where students are expected to be a S.T.A.R. (Student Taking Academic Responsibility)

Student/Parent Handbook

2019-20
# Table of Contents

- District Overview (Values, Vision, Mission)  
  2
- School Overview  
  2
- Learning Reimagined: Strategies & Pillars  
  3
- School Calendar  
  4
- District Calendar  
  5
- To Contact Staff  
  6
- School Staff List  
  6
- Welcome!  
  7
- Program Description  
  7
- Credits  
  7
- Community Services  
  7
- Work Experience  
  8
- Enrollment  
  8
- Hours  
  8
- Breakfast and Lunch  
  8
- RevTrak for Online Payments  
  8
- Supplies/Books  
  9
- Student Activity Fees  
  9
- Attendance  
  9
- Attendance Policy: Absences/Procedures  
  10
- Transportation: Parking/Drop Off/Bus  
  10
- Emergency Closing  
  11
- Communication  
  11
- Maintain Connections through Parent Portal  
  11
- Conferences and Progress Reports  
  11
- Discipline/Expectations  
  11
- Discipline: Suspension/Philosophy  
  12
- Security  
  13
- Building Surveillance  
  13
- Appropriate Dress  
  14
- Clinic: Medication  
  14
- Counseling and Social Work Services  
  15
- Other Programs and Services  
  15
- School Field Trips  
  15
- Visitors  
  15
- Telephone  
  15
- Cell Phones/Games/Toys/Electronic Equipment  
  16
- The Lieberman Learning Center Agreement  
  17
- Student Recognitions  
  18
- District Awards  
  18
- Board of Education  
  19
- 2019-20 School Board Members  
  19
- **State and Federal Regulations/Notices:**  
  20
  - Every Student Succeeds Act (ESSA)  
    20
  - Parent’s Right To Know  
    20
  - Every Student Succeeds Act (ESSA)  
    20
  - Complaint Procedures  
    20
  - Confidentiality of Students (FERPA)  
    21
  - Protection of Pupil Rights Amendment (PPRA)  
    22
  - State Policy Regarding Reading Assessment, Reading Improvement Plans and Student Retention  
    23
  - English Language Learners (ELL)  
    23
  - McKinney-Vento Homelessness Education Assistance Act  
    23
  - Rights under McKinney-Vento  
    23
  - Notice for Students with Disabilities  
    24
  - ADA Accommodations  
    24
  - Notice of Non-Discrimination  
    24
- **Board of Education Policies:**  
  25
  - Technology Usage / Board Policy: EHB  
    25
  - Programs For Students With Disabilities / Board Policy: IGBA  
    27
  - School Volunteers / Board Policy: IICC  
    28
  - Visitors To District Property/Events / Board Policy: KK  
    28
District Overview
(Values, Vision, Mission, Strategic Plan)

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...
Where all students graduate college and are 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.

Lieberman Learning Center School Overview

School Mission Statement
The staff of the Lieberman Learning Center Program is committed to providing comprehensive educational services to secondary students who, for a variety of reasons, are unable to adequately complete their education in a conventional setting. We are committed to creating a caring and nurturing environment, establishing opportunities for students to succeed, and teaching students to interact harmoniously, so they will become citizens capable of making mindful decisions and contributing to our democratic society.

Vision Statements
The University City Lieberman Learning Center is a place where we:
  ...encourage independent and collaborative thinking, learning, and problem solving.
  ...foster excellence in all members of our community, including self.
  ...Value and practice honesty, respect, compassion, and empathy.
  ...Are aware of and responsible for our thoughts and actions and accept the consequences.
  ...appreciate creativity and a sense of humor.
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.

School Calendar

August
14 First Day of School

September
2 Labor Day - NO SCHOOL
25 Early Release
26-27 Parent Teacher Conferences

October
5 UCHS Homecoming
18 Early Release
25 1st Quarter Student Recognition

November
1 & 4 Staff PD - NO SCHOOL
5 Election Day - NO SCHOOL
26 Early Release
27-29 Thanksgiving Break

December
19 2nd Quarter Student Recognition
19-20 Early Release for HS Exams
23-31 Winter Break

January
1-3 Winter Break
6 Staff PD - NO SCHOOL
7 Classes Resume
17 MLK Service Project
20 M.L. King Day - NO SCHOOL

February
14 Early Release
17 Presidents Day - NO SCHOOL
19 African American Read-In
20-21 Parent Teacher Conferences

March
6 3rd Quarter Student Recognition
13 Early Release
16-20 Spring Break
23 Classes Resume

April
7 Election Day - NO SCHOOL

May
21-22 Early Release for HS Exams
21 4th Quarter Student Recognition
22 Last Day of School
# 2019-20 District Calendar

### JULY 2019
- 4: Independence Day/11-Month Employees Return
- 15: New Teacher/Staff Orientation

### AUGUST 2019
- 2: Labor Day
- 14: Early Release/Record Keeping Day
- 26: Parent Teacher Conference/No School

### SEPTEMBER 2019
- 18: Early Release/Record Keeping Day
- 26: Early Release/PD

### OCTOBER 2019
- 19: Early Release for HS Exams
- 20: Early Release/Record Keeping [5]

### NOVEMBER 2019
- 19: Early Release for HS Exams
- 20: Early Release/Record Keeping [5]
- 23-31: Winter Break

### DECEMBER 2019
- 12: Last Day of Work for 11-Month Employees

### JANUARY 2020
- 1-3: Winter Break
- 6: No School/Staff PD
- 7: Classes Resume
- 20: M.L. King Day

### FEBRUARY 2020
- 14: Early Release/PD
- 17: Presidents' Day
- 20: Parent Teacher Conference

### MARCH 2020
- 13: Early Release/Record Keeping Day
- 16-20: Spring Break
- 20: Schools and Offices Closed

### APRIL 2020
- 7: Election Day/No School

### MAY 2020
- 21: Early Release/Record Keeping [5]
- 22: Last Day of School

### JUNE 2020
- 12: Last Day of Work for 11-Month Employees

---

Board Approved February 28, 2019
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) 290-4330 to leave a message for a teacher if you do not have access to email.

2019-20 Lieberman Learning Center Staff List

To contact staff, call the school at (314) 290-4330 or email directly.

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade/Assignment</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paula Sams</td>
<td>Program Coordinator</td>
<td>(314) 290-4330</td>
<td><a href="mailto:pasams@ucityschools.org">pasams@ucityschools.org</a></td>
</tr>
<tr>
<td>Leidy Orban</td>
<td>Administrative Assistant</td>
<td>(314) 290-4330</td>
<td><a href="mailto:lorban@ucityschools.org">lorban@ucityschools.org</a></td>
</tr>
<tr>
<td>Darlene Donegan</td>
<td>Social Studies Teacher</td>
<td></td>
<td><a href="mailto:ddonegan@ucityschools.org">ddonegan@ucityschools.org</a></td>
</tr>
<tr>
<td>Lorraine Eason</td>
<td>Option Plus Teacher</td>
<td></td>
<td><a href="mailto:leason@ucityschools.org">leason@ucityschools.org</a></td>
</tr>
<tr>
<td>Dan Holden</td>
<td>Communication Arts Teacher</td>
<td></td>
<td><a href="mailto:dholden@ucityschools.org">dholden@ucityschools.org</a></td>
</tr>
<tr>
<td>Bianca James</td>
<td>Behavior Interventionist</td>
<td></td>
<td>b <a href="mailto:james@ucityschools.org">james@ucityschools.org</a></td>
</tr>
<tr>
<td>Jasmine Nichols</td>
<td>Middle School Teacher</td>
<td></td>
<td><a href="mailto:jnichols@ucityschools.org">jnichols@ucityschools.org</a></td>
</tr>
<tr>
<td>Cynthia Ross</td>
<td>Counselor (Monday, Tuesday, Wednesday, Thursday)</td>
<td></td>
<td><a href="mailto:cross@ucityschools.org">cross@ucityschools.org</a></td>
</tr>
<tr>
<td>Sharon Shannon</td>
<td>Mathematics Teacher</td>
<td></td>
<td><a href="mailto:sshannon@ucityschools.org">sshannon@ucityschools.org</a></td>
</tr>
<tr>
<td>Fredericka Walker</td>
<td>SSD Teacher Assistant</td>
<td></td>
<td><a href="mailto:fwalker@ucityschools.org">fwalker@ucityschools.org</a></td>
</tr>
<tr>
<td>Mary Wheat</td>
<td>Resource Teacher</td>
<td></td>
<td><a href="mailto:mwheat@ucityschools.org">mwheat@ucityschools.org</a></td>
</tr>
<tr>
<td>Christina Woodward</td>
<td>Social Worker (Friday only)</td>
<td>(314) 290-4337</td>
<td><a href="mailto:cwoodward@ucityschools.org">cwoodward@ucityschools.org</a></td>
</tr>
<tr>
<td>Clay Ware</td>
<td>Teacher-inCharge, Aggressive Replacement Teacher</td>
<td>(314) 290-4051</td>
<td><a href="mailto:cware@ucityschools.org">cware@ucityschools.org</a></td>
</tr>
</tbody>
</table>
Welcome!
The staff of the Lieberman Learning Center is committed to providing comprehensive educational services to secondary students, who for a variety of reasons are unable to adequately complete their education in a conventional setting. The staff is committed to creating a caring and nurturing environment, establishing opportunities for students to succeed, and teaching students to interact harmoniously, so they will become citizens capable of making mindful decisions and contributing to our democratic society.

Program Description
The Lieberman Learning Center provides secondary students with opportunities to succeed and grow in a non-traditional, safe, educational environment that promotes the necessary academic, emotional and behavioral changes needed for future educational success. The program provides:
- individualized programs of study
- flexible scheduling
- assistance in developing pro-social skills
- Opportunities for credit for valuable training through community service or work experience based on student’s career interest, credit possibilities, and job location and student transportation.
- an environment that will provide personal and social nurturing
- student enrollment is on a semester basis.

In order for students to automatically continue in the program, they must pass 8 out of 8 classes each semester and have at least a 90% attendance and discipline referrals.

Credits
All students attending the LLC must take an Exploratory class. This course counts for elective credit.

Students can earn a maximum of four (4.0) credits in one semester by passing their regular classes. Those students needing additional credit to graduate can earn additional credits by:
- Doing 60 hours of community service in a semester
  ○ Students need to have a contract on file and should turn in cards weekly.
- Retaining a paying job for the semester.
  ○ Students should turn in paycheck stubs each time they are paid.
- Student may take online courses through E2020
- Attending Night School – Ferguson-Florissant School District offers evening classes that you may also take. There is a fee for these courses.

STUDENTS MAY EARN NO MORE THAN 10.0 CREDITS PER YEAR WITHOUT PERMISSION. Note: Permission will only be given if receiving additional credit will enable the student to graduate with his/her cohort group.

Community Service
Community service is an elective component. Elective credit can be earned for successful completion of student community service activities. (0.5 credits will be given for 60 hours of community service/semester.) Students must fill out a contract or do Community Service and have time cards signed by their supervisor. Community Service needs to be done for community groups and cannot be done for individuals.
**Work Experience**

The purpose of allowing students to earn credit for work experience is to assist them in exploring occupations, being employed on a part-time basis and adjusting to the world of work. Students must obtain their own employment and retain employment throughout the semester, even though they may change positions. Students should present their paycheck stubs to Ms. Hilliard who will keep copies of them on file and then Mr. Blumenhorst will issue credit at the end of each semester if the requirements have been met.

**Enrollment**

Students who wish to attend the Lieberman Learning Center must apply by first enrolling at University City High School. After enrolling they may request to a counselor or administrator an application to be submitted for them.

**Hours**

AM Session: 7:35 – 10:35 a.m.  
PM Session: 11:30 – 2:30 p.m.

Students take 4 classes each day on a A Day (1st-4th periods) and a B Day (5th -8th periods) schedule for a total of 8 classes in a semester. Each class is 45 minutes in length.

Early Dismissal Days will require that PM session students attend the AM session with the AM session students.

**Breakfast and Lunch**

Breakfast begins at 7:20- 7:30 a.m. & 11:15 – 11:25 am and will be staffed by the Principal and staff volunteers. Fruit, cereal, bagels, cream cheese, cheese sticks or muffins are available for breakfast. Students who wish to order lunch must do so before 9:00 a.m. that day. Lunches must be eaten in the building.

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 are not allowed to bring any food into the school, including candy and/or gum. There is to be no eating or drinking during school hours unless the teacher or school provides such items as a reward or recognition.

**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.
Supplies/Books

Books and other instructional materials will be provided. Students are responsible for the cost of replacing lost or stolen books. Students are expected to provide paper and writing instruments. A calculator is helpful and can be checked out, if needed.

Student Activity Fee

All LLC students are required to pay a $15.00 activity fee, payable during registration/orientation or by the first day of classes. This one-time activity fee includes a planner, a lock and an I.D./bus pass with a lanyard. All fees are to be paid by cash or money order. No personal checks will be accepted. There will be a $5.00 replacement fee for the planner or the lock, a $2.00 replacement fee for the lanyard, and a $3.00 replacement fee for the I.D./bus pass.

Attendance

Regular and prompt attendance is one of the most important keys to a student’s academic success in school. Missouri law states that all children between the ages of seven and sixteen must attend school. Excessive absences are reported to the school Social Worker who will contact parents to resolve the absentee issue. If no resolution is reached, and the absences continue, the parents will be contacted by the Missouri Division of Children’s Services.

The School Day: The school day begins at 7:35 a.m. every day and ends at 2:30 p.m. Students who walk or receive rides to school must not arrive before 7:15 a.m. Students are expected to be in their classrooms at 7:30 a.m.

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.

Attendance Policy

Absences

Students are expected to maintain a 90% attendance average. Since the students are attending on abbreviated schedules, it is imperative that they attend at their scheduled times. Students are under the same guidelines as far as participating in activities such as Homecoming and Prom as are the UCHS students. Students must have 93% attendance to participate in or attend after school activities including sporting events, other events and dances, including Homecoming and Prom. It is possible that students with 10 unexcused absences from school during the semester can be withdrawn, with loss of credit from the program. Field trips and special activities are required attendance days and are included in the above.

Procedures

1. A parent/guardian must call each day a student is absent.
2. To have an excused absence, a parent must phone in an illness or a student should bring in a note within 24 hours of his/her return to school. A parent can excuse up to three days with just a phone call. For any other absence to be excused the student should bring a doctor’s excuse, a court document, or funeral notice. All other absences are unexcused.
3. Parents who do not call in to report student absences will be contacted by the secretary. Parents should be informed if tardiness is a problem by the student’s first and/or fifth period teacher(s).
4. Students with attendance or tardiness problems will be placed on probation. If they miss 10 days or more, they can be dropped from the program.

Transportation

Parking and Drop Off

There is no assigned parking. Persons picking up students must be considerate of the surrounding area. (No loud music, profanity, etc.) PLEASE DRIVE CAREFULLY.

Parents may pull into the circle to drop off students on the west end (Swarthmore entrance - not Groby east entrance). To make drop-off efficient and easy for all, please have the student prepared to exit the car before entering the circle. The police will ticket or tow cars that are parked in the drop-off lane.

Bus Transportation

Students are provided bus passes only if they live more than 1.5 miles away from the school.
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.

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.

Conferences and Progress Reports

Report cards are mailed out every six weeks. Conferences for the Lieberman Learning Center are posted on the district web site. 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.

**Discipline**

Students are expected to attend classes on time and to conduct themselves in a manner, which respects the dignity and rights of all individuals. The discipline policy procedure assumes that the staff has instituted appropriate classroom/program management techniques, have informed students of behavioral expectations, and have employed appropriate strategies for dealing with misbehavior before any of the following offenses are referred. All School District of University City discipline regulations apply at the Lieberman Learning Center. Individual teachers as part of our school-wide discipline procedures may assign students detention. Since there isn’t an In-School Suspension program in place at the Lieberman Learning Center, students who misbehave will have conferences with the principal and when necessary will be given Out-of-School Suspensions.

The following offenses will not be tolerated and will require a minimum of a conference with student and possibly parent or short term suspension:

- Disruption inside the classroom
- Profanity, disruptive and unacceptable language
- Dress code violations
- Petty Theft
- Possession of radios, tape and/or CD players
- Disruption outside the classroom (playing radios, loud talking, hallway noise, noise outside window)
- Serious classroom disturbance
- Inciting fights
- Forging or giving false information
- Threat or verbal abuse to another person
- Trespassing at other schools
- Use of a cell phone during school hours and refusal to give it to a staff member
- Rudeness toward staff
- Being in area of gambling
- Smoking on school property
- Skipping class
- Refusing to respond to reasonable request
- Present in an unauthorized area

**Suspension From LLC Offenses**

The following offenses will result in long-term suspension and possible arrest and/or expulsion from the program:

- Major program disturbance
- Fighting
- Insubordination to school authority
- Drug or alcohol offenses
- Theft
- Being on premises while suspended
- Extortion
- Gambling
- Participating in disruptive or destructive pranks or possession of prank items
- Gross disrespect to staff, implied or explicit threat to staff
- Possession of a weapon
• Sexual Acts
• Sexual Harassment
• Threat directed at or bullying of other student(s)
• Repeated minor violations
• Other major offenses

**Discipline Philosophy**

Students are expected to display appropriate behavior at all times. An effective instructional program will occur in an orderly 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 the 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 appropriate interventions for the re-education of students to prevent repeated infractions and violations of District policies and behavioral expectations.

To encourage the development of self-control, the District supports the concept of progressive discipline. This process is intended to be instructional as well as constructive.

The intent of discipline and subsequent interventions is to redirect students’ behavior and decorum. You will be given a copy of the School District of University City Discipline Handbook which will show the types of actions that will be taken for each disciplinary violation. In each instance a minimum and a maximum action is listed, as well as an action for the first occurrence and one for repeated occurrences. Staff members will consider the following circumstances prior to disciplinary action:

• the seriousness of the offense
• past behavior of the student
• the student’s degree of cooperation
• the student’s attitude
• the student’s willingness to cease the inappropriate behavior
• attendance patterns and academic progress
• the safety and welfare of the student

A student who repeatedly fails to follow school rules or the reasonable directives of school personnel will face a progressively more severe consequence. The student’s discipline record will be reviewed prior to considering further disciplinary action. The maximum consequence is expulsion from school. A student who commits other acts of misconduct detrimental to the tone of decency and school discipline not covered in the handbook, will face disciplinary consequences as applicable. Students who have received an excessive number of referrals for inappropriate behavior will not be allowed to participate in field trips, team/school activities, school-wide assemblies, special extra-curricular functions or the 8th grade promotional exercise. These students are also subject to a long-term suspension with a building/district hearing.
Security
No student is allowed in the building prior to 7:15 a.m. for morning session or 11:10 a.m. for afternoon session. All students are to leave the premises immediately after classes end unless directly involved in a learning activity with a teacher. All students must have IDs.

Building Surveillance
Surveillance cameras have been installed throughout the building. Any disciplinary infractions noted on the monitoring system will be dealt with per the District Discipline Handbook.

Appropriate Dress
Students 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.

Clinic
Lieberman Learning Center shares a nurse with Brittany Woods Middle School. The clinic is located at Brittany Woods Middle School. The 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.

Medication
It is the student’s responsibility to take medication to the clinic accompanied by a permission slip that has been signed by a parent or guardian. In addition, the medication must be in its original pharmacy or over-the-counter container and must be clearly marked with the child’s name, type of medication and the physicians’ instructions. Only the nurse may dispense the medication as prescribed. Medication should not be kept in pockets, lockers or purses. It must be taken to the nurse’s office. Students who keep their medication in their pockets, the locker, or purse may be subject to disciplinary measures.

Counseling and Social Work Services
LLC has a part-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. Ms. Ross can be reached Monday, Tuesday and Wednesday at 314-290-4330 ext 2445.

The school social worker, is the liaison between the school, home and the community, while linking students, their families and school staff with community resources. Ms. Woodward can be reached at 314-290-4337.

**Other Programs and Services**

- **Health screenings** through Big Smiles for dental, Special School District for hearing and Ronald McDonald mobile vision clinic along with school nurse for vision
- **Junior Achievement** Finance Park and JA in a Day
- **Lutheran Family and Children’s Services** family counseling and Step Up skills training on leadership, self-management, resistance to controlled substances and violence prevention
- **Real Talk** role model and mentoring program for young men and women
- **Aggressive Replace Training (ART)**: provides social skill development that encourages alternatives to aggression.

**School Field Trips**

Field trips are an exciting addition to the learning experiences. When scheduled, they will require permission from teachers and parents. Teachers will need a telephone number at which parents can be reached in case the return from the trip is delayed. It is expected that all school rules will be followed during the trip. Failure to behave in an appropriate manner may result in immediate exclusion and suspension from future field trips. Students are expected to cooperate with teachers to make the trip pleasant for those involved. Finally, students are reminded that the student is responsible for any missing work on assignments due to a field trip. Teachers or administrators may deny a student permission to attend a field trip because of excessive absences, failure to complete work or inappropriate behavior. Students who accumulate an excessive number of referrals for inappropriate behavior will not be allowed to participate in planned field trips, the end of the year field trips, or team activities.

**Visitors**

The welcome mat is always out at our schools. 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. Students may not bring their children, siblings, or friends to school. NO VISITORS, except parent/guardians.

**Telephone**
Telephone messages from parents or guardians are given to students if needed. Cell phones and pagers may be
at school, but can not be used during school hours.

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).
The Lieberman Learning Center Agreement

All students and parents must sign the agreement. Below is a copy of the agreement.

Student Agreement

I understand the importance of my education to the quality of my life in the future. Therefore, I agree to:

1. Maintain a 90% attendance, while attending LLC, and attend Saturday School when offered to make up missed days.
2. Follow school board discipline policies and understand any OSS suspension will result in my immediately being escorted out of Lieberman Learning Center and will be provided a bus ticket to get home.
3. Dress appropriately (Girls – cover up; Boys – no “sagging” or hats).
4. Maintain a 2.00 G.P.A while attending LLC.
5. Students will record their attendance and grades every two weeks and review them with their Exploratory Teacher.
6. Advocate for myself and use my school time wisely.
7. Complete all assignments in a timely manner.
8. Turn off all electronics at the start of the school day and place them out of sight.
9. Respect myself and the rights of others
10. Resolve conflicts in a responsible manner
11. Maintain a positive attitude about learning and my success
12. Be a responsible member of the Lieberman Learning Center community.
13. Complete a volunteer activity per semester.

Student Signature _______________________________________ Date ______________

Parent/Guardian Agreement

As the parent/guardian supporting the above student in his/her education, I agree to carry out the following responsibilities to the best of my ability by:

1. Making sure he/she is maintaining a 90% attendance
2. Communicate with the school when he/she is absent or has a concern or need
3. Accept that if he/she violates school board discipline policies and is receiving an Out of School Suspension that he/she will be escorted out of the building even if I am unable to be contacted on that day
4. Make sure he/she has the necessary materials and is ready to learn
5. Making sure he/she has a place to work on assignments at home and is encouraged to do so
6. Supporting the school rules including the ones for appropriate dress
7. Encouraging him/her to respect himself/herself and others
8. Staying involved in his/her education by attending conferences
9. Helping him/her understand the value of being a responsible member of his/her school community.

Parent Signature _______________________________________ Date ______________
Student Recognitions

- **Honor Roll**: Students whose GPA is 3.0 or higher with no Ds or Fs, no 4s or 5s in citizenship and no out-of-school suspensions during the quarter of the recognition will receive a certificate at the honor roll assembly held quarterly.
- **Straight As**: Students with all As in a quarter will receive a special certificate with their picture and will be recognized during the honor roll assembly.
- **Perfect Attendance**: Students who have no absences or tardies for the quarter will receive a certificate during each quarter’s honors assembly.

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 and Secondary Education (DESE) and Emerson Electric’s Excellence in Teaching Awards reception. *Nomination deadline is the last Friday in January.*

**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** – PACEstters 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.

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 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 link for live stream (www.ucityschools.org/ULIVE) and how to become a school board member is available at www.ucityschools.org/BOE.

2019-20 School Board Members

President: Kristine Hendrix
Vice-President: Chelsea Addison
Secretary: Lisa Brenner
Student Representative: Nicole Kellogg

Directors: Matt Bellows
LaVerne Ford-Williams
George Lenard
Joanne Soudah
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:
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, 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

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.
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 from students for any of the above marketing, sales, or other distribution purposes; and Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law. The District has adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific
activities and surveys covered under this requirement: Collection, disclosure, or use of personal information for marketing, sales or other distribution; Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education; and Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights under the PPRA have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

State Policy Regarding Reading Assessment, Reading Improvement Plans and Student Retention

Enacted in 2001, Senate Bill 319 clarified reading assessment as defined in Missouri Revised Statute § 167.645. Senate Bill 319 calls for the early assessment of students’ reading skills and requires school districts to intervene with students who are reading below grade level. The law requires:
- Assessment of students in grades 3-6 (with some exceptions) to determine their reading level.
- Individualized “Reading Improvement Plans” for students in grades 4-6 who are substantially below grade level in reading.
- Additional reading instruction for students with Reading Improvement Plans.
- Retention of students in grade 4 if they are reading below the third-grade level. (Several exceptions to this requirement are specified in the law).

English Language Learners (ELL)

If a child’s native or home language is not English, The School District of University City has a procedure in place for identifying enrolling students (Home Language Survey). Qualified staff (certification in English as a Speakers of Other Languages) will assess the learning needs for each ELL in reading, writing, speaking, listening and comprehension. Instruction services for ELL’s include direct English language instruction and appropriate content modifications. The School District of University City will provide notification to parents within 30 days from the start of the school year that their child is being placed in an English language program. If a child enters the program during the school year, this time frame is two weeks. ESOL staff will provide parents with timely notification of student progress in conjunction with the quarterly progress reports.

McKinney-Vento Homeless Education Assistance Act

The McKinney-Vento Homeless Education Assistance Act (McKinney-Vento) is a federal law that protects the educational rights of homeless students to eliminate barriers to the enrollment, retention, and success of homeless students; and to ensure they receive equal access to the same free, appropriate public education as is provided other students.

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 8030 Ward Parkway, Suite 2037, Kansas City, Missouri 64114 or 816-268-0550.

Adult and Employee Compliance Coordinator
Department of Human Resources
Ronald E. McNair Administrative Building
School District of University City
8136 Groby Road, University City, MO 63130
(314) 290-4022

Student Compliance Coordinator
Department of Student Services
Ronald E. McNair Administrative Building
School District of University City
8136 Groby Road, University City, MO 63130
(314) 290-4045
Board of Education Policies:
Technology Usage / Board Policy: EHB

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.

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 webpage 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 so 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.
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 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**
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 elsewhere 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. 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 nolo contendere 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 do 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.