
Betty Wheeler Classical Junior Academy



Family Handbook 2022-2023

Betty Wheeler Classical Junior Academy

5031 Potomac Street

St. Louis, Missouri 63139

Telephone (314) 353-8875

Fax (314) 244-1806

BWCJA School Website: <https://www.slps.org/Domain/962>

BWCJA PTO website: www.CJApto.com

School Hours 9:10am – 4:07pm

Office Hours: 8:00am – 4:30pm

Table of Contents

Welcome Back Letter:	3
History:	4
Vision, Mission, Core Values:	5
Pledge & Student Motto:	6
Important Telephone Numbers:	6
School Partnerships:	7
Policies, Procedures, and Student Expectations:	8-22
Dress Code:	23



Betty Wheeler Classical Junior Academy
 5031 Potomac Street
 St. Louis, MO 63139
 Telephone: (314) 353-8875
 FAX: (314) 244-1806

Welcome to a New School Year!

I hope you enjoyed your summer vacation. As we continue to learn together, we are more committed than ever to focus on the following tenets to provide the best curriculum and instruction for your gifted learner:

Mission: meet the unique academic and affective needs of the gifted and talented student.

Vision: provide a unique, safe and nurturing school fostering academic achievement and serving the diverse population of gifted and talented students, and providing:

- Student - centered inquiry based gifted curriculum designed to develop creativity, critical thinking and problem solving skills.
 We are committed to implementing problem and project based learning for all students.
- Employing technology to aid learning in and out of the classroom setting and providing opportunities for students to apply skills learned to help understand real world problems.
 We are committed to participating in hands-on technology training.
 We are committed to developing and implementing technology curriculum to ensure that students are proficient in these areas.
- Collaborating with faculty, students, parents, and the community to build a sense of school pride, responsibility, belonging, and a desire for academic excellence.
 We are committed to developing community partnerships.
 We are committed to working with parents in the area of school programming.

Core Values: develop the traits of honesty, kindness, respect, and responsibility.

We have high expectations and plans to support each child so that they will be successful at Betty Wheeler Classical Junior Academy. I am glad that you are a part of our learning community. As always, please feel free to contact me at 314.353.8875 or Steven-Kyle.Jefferson@slps.org.

Principal
 Dr. Steven-Kyle Jefferson

History of Betty Wheeler Classical Junior Academy

Betty Wheeler Classical Junior Academy is a full-time, tuition-free Gifted and Talented Magnet School located just south of “The Hill,” an historic Italian neighborhood in St. Louis, MO. Built in 1928, and dedicated in 1930, BWCJA (formerly Kennard CJA) served as a Junior Naval ROTC Middle School, JNROTC High School, and as a centralized pupil personnel services facility. After serving thousands of students and their families for more than five decades, BWCJA closed in 1989 and reopened in 1990 as an elementary Gifted and Talented Magnet School as part of the magnet school system tied to the city’s desegregation plan. In 2022, the school was renamed in honor of Betty Wheeler, a life-long educator and the founder of Metro High School. The diverse student population consists of urban and suburban students from a wide range of cultures, ethnic backgrounds, and socio-economic groups. Student acceptance to BWCJA is in accordance to the state criteria for gifted identification, as well as Saint Louis Public Schools’ criteria for magnet school placement.

The school’s vision is to provide a unique, safe, and nurturing school fostering academic achievement and serving the diverse population of gifted and talented students. BWCJA provides a student-centered, inquiry-based gifted curriculum designed to develop creativity, critical thinking, and problem-solving skills. Student achievement data affirms that the school is on the right track of achieving our vision through narrowing the achievement gap in math and communication arts; and supporting gifted students who are either struggling or exceeding expectations in their core content areas. Students attending BWCJA have divergent learning needs that not only require a special curriculum, but specialized staff and resources to implement the curriculum with fidelity. Since Betty Wheeler Classical Junior Academy does not qualify for special state or federal funding, the learning community relies on trained, dedicated, and flexible professionals who not only train staff, but also provide educational programs to students.

BWCJA Tiger Pride permeates the school. Brightly colored murals painted by students, teachers, and parents serve as teaching tools. A day-at-a-glance consists of the following: medical interns from Washington University providing a hands-on explanation of the brain to third graders; students receiving individual or small group tutoring; students hanging posters to promote a service-learning project; Tiger Family meetings; or grade level teachers planning lessons. An evening-at-a-glance consists of the following: volunteers setting up for the book fair, school dance, or parent/teacher meeting; Boy Scout Pack meetings; Girl Scout Troop meetings; or after-school chess club.

Betty Wheeler Classical Junior Academy has the following awards: 2017 National School of Character; 2016 Missouri State School of Character; 2014, 2015, 2016 and 2017 Promising Practice in Character Education; 2003, 2009, and 2015 Missouri Gold Star Award. Also as a recipient of the prestigious 2009 and 2016 National Blue Ribbon Award, the staff aspires to implement the latest innovations and best practices in teaching and learning.

BWCJA’s professional learning community supports the needs of gifted students by implementing the policies and practices defined by the National Association for Gifted Children

(NAGC). As a result, BWCJA stakeholders support high expectations regarding student achievement and readily accept responsibility for student learning.

Betty Wheeler Classical Junior Academy Vision and Mission Statements

Mission: The mission of Betty Wheeler Classical Junior Academy is to meet the unique academic and affective needs of the gifted and talented student.

Vision: The vision of Betty Wheeler Classical Junior Academy is to provide a unique, safe and nurturing school fostering academic achievement and serving the diverse population of gifted and talented students, and providing:

- Student - centered inquiry based gifted curriculum designed to develop creativity, critical thinking and problem solving skills.

We are committed to implementing problem and project based learning for all students.

- Employing technology to aid learning in and out of the classroom setting and providing opportunities for students to apply skills learned to help understand real world problems.

We are committed to participating in hands-on technology training.

We are committed to developing and implementing technology curriculum to ensure that students are proficient in these areas.

- Collaborating with faculty, students, parents, and the community to build a sense of school pride, responsibility, belonging, and a desire for academic excellence.

We are committed to developing community partnerships.

We are committed to working with parents in the area of school programming.

Betty Wheeler Classical Junior Academy Core Values

Betty Wheeler Classical Junior Academy's character education journey continues with the implementation of four core values that reinforce and align with our Tiger Families initiative. The values selected by our learning community are:

- Honesty: Truthfulness and sincerity; free from deception
- Kindness: Being gentle, willing to help, friendly, courteous, and considerate

- Respect: Showing regard for the worth of someone or something
- Responsibility: Taking care of one's self and others; to carry out a duty or task carefully and thoroughly

School Pledge

I pledge to be at school on time.
I will be there before the school bells chime.
I will work hard every day I am there.
I will think hard and I will be aware.
I will study every night and day.
I will keep on learning every day.
CJA, CJA, I pledge to you, that
I will do the best that I can do.
Yea CJA!

School Motto

I will strive for excellence in all that I do I will
be the best you and me be the best you!
Margaret Franklin and the CJA Radio Students 2006

Important Telephone Numbers

- St. Louis Public Schools: 231-3720
- Betty Wheeler Classical Junior Academy School: 353-8875
- Student Recruitment and Placement: 633-5200
- Gifted and Talented Office: 345-4548
- Transportation: City Residents contact Transportation Main Line: 314-345-4469, Fax Number: 314-244-1955, or [SLPS Transportation](#)
- Transportation: County Residents contact Susan Bien, VICC Transportation Manager, 314.721.8657 ext. 3034; sbien@choicecorp.org

Partnerships

4-H Robotics STEM Educators

University of Missouri Extension
132 E. Monroe Kirkwood, MO 63122

Vincent McKinney

Email: mckinneyv@missouri.edu

Phone: 314-400-2115

Bailey Lutz

Email: lutzbn@missouri.edu

Phone: 314-700-7288

Boy Scouts Matt

Jackson Email:

mattjacksonphotography@gmail.com

**Chess Club & Scholastic Center of
Saint Louis**

Tony Chen

4657 Maryland Ave St. Louis, MO 63108 W:
(314) 243-1555 F: (314) 361-5465

tchen@saintlouischessclub.org

Girls on the Run

Emma Mueller

Email: emma.mueller@slps.org

Phone: 314-353-8875

Girl Scouts

Kate Metzger, Troop Organizer

Email: Funfood78@yahoo.com

Phone: 314-543-0231

Missouri Botanical Gardens

Litzsinger Road Ecology Center

Eddie Jones

Email: eddie@lrec.net

9711 Litzsinger Road

St. Louis, MO 63124 314-409-
4947

Saint Louis Public Library

Krista Rakers

Regional Youth Librarian

Buder Branch

4401 Hampton St. Louis MO, 63109

krakers@slpl.org 314-352-2900

St. Mark's Episcopal Church

Rev. Mark Kozielec/Pastor Rev.

Jerre Birdsong/Deacon 4714

Clifton Ave.

St. Louis, MO 63109

Email: jebirdsong@att.net

Phone: 314.962-6639

South City Family YMCA "Y Club"

Cheryl A. Roe: District Director

Child Care Services

South City Family YMCA

3150 Sublette Ave St. Louis, MO 63139

Email: croe@ymcastlouis.org

Phone: 314-644-3100

University of Missouri-Saint Louis

College of Education-Studio Schools

Clinical Instructor: Deanna Granger

Email: GrangerDD@umsl.edu

Phone: 314-518-41

BWCJA Policies, Procedures, and Student Expectations

Absenteeism/Tardiness

When a student is late or absent, family should call the main office by 9:45am (353.8875). Teachers may also be notified through email. Families are notified via School Reach (automated messaging system) if a child is absent and the school office has not been contacted by 10:00am. If the student's absence is due to a medical concern, please remember to contact the school nurse.

Arrival Procedures

- Students should not arrive to school before 8:45am, unless they are participating in the YMCA Y Club Before/After School Program on site. Morning yard supervision begins at 8:45am in the east schoolyard.
- The YMCA Y Club Before/After School Program participants must use the south door facing Potomac between the hours of 6:30am – 8:45am.
- Breakfast is from 8:45am – 9:15am in the cafeteria. Students must eat before they go to play areas.
- Students will line up according to homerooms beginning at 9:05am.
- Students arriving late to school must enter the front door, accompanied by an adult, and report to the office.

Assembly Procedures

- Classes will be called to the place of assembly by the office staff.
- Students will proceed to assembly following hall procedures.
- Students will enter and sit quietly as directed by adults.
- Students are expected to be a polite audience.
- Staff will actively supervise students.
- Students who have difficulty following assembly guidelines will be removed. Removal must not disrupt the assembly.
- Students will leave quietly and promptly as directed by adults.

Attendance

Families and school personnel are obligated to see that their children maintain regular school attendance. Children who are late for school are to report directly to the school office with a family member or legal guardian. Leaving school early is strongly discouraged except for unavoidable circumstances. Tardies and early releases are cumulative and accrue toward an absence.

- Please schedule medical and dental appointments around school hours when possible.

- If appointments must be made during school hours, try to secure them at the very beginning of school or toward the end of the school day.
- If children have to be gone during the middle of the day, they should come to school at the usual time, be picked up for the appointment and then returned to school following the appointment.
- If at all possible, avoid taking students out of school for vacations. It not only interrupts the educational process, but also can have a very definite financial impact on your school district.
- If your child expresses hesitancy about coming to school, please contact the classroom teacher as soon as possible. Once the problem is solved, the child can then again experience a positive feeling about school and learning.
- The social worker and or counselor are available to assist parents of students with consecutive absences or a pattern of absences, tardies, and early dismissals.
- Students with perfect attendance will be recognized at the end of the year.

Before and After School Care

The South City YMCA offers a school age childcare program at BWCJA. This program has hours both before and after school. Students may attend "**Y Club**" starting at 6:30am until the start of school each morning and after school until 6:00pm. You are responsible for dropping off and picking up your child, and the program only operates when school is in session. For more information, call the South City Family YMCA at 314.644.3100.

Breakfast/Lunch Program

School food services programs are implemented in accordance with USDA School Meal Program, Health, and Wellness Policy. The menus reflect the Missouri Advanced Eat Smart Guidelines. SLPS operates under a revised meal service policy that will allow all SLPS schoolchildren to eat a free breakfast and lunch without having to fill out a Family Application for Meal Benefits. If a student chooses to go back through the line for seconds they must pay: \$1.10 (elementary), \$1.20 (middle), \$1.35 (high), and additional milk is 40 cents. Each student has a meal account for school lunches. Students can access this account with a personal identification number (PIN), which will remain the same each year. Each student will enter his/her PIN using a keypad when receiving lunch. In addition, the Saint Louis Public School District is a Pork Free District. No products served contain pork throughout every school meal. Breakfast begins at 8:45am and ends at 9:10am. Students that arrive to school late may receive a meal. Students are required to eat before they play. Lunches are served daily and a menu is distributed monthly. Go to <http://www.slps.org/menus> to see the monthly menu. Milk is available for purchase to students who bring their lunches.

Birthday Treat Policy

Although we understand the importance of birthdays, effective immediately, edible birthday treats may not be brought to school to share with other students. Due to the increased number of students with potentially life-threatening dietary restrictions and other concerns, it is necessary to revise past practices of celebrating birthdays at BWCJA. Also, due to the amount of classroom time invested in birthday treat delivery, and the fact that not all students can afford to bring treats, causing embarrassment, we feel this policy will best meet the needs of our students overall. Below are several options to honor the special day:

- A favorite book donated to the classroom with the student's name inside.
- A favorite book donated to our school library with the student's name inside.
- Pencils, stickers, or other non-edible tokens that are easily distributed with minimum loss of instruction time.
- This change of procedure does not apply to teacher-planned events.

Bus Procedures

Riding the school bus is a privilege not a right. Students riding the bus must obey bus rules as outlined in the **SLPS Student Code of Conduct Handbook**. Students must sit quietly in their seats and follow all directions given by the bus driver. Bus write-ups are sent to families. Students creating a disturbance on the bus may receive a bus suspension. During a bus suspension, parents must provide transportation for the student to and from school. Notify Missouri Central Bus Company if a new bus route is needed at **314.449.9162**.

For bus dismissal:

- Go to your designed bus area, be seated, and use quiet voices
- When your bus is called, exit your area in a single file
- **WALK** to your bus, cab, or van, when dismissed
- Follow directions of staff on duty

Cafeteria Procedures

Teachers will escort their students to the lunch room at the designated time and pick them up from the school yard after lunch. Students must eat their food in the cafeteria and are allowed to take water and restroom breaks during lunch. Teachers will also allow students to use the restroom before returning to class. Please have your children dress appropriately for the weather, as we will take recess outdoors as much as possible.

Expectations for Cafeteria Behavior

- Students will stand in line quietly.
- Students will not share food with others.
- Students will ask permission before leaving their seat.
- Students will talk in a conversational tone.
- Students will clean up area after eating.
- Staff will actively supervise students.

Calendars

School calendars of activities, meetings, programs, etc. are available electronically during the school year. SLPS Academic Calendar is at www.slps.org

Change of Address

Parents must notify the school in person and show proof of residency for any change of address. Also, immediately contact the school to report any change of telephone number, employment, or other student contact information. In addition, notify Missouri Central Bus Company if a new bus route is needed at 314.449.9162.

Class Rules

Teachers will develop, discuss, and post their classroom rules with student input. All rules and expectations must be in accordance with district policy.

Communication

Communication between home and school includes, but is not limited to the following: websites, classroom newsletters/updates, a monthly newsletter from the principal (Principal Message, and School Messenger for important St. Louis Public Schools (SLPS) district information. School Messenger is a telephone notification system that allows SLPS to send a telephone or e-mail message to you providing important information about district events or emergencies. The successful delivery of information to your home is dependent upon accurate contact information for each student. Please be sure the most current telephone numbers are on file at the school. It is pertinent that you contact the secretary as well as your child's teacher if your contact information changes. If you would like to receive information for more than one household, notify your child's teacher.

Conferences

- District parent-teacher conferences are held in the fall and in the spring. Your parent-teacher conference time will be arranged with your child's teacher.
- Report cards are distributed during the conferences. Additional conferences to discuss a student's academic progress or behavior may be requested by the parent/guardian, teacher, or an administrator and will be held by appointment only.
- Conferences are not conducted when teachers are providing instruction or supervising students.

Counselor

Parents and students have access to counseling services on site. Parents or teachers may request services for any student enrolled at BWCJA.

Discipline

Students must comply with all classroom, school, and district rules.

Each family will receive a SLPS Parent Information Guide and Student Code of Conduct Handbook. Parents and students are responsible for reading the handbook, signing and returning the Parent Affidavit page to the classroom teacher. Review the handbook at www.slps.org; go to Parents and Students and click on Student Code of Conduct Handbook.

Dismissal

- The BWCJA school day ends at **4:07pm** at which time the students are promptly dismissed. Staff is posted on both playgrounds and in the gym to direct students.
- Please plan your day so that students are picked up on time. All students must be picked by 4:07pm each day, unless they are under the direct supervision of a teacher or have an approved practice or sponsored activity, such as Chess Club, Scouts, etc.
- If a child is not picked up by **4:07pm**, the child will be escorted to the main office. Repeated incidents may result in support from the Department of Children and Family Services.
- Please do not park, drive or walk through the teacher parking lot (east) to pick up students.
- Please make every effort **not** to call the office at the end of the day to request changes in dismissal procedures unless necessary. Dismissal requests made after **3:30pm** may not be accommodated.

- If your child has a change in their dismissal routine, please notify the classroom teacher in writing.

Early Dismissal Procedures

- Students need to be at school all day; try not to pick up students early unless it is unavoidable. If you must pick up your child before 4:07pm, please come to the office and sign out your child.
- Send a note to the teacher stating who will pick up the child and the time the student will be picked up. The adult picking up the child must be listed on the Authorized Pick-Up Form on file in the main office.
- Complete the early dismissal sign out sheet stating the nature of the early dismissal. Students will be called to the office and parents may wait for them in the front hall outside the office.
- Please do not go to the classroom to pick up your child. The secretary will notify the classroom teacher and the child will be sent to the office. Due to safety concerns, children are not allowed to wait in the office or hall.
- We will not release children until we are sure that proper arrangements have been provided.
- Also, remember to park on the street when picking students up for early dismissal.

Early Dismissal Procedures for Pre-K, Kindergarten, and 1st grade

- Custodial Parent/Legal Guardian/Designee must report to the main office.
- Custodial Parent/Legal Guardian/Designee must show photo identification that matches the name on a Designee Form (Authorized Pick-up Form).
- Custodial Parent/Legal Guardian/Designee must be at least 18 years old.
- Custodial Parent/Legal Guardian/Designee must sign the Early Dismissal Book and the front office staff will then complete an early dismissal slip which will be given to the parent/authorized person to give to the teacher. NO CHILD SHOULD LEAVE A CLASSROOM WITHOUT AN EARLY DISMISSAL SLIP FROM THE FRONT OFFICE.
- School Official/Office Personnel must notify the teacher by Public Announcement System/Telephone that an authorized adult is picking up the child. Parent/Authorized Person may then proceed to the classroom to pick up the child. Parent/Authorized Person will present the early dismissal slip to the teacher; child is then released to the parent/authorized person.
- Parents must also sign the logbook in the child's classroom.

SLPS Protocol for Students Left at School after Dismissal

When students are left at school after hours, and family or guardian cannot be reached, the principal/staff member must contact St. Louis Public School Safety.

- School Safety will assist by contacting the student's home.
- A SLPS Officer will respond to the school to remain with the staff member until the student has been picked up or transported home.
- School Safety will make every effort to contact a parent or the emergency contact before notifying the police.

Dogs and Other Furry Friends

As a rule, dogs and other animals are not welcome at school. If families are including a dog walk at the same time they are picking up or dropping off their child, we request that you meet or say goodbye to your child at the gates, thereby not bringing the dog on campus. This precaution will help keep your pet from being overrun by well-meaning children and assure that our children are safe during the busy arrival and dismissal times. We have several students who are either afraid or allergic to certain types of pets, so this policy keeps our school environment safe and friendly.

Emergency Calls

Families are called immediately in cases of accidents, illness, or emergencies. Please provide a number for guardian (home, work, cell, etc.) and another contact person in the event a guardian cannot be reached.

Emergency Drills

Staff and students participate in the following Safety Drills during the school year:

- 10 Fire drills
- 2 Earthquake drills
- 2 Intruder drills
- 2 Tornado drills

Students are to follow the directions of the teacher or staff member and everyone is to respond quickly and calmly as they leave the building through the assigned exit.

Emergency Exit Procedures

- Students will follow their teacher directions, which are based on emergency directions, posted inside each classroom.
- Students will model the expectations for **Hall Procedures**.
- If an emergency drill occurs while a student is out of the classroom, the student should move with the class closest to him/her.

Emergency Shelter

Staff will follow procedures outlined in the **SLPS Emergency/Crisis Procedures Guide**. BWCJA's evacuation center is Central Visual Performing Arts (VPA) High School located at 3125 South Kingshighway. The telephone number is 771.2772.

Entering & Exiting the Building

- The east playground and west gym doors will be opened at 8:45am for arrivals.
- Children are to stay on the playground (during good weather) or in the gym (during inclement weather). Adults are in the hallways and on the playground or in the gym during this time. These doors will be locked at 9:10am.
- All doors will remain locked until the afternoon pickup at 4:07pm, at which time they will be unlocked. The gym entrance/exit doors will adhere to the same time schedule.
- Staff members will not be available to open locked entrances/exits between 9:10am and 4:07pm. Please use the main entrance.
- Any properly authorized adult wishing to pick up a child between 9:10am and 4:07pm must ring the front entrance doorbell and enter the building through the front doors. Anyone picking up a child, other than parents and legal guardians, must be listed on the emergency form and they will be asked to show ID.
- IDs will be checked. We appreciate your patience when asked to show your ID and/or wear a visitor or volunteer tag.
- People entering our school through the front door during school hours will be asked to identify themselves and/or tell us of the specific nature of the visit via the intercom system after ringing the bell.
- All visitors and volunteers will be asked to wear a tag identifying you as a visitor or volunteer. This does not include people coming into the office just to pick up a student.
- The north side pre-school doors, #3 and #4, should not be used for dismissal due to student safety concerns in crossing the bus lot.

Facility Usage

The Board of Education may permit individuals or organizations to use public school property for public discussions, meetings, and other civic, social, or educational purposes, if such activities do not interfere with the primary operations of the St. Louis Public Schools. *Use of Building Permits* can be obtained from the secretary or online <http://www.slps.org>

Field Trips

Field trips are educational, enriching experiences that serve to enhance and reinforce classroom learning and are approved by the building administrator. Students must abide by all school policies during field-trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. In order to attend a field trip, a signed permission form is required by the student's parent or guardian. For the safety of students, verbal permission and telephone calls rendering permission will not be accepted; however, faxes can be accepted if necessary. Teachers may request that parents accompany a child on a field trip. Parents serving as chaperones must be approved volunteers.

Fund-raising

All fund-raising activities that involve SLPS students must adhere to the **Fund-raising and/or Collection of Monies Policy**. All fund-raising requests must be discussed and, subsequently, approved or denied by the building principal. All fund-raising activities are subject to internal audits of all expenditures. No one is permitted to sell items on school property that benefit any outside organization without proper authorization. Students are not to sell items door to door, or bring money to school unescorted.

Hall Procedures

- Teachers will escort students to and from related arts classes (art, music, etc.).
- Students being pulled out of class for services will be picked up and returned by an adult. In the event that an adult is not available to escort students, students will be given an appropriate pass.
- Students leaving a classroom or an office will be issued the appropriate pass. Any student who does not have a pass will be sent back to the sending room.

Expectations for Hall Behavior

- Students will stand in line quietly
- Students will respect all students and adults
- Teacher will monitor entire line (walk at middle or end of line).
- Teacher will talk to students in a respectful tone.
- Teacher will not leave line unattended.

Homework

Daily homework will not exceed the maximum minutes recommended in the District's homework policy, generally 20-30 minutes per night. However, unfinished class work

may be added to an individual student's homework load, which would increase the amount of time needed. Homework is differentiated for individual student's needs. Students cannot fail a subject area because of failure to return homework assignments; however, it may affect a student's grade.

Illness/Accident Procedures

In the event of a serious illness or accident, the school nurse, principal or designee will:

1. Contact parents when necessary.
2. Contact other authorized persons listed on the child's emergency card, if possible.
3. Contact child's physician if above persons cannot be reached.
4. In extreme emergencies, an ambulance will be called, and the child will be taken directly to the hospital. The parents will be contacted.

Only the school nurse, principal, or designee will make calls to parents regarding student illness unless approved by the principal.

Inclement Weather

School closings or snow schedules are announced on the following major television and radio stations: [KMOV (CBS), KSDK (NBC), KDNL (ABC), KTVI (FOX)] Additional information is available on the District's website (www.slps.org) and School Reach.

Library Media Center Procedures

The Library Media Center will be opened Monday through Friday from 8:40am to 4:37 pm for staff, students, administrators and parents use. This includes 30 minutes before school and 30 minutes after school ends, as well as during the regular school day.

- Students must have permission to visit the library before and after school.
- Teachers will escort students to the library and remain with them unless other arrangements have been made.
- Students should enter, work, and exit quietly.
- Students should come prepared with paper and pen or pencil.
- Students will not eat or drink in the library media center.
- Students may borrow one book each library visit.
- Students should return books on time and in good condition.
- Borrowed books must be returned before another book can be checked out.
- Students will respect themselves, respect others and respect school property
- Students should help keep the library media center neat and clean.
- Students should handle all library material with care and use bookmarks.

Lost & Found

Lost and found cubicles are located on the lower level across from the drinking fountain. If a student is missing clothing or other possessions, the lost and found is the first place that should be checked (during school hours). Please label all clothing and personal items so we can do our best to return lost items to their rightful owners.

Unmarked and unclaimed items are placed in the donation bin on the bus lot at the end of each semester. Please take found valuables such as money, jewelry, glasses, etc. to the main office. Valuables and large sums of money should not be brought to school.

Messages to Students

The school office will assist parents in conveying messages to their children in case of an emergency. However, parents need to contact the school prior to **3:30pm** to ensure that the message is delivered before the end of the school day. Because of the volume of incoming calls, students are discouraged from using the office phone at the close of the school day.

National Elementary Honor Society

Classical Junior Academy has established a chapter of the National Elementary Honor Society (NEHS) for students in grades 4 and 5. Nominated students must have a GPA of 3.5 or higher. Selected participants must demonstrate responsibility at school, home, and the community through Academics, Leadership, Service, Community Involvement and Character.

Nurse

- All student health concerns and required forms must be directed to the school nurse or designee.
- Students who have medicines dispensed at school will see the school nurse.
- Adults must refrain from having conversations with students or colleagues about a student's educational/medical diagnosis or any medications the student is taking.
- Staff members are not permitted to give any form of medication to students.
- All students are expected to participate in regular educational activities unless they have a written medical excuse from a doctor on file.
- If you need medical forms, contact the school nurse or go to www.slps.org. Go to Parents and Students, click Student Health, and choose the requested form. Contact the school nurse for more information.

Parking

- Staff parking is on the east lot; please do not park, drive, or walk through this lot.
- The west parking lot (large blacktopped playground behind the school) is for buses, taxicabs, vans, parents and visitors during daytime programs and school transportation vehicles and handicapped parking between 3:00pm and 4:30pm daily.
- NO OTHER PARKING is allowed on the west lot during that time.

Street Parking: It is necessary for parents/guardians to park on the street and escort their child to and from the playground/school during school hours until 4:30pm. Please do not load and unload your children from a vehicle stopped in the middle of the street or request (or motion to students) to cross the street to get into your vehicle. Please refrain from parking close to the entrances and exits during arrival and dismissal times so that buses can maneuver more easily. Latchkey/before and after-school care parents please park on Potomac and enter through the cafeteria door.

Playground Procedures

BWCJA's playground procedures are developed to keep children safe while allowing them opportunities to grow and play. Students must listen to all adults supervising the play area whether it is a teacher, administrator, non-duty supervisor, or a volunteer. The staff on playground duty will handle discipline. Disrespect for authority or disregard for rules and regulations will result in disciplinary actions for the student. Only school regulated equipment (provided by the school) is allowed on the playground. There is no playground supervision before 8:45am and after school hours. During this time, an adult must accompany all children on the playground. Teachers on duty reserve the right to change these rules at any time if there is something that affects their ability to keep children safe. Review this information with your child and report any playground equipment issues to the main office. For a copy of BWCJA's Playground Procedures visit: <https://www.slps.org/Page/76009>.

Parent Teacher Organization

BWCJA PTO shall promote school community participation and support and protect the unique intellectual diversity and gifted education programs at BWCJA. The general membership consist of all parents and legal guardians of students enrolled at Betty Wheeler Classical Junior Academy and all staff and faculty. If you would like to become involved in BWCJA's PTO please visit: <https://bwcjapto.membershiptoolkit.com/>.

Restroom Procedures

- Students will get permission from teacher to use restroom during class time.
- Students in grades Pre-k through 2 follow the Buddy system.
- Students in grades 3 thru 5 follow the Log-in/log-out system.
- Please contact the nurse if your child requires unlimited restroom privileges.
- Students will follow hall procedures and return to class quietly.

Retention

If student data reveals that a student is not meeting grade level expectations, the teacher will notify the parent /guardian at the end of the first marking period. An intervention plan will be necessary for a student with two or more failing marks. If a student has not improved with an intervention by the end of the first semester, a parent conference will be scheduled to discuss further interventions and possible outcomes.

Social Worker

The school social worker operates as a link among the school, the students, their families, and the community's social services. They work with students while focusing on family and community factors that influence their performance in school.

STUDENT ALLERGY INTERVENTION & RESPONSE POLICY

The St. Louis Public School District (SLPS) has created this policy to describe an organized system for preventing and responding to allergic reactions. This policy is not a guarantee of an allergen-free environment; instead, it is designed to increase awareness, provide education and training, reduce the chance of exposure and outline responses to allergic reactions. The best form of prevention for life-threatening allergies is avoidance of the allergen. Research shows that allergies can negatively impact student achievement by affecting concentration, auditory processing and attendance. In addition, healthy students are better learners. Allergies can be potentially deadly for some individuals, as well as pose significant health risks. This policy applies to district facilities to which students have access and includes transportation provided by the district. The Special Administrative Board (SAB) has instructed the superintendent or designee to develop procedures to implement this policy. **Policy #P5142**

<https://www.slps.org/cms/lib/MO01001157/Centricity/Domain/71/P5142%20Student%20Allergy%20Intervention%20and%20Response%20Policy.htm>

Student Progress/Formal Reporting Procedures

- **Open House:** BWCJA staff will meet with families to help familiarize parents with their child's classroom and school at the beginning of the school year. Classrooms are open to explain the curriculum that will be undertaken by the students during the school year. Grade level expectations, classroom expectations, classroom daily schedule, discipline, and homework policies will be discussed. Teachers will plan activities for their classroom and prepare an agenda for the time the parents will spend in their room.
- **Conferences:** SLPS schedules two (2) parent-teacher conference per year. The principal and/or teachers may also schedule additional conference(s) with parents to discuss academic and social growth. These conferences may be scheduled as necessary. Before scheduling a conference, all documentation must be ready and available for parents to review.
- **Progress reports** will be issued every five weeks after the quarter begins and **Report Cards** will be issued at the end of each 10-week quarter.
- **Informal reporting** may take place any time. A parent may check with the teacher any time a question or concern arises.

Student Recognition and Celebrations

Outstanding student achievement, citizenship, attendance, etc. are recognized several times a year via school-wide announcements, certificates, and other incentives. Contact your child's teacher or the principal if your child participates in a special event.

Testing

The St. Louis Public School District has a yearly assessment calendar that indicates the basic assessments administered throughout the school year.

Textbooks

Students are responsible for textbooks. Parents are expected to pay for lost or damaged textbooks. Students are issued one set of books and must have them available in class each day.

Transportation Changes at the End of the Day

During an emergency, the school office will make every effort to notify your child of a transportation change. However, due to classroom transitions and special projects, this is not always possible. To make sure your child receives messages in a timely manner, please contact the school prior to 3:30pm.

Visitor Procedures

Since it is our goal to provide a safe learning environment for students and staff, anyone visiting the school must adhere to following procedures:

- All visitors should park in front of the building and enter through the front door.
- The secretary or designee will buzz visitors into the building.
- Report to the Main Office, sign in, and state the nature of the visit.
- Be prepared to present identification when signing in.
- A visitor pass will be issued to each visitor. If you are in the building without a visitor's pass, you will be directed to the main office.
- If you need to speak with your child or a staff member, you must follow the same procedures.
- Family wanting to observe in a classroom may do so after receiving approval from the school principal or the principal's designee.
- Failure to comply with these procedures is a violation of school policy.

Volunteers

1. All volunteers must register through the Office of Volunteer Services. Each volunteer shall complete a child abuse/neglect screening and criminal background check administered by the office of volunteer services before working as a volunteer in the district.
2. All volunteers shall work with a designated supervisor. In no case shall volunteers be asked or permitted to assume classroom supervision or disciplinary responsibilities.
3. Volunteers are required to act in accordance with relevant school policies and procedures including those regarding confidentiality, use of school premises, and standards of conduct. P1241

For the safety and well-being of our learning community, any person who volunteers even for one (1) day at a District site and who does not possess a current and official SLPS badge is required to undergo a criminal background check prior to being allowed to volunteer. This includes:

- Parents and/or guardians who go on field trips
- Anyone who volunteers in the classroom (ex. room parents)
- Anyone who reads to children in the library or in your classroom
- Patrons, including retirees who return to the site to work after retirement, who volunteer to work in school offices
- Forms are located in the office or at www.slps.org. Go to Parents & Students, click on Volunteer Services and then click Volunteer Resources

If you have not previously applied to become an approved volunteer, you will need to fill out three forms:

- Application
- References
- Background Check

All volunteer information and forms are located on the SLPS website at <http://www.slps.org/Page/24445>.

Mail in your forms OR hand them in to the secretary, Ms. Arnold-Jones.

Please turn in ALL forms at the same time. (Applications missing forms are not processed.)

Allow 4 weeks for your application to be processed. If you have more questions, feel free to contact the school.



BWCJA School Dress Code

Missouri Revised Statue 167.029 related to School Uniforms states that a public school district requires students to wear a school uniform or restrict student dress to a particular style in accordance with the law.

BWCJA students are expected to arrive at school clean and neatly dressed in their uniforms. Although choice of clothing rests primarily with parents and child, students' clothing should not interfere with learning. Therefore, in cases in which the health, safety, and disruption of the educational process results from a student's clothing, the school administration reserves the right to require that a student obey the standards that contribute to a safe, orderly school. This dress code does not regulate the exercise of an individual's sincerely held religious beliefs.

Dress Code:

The following guidelines are in place at BWCJA:

Shoes: Tennis shoes or sturdy, form-fitting shoes are recommended for the school day.

Backless, high-heeled, flip-flops, and shoes with wheels are not permitted.

Pants, shorts, skirts: Pants and shorts need to fit at the waist.

Sagging clothing is not acceptable.

Mid-thigh length or longer is appropriate.

Shirts: Shirts with sleeves are recommended.

Halter, tank, thin-strapped tops, and sleeveless athletic jerseys are not permitted.

General: Hats, caps, hoods, and other headwear are not worn during the school day unless for school-sponsored activities.

Jackets, coats, gloves (outerwear) may not be worn indoors during the school day.

The following items are inappropriate for school and therefore not permitted:

- Any article of clothing or accessory that promotes drugs, alcohol, tobacco, sex, violence or is offensive or degrading
- Anything that may cause a distraction to the educational process or is deemed inappropriate or unsafe

Thank You for Joining Our Learning Community!