

McGrath School Handbook for Students and Parents

School Schedules and Procedures

SCHOOL HOURS

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|-----------|---|
| 7:50 a.m. | Breakfast served |
| 8:00a.m. | Students may enter the building |
| 8:10 a.m. | Bell - the start of school - students arriving in the classroom after this time will be counted tardy |
| 3:03 p.m. | Bell signals the end of the school day for kindergarten and first grade |
| 3:05 p.m. | Bell signals the end of the school day for second – fifth grades |

There is no supervision for students before school. Students are not to arrive before 8:00 A.M. We ask that you notify the office if a child will not be picked up or leave immediately after school. Students are NOT permitted to play on the grounds after school until they have checked in at home.

ABSENCE OF A STUDENT

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

ADMINISTERING MEDICATIONS

All medications must be given by the nurse or an assigned staff member. Students may not self-administer any medication, including aspirin or cough drops.

Routine medication such as asthma inhalers or Ritalin may be administered at school if the proper parent and doctor signed forms are on file. Call if you need forms or assistance with such situations. Please notify the school nurse, **on the pink health form**, all medications that your child is taking on a regular basis.

Medications prescribed by a doctor for a specific illness for a limited time, such as antibiotics can be given with a note from a parent indicating the date(s), time of dose, dose to be given, and reason it is being given. Such a note requires a parental signature.

All medications must be in a pharmacy container with the student's name and other information on the label. For this reason, if your doctor is prescribing a liquid medicine, you can ask for it to be divided into 2 bottles, most pharmacies will comply. This will

lessen the likelihood that the bottle will be left at school overnight when it needs to be sent home.

Over-the-counter medications can be given for up to 5 days based on a signed note from the parent along with the date(s), reason for the medicine, dose, and time. Unless there is a signed note from the doctor, such medications will not be given beyond the 5-day limit. **Over the counter medications must be in their original containers when sent to school.**

ARRIVING LATE TO SCHOOL

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

Allergies

Attendance Policy JED-R

**FILE: JED-R
CRITICAL**

STUDENT ABSENCES AND EXCUSES

For successful academic achievement, Brentwood School District stresses the importance of regular and punctual attendance. Regular attendance in each class is the first and most basic requirement of a quality education. The goal of our attendance policy is to help students succeed not only in school but also in life. Absences due to illness and circumstances beyond one's control are sometimes unavoidable. However, in order for a student to learn and succeed in school, it is necessary for him/her to be in class regularly. Students failing to attend class regularly may lose their ability to receive credit for the class or classes in which they are enrolled.

Excused Absences

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

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

1. Illness or injury of the student, with written excuse from parent.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with written excuse from parent.
3. Medical appointments, with written appointment confirmation by medical provider.

4. Funeral, with written excuse from parent. The building principal may require a program or other evidence from services as well.
5. Religious observances, with written excuse from parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent.
7. Out-of-school suspension.

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

Tardiness

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

Attendance Procedures

If a child will be absent from school or late to school, the parent (or guardian) is to call the school by 8:15 a.m. A list of known absentees will be prepared by the school secretary. Any other child not reporting to school should be reported to the office as soon as possible. Every effort will be made to determine the reason for any unreported absence. If there is no call and the school is unable to reach the parent, a note explaining the absence must accompany the student upon his/her return to school.

Extended Absences

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

Truancy, Neglect or Abuse Concerns

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

First Notification

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

Second Notification

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

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

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

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

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

Withdrawal for Non-Attendance

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

Appeal Process

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

1. Students are entitled to request an appeal before an attendance committee comprised of the principal and a teacher or counselor to be appointed by the principal. The students and his/her parent shall be permitted to appear before the attendance committee and to submit a verbal/written statement or explanation as to why reversal of the assistant principal's decision is warranted. Verbal statements should be no more than ten (10) minutes in length.

2. A student who is dissatisfied with the attendance committee's ruling may seek review of the decision by the superintendent or his/her designee. The superintendent/designee may, at his/her discretion, schedule a meeting in person or via telephone to discuss the matter with the student and/or parent.
3. If a student loses credit already earned in the class because of excessive, unexcused absenteeism (meaning that the student is withdrawn from the class or loses credit that had already accrued to date), the student is permitted to appeal the decision to the Board of Education. The appeal hearing shall be a "contested case" hearing and shall be subject to the same procedural protections that are set forth in Board of Education policies relating to long-term suspensions/expulsions. The Board of Education's decision will be final.

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Adopted: 01/19/1999

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

Brentwood School District, Brentwood, Missouri

BICYCLES, SCOOTERS and SKATEBOARDS

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

Skateboards are prohibited from school grounds.

BIRTHDAY TREATS

We encourage parents who wish to send treats to school, for celebrating birthdays or other special events, to send purchased prepackaged items. Sending prepackaged items ensures that the treat has been subject to health department guidelines and allows us to address food allergies. Please call ahead to arrange treats with the classroom teacher. Most treats will be incorporated into a recess or designated snack time.

BULLYING PREVENTION PROGRAMS

Defining the Problem:

What is bullying?

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

What is harassment?

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

All incidents of reported bullying are directly handled by the classroom teacher, the principal or the counselor. We have zero tolerance for bullying, teasing or put-downs and work to address these issues by helping students use reflection sheets to look at the result of their behavior choices.

Through our mentors, PALS Activities and Character Education Initiatives we reinforce caring relationships daily and work to prevent bullying through positive actions but disciplinary action will be taken if a child chooses to repeatedly participate in bullying or harassing behaviors.

BUS

Bus service is provided for our VICC (Voluntary Interdistrict Choice Corporation) students only.

Bus riders must ride on their assigned bus only, and unless they have a parent note, they will be sent home on the bus. Bus services will be revoked if student behaviors are considered unsafe.

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

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

CAR, WALKING, AND DRIVEWAY SAFETY

The school driveway is very congested before and after school. We ask that you help us maintain safety by dropping children off quickly and on the passenger side of the car. Please do not park in the area marked with a white curb. This area is for drop-offs and pick-ups only. Insist that your child looks carefully before walking to the nearest sidewalk. Look carefully yourself, and then pull away. If you can arrange to meet your child down the street on St. Clair, that could help relieve congestion. No left turn is permitted onto St. Clair from 7:45 - 8:15 A.M. and 2:45 - 3:20 PM to keep traffic moving.

CHANGING CLOTHES

If a child's clothing becomes wet or soiled at school, the nurse has clothing the child may wear. We ask that parents wash and return the school clothing to the nurse as soon as possible.

CLINIC

The school nurse assists students who need first aid, become ill, or have an emergency. She splits her time between Mark Twain and McGrath Schools. If she is needed, she can be called from Mark Twain School.

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

When a child becomes ill or is injured, she/he will be sent to the clinic or school office for evaluation, observation, or first aid when indicated. When a student has a fever of 100 degrees or more or is vomiting, the parent will be notified to come to school and take the child home.

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

DISCIPLINE

Providing a caring school community, where children and adults are respected and where learning opportunities are optimized, is the goal of Brentwood elementary schools. To help children meet their responsibilities the McGrath staff has developed consistent behavioral expectations and consequences for violating these expectations. Misconduct is divided into two levels; level one being the less serious offense, while level two is more serious in nature. Examples of level one include, but are not limited to, disrespect,

name-calling, noncompliance, examples of a level two misconduct include harassment, threatening behavior, both physical and verbal. Additionally, each classroom develops classroom rules and procedures. These are posted in the classroom and given to parents at the beginning of each year.

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

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

The district sends a copy of the district's discipline policies and consequences to each family in the fall. The discipline policies are posted online at the Brentwood School district website, www.brentwood.k12.mo.us

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

DRESS GUIDELINES

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

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

DRESSING FOR THE WEATHER

Students will have recess outside every day unless the temperature or wind chill is at or below 20 degrees, rain, ice, or snow prohibit outdoor play. We ask that you send children dressed appropriately for the weather.

EMERGENCY CLOSINGS

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

KMOX (AM - 1120) www.kmox.com

KSDK CHANNEL 5 NEWS www.ksdk.com

KMOV CHANNEL 4 NEWS www.kmov.com

KTVI CHANNEL FOX 2 NEWS www.ktvi.com

School Closings are available on the district WEB site at www.brentwood.k12.mo.us

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

FIELD TRIP POLICY

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

GRADING, REPORT CARDS, PROGRESS REPORTS

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

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

Progress reports are sent home mid-quarter for students who are performing below expectations or whose grades have dropped since the last report card.

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

HOMEWORK

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

ILLNESS AT SCHOOL

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

IMMUNIZATIONS

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

NEWSLETTER

The school newsletter will be distributed at the beginning of each month. It contains news about upcoming events for the month, and articles of interest from teachers, PTO, and students. Teachers will also be sending home class newsletters regularly. Please also visit our WEB site at www.brentwood.k12.mo.us and click on our school to enter our site.

PHONE USE BY STUDENTS

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

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

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

PHONE SYSTEM

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

PHYSICAL EXAMS

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

PICKING STUDENTS UP FROM SCHOOL BEFORE 3:05 P.M.

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

PLAYGROUND RULES

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

1. Walk to and from the playground using the sidewalk.
2. Food must be eaten before going to the playground.
3. Stay clear of bushes, hillside, fences, and in sight of supervisors.
4. Do not throw mud, dirt, gravel, stones, snow, ice or wood chips.
5. Fighting and foul language are not allowed.

6. Tag games are not allowed on playground equipment.
7. One person at a time goes down a slide. Going up the slide, stopping in the middle and climbing on the outside of it are not permitted.
8. No pulling up from the bottom bridge to the top and no pulling up onto the rails of the bridge.
9. No one is allowed on top of any part of the playground equipment. This includes the climbing poles, slides, or bridge cover.
10. Think safety first!

PTO

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

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

STUDENT RECORDS

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

The Brentwood School District policy on student records (JO-R) can be viewed online at the district’s website at www.brentwood.k12.mo.us.

TESTING

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

| | | |
|-----------|--|-------------|
| Sept/Oct | Terra Nova | Grade 2 - 5 |
| April/May | Missouri Assessment Program (MAP) Communication Arts & Math | Grade 3-5 |

TOYS, ELECTRONIC EQUIPMENT AND CELL PHONES

Toys, sports equipment, electronic games and equipment and cell phones should **not** be brought to school. These items create a distraction to classroom instruction. Items brought to school will be confiscated from the child and returned either to the child at the end of the day, or returned to the parent at the discretion of the principal. The school is not responsible for items brought to school that become damaged or lost.

VACATIONS

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

VISITORS TO SCHOOL

We encourage parents to visit school at any time. We require that you come to the school office to sign in and receive a visitor's badge.

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

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

VOLUNTEERING

There are many volunteering opportunities for parents. We LOVE to have you in the building helping out. Please talk to your child's classroom teacher if you'd like to help out in the classroom. See the school librarian if you are interested in that kind of service. Call the PTO officers listed in the PTO Buzz Book if you'd like to find out about helping with the many PTO activities.

Parents who are involved in their child's school enjoy many benefits--you know what is going on, you get to know other parents, studies show that children of involved parents tend to do better in school, and you'll have some fun. Please see if you can give us some of your time.

There are two other volunteering programs at McGrath. Parents will be informed if their child is selected to work with the following volunteers:

Community mentors are people who work within the community and wish to form a special relationship with a student. The mentors see their students once a week on an on-going basis. They generally work with students in grades 3-5.

OASIS mentors are older citizens who work with K-3 students as tutors. They meet with the child individually once per week.

It is a district requirement that ALL volunteers undergo a background check before working with children. There is no cost to the volunteer for this background check. Please see the school secretary for the application and more information.

CAFETERIA

Brentwood School District contracts with Aramark Food Service to provide food for our school.

Breakfast and lunch are provided daily. Breakfast is served from 7:50 a.m. – 8:10 a.m. each morning. Lunch is served from 11:30 a.m. – 12:30 p.m.

Details concerning our meal prices, as well as our daily lunch schedule appear below.

| MEAL PRICES | |
|---|--------|
| Student breakfast | \$1.35 |
| Student (qualified for reduced) | .30 |
| Adult | 1.60 |
| Additional juice | .60 |
| Additional milk | .35 |
| <i>*After finishing breakfast, students go directly to their classroom.</i> | |
| Student lunch | \$1.85 |
| Student (qualified for reduced) | .40 |
| Additional milk | .35 |
| Ice cream, chips, and other snacks | .75 |
| Adult lunch* | 2.50 |
| <i>*Note: Adult lunches should be ordered by 8:30 a.m. and paid for in the school office.</i> | |

There will be price changes. Aramark will provide them once they are available.

| LUNCH SCHEDULE | |
|---|------------------|
| Kindergarten & First Grade | 11:30-12:00 p.m. |
| 2 nd & 3 rd Grade | 11:45-12:15 p.m. |
| 4 th & 5 th Grade | 12:00-12:30 p.m. |

LUNCH MONEY ACCOUNTING SYSTEM

Brentwood School District has a computerized lunch money accounting system. Students bring lunch money to school in an envelope with the amount and the student's full name written on the outside. Parents may send checks or cash. We ask for a minimum \$5.00 deposit in your lunch account. Checks should be made payable to Brentwood School District. Money is dropped into the locked box marked "Lunch Money" by 9 A.M. Money received after 9 A.M. that day will be deposited in students' account the following day. This money is deposited in the students' account by the office staff each morning. Each student receives a PIN. The student uses his PIN at a terminal in the cafeteria to purchase breakfast, lunch and snacks with the amount of purchase deducted. Students are issued a reminder when their account balance indicates fewer than 2 lunches remain on his or her account.

Cash will not be accepted in the cafeteria. Parents may view their child's lunch account balance on the parent portal that may be accessed through the district's website at www.brentwood.k12.mo.us

CAFETERIA GUIDELINES

- All food must be eaten in the cafeteria.
- Students should not trade food.
- Students should talk quietly and remain at their tables until dismissed.
- Students may buy snacks after lunch has been eaten.
- Kindergarten & grade 1 students may only buy ice cream on Fridays.
- Students are dismissed by tables down the center aisle and along the north wall to distribute refuse and trays.
- Students should leave lunch boxes on the playground blacktop near the steps.

CURRICULUM

Students in grades kindergarten through fifth receive instructions in the following curriculum areas. Specific information about curriculum expectations will be sent home in September.

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

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

PROGRAMS OFFERED AT MCGRATH

FAMILY READING NIGHT

On the third Thursday night of some months, students and parents are invited to come to the school library from 6:30-8:00 P.M. An activity will be planned for students and parents. Students may check out books until the following Family Reading Night.

RESPONSE TO INTERVENTION (RTI) The McGrath RTI Team functions to provide assistance to classroom teachers in working with each student.

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

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

CHARACTER EDUCATION

Character Ed is an important element in Brentwood Public Schools. We have a school wide program which has the same goals yearly but can vary in activities. Students learn about ideal character traits, good citizenship, anger management, and conflict resolution among other important skills.

A school wide incentive program encourages students to be kind to others and responsible, school citizens.

COUNSELING AND GUIDANCE

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

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

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

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

DARE

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

LEAP

The Learning Enrichment and Acceleration Program (LEAP) is designed for a small percentage of students who may benefit from special instruction programs. Those students will participate in group activities and individual projects which allow them to work at higher levels in a different learning environment. They will leave the regular classroom and work under the direction of the LEAP teacher. These small group and individual activities may take the place of regular classroom instruction.

Students are selected for LEAP according to Missouri state guidelines for gifted programs. Students in grades 2 – 5 are screened for LEAP in late fall, after the results from the Terra Nova Achievement tests are known. At that time, all students are screened for classroom grades, reading level, Terra Nova scores in math or reading at or above the 90th percentile, and Terra Nova subtests at or above the 95th percentile. Students are then ranked according to a formula that looks at all of the above factors, plus MAP scores (where applicable) and classroom teacher recommendations. Also, if a student is in a traditionally underrepresented group, he or she receives extra points in the formula.

If parents give permission, students with the highest rankings in the screening pool are then individually tested to see if they qualify for LEAP. The State of Missouri requires that to be placed in a gifted program, a student must qualify on three out of four measures:

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

An individual intelligence test will be administered to the student, as will a creativity or problem solving measure (or both). If the student does not have at least the 96th percentile on the Terra Nova, an individual achievement test will be administered. If the student qualifies on all three of these measures, he or she is placed in the LEAP program. If the student qualifies on two of the three, then performance indicators are sought. Possible performance indicators include:

- Documentation of reading level 2 or more years above grade level
- Grade point average of at least 3.8 in the current school year
- An “Advanced” score on any section of the MAP test a student has taken
- Score on the Terra Nova at or above the 96th percentile (only if the total Terra Nova score was not used as the achievement test above)
- A Verbal or Performance score on the individual intelligence test at or above the 96th percentile (only if the student did not qualify on the total intelligence test score above)

Kindergartners and first graders are screened during the second semester using teacher recommendations, reading levels, the Naglieri Nonverbal Ability Test, and performance in whole class enrichment lessons taught by the LEAP teacher. These factors are fed into a formula and students with high point totals will be tested for LEAP if their parents give permission. The testing procedures and qualification requirements are the same as for older children. Kindergartners and first graders qualifying after the beginning of the fourth quarter will typically be placed in LEAP at the beginning of the next school year.

LIBRARY/MEDIA CENTER

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

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

Each classroom has a minimum of 4 or more computers for use by students and the teacher. Classroom computers are used for various kinds of assignments. This varies by grade level and by teacher.

In addition, each class is scheduled in the Computer Lab at least once a week. The class practices skills, may do word processing of reports, and will be able to use the Internet under supervision of the classroom teacher.

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

PARENT/TEACHER CONFERENCES

These conferences are held at the end of the first and third quarters. They are important times to exchange information about the student’s academic and social progress. Parents will be given a conference time which is agreeable to them. Again, we urge parents to take advantage of this important time for parent/teacher communication.

TITLE I READING

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

SACC (SCHOOL AGE CHILD CARE)

The Mid-County Y runs the before and after school child care program at McGrath from 7-8 A.M. and 3-6 P.M. All questions about costs, the program, etc. should be directed to the Mid-County Y at (314) 962-9450.

SCOUTING AND SPORTS

Girl and Boy Scout groups meet at McGrath. Parents can find out about having their child join one of these groups through other parents in the child’s classroom.

Sports teams are run through neighborhood churches or the Brentwood Parks and Recreation Department. Again, other parents are probably the best sources of information about getting your child involved in such activities.

SPECIAL SCHOOL DISTRICT SERVICES

Special School District (SSD) provides services in Speech, Language, and Resource Room assistance for students who qualify for services. Students are identified through the classroom teacher collaborating with the parent, counselor, and usually the CARE Team. Contact Ms. Dawn Selover at (314) 989 – 8283 for more information.