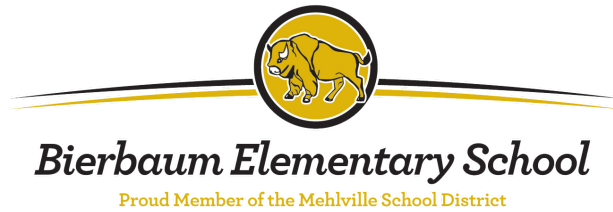


Family Handbook



Last Updated: Summer 2023

Dr. Paul Morris, Principal

Mr. Nathan Perkins, Assistant Principal

314.467.5500

2050 Union Road

St. Louis. MO 63125

Mission and Vision

The mission of the Mehlville School District is to ensure that all students reach their potential by preparing them to be lifelong learners and responsible citizens through a dynamic curriculum, student-centered instruction, a safe and nurturing environment and community collaboration. (Policy AD)

Notices

All Mehlville School District policies and procedures can be found by [following this link](#).

Notice of Nondiscrimination

The Mehlville School District does not discriminate on the basis of race, color, religion, sex, national origin, ancestry or disability. Additionally, the district does not discriminate on the basis of sex in its educational programs or activities, including admission and employment. For more information, follow this link to [Mehlville](#)

314.467.5500

2050 Union Road

St. Louis, MO 63125

[District form AC-AF1](#).

Special Education

The Mehlville School District provides special education and related services to children from ages 3-21. Learn more in Mehlville School District Policies [IGB](#) and [IGBA-2](#).

Notice regarding homeless, gifted, migratory and/or students learning English as a second language

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college-prepared and career ready. The Mehlville School District has programs designed to help meet the unique educational needs of children working to learn the [English language](#), students who are [advanced learners](#), students with [disabilities](#), [homeless students](#), the children of [migratory workers](#), and [neglected](#) or delinquent students. For more information, contact Adam Smith, Executive Director of Student Services, at asmith@msdr9.org.

Concerns and complaints regarding federal programs

[Follow this process](#) if there is a concern or complaint federal statutes and regulations under the Elementary and Secondary Education Act are not being followed.

Notice of Assessment Program

The Mehlville School District has a policy governing student participation in statewide assessments. For more information on the types of state assessments, [follow this link](#).

Public Information Program

The district creates school accountability report cards for each building, in accordance to law. Notices of this, along with notices regarding other public information can be found [here](#). The link also contains information on the state children's health insurance program, MO HealthNet for Kids.

Arrival and Dismissal

School begins promptly at 8:45 AM. Students may not enter the building until 8:30 as this is when supervision is first available. For your child's safety, please do not drop off students before 8:30. For students who must arrive earlier, before, and after school childcare is available on site through the YMCA. You can contact the YMCA at 314-849-4668 ext. 249.

Students arriving after 8:45 AM are marked tardy and will need to be signed in by an adult. A staff member will be available at the front door to sign these students in.

When it is necessary for a student to leave school early, the parent or guardian should come to the office to sign the student out. Office personnel will call the student to the office and make sure that are united with their parent.

The school day ends at 3:35 PM. Students will be escorted to the buses and the parent pick-up area by their teachers at 3:30 PM. Buses will be dismissed at 3:35 PM.

Attendance

Daily attendance is the initial step in achieving academic success. Regular and punctual attendance is expected of each student enrolled in the district. Parents are expected to notify the school if their child is absent. The attendance hotline can be called 24 hours a day at 314.467.5510.

For school accreditation, the state of Missouri has set a goal of **90% attendance** for students. We monitor every child's attendance and will send you letters periodically if your child(ren) falls below the 90% threshold. Please make every attempt to have your child(ren) at school every day that they are not sick.

Building administration will carefully monitor student attendance. If a student has attendance concerns, we will reach out to share our concerns. We are happy to work with families to come up with an attendance plan if needed. Frequent unexcused absences could result in a referral to Children's Division or St. Louis County Family Court ([Policy JED](#) and [Regulation JED-R1](#)).

Birthdays

While we acknowledge student birthdays, sharing birthday snacks or treats is prohibited. Providing outside food to share with classmates can be dangerous for children with allergies and does not align with our district Wellness Policy. Your child's school or teacher will determine how they will recognize and celebrate students on their birthday. Thank you for your understanding as we work to keep all of our students healthy and safe.

We will also not deliver any kind of presents to students during the school day. This includes flowers, balloons, etc. We do recognize birthdays are a special day for our students, however, we cannot allow them to become a distraction to the learning process.

Breakfast Program

Bierbaum provides free breakfast to all students. Cafeteria staff will visit each class with a breakfast cart and allow students who want one to take a free breakfast. Generally, breakfast includes milk, fruit, juice, cereal, or another breakfast entrée.

Bus Transportation

School bus transportation is provided for all students who live in the Mehlville School District and students who participate in the Voluntary Interdistrict Transfer Program (VICC). The Mehlville School District will abide by all federal, state, and local laws and regulations. In order to participate in transportation service, students, as well as parents must be willing to accept and comply with the regulations and responsibilities established by Mehlville School District.

Bus passes are not permitted for any reason. Students will only be authorized to ride their assigned buses to their assigned stops. The practice of riding multiple buses to different stops is not permitted except in the case of authorized daycare providers.

For information on bus routes families can consult the district website. If there is a change in address, parents should contact the school office at 314.467.5500. Parents of VICC students should contact the VICC office at 314.721.8657.

Bus drivers will only allow kindergarten students off the bus if a parent or guardian is at the bus stop to pick up the child. Kindergarten students not met by a parent or guardian will be brought back to school.

Bus Referrals and Consequences

Bus drivers have the responsibility to maintain a safe and orderly environment on the school bus. The drivers have the right to warn students, conference with students, and assign specific seats. The driver will note on a Bus Safety Report any behaviors that are deemed hazardous while riding the school bus.

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Care of District Property

Students are responsible for all textbooks, library books, technology, and other district-owned materials that are issued to them during the school year. Lost or damaged materials must be paid for.

Change of Information

It is important that you let us know if your phone number or address changes. We ask that a working phone number is always available and you have a list of emergency contacts in the event that a parent/guardian can't be reached.

Class Placements

The process of creating classlists for the new school year begins in the previous school year. Classroom teachers, reading teachers, English language teachers, art teachers, music teachers, PE teachers, Special School District teachers, *and* school administrators work to ensure that students are placed with teachers and other students that are a good fit for each individual learner. While we do welcome parent input as yet another factor to consider when determining student placement, we cannot honor specific teacher requests from families. We also are unable to accommodate requests to change classrooms once these lists are released to families.

Code of Conduct

The intent of all rules and regulations is to protect the health and welfare of students and staff at Bierbaum Elementary School while maintaining an atmosphere conducive to learning.

Bierbaum students are expected to:

- Attend class on a regular basis and participate in-class activities.
- Make choices that demonstrate respect for self, others, and property.
- Maintain appropriate behavior so as not to interfere with the teacher's teaching and other students' learning.

Our objective is to encourage and reinforce appropriate social skills and behavior to ensure a positive learning environment for students and staff. Teachers will use a variety of strategies to guide students through

redirection and to make positive choices and assign consequences according to classroom discipline plans.

Students will be referred to an administrator for serious, or recurring misbehavior.

Parents will be notified about the disciplinary referral, interventions used to correct the inappropriate behavior, and the consequences earned by the student.

Students will be assigned consequences in accordance with the Mehlville School District Disciplinary Policies, Procedures, and Consequences Manual.

Confidentiality

To preserve student confidentiality, there is a lot of information that we can only share with you in person and not over the phone. If you call and ask for information that might be deemed sensitive, you may be asked to come to school and provide identification to ensure that we are only releasing information to legal guardians.

Contacting Teachers

Phone calls to a teacher's direct phone line will go straight to voicemail during school hours so the classroom is not disrupted. Teachers check their voicemails throughout the day and return messages within a 24 hour period. If you have an emergency, or transportation issue, please call the main office at 314.467.5500. You can also contact a teacher via email. Teachers strive to return emails within 24 hours as well.

Counseling

Bierbaum has two certified counselors on staff for the benefit of students, parents, and teachers. The counselor works within each classroom to instruct students in skills that will enhance their learning. The counselor's primary responsibility is to work with students to develop appropriate and positive social, personal or academic behavior. Counseling sessions may be on an individual basis in order to provide an outlet for the student to express his or her feelings. The counselor will talk with students at the request of students, parents, or teachers. If you have specific concerns about your student, our counselors welcome you to reach out to them.

Jennifer Iverson is the primary counselor for students in grades K-2 and can be reached at iversonj@msdr9.org or at 314.467.5503.

Mr. Anthony Thebeau is the secondary counselor for students in grades 3-5 and can be reached thebeaua@msdr9.org or at 314.467.5564.

Crisis Planning

We believe student safety is our most important task. Keeping this in mind, we have developed plans for emergency situations that could happen at school. The Bierbaum plan was created in conjunction with the St. Louis County Police, Mehlville Fire Protection District, and American Red Cross.

All staff members are trained on our crisis plans, and we regularly practice these procedures with the students. In the state of Missouri, school crisis plans are considered *closed* records. This prevents us from giving

parents or community members details of our crisis plans.

In the case of an emergency, parents will be notified via phone call and/or text message using our student information database. If the emergency causes school to dismiss for the day, the phone call will have details on the procedures for dismissal. The St. Louis County Police, Mehlville Fire Protection District, and building administrators will be responsible for managing the crisis scene. Please follow their directions when picking up your child.

You can help us by making sure you always have accurate and working phone numbers. Please call the school office at 314.467.5500 if you need to update any of your contact information.

Dress Code

Every student is expected to present a proper and appropriate appearance. Students should dress in a manner that will not disrupt the educational process. Student clothing should be functional, safe and reflect the attitude of the student toward his or her primary job – *learning*. Hats are not to be worn inside the building except for special, designated days.

If clothing is deemed to be inappropriate for school, we will contact a guardian to bring something else to school for the student to wear or we will ask the student to change into something else provided by the school.

Please note that at the August 5th Board of Education Meeting, the board voted to include the use of a properly fitting face mask as part of the school dress code. This requirement will be lifted as soon as conditions allow as determined by guidance from the CDC and other local health officials.

Early Childhood

Early childhood classes are available at Bierbaum from two to four days a week on a tuition-paid basis. Please contact the John Cary Early Childhood Center at 314.467.5300 for more information.

Electronic Communication

Students may not use, display or turn on personal communication devices during the regular school day, including instructional class time, class change time, breakfast, or lunch ([Procedure EHB-AP1](#)).

Students are prohibited from using visual or audio recording equipment on district property or at district activities unless: done in the scope of a district-sponsored class, at performances to which the general public is invited, at open meetings of the Board of Education, or as otherwise permitted by the building principal.

The Board of Education prohibits the use of audio, visual, or other recording devices at meetings unless approved within a reasonable time period prior to the scheduled meeting ([Policy KKB](#)).

Staff members may communicate electronically with students for educational purposes only between the hours of 6:00 a.m. and 10:00 p.m. Staff members are discouraged from communicating electronically with students for reasons other than educational purposes ([Policy GBH](#)).

Emergency School Closings

When circumstances necessitate the closing of school, the Superintendent strives to make the decision by 5:30 AM. School closings will be broadcast through our ParentSquare notification system, on the [district website](#), and on most major radio and television stations. If school is closed, all other school-related activities are canceled for that day.

Enrollment

The enrollment of a new student requires:

- Birth Certificate
- Two forms of proof of residency (current personal property/property tax receipt, lease agreement, or home sale agreement)
- Immunization records

An enrollment form must be completed on each new student by one of his/her parents or legal guardians. All information will be uploaded to the Parent Portal on our school information system. Assistance can be obtained by contacting our main office at 314.467.5500.

Field Trips

Throughout the school year, classes and grade levels go on educational field trips. These field experiences are designed to enhance student learning. Field trips also serve to connect classroom learning with *real-world* application. Parents must sign their approval for field trips on the field trip permission slip in order for a student to attend field trips. In the interest of the safety and wellbeing of all of our students, any student that has not demonstrated the behavior that would be required to attend a field trip may be required to miss out on the experience. The same expectations that apply at school or the bus apply while on a field trip.

In some cases, parent chaperones are welcome to attend field trips. If you do volunteer to chaperone a field trip, we will follow the same process as if you were visiting Bierbaum. This means utilizing the Raptor School Visitor System. In order to speed up the process of scanning parents in on the day of the field trip, we may ask to prescreen you. All that is required for prescreening is your full legal name and date of birth. For more information on the Raptor system, please see the "Visiting School" section of this handbook.

If you do chaperone a field trip, you will be required to provide your own transportation and we ask that you not bring siblings as it creates more children to supervise and monitor.

Gifted Education

The STRETCH program serves qualifying gifted students in first through fifth grades. The program, under the direction of a teacher certified in Gifted Education, extends student learning through a variety of instructional strategies. Students participating in STRETCH go to the STRETCH Center at Washington Middle School one day each week for instruction. Kindergarten and first-grade students can participate in REACH at Bierbaum Elementary. Students are recommended for REACH by their classroom teacher. EXTEND is an opportunity for students in grades second through fifth grade who are closest to qualifying for STRETCH but did not qualify.

The STRETCH teacher comes to Bierbaum to work with students in REACH and EXTEND.

All first-grade students are screened for STRETCH. Parents and teachers may refer students in other grade levels for testing.

Grading and Report Cards

Report cards will be emailed to families quarterly, four times a year. Parents will have the opportunity to review their child's progress through conferences. Parents are encouraged to contact their student's teacher at any time to discuss the child's progress. Additionally, we will hold scheduled conferences each fall and each spring, on an as-needed basis. Informal conferences are encouraged, however, arrangements need to be made between the parent and teacher for a mutually suitable time.

Standards-Based Grading System

Students are graded developmentally for each academic/skill area using the following metrics:

3 = Meeting Expectations

2 = Approaching Expectations

1 = Beginning to Learn the Expectation

Hazardous Materials

The district will comply with all state and federal laws regarding the identification, management, and abatement of asbestos in district buildings. [Follow this link](#) to see the compliance measures followed by Mehlville.

Homework

Although students may not have assigned homework every evening, we encourage all of our students to read 15-20 minutes every night. For students who are or will be absent, homework may be requested from the office on the 2nd day of a student's absence. Those requests must be made by 9:30 am. Homework can be picked up from the school office at 3:00 pm.

Lost and Found

The Lost and Found is located near the cafeteria. To help identify lost items, we *strongly* encourage parents to label all school clothing and items brought to school.

MAP Testing

The Missouri Assessment Program (MAP) is administered to all students in grades three through five starting during the months of April and May. The state-mandated assessment is designed to monitor the progress of all students in meeting the Missouri Learning Standards, as set forth by the Missouri State Board of Education.

Students are tested at various grade levels in the areas of communication arts, math and science.

Meals

Breakfast

Bierbaum offers universal free breakfast for all students. Students wishing to receive a breakfast should report to the cafeteria before going to their classroom.

Lunch

Lunch is available for purchase by all students at the cost of \$2.40 per day (additional \$.20 for branded pizza days), reduced price (\$0.40) or free, depending on family income. Money can be sent by the day, week, month, etc. The school's computerized accounting system allows money to be deposited into each student's account and withdrawn as the student makes each meal purchase. Students are not allowed to pay cash for meals at lunchtime. The meal account is not a charge account for students. No credits will be issued to students with zero balances in their meal accounts.

All students are required to eat lunch in the cafeteria, whether they bring their lunches or buy their lunches, unless a teacher has made other arrangements. Students are expected to be orderly in line, to sit at their assigned tables as soon as served, to use good table manners, to talk quietly while eating and to leave the lunchroom when excused. Students are expected to clear their trash from the tables. For student health and safety of the students', food cannot be shared.

Because we have to serve a large number of students in a short amount of time, parents are not permitted to join their students for lunch. Additionally, we cannot accept food deliveries for students directly from restaurants or third parties such as DoorDash or Uber Eats. If food is brought to school by someone other than a parent, we will turn these deliveries away.

MySchoolBucks®

School Food & Nutrition Services offers MySchoolBucks, an online payment service that provides a quick and easy way to add money to your student's meal account using a credit/debit card or electronic check. You can also view recent purchases, check balances, and set-up low balance alerts for FREE!

Visit www.MySchoolBucks.com to register and add money to your student's account.

If you have any questions, contact MySchoolBucks directly at support@myschoolbucks.com or 1.855.832.5226. Visit myschoolbucks.com and click on Help All meal account balances will roll-over into the new system. Payments can also be sent to school in the form of cash or checks made payable to the Mehlville School District. If you have any questions about your student's meal account, please contact the School Food & Nutrition Office at 314.467.5250.

Menus

Monthly menus for breakfast and lunch are sent home through *Peach Jar* and hard copies can be obtained in the main office. You can also access menus on the district website using this link: [Mehlville School District Lunch Menus](#)

Free and Reduced Lunch and Breakfast

The processing of an *Approval of a Free and Reduced Price School Meals Family Application* determines qualification for a free and reduced lunch and breakfast. Contact the school office for a free/reduced lunch application. The form is also available online using this link: [Mehlville School District Free and Reduced Lunch Application](#).

Media Exclusion

Throughout the school year, teachers and other district personnel may take pictures and videos of students. Guardians that wish to not have these photographs published to district media platforms such as the Mehlville Messenger, school yearbooks, or social media should fill and submit the media exclusion form in the Parent Portal of our school information system.

Missouri Course Access Program (MOCAP)

Qualifying students may enroll in virtual courses offered in the Missouri Course Access Program (MOCAP) at district expense. [Click here](#) to learn more.

Nurse and Health Room

The school health room is located near the office and it is staffed daily from 8:30 until 3:35. The school nurse, Mrs. Michelle Ode may be reached at 314.467.5530. Preventative health care is a primary goal of Bierbaum Elementary. In addition to providing emergency care in case of accidents or illness, the nurse distributes prescription medication, reviews immunization records and conducts regular hearing and vision screenings for students. Referrals for follow-up care are made when indicated.

Medical Emergencies

The health room stocks epinephrine and emergency asthma medication for any student experiencing a medical emergency, if appropriate. If you do not want your child treated with these medications, please notify the nurse in writing.

Student Medications and Immunizations

Students cannot possess or administer their own over-the-counter or prescription medications. All medications must be administered by the school nurse. For more information, see [Policy JHCD](#) and [Procedure JHCD-AP\(1\)](#).

Information made available on immunizations, infectious diseases, medications, or other school health issues will be identical or similar to that produced by the Centers for Disease Control and Prevention ([Procedure KB-AP\(1\)](#)).

Ensure your child's well-being by:

- Keeping a child home if the child is running a fever, vomiting, and/or seems too ill to benefit from school.

Please remember a student must be fever, vomit and diarrhea free for twenty-four hours before they can return to school. Thank you for your help in this matter.

- Being responsible for having someone available to pick your child up from school if he/she is injured or sick at school.
- Being responsible for keeping all emergency data current. This includes a home and work telephone number, addresses and the names of other persons to which your child may be released. A yearly emergency form must be on file before a student may participate in field trips and sports activities.
- Calling or sending a note sharing any medical information that may affect your child's performance in school in any way.
- Sending a copy of all immunization boosters. Student records must remain current for the student to attend school. ***Missouri law does not allow for a grace period on immunizations.***
- Sending a copy of the results of physical examinations (required of all new students, pre-school, kindergarten, fourth, seventh and tenth grade students.)
- Sending all medications in the original container along with a note from the parent or guardian with specific instructions (signed and dated) and a prescription from your child's physician for all over-the-counter medications.

As the only medical professional on-site, all decisions regarding when a student cannot attend school for health reasons will be made by the school nurse.

Parent Portal

Parent Portal allows you to access information about your child. You can access it through a desktop or mobile web browser, or you can use the Parent Portal app (Tyler SIS Student 360 in the App Store and on Google Play). The new assessment icon and information is currently not available in the app. To see assessment scores, please log in through your desktop or mobile browser and not through the app.

To register: Due to the confidential nature of the material, please complete the [parental consent form](#) and return a copy of the form to the Bierbaum main office. A consent form must be submitted for each child in your family.

Parents as Teachers

Parents As Teachers, or PAT, is a nationally recognized, free program offered to all families in the Mehlville School District. It is a voluntary parent and child early education program. Parents with children from birth to age five are eligible. PAT educators work with families using developmental screening, home visits, group meetings, family activities and a referral network. For more information, call 314.467.5300.

Parent Teacher Association (PTA)

The Bierbaum Parent Teacher Association is open to all parents and guardians. The PTA sponsors many of the student and school activities. Generally, the PTA meets once a month on the first Thursday of the month.

Recess

Students will not go outside when the wind-chill is below 20 degrees. Students will not go outside when the heat index is higher than 95 degrees. Please help your student dress appropriately for weather, and realize that weather changes throughout the day. It would be very helpful to mark all coats, jackets, scarves, gloves

with your child's name in case these items are lost.

Releasing or Dismissing a Student

The safety and security of our students are always our first concerns. No child is to be released to **anyone** unless first cleared through the office. This is for the protection and safety of the child.

Parents, guardians, or an authorized substitute for the parent needing to take a child out of school should report to the office and sign out the student. The secretary will verify identification before releasing the student. The office will then call the student's teacher and ask for the student to be sent to the office for dismissal.

The district will release a student to either parent unless the district has a valid court order directing otherwise, or unless the parent requesting release is only entitled to supervised visitation. If district staff have concerns about releasing a student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders, contacting the other parent or contacting the proper authorities.

Teachers have been instructed not to release any child without office approval. Parents unable to pick up a child in person should contact the office to designate a substitute. Parents are encouraged to list authorized substitutes with the office ahead of time.

ParentSquare®

ParentSquare is a simple and collaborative school-home communication platform designed to reach and engage every parent via the communication type and frequency they prefer. Parents can choose to receive information via email, text, app notification and/or automated calls. They can also choose to receive all messages in a daily digest or immediately. ParentSquare allows for two-way translated communication and allows parents to keep track of news and updates from their children's schools and the district in one place.

Sexual Abuse and Health Instruction

The district offers instruction in human sexuality and will provide instruction regarding sexual abuse as required by law. This link contains [Policy IGAEB](#), which deals with sexual health instruction.

Social Media

Bierbaum Elementary as well as many classroom teachers make use of multiple social media platforms to share and celebrate what is happening at school. We invite you to engage with these platforms and share in these celebrations. However, we ask that when you do engage with any of our social media platforms, questions and comments should remain positive so that we can all serve as positive role models for our students. If you do have questions or concerns that would be better discussed in private, please give us a call or send an email.

The district uses many forms of social media to share the successes of our students, teachers, staff and community. A series of guidelines and rules are in place to make sure that social media is being properly and

responsibly used by staff, students and the community.

Mehlville Social Media Guidelines for Fans and Visitors

Mehlville's Facebook page and comments are reviewed daily by the communications department. We may remove comments that are inappropriate including:

- Spam
- Selling a product or service
- Inaccurate information
- Off-topic or unrelated to the Mehlville School District
- Personal attacks
- Language (comments including profane or provocative language; hateful, racially or ethnically offensive or derogatory content; threats; obscene or sexually explicit language will be removed.

The district reserves the right to block users from Mehlville's Facebook page for inappropriate use, and violations will be reported to Facebook.

Student Records

Families have privacy rights under the Family and Educational Rights and Privacy Act (FERPA). A list of these rights can be found in [Policy JO-1](#) and [Procedure JO-AP1](#).

Visiting School

All outside doors will be locked at all times. Please buzz in at the front door and state your reason for your visit. You may be asked additional questions prior to being buzzed into the building. Once you have entered the building, all visitors need to sign-in at the office and wear a visitor's badge.

Mehlville School District welcomes parents and other community members into our schools for special events, meetings, tours and other occasions. However, keeping our students and staff safe while at school is something we take very seriously. In order to increase security at all of our school buildings, we have started using the Raptor Visitor Management System to track visitors.

If you'd like to enter the building farther than the school office, you must register by presenting a valid, government-issued ID to the school's office staff. Registration takes a few minutes the first time because it requires an office staff member to complete the process. It will be quicker during subsequent visits. Parents volunteering to chaperone field trips will also be required to sign in utilizing Raptor.

Please know that safety is one of our top priorities. We do very much want to create an environment that is warm and welcoming to all of our families. These procedures must exist to take every possible precaution to keep our students safe.

Volunteering

Parents, grandparents, or other community members wishing to volunteer their time for the benefit of Bierbaum Elementary School may contact the school office or your child's teacher. Volunteers will fill out a Volunteer Agreement in the office before working with students. In addition to the satisfaction of working with young people, volunteers enjoy the appreciation of staff, students, and the community.

Withdrawing a Student

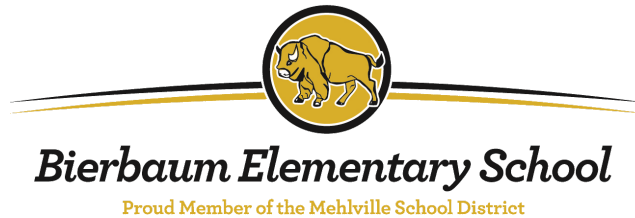
Parents should inform the elementary school at least one week prior to moving out of the district. The parent should return any library books and pay any fees or fines that are due. Students will only be withdrawn from Bierbaum Elementary upon receiving a request for the student's records from their new school. We will continue to track a student's attendance until this time. Failure to enroll in a new school could result in a referral to Children's Division or St. Louis County Family Court ([Policy JED](#) and [Regulation JED-R1](#)).

Weather Days

Y-Care

A Latch-Key program, offered by the South County YMCA, provides before and after-school childcare at Bierbaum Elementary. For specific information, call 849-9622 ext. 235. You can also visit their website at <http://www.ymcastlouis.org/locations/south-county-family-ymca>

Appendix A



Dear Parent or Guardian:

Each year we must inform our parents that Bierbaum Elementary receives Title I funds. In conjunction with receiving those funds we are required to let you know the following:

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.

Dr. Paul Morris

A handwritten signature in cursive script that reads "Paul Morris".

Principal

Bierbaum Elementary

Appendix B

Title I Program Parent and Family Involvement and Engagement

Bierbaum Policy

Bierbaum Elementary School and parents and family members of students participating in the Title I Part A program will jointly develop and agree upon a written parent and family involvement and engagement policy for the school that will establish the school's expectations and objectives for meaningful parent and family involvement and describe how the school will:

1. Involve parents and family members in the joint development of the Title I program plan. Parents and family members will also be involved in the development of support and improvement plans as required by law.
2. Provide the coordination, technical assistance and other support necessary to assist and build the capacity for all Title I schools in planning and implementing effective parent and family involvement and engagement activities to improve student academic achievement and school performance, which may

include meaningful consultation with employers, business leaders and philanthropic organizations or individuals with expertise in effectively engaging parents and family members in education.

3. Coordinate and integrate Title I parent and family involvement and engagement strategies, to the extent feasible and appropriate, with other federal, state and local laws and programs.

4. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content of the parent and family involvement and engagement policy and its effectiveness in improving the academic quality of the schools served. The school will use the findings of the evaluation to design strategies for more effective parent and family involvement and engagement and to revise, if necessary, the parent and family involvement and engagement policies. The evaluation will include identifying:

- ▶ Barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.

- ▶ The needs of parents and family members to assist with their students' learning, including engagement with school personnel and teachers.

- ▶ Strategies to support successful school and family interactions.

5. Involve parents in the activities of the schools served, which may include establishing a parent advisory board composed of parents and family members who adequately represent the needs of the population served by the Bierbaum Elementary. If created, the parent advisory board would be tasked with developing, reviewing and revising this policy.

主题 I (Title I)方案 家长及家庭参与和互动

Bierbaum政策

Bierbaum小学以及参加主题 I (Title I) A部分方案的学生的家长和家属会共同制定并在学校的书面上同意家长和家庭参与和互动政策, 以建立学校的期望和目标, 给重要的家长和家庭参与并描述学校会如何:

1. 让家长 and 家属参与联合制定主题 I (Title I)方案。家长和家属也会如同法律要求的参与在發展上的支援和改进方案。
2. 提供协调、技术援助和其他必要的支援, 以协助和建立所有主题 I (Title I) 的学校规划和实施有效的家长和家庭参与和互动活动的的能力, 以提高学生的学业成绩和学校表现, 可以包括向雇主、商业领袖和慈善组织或家长和家属有实际的参与教育的专业人士有重要的咨询会议。
3. 在可行和适当的范围内, 与其他联邦, 州和地方法律和方案, 作协调并整合主题 I (Title I) 家长和家庭参与及互动策略。
4. 在家长 and 家属的刻意的参与下, 每年评估家长和家庭参与和互动政策的内容及有效的提高所服务学校学术品质方面。学校会使利用评估结果来设计更有效的家长和家庭参与和约定的协议, 并在必要时修订家长和家庭参与和互动政策。评估会包括指出:
 - ▶ 针对多数参与於法律授权的活动中的家长, 特别是经济上处于不利的、身体有残缺、英语能力有限、读写能力有限或具有种族或少数民族背景的障碍。
 - ▶ 家长 and 家属的需求, 以协助他们的学生的学习, 包括与学校人员和教师的接触。
 - ▶ 支持学校和家庭互动成功的策略。
5. 让家长参与所服务学校的活动, 可包括设立由家长 and 家属组成的家长顾问委员会, 该委员会充分代表该区服务的人口的需求。如果设立家长顾问委员会, 该委员会的任务是制定, 审查和修订政策。

Title I Program Uključivanja I Angažovanja Roditelja I Porodice

Bierbaum Polisa

Bierbaum Osnovna Škola, roditelji i članovi porodice učenika koji učestvuju u" Title I Dio A" programa, zajednički će napraviti i pismeno usaglasiti polisu o uključenju roditelja i njihovom angažovanju u školi što će ustanoviti školska očekivanja i ciljeve od značaja za uključivanje roditelja i porodice i opisati kako će škola:

- 1. Uključiti roditelje i porodicu u zajednički razvoj plana "Title I" programa. Roditelji i članovi porodice će također biti uključeni u razvoj podrške i unapređenja plana u skladu sa zakonom.**
- 2. Obezbjediti kordinaciju, tehničku i drugu pomoć kao asistenciju neophodnu za izgradnju kapaciteta za" Title I" program u planiranju i implementaciji efektivnog uključivanja roditelja i porodice kao i u angažovanju u aktivnostima za unapređenje akademskog uspjeha učenika, školskog uspjeha, što može uključiti značajne konsultacije sa firmama, poslovnim liderima i filantropskim organizacijama ili pojedincima koji su stručnjaci za efikasno angažovanje roditelja i članova porodice u obrazovanju.**
- 3. Kordinirati i integrisati "Title I" strategije o uključivanju i angažovanju roditelja i članova porodice, do izvodljivog i odgovarajućeg stepena u skladu sa drugim federalnim, državnim i lokalnim zakonima i programima.**
- 4. Voditi sa smislom uključenje roditelja i članova porodica, obavljati redovnu godišnju ocjenu sadržaja polisa uključenja i angažovanja roditelja i članova porodice, njihove efikasnosti u poboljšanju akademskog kvaliteta od strane škole. Škola će koristiti rezultate ocjena za unapređenje strategija za što bolje i efikasnije uključivanje i angažovanje roditelja i članova porodica. Također će prerađivati polise ukoliko je potrebno. Ocjena će uključiti identifikovanje sljedećeg:**
 - _ Prepreke za što veće učešće od strane roditelja u aktivnostima propisanim zakonom ,ustvari učešće roditelja koja su u teškoj ekonomskoj situaciji, osoba sa invaliditetom, osoba koje imaju ograničeno znanje Engleskog, nepismenhi ili su bilo kojeg rasnog ili etničkog manjinskog porijekla.**
 - _ Potrebe od strane roditelja i članova porodice u pomaganju u učenju njihovom učeniku uključujući angažovanje sa školskim osobljem i učiteljima.**
 - _ Najbolje načine podrške uspjehu škole i saradnjom roditelja**
- 5. Uključiti roditelje u školske aktivnosti, što može biti formiranje školskog odbora za savjetovanje od strane roditelja i članova porodice koji adekvatno predstavljaju potrebe populacije Bierbaum škole. Ukoliko dođe do formiranja školskog odbora , isti će imati zadatak da napravi, pregleda i dopunjuje polise.**

Programa del Título I Participación y compromiso de padres y familias

Política de Bierbaum

La Escuela Primaria Bierbaum y los padres y familiares de los estudiantes que participan en el Programa Título I Parte A desarrollarán y acordarán conjuntamente una política escrita de participación y compromiso de los padres y la familia para la escuela que establecerá las expectativas y objetivos de la escuela para una participación significativa de los padres y la familia y, describe cómo la escuela:

- 1. Involucrará a los padres y familiares en el desarrollo conjunto del plan del programa Título I. Los padres y los familiares también participarán en el desarrollo de planes de apoyo y mejora según lo exija la ley.**
- 2. Proporcionará la coordinación, asistencia técnica y otro tipo de apoyo necesario para ayudar y desarrollar la capacidad de todas las escuelas de Título I en la planificación e implementación de actividades efectivas de participación y compromiso de padres y familias para mejorar el logro académico de los estudiantes y el rendimiento escolar, lo que puede incluir consultas significativas con los empleadores, líderes empresariales y organizaciones filantrópicas o individuos con experiencia en involucrar efectivamente a padres y familiares en la educación.**
- 3. Coordinar e integrar las estrategias de participación y compromiso de padres y familias del Título I, en la medida de lo posible y apropiado, con otras leyes y programas federales, estatales y locales.**
- 4. Llevará a cabo, con la participación significativa de los padres y familiares, una evaluación anual del contenido de la política de participación y compromiso de los padres y la familia y su efectividad para mejorar la calidad académica de las escuelas atendidas. La escuela utilizará los resultados de la evaluación para diseñar estrategias para una participación y compromiso de padres y familias más efectivas y para revisar, si es necesario, las políticas de participación y compromiso de padres y familias. La evaluación incluirá la identificación de:**
 - Barreras para una mayor participación de los padres en actividades autorizadas por la ley, particularmente para padres que están en desventaja económica, tienen discapacidades, tienen un dominio limitado del inglés, tienen un alfabetismo limitado o son de cualquier origen racial o étnico minoritario.**
 - Las necesidades de los padres y los familiares para ayudar con el aprendizaje de sus estudiantes, incluido el compromiso con el personal escolar y los profesores.**
 - Estrategias para apoyar las interacciones exitosas entre la escuela y la familia.**
- 5. Involucrará a los padres en las actividades de las escuelas atendidas, lo que puede incluir el establecimiento de una junta asesora de padres compuesta por padres y familiares que representen adecuadamente las necesidades de la población atendida por la Primaria Bierbaum. Si se crea, la junta asesora de padres se encargará de desarrollar, examinar y revisar esta política.**

Sự Cộng tác và Tham gia của Phụ huynh và Gia đình trong Chương trình Title I

Chính sách của Bierbaum

Trường tiểu học *Bierbaum* cùng phụ huynh và các thành viên gia đình của học sinh tham gia chương trình Title I Part A sẽ cùng phát triển và đồng ý với chính sách tham gia và cộng tác của phụ huynh và gia đình cho nhà trường. Chính sách này nhằm thiết lập các kỳ vọng và mục tiêu của trường cho sự tham gia của phụ huynh và gia đình và mô tả cách trường học sẽ:

- 1. Thu hút phụ huynh và các thành viên gia đình tham gia xây dựng kế hoạch chương trình Title I. Phụ huynh và thành viên gia đình cũng sẽ tham gia vào việc xây dựng các kế hoạch hỗ trợ và cải thiện theo yêu cầu của pháp luật.**
- 2. Cung cấp sự phối hợp, hỗ trợ kỹ thuật và các hỗ trợ cần thiết khác để giúp xây dựng năng lực cho tất cả các trường Title I trong việc lập kế hoạch và triển khai các hoạt động thu hút sự tham gia của phụ huynh và gia đình một cách hiệu quả nhằm cải thiện học lực và thành tích học tập của học sinh. Điều này có thể bao gồm tham vấn với nhà tuyển dụng, lãnh đạo doanh nghiệp và các tổ chức từ thiện hoặc cá nhân có chuyên môn trong việc thu hút cha mẹ và các thành viên gia đình trong giáo dục một cách hiệu quả.**
- 3. Điều hành và hợp nhất các chiến lược thu hút sự tham gia của phụ huynh và gia đình Title I, ở mức độ khả thi và phù hợp với các chương trình và luật pháp liên bang, tiểu bang và ở địa phương.**
- 4. Thực hiện đánh giá hàng năm về nội dung của chính sách thu hút sự tham gia của phụ huynh và gia đình và hiệu quả của nó trong việc cải thiện chất lượng học tập của các trường được phục vụ với sự tham gia đầy ý nghĩa của phụ huynh cùng các thành viên trong gia đình. Nhà trường sẽ sử dụng các kết quả đánh giá để thiết kế các chiến lược nhằm thu hút sự tham gia và cộng tác của phụ huynh cùng gia đình hiệu quả hơn và để sửa đổi các chính sách tham gia và cộng tác của phụ huynh và gia đình nếu cần thiết. Việc đánh giá sẽ bao gồm xác định:**
 - ▶ Rào cản phụ huynh tham gia nhiều hơn vào các hoạt động được pháp luật cho phép, đặc biệt là các bậc cha mẹ có hoàn cảnh khó khăn về kinh tế, khuyết tật, trình độ tiếng Anh hạn chế, trình độ hiểu biết hạn chế hoặc thuộc bất kỳ chủng tộc hoặc dân tộc thiểu số nào.
 - ▶ Nhu cầu của phụ huynh và thành viên gia đình cần hỗ trợ việc học tập của học sinh, bao gồm cả sự giao tiếp với nhân viên nhà trường và giáo viên.
 - ▶ Các chiến lược để hỗ trợ sự tương tác giữa trường học và gia đình thành công.
- 5. Thu hút phụ huynh tham gia vào các hoạt động của các trường. Điều này có thể bao gồm thành lập ban cố vấn phụ huynh gồm phụ huynh và thành viên trong gia đình, những người đại diện đầy đủ cho nhu cầu của dân số phục vụ trong khu vực. Nếu được tạo ra, hội đồng tư vấn phụ huynh sẽ được giao nhiệm vụ phát triển, xem xét và sửa đổi chính sách này.**

برنامج الحق الأول: مشاركة و اندماج الوالدين والأسرة

سياسة مدرسة بيبيرام

سوف تقوم مدرسة بيبيرام الابتدائية وأولياء الأمور وأفراد أسر الطلاب المشاركين في برنامج "الحق الأول" بتطوير والاتفاق على سياسة المدرسة بخصوص مشاركة واندماج الوالدين والأسرة والمدرسة ، والتي ستحدد توقعات المدرسة وأهدافها من أجل مشاركة أولياء الأمور والأسرة بشكل فعال. ووصف كيف سوف تقوم المدرسة:

1. إشراك الآباء وأفراد الأسرة في التطوير المشترك لخطة برنامج الحق الأول. سوف يشارك الآباء وأفراد الأسرة أيضًا في تطوير خطط الدعم والتحسين وفقًا لما يقتضيه القانون.

2. توفير التنسيق والمساعدة الفنية وغيرها من أشكال الدعم اللازمة لمساعدة وبناء القدرات لجميع مدارس برنامج "الحق الأول" في تخطيط وتنفيذ أنشطة مشاركة ودمج الوالدين والأسر الفعالة لتحسين التحصيل الدراسي للطلاب والأداء المدرسي ، والتي قد تشمل استشارة هادفة مع أرباب العمل ، قادة الأعمال والمنظمات الخيرية أو الأفراد ذوي الخبرة في إشراك الآباء وأفراد الأسرة بشكل فعال في التعليم.

3. تنسيق وإدماج آباء وأفراد الأسرة لبرنامج "الحق الأول" واستراتيجيات المشاركة، بالقدر الممكن والملائم ، مع القوانين والبرامج الفدرالية و برامج الولاية والمحلية الأخرى.

4. إجراء تقييم سنوي ، بمشاركة هادفة من الآباء وأفراد الأسرة ، لمحتوى سياسة مشاركة واندماج الآباء والأسرة وفعاليتها في تحسين الجودة الأكاديمية للمدارس التي تخدمها. ستستخدم المدرسة نتائج التقييم لتصميم استراتيجيات لإشراك ودمج الوالدين والأسرة بشكل أكثر فاعلية ومراجعة سياسات مشاركة الوالدين والأسرة إذا لزم الأمر. سيشمل التقييم تحديد:

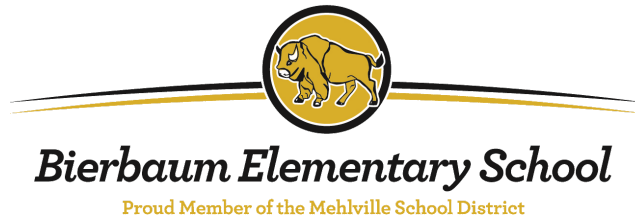
► العوائق التي تحول دون مشاركة أكبر من أولياء الأمور في الأنشطة التي يجيزها القانون ، وخاصةً الأهل المتعسرون اقتصاديًا أو الذين لديهم إعاقات ، أو محدودي اللغة الإنجليزية ، أو لديهم معرفة محدودة بالقراءة والكتابة ، أو لديهم أية خلفية ذات اقلية عرقية.

► احتياجات أولياء الأمور وأفراد الأسرة للمساعدة في تعلم طلابهم ، بما في ذلك التواصل مع موظفي المدارس والمعلمين.

► استراتيجيات لدعم التفاعلات المدرسية والعائلية الناجحة.

5. إشراك أولياء الأمور في أنشطة المدارس المخدومة ، والتي قد تشمل إنشاء مجلس استشاري للآباء يتألف من أولياء الأمور وأفراد الأسرة الذين يمثلون بشكل كاف احتياجات السكان الذين تخدمهم مدرسة بيبيرام الابتدائية. إذا تم إنشاؤه ، فسيتم تكليف مجلس الآباء الاستشاري بوضع هذه السياسة وتقييمها ومراجعتها.

Appendix C



Dear Parent or Guardian:

According to the Every Student Succeeds Act of 2015 (Public Law 114-95), our Title I school is required to inform you about students in transition (homeless).

Section 725(2) of the McKinney-Vento Act defines “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes—

Children and youths who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled-up”);
- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- living in emergency or transitional shelters; or
- abandoned in hospitals;

Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;

Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

Migratory children who qualify as homeless because they are living in circumstances described.

If you feel this may describe your situation, please contact our school for further assistance.

Sincerely,

Dr. Paul Morris

A handwritten signature in black ink that reads "Paul Morris". The signature is written in a cursive, flowing style.

Principal

Bierbaum Elementary

Appendix D

Missouri Department of Elementary and Secondary Education

Every Student Succeeds Act of 2015 (ESSA)

COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education	
Complaint Procedures for ESSA Programs Table of Contents	
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	Complaints filed with the Department
4. How will a complaint filed with the LEA be investigated?	6. How can a complaint be filed with the Department?
5. What happens if a complaint is not resolved at the local level (LEA)?	7. How will a complaint filed with the Department be investigated?
	8. How are complaints related to equitable services to nonpublic school children handled differently?

Appeals

9. How will appeals to the Department be investigated?

10. What happens if the complaint is not resolved at the state level (the Department)?

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

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

8. How are complaints related to equitable services to nonpublic school children handled differently?

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

9. How will appeals to the Department be investigated?

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

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

¹Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V
Revised 4/17

²In 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.

Appendix E



Parent Rights and Title 1 Information

If a parent or legal guardian has a concern regarding their child(ren), they may contact Bierbaums school office at

314-467-5500 to either discuss the matter with Dr. Morris or to schedule a meeting. Dr. Morris will return phone calls or set up a meeting as soon as possible to discuss the concern. Teachers and counselors may be invited to attend if needed. I, Dr. Morris, certify that all teachers teaching core subjects at Bierbaum Elementary are highly

qualified. They all have full state certification and hold a license to teach in Missouri. They have a bachelor's degree or higher. All teachers have demonstrated subject-matter competency in each of the academic subjects in which they teach.

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.