr>
<tr>
<td></td>
<td>4th - Ms. Kinstler</td>
<td></td>
<td>Music</td>
<td>Art</td>
<td>PE</td>
</tr>
<tr>
<td></td>
<td>4th - Ms. Maune</td>
<td>PE</td>
<td>Library</td>
<td>Music</td>
<td>Art</td>
</tr>
<tr>
<td><strong>9:40 - 10:20</strong></td>
<td><strong>4th Grade Strings Wednesdays and Fridays</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade 3 9:35 - 10:25</td>
<td>3rd - Ms. Crockett</td>
<td>Library</td>
<td>Music</td>
<td>Art</td>
<td>PE</td>
</tr>
<tr>
<td></td>
<td>3rd - Ms. Temple</td>
<td>PE</td>
<td>Library</td>
<td>Music</td>
<td>Art</td>
</tr>
<tr>
<td></td>
<td>3rd - Ms. Luebbers</td>
<td>Art</td>
<td>PE</td>
<td>Library</td>
<td>Music</td>
</tr>
<tr>
<td>Grade 5 10:25-11:15</td>
<td>5th - Ms. Gibson</td>
<td>PE</td>
<td>Library</td>
<td>Music</td>
<td>Art</td>
</tr>
<tr>
<td></td>
<td>5th - Ms. Stevens</td>
<td>Art</td>
<td>PE</td>
<td>Library</td>
<td>Music</td>
</tr>
<tr>
<td></td>
<td>5th - Ms. Gaston</td>
<td>Music</td>
<td>Art</td>
<td>PE</td>
<td>Library</td>
</tr>
<tr>
<td><strong>8:50 - 9:30 a.m.</strong></td>
<td><strong>5th Grade Strings Wednesdays and Fridays</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K - 2 Lunch</td>
<td>11:30 - 11:55</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 - 5 Lunch</td>
<td>12:00 - 12:25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade K 12:25 - 1:15</td>
<td>Kdg - Ms. Campbell</td>
<td>Art</td>
<td>Music</td>
<td>Library</td>
<td>PE</td>
</tr>
<tr>
<td></td>
<td>Kdg - Ms. Cobb</td>
<td>Library</td>
<td>Art</td>
<td>PE</td>
<td>Music</td>
</tr>
<tr>
<td></td>
<td>Kdg - Ms. Ashford</td>
<td>Music</td>
<td>PE</td>
<td>Art</td>
<td>Library</td>
</tr>
<tr>
<td>1:15 p.m. - 1:45 p.m.</td>
<td><strong>K - 4 Lion Time</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade 1 1:45 -2:35</td>
<td>1st - Ms. Fanz</td>
<td>Music</td>
<td>PE</td>
<td>Library</td>
<td>Art</td>
</tr>
<tr>
<td></td>
<td>1st - Ms. Horn</td>
<td>PE</td>
<td>Music</td>
<td>Art</td>
<td>Library</td>
</tr>
<tr>
<td></td>
<td>1st - MS. Lienhop</td>
<td>Art</td>
<td>Library</td>
<td>PE</td>
<td>Music</td>
</tr>
<tr>
<td>Grade 2 2:35 - 3:25</td>
<td>2nd - Ms. Jones</td>
<td>PE</td>
<td>Art</td>
<td>Music</td>
<td>Library</td>
</tr>
<tr>
<td></td>
<td>2nd - Ms. Owona</td>
<td>Library</td>
<td>Music</td>
<td>Art</td>
<td>PE</td>
</tr>
<tr>
<td></td>
<td>2nd - Ms. Pearson</td>
<td>Music</td>
<td>Library</td>
<td>PE</td>
<td>Art</td>
</tr>
<tr>
<td>3:30</td>
<td><strong>Prepare for Dismissal</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Welcome!

Please take time to carefully review the following policies and procedures. Many parents ask how they can help their children be more successful in school. Your support is vital and understanding these routines and procedures will help your child achieve academically and socially. If you have any questions about any of our procedures, please contact the principal at (314) 290-4361 for clarification.

Daily Schedule

Office Hours  8:00 a.m.  4:30 p.m.
Instructional Time  8:45 a.m.  3:40 p.m.

Teachers provide supervision before school beginning at 8:30 a.m. and after school in front of the building until 3:45 p.m. Because supervision is not available, students cannot be dropped off before 8:35 a.m. or picked up after 3:40 p.m. unless they are enrolled in the Neighborhood Houses’ School-Age Program (314-561-3334) or participating in an organized extra-curricular activity. For your child’s safety, please honor our drop-off and pick-up times. To ensure the safety of our children, University City Police will be contacted for any student that has not been picked up from school by 4:30 p.m.

Breakfast and Lunch

Students may eat breakfast beginning at 8:35 a.m. or lunch in the cafeteria or bring his/her lunch from home. The School District of University City is partnering with the U.S. Department of Agriculture to offer a free, nutritious, meal program to all students in the District. All students enrolled in District schools are automatically eligible to participate in the meal program at no charge and with no additional application required. Breakfast and lunch will be served to all students. The meals served follow U.S. Department of Agriculture guidelines for healthy school meals. For details about the new meal program, visit www.ucityschools.org/Food or call the Food Services office at (314) 290-4068. Students may still be charged for additional food purchased.

RevTrak for Online Payments

As a convenience to District parents and students, RevTrak was instituted in 2018 as an option for online, 24/7 payments of student fees and fines. For more details visit www.ucityschools.org/RevTrak.

Attendance

Regular and prompt attendance is one of the most important keys to a student’s academic success in school. The School District of University City complies with state laws regarding excessive student absences. Excessive tardiness or absences may be considered educational neglect or truancy and could result in school disciplinary action, intervention by school social workers or school resource officers, a referral to Children’s Division, and/or a referral to the Juvenile Court System.

When a student has a pattern of tardiness and/or absenteeism, a letter is sent home to the parent. If absences continue to accrue after the first notification, the school social worker will contact the parent and a second letter will be sent. If the student continues to show attendance concerns, the social worker will contact the family to establish a plan for improved attendance. Each step is an effort to support the family and the student to improve attendance, but if attendance continues to be a concern after taking these steps, a referral will be made to the Family Court/Children’s Division for chronic absenteeism.
**Verified Absence** – Parents should notify the school on the day of or prior to the day for absences due to illness or injury, death in family, health/medical appointment, religious observance, legal situation and/or participation in a valid educational opportunity.

**Notification of Absence** – For planned absences (e.g. doctor’s appointments, funerals), send a written note with your child at least one day prior to the absence. For unplanned absences (e.g. illnesses or accidents), contact the 24-hour school attendance line at (314) 290-4379 before 9:00 a.m.

**Tardies and Early Dismissals** – Students who are tardy or who are leaving school early must check-in with the main office so that attendance can be adjusted. Students who are tardy to school or leave early disrupt classroom procedures and learning time. Tardies and early dismissals will be documented. When tardies and early dismissals equal the time of a full school day, the student will be counted as absent for one full day.

Parents requesting early dismissal must send a note. Children are to be picked up from the school office ONLY by a parent or legal guardian unless a release form is provided. Students are NOT to be picked up directly from the classroom. This procedure is followed to protect your child.

**Bus Transportation**

For students eligible for transportation, school buses pick up and drop children off in close proximity to their homes. According to District policy, students in The School District of University City who reside 1.25 miles or more from their neighborhood school are eligible for transportation services to and from school. To find out if your child is eligible for school bus service, please first ask the secretary in the school office. If your child is eligible for transportation and you need to find the location of his or her bus stop and bus number, contact your child’s school office or visit the District mobile APP or website at [www.ucityschools.org/BUS](http://www.ucityschools.org/BUS). Bus transportation schedules are posted prior to the start of the school year and are updated as routes change. Transportation concerns should first be directed to Transpar at (314) 290-4046. If Transpar is unable to provide resolution, contact Chief Financial Officer Scott Hafertepe at (314) 290-4008.

**Safe and respectful behavior on the bus is required of all children.** The cooperation of parents is required to assure every child a safe ride to and from school. During the first week of school, we will review behavioral expectations for the bus. Bus expectations are outlined in the District Student Expectations Guide ([www.ucityscools.org/SEG](http://www.ucityscools.org/SEG)). Inappropriate behavior on the bus may result in the loss of bus riding privileges.

**Emergency Closing**

In the event of emergency closing of schools due to inclement weather or other factors, families will be notified by a District automated call and/or email, District website, Facebook and Twitter postings. School closings are also announced on major television and radio stations. PLEASE DO NOT CALL THE SCHOOL since it ties up the phone lines and makes communication regarding emergencies difficult. Unscheduled closings due to equipment failure or weather conditions may also occur. If school is dismissed early, make sure your child understands where to go in case a parent is not home. If an emergency should arise at school, the parents will be notified. You must make sure that the school has a working phone number at all times.

**Changes in Dismissal Procedures**

If a student normally attends the after-care program or rides a school bus, the parent/guardian must notify the school in writing if there is a change in plans. Without this notification, the school will follow the child’s normal
procedures. Children who ride the bus may only ride on their assigned bus and may not have “student guests” on the bus. Please do not call the school after 3:00 p.m. to make changes in your child’s dismissal. The office is very busy after 3:00 p.m. and we cannot guarantee that we can communicate the change to the classroom teacher in a timely manner.

**Appropriate Dress**

Children need to be groomed and dressed appropriately for school. Safe footwear needs to be worn at all times. No platform shoes or flip flops are allowed. Brief clothing such as halter tops, spaghetti straps, short shorts and mini skirts will not be allowed. Insignia and slogans that are offensive, profane or age-inappropriate are not permitted. Unauthorized head coverings and sunglasses are not to be worn in the building. Any attire that is gang or drug-related is prohibited. Articles of clothing are to be worn the way they were designed to be worn. If your child is dressed inappropriately, either you will be called to bring them different clothing or they will be loaned a more appropriate set of clothes from our nurse.

**Conferences and Progress Reports**

Progress reports are given four times a year, one at fall parent conferences in September and one at spring parent conferences in February. One will be sent home with your child in January and one mailed home at the end of the school year. At the fall and spring conferences, parents have the opportunity to discuss their children’s academic and social progress with classroom teachers and specialists. Parents can request a conference at any time during the school year.

**Discipline/Expectations**

Effective discipline is essential for the public school to discharge all of its basic responsibilities: instruction, guidance, and socialization. An effective instructional program will occur in a safe environment conducive to learning. The School District of University City has established specific behavioral expectations with regard to student conduct as required by the State of Missouri and School District of University City Board of Education.

We believe that each student is unique and has the potential to make positive contributions to society. In a cooperative effort with parents, staff, and students we commit ourselves to provide an atmosphere that will encourage all students to become well rounded, college bound, career ready, responsible citizens. When behavioral expectations are not met, it is our goal to educate, restore, and provide appropriate interventions for the re-education of students to prevent repeated infractions and violations of District policies and behavioral expectations.

The District Student Expectations Guide lists rules and consequences for misbehavior. This guide is available on the school/District website. If you need a printed copy, please contact the school office and it will be sent home with your child.

As part of our PBIS process (Positive Behavior Intervention & Support) our students are expected to demonstrate our High Five Expectations. We teach students what it means to be Cooperative, Respectful, Responsible, Peaceful, Kind and Safe. At the beginning of the year, we review all of our behavioral expectations and teach students procedures and routines to ensure a safe and orderly environment that promotes learning. Throughout the year, we provide recognition for students who consistently demonstrate the High Five Expectations. You can help by using similar language and expectations for your children.
Enrollment

Beginning July 1, 2016, The School District of University City moved to an online enrollment process utilizing Parent Portal that will help ensure more accurate student and family data while streamlining the enrollment process. For more information, visit www.ucityschools.org.

Children entering kindergarten must be five years old before August 1.
Online re-enrollment is required for all students prior to the start of school.

When enrolling or re-enrolling your child, please bring the following documentation with you:
- Child’s original Birth Certificate
- Immunization Record (Complete from infancy required by State) (original, if not on file)
- Parent photo identification along with proof of guardianship if other than custodial parent. (e.g. driver’s license, employment photo identification badge)
- Proof of Guardianship (if other than custodial parent)
- Updated University City Occupancy Permit (Contact University City, City Hall at (314) 505-8500 for more information.)
- PLUS, two of the following:
  - Current unpaid utility bill (electric, gas, water, trash, sewer, phone, cell phone)
  - Voter registration card
  - Current lease
  - Property deed
  - Real estate tax receipt (current year)
  - Personal property tax receipt (current year)
  - Receipt or payment stub from rent check (previous month)
  - Paycheck stub identifying employee name and address (less than a month old)

If your child is transferring from a different school, the following information is needed:
- Last report card for children enrolling in first through fifth grade
- Withdrawal form from previous school (if issued)
- Discipline report
- Placement of report in a sealed envelope from previous school/district will expedite enrollment
- Individual Education Plan (IEP) and Evaluation (if serviced by Special School District or out-of-area equivalent) Required by the Missouri Safe Schools Act (HB 1301 & 1298 & SB 944)

Clinic

Barbara C. Jordan has a registered nurse on staff however; our school is equipped to render only minor first aid. Parents will be contacted and requested to assume the responsibility for any health care that goes beyond “first aid”. Illnesses or injuries occurring outside of school hours, should be addressed by the parent and reported to the school nurse if follow up is required or restrictions or modifications are indicated for participation in activities or classes. Any restrictions or modifications should be accompanied by a note from a medical provider (e.g. ER, PCP, urgent care). The statement should include a description and duration of the specific restrictions/ modifications. Any prescribed medication you wish your child to take must be in the original bottle. Over-the-counter medications must be accompanied by a physician’s note. When a child takes medication all-year long (for asthma or allergy), one note to be kept on file is acceptable. No medication, including aspirin and cough medicine, is to be kept in a child’s desk, purse or backpack. These procedures are
district policy. It is important for us to have every child’s emergency information on file so we may contact you quickly. You can contact our school nurse directly at (314) 290-4362.

Counseling and Social Work Services
Barbara C. Jordan has a full-time counselor. The services provided include classroom guidance, group and individual counseling, consultation with teacher and parents concerning student’s academic program and progress, as well as social adjustment. You can contact Ms. Anita Qualls directly at (314) 290-4364. We also share a Social Worker with Jackson Park Elementary. Ms. Parks is the liaison between the school, home and the community, while linking students, their families and school staff with community resources. Ms. Parks can be reached at (314) 290-4456.

Talented and Gifted Development (TAGD)
The Talented and Gifted Development (TAGD formerly GATE) program provides services to identified students in grades kindergarten through 12th who require more challenging enrichment opportunities to realize their full potential, especially through elementary and middle school years. TAGD provides planned experiences for all District students in grades K-5. It integrates critical and creative thinking, independent research, and problem-solving curricular activities while providing effective education through development of intelligent behaviors and leadership qualities. If interested in more information, contact the school office for an updated brochure regarding the TAGD, PEGS (Program for Exceptionally Gifted Students), Honors and AP (Advanced Placement) programs or call the office of Curriculum & Instruction at (314) 290-4020.

School Field Trips
Field trips often enhance the education of a student and are planned in relation to a unit of study. Each grade level will attend at least two field trip during the school year. Parents of students not eligible to attend will be notified prior to the scheduled trip. At times, a parent chaperone may be required.

Classroom Parties
Throughout the year celebrations take place at the discretion of the classroom teacher. We ask that water be the choice of drinks in order to promote healthy eating habits. If you would like to bring treats to the classroom for your child’s birthday, please coordinate in advance with the teacher for a lunch-time treat.

Birthday Celebrations
Birthday celebrations may be conducted only during the student’s grade level lunch with ONE store-bought treat per child. NO home-made treats permitted.

Visitors
The welcome mat is always out at our schools. In spring 2019, the District fully implemented the Raptor Visitor Management System district wide. Raptor tracks visitors and volunteers, providing a more secure environment for students and staff. This nationally-recognized, cutting-edge safety and security system scans valid state issued IDs before entering the school and creates a visitor’s badge. Visitors are asked to check in at the office first to receive visitor identification. If you would like to meet with your child’s teacher, please call in advance so your visit can be scheduled for a time when the teacher can meet with you. Students may not bring guests to school without prior approval from the classroom teacher and principal. If you wish to observe in classrooms, please call our main office to make an appointment for the observation.
Volunteers/Guest Speakers/Art Residencies

Whatever your talent, whatever your time, there is a place for your volunteer efforts. Volunteers help in the classroom, work with the library staff and much, much more. There are also evening and at home projects which need volunteer support. Please contact your child’s classroom teacher or the office if you would like to volunteer your time and your talents. The School District of University City appreciates your willingness to volunteer and create educationally, socially and emotionally enriching experiences for our students.

Effective July 1, 2010, our District implemented a comprehensive volunteer screening protocol in order to ensure a safe, nurturing environment for students being tutored, mentored, coached or sponsored, nurturing environment for students being tutored, mentored, coached or sponsored.

Telephone

Telephones in the office are for business purposes and may be used by children only in an emergency or when it is essential for a child to receive information. Children will not be called to the phone. Parents are encouraged to call or email teachers when they have questions. Teachers will return calls during their planning times.

Cell Phones/Games/Toys/ Electronic Equipment

To preserve the focus of a learning environment, we ask that all students abide by the following:
Children are not allowed to bring any electronic games or CD players to school. Children are also not allowed to bring any personal items to be used at recess such as balls, trading cards, etc. We have parents who feel that their children must have cell phones. Our policy is that no one should see or hear a cell phone. Students who need to contact their parents during the school day should do so through the office.

If children bring games/toys or other electronic equipment...or if we see or hear a cell phone, we will proceed as follows:

● 1st Time Violation: Item will be confiscated and sent to the office. The parent will be notified and the item will be returned at the end of the day.
● 2nd Time Violation: Item will be confiscated and sent to the office. The parent will be notified and must pick the item up.
● 3rd Time Violation: Item will be confiscated and sent to the office to be held until the end of the school year (at principal’s discretion).

Communication

● Tyler SIS Parent Portal
● SchoolMessenger calls/emails and Wednesday Peachjar
● District website (www.ucityschools.org) and school homepage (www.ucityschools.org/BCJ) along with the District APP (search “University City Schools”) host calendars, handbooks and much more.
● Detailed information about The School District of University City is also available in publications issued by the District such as the Student Expectations Guide and the PRIDE newspaper, which are available in the school office, the McNair Administration Building and on the website.
● Keep informed through school and District social media including Facebook, Instagram, Linked In, Twitter and YouTube.
**Maintain Connections through Parent Portal**

Parents can connect with their student’s school and monitor student progress through the Parent Portal online system linked to the District’s home page. District administrators have been working with representatives from sisk12, the District’s student information system, to make enhancements that allow for easier posting by staff. As teachers post homework and grades for assignments and tests, parents and students can login to see grades and track their individual progress. Parents may sign up for Parent Portal by contacting their child’s school office.

**Barbara C. Jordan PTO**

The Barbara C. Jordan PTO shines with pride when parents decide to become involved in partnership with the school to provide the best for all of our children. Meetings are held quarterly. See calendar on District website at www.ucityschools.org.

**Title I Status**

Title I is a federal program that was enacted to ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and assessments. The Title I program primarily serves children in the areas of communication arts and mathematics. BCJ receives Title I funds for school wide assistance.

**Title I Parent and Family Engagement Policy**

In support of strengthening student academic achievement, Barbara C. Jordan receives Title I, Part A funds and therefore must jointly develop with, agree with, and distribute to parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means of carrying out the requirements of The Every Students Succeeds Act (ESSA) Section 1116.

Barbara C. Jordan will seek and obtain the agreement of parents to the parent and family engagement policy in the following ways:

➢ Share policy at Back to School/Curriculum Night/Annual Meeting - September 7, 2021
➢ Feedback/Comments box on the school’s Title I.A information tab
➢ Parent surveys after school events
➢ Parent survey at the end of the year
➢ Parent feedback during PTO meetings

- Parents are notified of the policy in an understandable and uniform format.
- The school parent and family engagement policy is provided in a language that parents can understand.

**POLICY INVOLVEMENT**

- At the beginning of the school year, the school convenes an annual meeting at a convenient time, to which all parents of participating children are invited and encouraged to attend.
- The agenda reflects the purpose of the meeting:
  - To inform parents of their school’s participation in the Title I.A program
  - To explain the requirements of Title I.A
  - To explain the rights of parents to be involved
- The school offers a flexible number of meetings.
Using Title I.A funds to promote parental involvement, the school provides at least one box checked below:

- Transportation
- Child Care
- Home Visits

X Funds will not be utilized for these purposes

The school involves parents in an organized, ongoing, and timely way:

- In the planning, review, and improvement of the Title I.A program and/or Schoolwide program plan in the school.

Barbara C. Jordan will involve parents in the planning, review, and improvement of the Title I.A program and/or Schoolwide Program Plan in the following ways:

- Share policy and compact at Curriculum Night - September 7, 2021
- Share policy on school website
- Feedback/Comments box on the school’s Title I.A information tab
- Invite parents to review, provide feedback and update Schoolwide Program Plan (a.k.a. Comprehensive Strategic School Improvement Plan) on the District website under Curriculum and Instruction - Federal Programs - Title I
- Parent surveys at the end of the year

Barbara C. Jordan will involve parents in the planning, review, and improvement of the Parent and Family Engagement Policy in the following ways:

- Share policy and compact at Curriculum Night
- Share policy on school website
- Feedback/Comments box on the school’s Title I.A information tab
- Invite parents to review, provide feedback and update Schoolwide Program Plan (a.k.a. Comprehensive Strategic School Improvement Plan) on the District website under Curriculum and Instruction - Federal Programs - Title I
- Parent surveys at the end of the year

The school provides parents of participating children:

- Timely information about the Title I.A programs.

Barbara C. Jordan will provide information to parents about the Title I. A program in the following ways:

- Share information about the Title I.A program at Back to School Night/Annual Meeting - September 7, 2021
- Use multiple methods of communication to families such as school reach system, peach jar, etc.
- Agenda item at the monthly PTO meetings

- A description and explanation of the current curriculum in use at the school, the forms of academic assessments that are used to measure progress, and the achievement levels of the MAP assessment.

Barbara C. Jordan will provide a description and explanation of the curriculum, academic assessments, and MAP achievement levels in the following ways:

- Share information at Back to School /Curriculum Night/Annual Meeting - September 7,
2021
➢ Share information at Curriculum Night
➢ Parent/Teacher Conferences – Fall/Spring – Teachers will share MAP Achievement data
➢ School Website – The school website will have information about courses, curriculum, syllabi
➢ SDUC Website – Curriculum and Instruction Tab will have information regarding curriculum and assessments

- Opportunities, as appropriate, to participate in decisions relating to the education of their children.
- Responses to their suggestions as soon as possible.

SCHOOL CAPACITY FOR INVOLVEMENT
To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, Barbara C. Jordan will:

- Provide assistance to parents, as appropriate, in understanding:
  - the Missouri Learning Standards
  - the Missouri Assessment Program
  - local assessments
  - how to monitor a child’s progress and
  - how to work with educators to improve the academic achievement of their children.

Barbara C. Jordan will provide assistance on the aforementioned topics in the following ways:

- Provide materials and training to help parents work with their children to improve achievement.

Barbara C. Jordan will provide materials and training in the following ways:

- Encourage participation in family learning events where parents can learn strategies to support their child’s learning at home such as Literacy Night, STEM Expo
- Offer regular opportunities for families to hear directly from school staff through parent coffees, etc.
- Hold workshops connecting parents to tools and resources
- Provide resources on the school website

- Educates teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the values and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.

Barbara C. Jordan will educate school personnel regarding working with parents in the following ways:

- Review and update with school staff communication procedures with parents
- Provide training for school staff regarding effective communication techniques for working with parents

- To the extent feasible and appropriate, coordinates and integrates parent involvement programs and activities with other Federal, State and local programs, including public preschool programs, and conducts activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

Barbara C. Jordan will coordinate and integrate with other programs in the following manner:

- Kindergarten Transition program will introduce and acclimate incoming kindergarten
Sixth Grade Transition program will allow students and parents to understand the academic programs at the middle school level

- Ensures that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, in parent-friendly language.
- Provides reasonable support for parental involvement activities under this section as parents may request.

ACCESSIBILITY
In carrying out the parent and family engagement requirements of the Title I program, the school, to the extent practicable:

- Provides opportunities for the informed participation of parents and family members, including:
  - Parents and family members who have limited English proficiency
  - Parents and family members with disabilities
  - Parent and family members of migratory children
- Provides information and school reports in a format and, in a language parents understand.

Title I School-Parent Compact
The School-Parent Title I Compact outlines how parents, the entire school staff, and students will share the responsibility for improved academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State’s high standards.

SCHOOL RESPONSIBILITIES:
The staff at Barbara C. Jordan Elementary will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment. Student success is the goal for every student and faculty member at Barbara Jordan Elementary. We have an outstanding school where we believe that each child can and will grow to his/her full potential and become an independent learner through our dedication to high quality, research-based best educational practices.
2. Hold parent-teacher conferences at least annually, during which the compact shall be discussed. Conferences are scheduled for: October 6 and 7, 2021 and March 9 and 10, 2022.
3. Provide parents frequent reports on their child’s progress. Specifically, Barbara C. Jordan Elementary will provide reports as follows:
   - MAP student assessment results will be summarized and sent home in a letter to all families at the beginning of the school year.
   - Student reports from testing companies will be explained during parent/teacher conferences.
   - Report cards will be distributed at the end of each quarter.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents. Parents may request a conference with a teacher at any time by contacting the classroom teacher to establish a time conducive for both the parents and the teacher.
5. Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities.
   - The staff at Barbara C. Jordan Elementary welcome and encourage parent participation in our Title 1 Parent Involvement activities as well as other school-sponsored events.
We also encourage parents to volunteer and/or observe in their child’s classroom. Please alert the classroom teacher of your desire to do so and in collaboration with administration, dates and times will be established.

6. Parent communication is very important to the staff at Barbara C. Jordan Elementary School. Ensure regular two-way meaningful communication between family members and school staff and, in a language that the family members can understand. To this end, we will use a variety of communication strategies to make sure our parents are well informed. Those strategies include SchoolReach, Peachjar, US Mail, and email. We also hire interpreters and translate documents as needed for parents whose first language is not English.

PARENT RESPONSIBILITIES:

We, as parents of the student(s) at Barbara C. Jordan Elementary School, will support our children’s learning in the following ways:

- Send your child to school ready to learn every day.
- Help with attendance by decreasing early dismissals and late arrivals to school.
- Encourage your child to read for pleasure at least 20 minutes every night.
- Monitor homework and progress.
- Ask your child to share at least one interesting thing learned at school each day.
- Stay connected with your child’s teacher.

STUDENT RESPONSIBILITIES:

We, as students of Barbara C. Jordan Elementary School, will share the responsibility to improve academic achievement and achieve the State of Missouri’s high standards. Specifically, we will:

- Come to school ready to do my best and to be my best.
- Follow the rules of the District’s discipline handbook.
- Complete class assignments and return homework assignments punctually.
- Read every evening for at least 20 minutes.
- Be respectful of myself and all staff members of Barbara C. Jordan Elementary School.
- Follow PBIS Expectations.

Principal: _____________________________  Parent: _____________________________
Teacher: _____________________________  Student: _____________________________ Grade: ___

District Awards

The nomination forms, deadlines and past recipients for each of the following awards are contained on the District website at www.ucityschools.org/Nominations.

Teacher of the Year Awards – Nominees should be excellent, dedicated teachers who plan to continue teaching as a career. They should be respected and admired by students, parents and colleagues, and actively involved in school, community, and humanitarian activities. In addition, nominees should be outgoing, energetic and an exemplary model of the outstanding educators in University City. Students, staff, parents and administrators can nominate individuals for this award. Once, chosen, the District’s representative will participate in the Missouri Teacher of the Year program, sponsored by the Missouri Department of Elementary
Educational Support Person of the Year – Nominees must be a current employee who is respected and admired by students and colleagues and play an active role in the District, whether it is job-related or through extracurricular activities. Persons holding supervisory positions are ineligible. Nomination deadline is the last Friday in January. Individuals are evaluated on the following areas:

- Inspiration and role model to students and staff in the District
- Active role in the District
- Service and Leadership in school and/or District
- Special Job-related strengths and skills which affect the educational process
- Personal qualities (i.e.: attitude, creativity, relationships, etc.)
- Above and beyond what is required for the job

Pacesetters – PACEsetters are individuals who have made contributions to a particular school or the district by Positively Affecting Community Education and are evaluated on the following areas:

- Commendable district/school accomplishments
- Above and beyond what is normally expected
- Special abilities that enhance student/school success
- Nomination deadline is the third Friday in March.

MLK Spirit Award – This award honors individuals and groups, living or deceased, who work or have worked toward racial unity and justice. Nominations should include contact information, as well as how the nominee has worked or is working toward racial unity and justice. Nominees must be, or have been, residents of University City. Nominations are reviewed by a committee of school board members. One or two awardees are selected each year. New awardee(s) are recognized during the Annual Dr. Martin Luther King Jr. Birthday Celebration traditionally held the Saturday afternoon prior to the Monday holiday celebrating Dr. Martin Luther King. Nomination deadline is the first Friday in December.

Hall of Fame – University City High School alumni who are 10-years or more from graduation are eligible to be nominated for the UCHS Alumni Hall of Fame. Details are at [www.ucityschools.org/HOF](http://www.ucityschools.org/HOF).

Board Recognitions – Each month, the University City Board of Education recognizes students and community members during the monthly school board meetings. Recommendations for these may be emailed to communications@ucityschools.org throughout the year.

Board of Education

The 21st century school governance process, BoardDocs, has been adopted for paperless school board meetings. Agendas are posted online at [www.ucityschools.org/BoardDocs](http://www.ucityschools.org/BoardDocs), when finalized. Supporting documents (formerly public packet) are made public the day of the meeting. Meeting results are live as voting is completed. Minutes are posted after approval during the next scheduled meeting.

To communicate with school board representatives, contact the administrative assistant to the Board at (314) 290-4001, fax (314) 726-2753 or mail correspondence to Board Member Name, c/o The School District of University City, 8136 Groby Road, University City, MO 63130. More information including a link for live stream ([www.ucityschools.org/ULIVE](http://www.ucityschools.org/ULIVE)) and how to become a school board member is available at [www.ucityschools.org/BOE](http://www.ucityschools.org/BOE).
2021-22 School Board Members

President: Matt Bellows
Vice-President: Lisa Brenner
Secretary: Traci Moore
Student Representative: Emma Scharff
Directors:
LaVerne Ford-Williams
George Lenard
Joanne Soudah
Monica Stewart

State and Federal Regulations/Notices:

Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA) Parents Right to Know

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

- Whether your student’s teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student’s teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student’s teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

General Information

1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed?

Complaints filed with LEA

4. How will a complaint filed with the LEA be investigated?
5. What happens if a complaint is not resolved at the local level (LEA)?

Complaints filed with the Department

6. How can a complaint be filed with the Department?
7. How will a complaint filed with the Department be investigated?
8. How are complaints related to equitable services to nonpublic school children handled differently?

Appeals

9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

1. What is a complaint?
For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?
Any individual or organization may file a complaint.
3. How can a complaint be filed?
   Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?
   Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?
   A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?
   A complaint filed with the Department must be a written, signed statement that includes:
   1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
   2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?
   The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.
   The following activities will occur in the investigation:
   1. **Record.** A written record of the investigation will be kept.
   2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
   3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
   4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
   5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
   6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?
   In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department’s resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?
   The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?
    The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

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1 Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17
2 In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

*Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.*

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**Confidentiality of Students (FERPA)**

The School District of University City (“District”) complies with the Family Educational Rights and Privacy Act (“FERPA”), which affords parents/guardians (“parents”) and students who are at least age 18 (“eligible students”) the following rights:

**RIGHT TO INSPECT:** Parents or eligible students have the right to inspect and review the student’s “educational records,” as that term is defined under FERPA, within 45 days of the date upon which the District receives a request for access. Parents or eligible students should submit to their School Principal a written request identifying the records to be inspected.

**RIGHT TO PREVENT DISCLOSURE:** Parents or eligible students have the right to prevent disclosure of educational records to third parties with certain limited exceptions. The District will attempt to limit the disclosure of information contained in educational records to those instances when prior written consent has been given for the disclosure. However, upon request, the District will disclose information to officials of other schools in which a student seeks or intends to enroll. The District may also disclose information under the provisions of FERPA that allow disclosure without prior written consent.
consent, as well as directory information (unless you have refused to permit such disclosure of directory information), in accordance with FERPA regulations. The District will disclose educational records to school officials who have a legitimate educational interest in the records. Officials include those persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff; persons retained by or under contract to the District to perform a special task, such as an attorney, auditor, etc.; or persons who are employed by the District's law enforcement unit. School officials have a legitimate educational interest if the officials are: performing a task related to a student’s education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student’s family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.

**DESIGNATION OF DIRECTORY INFORMATION:** The District has designated certain information contained in the educational records of its students as directory information for purposes of FERPA.

Directory Information is information contained in an educational record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The district designates the following as Directory Information: Name; Grade level; Parent/legal guardian name; Date and Place of birth; Dates of school attendance; Most-recent previous school attended; Whether Diploma received and date of receipt; Awards; Team and activity membership/participation; Weight and height of athletic participants; Student artwork or course work displayed in the district; Photographs, videos, digital images and recordings of students at public events, unless the district determines, in its sole discretion, that the release of such items would be considered harmful or an invasion of the student’s privacy or if the release of such items could be considered a closed record under federal or state law.

In addition to the Directory Information addressed above, the following information may be disclosed as part of an internal school directory and to organizations, school foundations, or booster clubs that are recognized by the Board and created solely to work with the district, its staff, its students and parents for the purposes of promoting the district or raising funds for district activities. Such information may also be released to governmental entities, including but not limited to law enforcement, the Children’s Division of the Missouri Department of Social Services and federal and state agencies. The district designates the following as Limited Directory Information: Student's/Parent’s addresses, Student’s/Parent’s telephone numbers and Student's/Parent’s email addresses.

The District may disclose directory information for any purpose in its discretion without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends. In the event a notification of refusal is not filed, the District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

**MILITARY RECRUITER ACCESS/STUDENT RECRUITING INFORMATION:** Upon request of military recruiters, the District is required by law to provide access to secondary students’ names, addresses, and telephone listings. 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. 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. Requests that a student’s name, address, and telephone listing not be released to military recruiters must be submitted, in writing, to the District’s Executive Director of Student Services.

**RIGHT TO REQUEST AMENDMENT:** Parents or eligible students have the right to request that the District correct any parts of an educational record believed to be inaccurate, misleading or otherwise in violation of your rights. A request should be submitted to the District’s Executive Director of Student Services. Parents or eligible students must identify, in writing, the part of the record sought to be corrected and specify why it is inaccurate/misleading. If the District decides not to amend the record, it will notify the parents or eligible student and provide information on the right to a hearing to present evidence that the record should be changed.

**RIGHT TO COMPLAIN TO FERPA OFFICE:** Parents or eligible students have the right to file an external complaint regarding the District’s implementation of FERPA, and such complaint may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

**Protection of Pupil Rights Amendment (PPRA)**

The federal Protection of Pupil Rights Amendment (“PPRA”) affords parents certain rights regarding a school district’s initiation of certain federally funded surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education: Political affiliations or beliefs of the student or student’s parent; Mental or psychological problems of the student or student’s family; Sex behavior or attitudes; Illegal, anti-social, self-incriminating, or demeaning behavior; Critical appraisals of others with whom respondents have close family relationships; Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; Religious practices, affiliations, or beliefs of the student or parents; or Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of: any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the District or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use: Protected information surveys of students; Instruments used to collect personal information
receive services comparable to services offered to other students in the District.

McKinney-Vento also recognizes unaccompanied youth who are homeless. According to the act, an unaccompanied youth is a youth not in the physical custody of a parent or legal guardian.

Who is Homeless?
According to McKinney-Vento, homeless children and youth include individuals who lack a fixed, regular and adequate nighttime residence. This includes the following situations:
- Sharing the housing of others (known as doubling up) due to loss of housing or economic hardship;
- Living in motels, hotels, trailer parks or camping grounds;
- Living in emergency or transitional shelters;
- Abandoned in hospitals;
- Living in a nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation;
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings.

McKinney-Vento also recognizes unaccompanied youth who are homeless. According to the act, an unaccompanied youth is a youth not in the physical custody of a parent or legal guardian.

Rights Under McKinney-Vento
McKinney-Vento assures every student experiencing homelessness has the right to:
- Immediate enrollment, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, medical records, or proof of residency;
- Remain in the school of origin, if in the student’s best interest;
- Receive transportation to/from the school of origin; and
- Receive services comparable to services offered to other students in the District.
To seek assistance under the McKinney-Vento Act, or to file a complaint regarding the placement or education of a homeless student, please contact The School District of University Homeless Liaison:

Mr. Gary Spiller, Executive Director of Student Services  
The School District of University City  
8136 Groby Road  
St. Louis, MO 63130  
(314) 290– 4045 / gspiller@ucityschools.org

Board of Education Policy IGBCA, Programs for Homeless Students, provides additional information regarding the District’s programs for students experiencing homelessness.

**Notice for Students With Disabilities**

All responsible public agencies are required to locate, evaluate and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including non-resident children attending private schools; highly mobile children, such as migrant and homeless children; and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Special School District of St. Louis County in partnership with the component Districts assure that a free, appropriate public education is provided to all eligible children with disabilities between the ages of 3 and 21 under their jurisdiction. Disabilities include autism, deaf or blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment or blindness and young child with a developmental delay.

The Special School District in partnership with The School District of University City assure that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri’s First Steps program.

The Special School District in partnership with The School District of University City assure that personally identifiable information collected, used or maintained by the districts for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and or reviewed by their parents or guardians. Parents or guardians may request amendment to the educational record if the parent or guardian believes the record is inaccurate, misleading or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act.

The Special School District of St. Louis County has developed a local Compliance Plan for implementation of State Regulations for the Individuals with Disabilities Education Act—2004.

**ADA Accommodations**

The School District of University City wants all parents, staff and community members to be able to attend and enjoy District events. If you are in need of special assistance or accommodations in order to participate or attend a meeting or event in The School District of University City, contact the office of Operations at (314) 290-4044.

**Notice of Non-Discrimination**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment and all professional organizations that have entered into agreements with The School District of University City are hereby notified that the District does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the District’s compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees The School District’s efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District’s Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114 or 816-268-0550.  
Adult, Employee and Title IX Compliance Coordinator  
Department of Human Resources  
Administrative Building  
The School District of University City  
8136 Groby Road, University City, MO 63130  
(314) 290-4022

Student Compliance Coordinator
U.S. Department of Agriculture (USDA) Civil Rights

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) of found at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992.

Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: 202-690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.
Board of Education Policies:

Technology Usage / Board Policy: EHB

(phones, computers, laptops, printers, copiers, cameras, etc.)

The School District of University City’s technology exists for the purpose of maximizing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and Board and increases engagement of students’ families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology.

Definitions: For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources – Technologies, devices and resources used to access, process, store or communicate information. This definition includes, but is not limited to: computers, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, Internet, electronic mail, electronic communications devices and services, multi-media resources, hardware and software.

User – Any person who is permitted by the district to utilize any portion of the district’s technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID) – Any identifier that would allow a user access to the district’s technology resources or to any program including, but not limited to, e-mail and Internet access.

Password – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district’s technology resources may be used by authorized students, employees, School Board members and other persons such as consultants, legal counsel and independent contractors. All users must agree to follow the district’s policies and procedures. Unless authorized by the superintendent or designee, all users must have a signed User Agreement on file with the district before they are allowed access to district technology resources.

Use of the district’s technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user’s electronic communications or other activities involving the district’s technology resources, including e-mail and access to the Internet or network drives. By using the district’s network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district’s technology resources, including files deleted from a user’s account, may be intercepted, accessed or searched by district administrators or designees at any time in the regular course of business to protect users and district equipment. Any such search, access or interception will be reasonable in inception and scope and shall comply with all applicable laws.

Technology Administration

The Board directs the superintendent or designee to create procedures governing technology usage and to assign trained personnel to maintain the district’s technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of computer resources may suspend access to and/or availability of the district’s technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure (“filtering/blocking technology”) on the network and all district technology with Internet access, as required by law. The filtering/blocking technology will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filtering/Blocking technology are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. However, district employees will monitor student usage and enforce the operation of the filtering/blocking technology and district rules prohibiting access to inappropriate material. Evasion or disabling, or attempting to evade or disable, a filtering/blocking technology, firewall or other safeguard installed by the district through the use of proxies or any other means is prohibited.
The superintendent, designee or the district’s technology administrator may fully or partially disable the district’s filtering/blocking technology to enable an adult user access for bona fide research or for other lawful purposes. In making decisions to fully or partially disable the district’s filtering/blocking technology, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

**Online Safety, Security and Confidentiality**

In addition to the use of filtering/blocking technology, the district will take measures to prevent access by minors to inappropriate matter on the Internet and World Wide Web or materials harmful to minors when using district technology including, but not limited to, supervising and monitoring student technology use and online activities, careful planning when using technology in the curriculum, and instruction on appropriate resources. The district will also take measures to protect the safety and security of minors when using electronic mail, chat rooms and other forms of electronic communications. The superintendent, designee and/or the district’s technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All students will be instructed on safety and security issues. Instruction will address:

1. **appropriate online behavior**, including interacting with other individuals on social networking websites and in chat rooms;
2. the dangers of sharing personal information about themselves or others when using electronic mail, social media, chat rooms or other forms of direct electronic communications; and
3. cyberbullying awareness and appropriate responses to cyberbullying.

Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district. All users will abide by state and federal law and Board policies and procedures when communicating information about personally identifiable students to prevent unlawful disclosure, dissemination and use of student information or student records.

All users are prohibited from using district technology for “hacking” purposes, including but not limited to gaining unauthorized access to a technology system or information; connecting to other systems in evasion of the physical limitations of the remote system; copying district files without authorization; interfering with the ability of others to utilize technology; secure a higher level of privilege without authorization; or introducing computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology.

**Closed Forum**

The district’s technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district’s web-page will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district’s technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

**Records Retention**

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources that complies with the Public School District Records Retention Manual as well as the General Records Retention Manual published by the Missouri Secretary of State.

In the case of pending or threatened litigation, the district’s attorney will issue a litigation hold directive to the superintendent or designee.

The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district’s attorney. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the district’s information technology department until the hold is released. No employee who has been notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions up to and including, termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

**Violations of Technology Usage Policies and Procedures**

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district’s mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district’s technology resources.

Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district’s technology resources.

Employees may be disciplined or terminated, and students suspended or expelled for violating the district’s technology policies and procedures. Any attempted violation of the district’s technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

**Damages**

All damages incurred by the district due to a user’s intentional or negligent misuse of the district’s technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

**No Warranty/No Endorsement**

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides.

The district’s technology resources are available on an “as is, as available” basis.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district’s technology resources.
Programs for Students With Disabilities / Board Policy: IGBA

(Districts Served by a Special School District)

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities, including those who are in need of special education and related services.

General: Any individual who knows or has reason to suspect that a student has a disability is expected to promptly contact the school’s principal or guidance counselor.

The district will notify all parents and students of its obligations as required by law.

Students Eligible for Special Education Services under the IDEA: The district will operate its own early childhood special education (ECSE) for resident students who are three and four years old. The Special School District of St. Louis County (SSD) will offer special education services and programs for resident students ages five through twenty. All services offered will comply with applicable federal and state laws governing special education services.

Students Placed in Private Schools by Their Parents: In general, The School District of University City has no obligation to provide a free, appropriate public education (FAPE) or special education and related services to any student enrolled in a private school by his or her parents. A proportionate amount of IDEA Part B funds will be expended on the group of privately placed students as a whole, as required by law.

Parents of a student previously enrolled in the district who choose to unilaterally place the student in a private school because of a dispute regarding FAPE will not be reimbursed for tuition costs except as required by law.

Mediation: The Board of Education authorizes the executive director of student services to legally bind the school district to a mediation agreement affecting any student enrolled in the district’s ECSE program developed in accordance with the IDEA and Missouri law and further authorizes the executive director of student services to contact an attorney for legal advice prior to making any decisions regarding any student enrolled in the district’s ECSE program. Mediations involving other district students receiving special education services and programs will be handled by SSD representatives.

Resolution: The Board of Education designates the executive director of student services to represent the school district in resolution meetings and gives the executive director of student services decision-making authority on behalf of the district regarding any student enrolled in the district’s ECSE program. The executive director of student services has the authority to sign and legally bind the district to a settlement agreement reached at the resolution meeting affecting any student enrolled in the district’s ECSE program. Resolution meetings involving other district students receiving special education services and programs will be handled by SSD representatives.

Special School Children, Subject to Assignment

A student, once receiving services through SSD, will only be assigned to a district classroom as required by the Individualized Education Program (IEP) of the student.

Early Childhood Special Education

The School District of University City shall operate its own early childhood special education program (ECSE) for resident three-year-old and four-year-old children. In so doing, the district assumes the following responsibilities for those children (SSD still assumes these responsibilities regarding the special education of children ages 5 to 21) as required by law:

1. Parental notification and request for permission to screen.
2. Recommendation to the parent of alternative intervention strategies for the child.
3. Screening review process for the purpose of identifying students with disabilities.
4. Development of an IEP.
5. Placement in educational programs and maintenance of least restrictive environment.
6. Notification and maintenance of least restrictive environment.
7. Conducting hearings initiated by the district or parent.
8. Determining whether a student with a disability is in need of a surrogate parent. Within 30 days after the enrollment of a student with a disability or a student who is suspected of having a disability or of the district receiving notice that a student with a disability within its jurisdiction may be in need of a person to act as a surrogate parent, the special education director will determine whether a surrogate parent should be appointed.
   If it is determined that the student needs a surrogate parent, the executive director of student services for the district will document the date of the determination by the district. A request for the appointment of a surrogate parent shall be made on the appropriate DESE form and sent to the Division of Special Education within ten days of the executive director’s determination of need.
9. All other obligations required by law.

Children Three and Four Years of Age

When identifying children three and four years of age who qualify for special education but are not yet eligible for kindergarten, the district will use any of the disability categories, including that of Young Child with a Developmental Delay (YCDD). When a child so identified reaches kindergarten age, his or her eligibility will continue to be determined using any of the disability categories, including that of YCDD. A child who is not identified as eligible for special education services prior to reaching kindergarten age will be identified using disability categories excluding that of YCDD.

Qualified Students with Disabilities Not Eligible for Special Education Services under the IDEA

The district seeks to identify, evaluate and provide free and appropriate education in the least restrictive environment to all qualified students with disabilities within the definitions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

Professional Development for Special Education

Barbara C. Jordan Elementary School - 2021-22 Parent Handbook
The district and SSD are responsible for ensuring that their respective staff members are properly trained to implement their individual special education responsibilities. District employees will cooperate in identifying needed professional development activities related to special education. The district will forward identified needs in this area, if any, to SSD and will make staff available to attend professional development activities conducted by SSD.

**Allocation of Instructional Resources**

The district and SSD representatives will meet at least annually to review allocation of instructional resources. This meeting normally occurs in the spring to allow adequate planning time for providing sufficient instructional space and other resources to meet the educational needs of students with disabilities within the district during the following school year. The district will ensure that facilities, services and activities provided to students with disabilities are comparable to those available to students without disabilities.

**School Volunteers / Board Policy: IICC**

The Board of Education recognizes that community and parent volunteers make valuable contributions to the district’s schools and encourages volunteer participation in district programs. Further, parent and community involvement are essential components of high student achievement. The Board endorses a volunteer program and expects its professional staff to encourage and strengthen community and parent involvement in the schools.

The superintendent or designee will create appropriate procedures for attracting, screening and training community and parent volunteers. Volunteering in the district is a privilege, not a right. The district will conduct screening and criminal background checks before any volunteer is placed in a position where he or she will be left alone with a student. The district may decline the services of any volunteer for any legal reason. All information collected on volunteers will be considered confidential to the extent allowed by law and will only be used to protect the students or minimize disruption to the educational environment.

Although volunteers will provide support services, they are not substitutes for the professional building staff. Volunteers will work under the direction and supervision of district staff.

**Visitors To District Property/Events / Board Policy: KK**

**District Property**

Parents and patrons of the district are welcome to visit district schools and attend district events; however, all visitors during business hours, including Board members, shall sign or check in at the principal’s office prior to proceeding anywhere in the building and must wear identification tags while on district property. Groups of visitors wishing to visit district schools or facilities must notify the superintendent as far in advance as possible. The district discourages parents or others from using the school as a site for visiting students and may refuse the use of the school for that purpose.

Students dismissed earlier from other schools are not permitted to be on the campus of any other school in the district.

The Board and administration will not tolerate any person whose presence disturbs classes or district activities or hinders the instructional process. Teachers and other school officials may request parents or community members to leave the school premises.

Visitors to district property may not possess weapons, including concealed weapons, on district property, on district transportation or at any district function or activity sponsored or sanctioned by the district unless the visitor is an authorized law enforcement official or is otherwise authorized by Board policy.

Visitors to district property must comply with district policy on vehicle idling set out in ECF.

**Appropriate Behavior**

The School District of University City believes that district events are a vital part of the total educational program and should be used as a means for developing positive social interaction, good sportsmanship and appropriate behavior, in addition to knowledge and skills. Well-organized and well-conducted programs contribute to the morale of the student body and strengthen school-community relations.

To this end, the Board encourages district patrons to exhibit good sportsmanship, citizenship, ethics and integrity at all district events and at all times while on district grounds. The district will work with the Missouri State High School Activities Association (MSHSAA) and other organizations to promote good behavior by the patrons at athletic and other events. The Board will work with parents, alumni associations and local service organizations to keep appropriate behavior a top priority. The superintendent will establish procedures for crowd control at district events consistent with this policy.

**Persons Prohibited on or Near District Property or Transportation**

The district prohibits all persons who have pled guilty or nolo contendere to or have been convicted of or found guilty of violating the following provisions from being on or within 500 feet of any school building, district property, district activity or any vehicle used to transport students:

1. Any of the provisions in Chapter 566 of the Missouri Revised Statutes.
2. Incest, § 568.020, RSMo.
3. Endangering the welfare of a child in the first degree, § 568.045, RSMo.
4. Use of a child in a sexual performance, § 568.080, RSMo.
5. Promoting a sexual performance by a child, § 568.090, RSMo.
6. Sexual exploitation of a minor, § 573.023, RSMo.
7. Promoting child pornography in the first degree, § 573.025, RSMo.
8. Furnishing pornographic material to minors, § 573.040, RSMo.
9. Any offense committed in another state, a foreign country, or under tribal, federal or military jurisdiction that, if committed in this state, would be a violation listed above

Despite the prohibition in this section, the superintendent may grant permission for a parent, guardian or custodian of a student to be on district property for the limited purpose of attending meetings with district staff or other events. Permission will be granted sparingly, if ever, and only in
situations where the parent, guardian or custodian will be supervised at all times. If the superintendent does not grant permission, the parent, guardian or custodian may seek permission from the Board. The superintendent will inform the principal and other relevant district staff of the scope of the permission granted.

**Registered Sex Offenders**

Sex offenders required to be listed on the Missouri Highway Patrol’s sex offender registry, or who have pled guilty, pled no contest or been convicted of crimes for which the law currently requires offenders to be listed, regardless of when those crimes were committed, are not allowed on district property or at district activities held on district property except to attend meetings of a public governmental body. The superintendent may also make exceptions for parents, guardians or custodians of students enrolled in the district if the person’s presence is necessary to transport the student, may benefit the student educationally, or in situations where the parent, guardian, or custodian will be supervised at all times. This section may not apply to a student entitled by law to be on school grounds for educational services if the student’s presence is necessary to obtain those services. The exceptions cited in this section does not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

**Disruptive Conduct**

If a visitor’s conduct becomes disruptive, threatening or violent, the superintendent, principal or designee may require the visitor to leave. In extreme situations, the superintendent or designee may inform the visitor that he or she is not welcome back on district property or at district events indefinitely or for a specific period of time. During any period of prohibition, the visitor will not be allowed on district property except to attend a meeting of a public governmental body. The superintendent may make exceptions for parents, guardians or custodians of students enrolled in the district if the person’s presence is necessary to transport the student, may benefit the student educationally, or in situations where the parent, guardian or custodian will be supervised at all times. This paragraph does not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

**Enforcement**

If a visitor prohibited from district property or events under this policy is on district property, district staff will contact law enforcement and/or escort the person from district grounds and inform the person of the district policy prohibiting his or her presence.

The superintendent, principal or designee may file a report or sign a complaint with law enforcement on behalf of the district. The Board grants the superintendent or designee the authority to consult an attorney for guidance or to seek a court order banning the visitor from district property. A visitor denied access to district property may request to address the Board on the matter in accordance with Board policy.

**Virtual Courses / MSBA Policy IGCD**

Original Adopted Date: 01/24/2019

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.

The district will pay the costs of a virtual course only if the district has first approved the student’s enrollment in the course as described in this policy. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student’s academic and personal goals.

The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The district will provide supervision for students who take virtual courses in district facilities but will not provide supervision for students taking virtual courses offsite.

Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district’s discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

**Enrollment in Virtual Courses** - The superintendent or designee will establish open enrollment periods and registration deadlines for students to enroll in virtual courses offered by the district or through MOCAP. These enrollment periods and registration deadlines will be enforced unless the superintendent or designee determines that an exception is warranted.

A student or parent/guardian must notify the student’s principal or designee before the student may enroll in a district-sponsored virtual course or a MOCAP virtual course through the district. The student will be enrolled unless the principal or designee, in consultation with the student’s parents/guardians and relevant staff, such as the school counselor or district special education director, determines that there is good cause to refuse the student enrollment in the course. For enrollment in a MOCAP course, good cause is limited to situations where it is not in the best educational interest of the student to enroll in the course.

Students or parents/guardians who disagree with the principal’s or designee's determination about a MOCAP course can appeal the decision to the Board of Education and the Department of Elementary and Secondary Education (DESE) as detailed later in this policy. For all other virtual courses, students or parents/guardians may appeal the decision to the superintendent or designee, and the superintendent’s or designee's decision will be final.

**Students with Disabilities** - In general, students with disabilities may enroll in district-sponsored virtual courses or MOCAP virtual courses using the same approval process applicable to other students. However, in accordance with federal law, if a student receives special education services, the student’s individualized education program (IEP) team may determine that a virtual course is not appropriate for the student even if the course has otherwise been approved. Any appeal of that decision must be made through the special education process rather than to the superintendent or designee or the Board.

If a student who is receiving accommodations for a disability under Section 504 of the Rehabilitation Act (Section 504) is enrolled in a virtual course, the student’s Section 504 team will determine whether any additional accommodations are necessary for the student.
**Attendance and Completion** - Students who enroll in district-sponsored virtual courses or MOCAP courses through the district are expected to actively participate in those courses with the goal of completing the course. If a student does not actively participate in a course or is not successful in the course, the district may remove the student from the virtual course and refuse to enroll the student in virtual courses in the future.

Students enrolled in virtual courses are expected to complete all course requirements in the time allotted for the course.

Students enrolled in a district-sponsored or MOCAP course through the district will be considered in attendance for state aid purposes in accordance with law. A completed virtual course shall be counted as no less than 95 percent attendance for purposes of A+ eligibility.

**End-of-Course (EOC) Examinations** - Students are required to take state-required EOC examinations administered by the district regardless of whether the course for which the examination is required was taken virtually or in the traditional classroom.

**Notice** - The district will inform students and parents/guardians in handbooks, registration documents and on the homepage of the district’s website of the option to enroll in virtual courses, including courses offered through MOCAP, as required by law.

**MOCAP** - In accordance with state law, the district will pay the cost of student enrollment in MOCAP virtual courses as long as:

1. The student meets eligibility requirements;
2. The student has approval for enrollment in accordance with this policy; and
3. Taking the course does not cause the student to exceed full-time enrollment in the district.

In addition to the requirements listed above and in accordance with law, a student is eligible to enroll in a MOCAP course through the district if:

1. The student resides in and is enrolled in the district on a full-time basis;
2. The student has attended a public school or charter school for at least one semester immediately prior to enrolling in a MOCAP course;* and
3. The enrollment is approved by the principal or designee.

*A student will be excused from this requirement if he or she has a documented medical or psychological diagnosis or condition that prevented the student from attending a school in the district during the previous semester.

The district is not obligated to provide students computers, equipment or Internet access to take a MOCAP course unless otherwise required by law to accommodate a student with a disability.

District counselors or certificated staff will develop an individual career and academic plan (ICAP) for district students enrolled in three or more virtual courses. If a student already has an ICAP, the plan will be reviewed and modified as necessary. In accordance with law, school counselors cannot be required to make the final decision regarding a student's enrollment in a MOCAP course.

**Appeal** - If the principal or designee determines that it is not in a student's best educational interest to take a virtual course, the student and the parents/guardians will be notified in writing, provided an explanation for the decision and informed that the student or parents/guardians may appeal the decision to the Board. However, if the student is receiving special education services, the student’s IEP team will make the final decision regarding student enrollment in a virtual course in accordance with federal law, and the decision must be appealed through the special education process rather than through the Board.

If the student or parent/guardian appeals to the Board, the principal or designee will provide the Board written reasons for denying the student’s enrollment, and the student or parent/guardian will provide written reasons the student should be allowed to take the course. Both documents will be retained by the Board and will be incorporated into the minutes. In addition, the student, parents/guardians and the principal or designee will be allowed to present their arguments at a Board meeting.

The appeal to the Board shall be held in closed session. The Board will consider the information presented and release a written decision within 30 calendar days of the meeting. The student or parents/guardians may appeal the decision to DESE. The appeal to DESE must be filed within seven days of the Board’s final decision.

**Payment** - The district will pay a MOCAP course provider a monthly pro rata amount based on a student’s completion of assignments and assessments, subject to the cost limitations in state law. The district will stop making monthly payments if a student discontinues enrollment. The superintendent or designee is authorized to negotiate lower course rates with MOCAP course providers when possible.

**Monitoring and Reporting** - The district will monitor the progress and success of students enrolled in MOCAP courses. The district may remove a student from a course if it does not meet the educational needs of the student. The district may terminate access to a course or refuse to allow students to enroll in a MOCAP course if the district determines that the course is not meeting the educational needs of the students enrolled in the course.

All concerns regarding the quality or delivery of a MOCAP course will be reported to DESE. The district may consider concerns regarding the quality of a course when making approval decisions for other students. In addition, the district will consider recommendations made by DESE regarding continued or future enrollment in MOCAP courses.

**Transfers** - The district will accept transfer credits students earn by successfully passing approved MOCAP courses if the course provider gives the district an official record of the completed course and the grade earned. Students who transfer to the district while enrolled in MOCAP courses will be allowed to continue enrollment in those courses even if the course provider is not one used by the district.

**Virtual Courses: Best Educational Interest Determination**

IGCD-AP1.1A - Original Issued Date: 12/13/2018

A student or the student’s parent/guardian must notify the student’s principal or designee before the student may enroll in a district-sponsored virtual course or a Missouri Course Access Program (MOCAP) virtual course through the district.

The principal or designee will educate the student and the student’s parents/guardians about how virtual instruction is provided and the key differences
between virtual and in-person instruction. The principal or designee will discuss the virtual course options available to the student, determine which course or courses interest the student and how the course or courses will assist the student in meeting his or her academic and personal goals. The principal or designee will also inform the student and the student’s parents/guardians of whether the course is available in a traditional setting, whether the student must complete any prerequisites prior to taking a particular course and whether the prerequisite courses are offered by the district virtually or traditionally.

The principal or designee, in consultation with the student’s parents/guardians and other relevant staff, such as the school counselor or the district’s special education director, will determine whether there is good cause to refuse the student enrollment in the course. Students or parents/guardians who disagree with the principal’s or designee’s determination about a MOCAP course can appeal the decision to the Board of Education and the Department of Elementary and Secondary Education (DESE). For all other virtual courses, students or parents/guardians may appeal the decision to the superintendent or designee, and the superintendent’s or designee’s decision will be final. In accordance with federal law, if a student receives special education services, the student’s individualized education program (IEP) team may determine that a virtual course is not appropriate for the student even if the course has otherwise been approved by the district.

If district staff determine that it is not in the best educational interest of a student to take a virtual course, that decision will be documented in writing and provided to the student and the parents/guardians.

**Best Educational Interest Considerations**

District staff should minimally consider the following when deciding whether a virtual course is in the best educational interest of a student but may consider other factors not listed.

**District Course Availability**

1. If the course is offered onsite by the district, are there extenuating circumstances that make it difficult or impossible for the student to take the onsite course offered by the district?
2. If the course is offered onsite by the district and the student is able to take that course, what are the reasons the student wants to take the virtual course?

**Virtual Course Characteristics**

1. Does the course meet or exceed district curriculum standards and graduation requirements?
2. Does the course align with the student’s career goals and the student’s individual career and academic plan (ICAP)?
3. If the course is for remediation, will it personalize instruction to the student’s specific needs?
4. Is the district aware of any complaints or concerns regarding the quality of the course, and have those complaints or concerns been resolved?
5. Has the district had difficulty working with the course instructor or provider to ensure a student with disabilities receives the required accommodations or modifications?

**Student Skills Necessary for Success in Virtual Courses**

1. Has the student demonstrated time-management skills that indicate that the student is capable of submitting assignments and completing course requirements without reminders?
2. Has the student demonstrated persistence in overcoming obstacles and a willingness to seek assistance when needed?
3. Has the student demonstrated verbal or written communication skills that would allow the student to succeed in an environment where the instructor may not have sufficient nonverbal cues to indicate the student’s level of understanding?
4. Does the student have the necessary computer or technical skills to succeed in a virtual course?

**Other Relevant Factors**

1. Does the student have adequate access to computers, Internet and other necessary technology resources to participate in a virtual course and complete assignments?
2. If the student has previously attempted a virtual course and struggled with or failed the class, have the issues that caused the student to struggle or fail been identified and addressed?