Doors Open/Breakfast Starts @6:40am

PERIOD 1/5 = 7:10-8:30
PERIOD 2/6 = 8:35-9:55
PERIOD 3/7 = 10:00-11:55

FIRST LUNCH - 10:00-10:30
SECOND LUNCH - 10:40-11:10
THIRD LUNCH - 11:25-11:55

PERIOD 4/8 = 12:00-1:20
ADVISORY = 1:25-2:07

- A-Day Periods (1st- 4th) on Mondays/Wednesdays
- B-Day Periods (5th- 8th) on Tuesdays/Thursdays
- Fridays- Alternating A & B days per SLPS A/B calendar
Welcome to the 2022-2023 school year at McKinley Classical Leadership Academy (MCLA), a school committed to academic excellence. At MCLA we are committed to creating a learning culture that, and embraces the importance of fostering a collaborative learning community among all stakeholders (staff, students, parents and other external partners).

This handbook is designed to help students and parents understand the policies and procedures that enable us to work effectively, to maintain our values and to foster a cohesive culture at McKinley CLA.

Additional information will be provided on the school’s website, in newsletters and announcements throughout the academic year.

McKinley Classical Leadership Academy endeavors to prepare its students for the 21st Century to be world-class leaders of character, academic superiority, and cultural awareness. McKinley CLA will accomplish this goal in the context of an urban, multiracial, multicultural community led by a highly qualified instructional staff.
**McKinley Mission Statement**

The mission of McKinley Classical Leadership Academy is to provide, through research-based strategies, an education that will meet the unique learning styles of the gifted and talented learner in an urban setting.

**Saint Louis Public Schools District**

**SLPS Vision Statement**

St. Louis Public Schools is the district of choice for families in the St. Louis region that provides a world-class education and is recognized as a leader in student achievement and teacher quality.

**SLPS Mission Statement**

We will provide a quality education for all students and enable them to realize their full intellectual potential.

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**Attendance**

Regular attendance is imperative for student success and for a school or district’s accreditation purposes. Section 167.031 of Missouri Law states that school attendance is compulsory for all children to attend school or receive adequate private instruction. Illnesses, death in the immediate family or religious observances are excusable.

The Missouri State Department of Education includes 90% student attendance as a measurement of school performance. It is expected that all McKinley students will maintain a 90% or higher daily attendance. Failure to maintain 90% daily attendance may result in loss of after school activities (clubs, sports, school dances, etc.) and other school sponsored programs.
**Arrival and Dismissal:**
The instructional day starts at 7:10 a.m. and ends at 2:07 p.m. unless notified.

- Students are **NOT** allowed in the building before **6:40 a.m.** due to safety reasons.
- Students arriving early **MUST** report to the cafeteria.
- Students should report to their 1st hour class at 7:10 a.m.
- Students arriving after 7:10 a.m. must sign-in at the front office.
- A student leaving for early dismissal will require a note or a phone call from the parent/guardian.
- **NO student will be released without parent, guardian or authorized person signing them out in the main office unless they have been approved for off campus courses.**

**Entrance:** All students should enter through the WEST door (from Missouri Ave.).
For the safety of all students and staff it is required that everyone pass through the metal detectors when entering the building. To make this a smooth process, we ask students to adhere to the following guidelines:

**Students should:**

- Form two lines to pass through the metal detectors.
- Open their bags before stepping up to the inspection table.
- Wait patiently for their turn.
- Remove all metal objects.
- Move politely through the metal detectors and follow directions of adults on duty.
- Report any suspicious items, as defined by the St. Louis Public Schools Student Rights and Responsibilities handbook, to the Safety Officer.

After leaving the security check at the West/Missouri Ave. door, students should report to the cafeteria (high school students) or the gymnasium (middle school students).
**Students are NOT permitted to go to their lockers or to any other parts of the building until the bell rings unless authorized.**

**Tardiness:** The instructional day starts at 7:10 a.m.
- Students report to **1st period by 7:10 a.m.** to begin instruction.
- The Social Worker will contact the parent/guardian of students who have accumulated three tardies to school and other disciplinary actions taken by administrators.
**Classroom Tardiness**
Students should report to their classes promptly to minimize interruptions and to prevent delays in classroom instruction.

- All students have **four minutes to get from class to class.**
- A Student who reports to the classroom after the bell must be accompanied with a tardy pass.
- A student who arrives to class late will receive disciplinary action after receiving 3 tardies in any class.

*Parents and/or guardians should call the school office at (314) 773-0027 when a student will be absent.* If the school does not receive this notification, parents will be called at home or work to verify student’s absence.

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**School Cancellations and Closings**
In case of inclement weather and school closing or cancellation, families will receive a School Reach phone call from the district in addition to announcements on major television (KMOV, KSDK, and KTVI) and radio stations.

**School Reach Phone Calls**
The principal will contact McKinley families through the School Reach phone system to share information when needed.

**SIS Parent Portal**
SISK-12 is an online system utilized by teachers and other staff to report student attendance, grades and other school related data. Parents and students have full access to this reporting instrument. For additional information on how to access your child’s data, please contact the front office @ 314.773.0027 or our data processor clerk, Ms. Karen Jones @ Karen.jones@slps.org

**Progress Reports**
Progress reports are issued to all students for each subject area every 5 weeks. These special reports are not part of the student’s permanent record, but are designed to inform parents or guardians of students’ academic progress and to foster collaboration on how to best to meet student needs.

**Report Cards**
Report cards are issued every ten (10) weeks, or four (4) times per year and are sent to the email address on file.
**Parent Conference Day**

Parent conferences are scheduled after the first and third quarter using an online sign-up process.

**Report cards that are not picked up by parents are sent home with the students.** We encourage transparency, consistency and partnership with home and school. Please contact us regarding classroom observations and conferences.

**Parent Teacher Organization (PTO)**

P.T.O. is an integral component of the school community. It is an organization that fosters school and community partnerships and relationships to support the student population. Parent participation is welcomed and appreciated. P.T.O meetings are held virtually (or in the library), on the second Monday of each month, at 6:30 p.m. for both middle and high school parents and/or guardians.

**Academic**

McKinley Classical Leadership Academy promotes a school of academic rigor and excellence

**Academic Support**

If your child is experiencing academic difficulties or in need of additional instruction, teachers are available to provide extra support. Students should see their teacher and make an appointment to schedule a help session. Students should not hesitate to ask for help. If additional support is needed, contact the school counselor or the administrative team to determine the next step.

**Grading System**

- 90-100 = A
- 80 – 89 = B
- 70 - 79 = C
- 60 - 69 = D
- 59 and below = F

**Academic Honor Roll**

It is an expectation for students to value their education privileges. Students should strive to do their academic best. Students are recognized for 4.0, 3.5, and 3.0 grade point averages.

**Academic Integrity**

Students are encouraged to work to their fullest potential and do their best at all times. Parents will be notified if student is considered to be cheating, and disciplinary action will be taken by the teacher and administration.
• Students who permit the usage of their work by others, may be considered to be cheating
• Students who misrepresent the work of others as their own, may be considered to be cheating
• Students found to be cheating may receive a failing grade for the test or assignment in question

Homework
McKinley embraces the district initiative and policy governing homework. It is the policy of the St. Louis Public Schools that teachers regularly assign homework that enhances the educational development of students. By adopting this homework policy, the Board reaffirms its belief that homework is an essential and required part of the student’s total educational program. It broadens and extends the principles, concepts, and information taught and learned in the classroom.

The St. Louis Board of Education provides hardback and some online textbooks to McKinley CLA students at no cost. Students have the responsibility to care for books and other supplies. We recommend that students cover their books to minimize damage to the cover.
  • Books will be issued to each student at the beginning of the school year and checked in at the end.
  • A fee will be assessed for lost or damaged textbooks and library books.

Science Fair
All students will be given the opportunity to participate in internal and external science fairs. Science projects will be entered in the McKinley CLA Science Fair. Students can enter their projects in St. Louis Science Fair and/or the St. Louis Public Schools Science Fair. Detailed information and guidelines for participation in the Science Fairs will be provided to students.

Field Trips
McKinley CLA emphasizes field trips as a means of helping students explore and draw meaning from the environment in which they live and play. Students are encouraged to display appropriate behavior during a field trip.

School-Wide Competitions
Students at McKinley CLA may have the opportunity to enter the following district and community competitions:
  • The National Geographic Geography Bee
  • The St. Louis Post-Dispatch Spelling Bee
• Band and Vocal Competitions local and external
• Equations via Math Club
• Various Art Contests
• Debate
• Science Olympia
• others

**Support Services**

**Counseling**
Two full time school counselors are on staff at McKinley CLA. The school counselors provide individual and group counseling, coordination of resources for students, and consultation with teachers for individual student needs. Teachers and parents may request that the counselors see a student or students may refer themselves. The counselors can assist students with interpersonal conflicts, work and study habits, social and emotional growth.

**Social Services**
The Social Worker is the liaison between the school and community services agencies and is available for parents and students who need special services related to food, shelter, and clothing. The social worker also contacts the homes of students who are excessively absent or tardy, which may result in conflict resolution sessions.

**Food Service**
A nutritious breakfast and lunch is served daily at McKinley at no cost to parent(s) or guardian(s). Students access their meal accounts using a PIN number which is given during the first week of school. NO outside fast food is allowed in the cafeteria due to state regulations. Students are only allowed to bring a lunch from home.

**Lost And Found**
A bin for lost clothing items is located in the cafeteria. Periodically, these items are displayed on tables so that students may locate their belongings. All valuable items found are kept in the office such as books, keys, eyeglasses, and electronics. One week after the end of the school year, all remaining items are donated to a local charity.

**Gifted Associations**
McKinley CLA is a member of the Gifted Association of Missouri (GAM). [www.mogam.org](http://www.mogam.org). The school receives information from the Gifted
Yearbook / Photo opportunities
Individual school pictures are taken in the fall. Packets of pictures are available for purchase. There is no obligation to purchase pictures, but all students will be photographed to have a complete yearbook. Please note: It is essential that all students have a signed SLPS Media Release Form on file. This allows photographs, including candid photographs, of students to be taken at school events and during extra-curricular activities for use in the school yearbook and elsewhere in school promotions.

School Nurse / Health Center
The school nurse provides various services for students. Students should not go to the nurse during passing time. They should go to their classroom teacher to get a pass to go to the nurse, unless it is an emergency.
If a student needs to be excused from any physical education class and/or any other related physical activities please submit a doctor’s statement to the nurse.

Students will not be sent home unless a parent or guardian has been contacted. ONLY the nurse and administrators or approved staff will contact the parent/guardian. All students will receive an assessment by the nurse prior to going home.

Administration of Medication
The school nurse is the only person who is allowed to administer medication in the school.
Students are not to carry, keep, or distribute any medication themselves. The school nurse will not provide any medication to any student unless the medication and a written request to administer it have been brought to the school by the student’s parent. In the absence of the nurse, the principal will designate a suitably trained staff member to administer medication.

Prescription Medication:
• PARENTS must bring the medication to the nurse.
• The medication must be clearly labeled in its original container.
• A doctor’s note must accompany the medication.

Over the Counter Medication:
• PARENTS must bring the medication to the nurse.
• A signed consent form must be on file with the nurse.

• Parents/Guardians must annually update Emergency Authorization and Health Information

• Parents are requested to have all immunization records updated before the school year begins and as needed thereafter.

• Please advise the nurse of any health concerns you have for your child, so the nurse can better serve the student on their return to school

Transportation
Students receive a district letter at the beginning of the school year indicating their bus route number. Questions regarding bus routes should be directed to the district transportation division. Parents should know their child’s bus route number for quicker information regarding children's location in the event of a delayed bus.

Parents should notify the main office in case of address change or bus/stop request is needed.

Students who have made arrangements to ride home with another student may request a temporary bus letter from the office before noon on the day they wish to ride the other bus. The student should provide a parent note to the office that includes the bus route, stop they wish to get off at, their name, address & phone number for verification.

BUS CONDUCT AND SAFETY
Students must be at the bus stop five minutes before scheduled pick-up time.

Safety procedures are:
• Staying seated
• Keeping arms, legs, and/or head in the bus
• Not throwing objects from windows
• Talking quietly
• Not scuffling, fighting, or play fighting
• Not using profane or foul language
• Not littering or vandalizing
• Showing respect to the bus driver and other passengers.
*Drivers will report infractions to his/her supervisor and school administrators. Bus violations may result in disciplinary actions.

**Bus Contact Numbers:**

<table>
<thead>
<tr>
<th>Concerns</th>
<th>Who to Call</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late, no-show, lost items, missed pick up, driver issues</td>
<td>Missouri Central School Bus Company (MCSB)</td>
<td>Call Center: (314)449-9162</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Route Number:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A. <strong>1000-1999</strong> South Garage (314)887-9151</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B. <strong>2000-2999</strong> North Garage (314)391-2540</td>
</tr>
<tr>
<td>Route or bus stop request.</td>
<td>Missouri Central School Bus Company (MCSB) or SLPS</td>
<td>MCSB Call Center: (314)449-9162</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SLPS: (314) 633-5107 or 5109</td>
</tr>
<tr>
<td>Address Change**</td>
<td>Notify School of Address Change</td>
<td><strong>Contact the school</strong></td>
</tr>
<tr>
<td>All other Transportation concerns</td>
<td>SLPS</td>
<td>(314) 633-5107 or email <a href="mailto:slpstrans@slps.org">slpstrans@slps.org</a></td>
</tr>
<tr>
<td>Bus stop assignment</td>
<td>View your updated school and bus assignments at <a href="https://vt.slps.org/elinkrp/Search.aspx">https://vt.slps.org/elinkrp/Search.aspx</a></td>
<td>(314) 633-5107 or 314-633-5109</td>
</tr>
</tbody>
</table>

**Social Development**

McKinley’s student social development programs foster social interactions, self-control, and problem solving skills.

**Behavior Expectations**
All students are expected to display appropriate behavior at all times. Disciplinary consequences administered are aligned with the St. Louis Public Schools Student Code of Conduct.

**Gymnasium**
- Students should follow safety precautionary methods to avoid accidents
- Students should not use gym unless permitted
- Students should not bring food or drink to class

**Lockers**
All student lockers are the property of the St. Louis Public Schools. The schools district retains the right to inspect lockers for any reason at any time. Parents and student(s) will be notified immediately in the event the administrative team needs to gain access to a locker.

- Each student will be assigned a hall locker
- Do not share or exchange lockers without permission
- Students are responsible for furnishing locks, Master Locks are recommended
- **Do NOT share codes**
- Locks should be locked at all times or the school is not responsible for missing items.
- Students are not allowed to use lockers during instructional time, unless permitted by staff
- No stickers are allowed on lockers, but temporary decorations for birthdays are acceptable. Please remove birthday decorations by the end of the school day.
- If you have trouble with a lock or a locker, notify the Main Office.
- Keep your locker clean and organized. DO NOT leave food and/or drinks in locker overnight.
- Large musical instruments, which will not fit in lockers, should be stored in the music room.

**Technology Devices**
Students will only be allowed to use cell phones in the cafeteria during their lunch periods. Calls should not be made in the hallways either as there are other classes in session. Are goal is to
protect instructional time. If there is an emergency and you need to reach your student, please contact the office.

If a student’s phone is confiscated due to misuse:
1\textsuperscript{st} offense – Teacher will hold the phone until the end of class.
2\textsuperscript{nd} offense – Teacher will hold the phone until the end of the day.
3\textsuperscript{rd} offense – administrator receives the phone.
4\textsuperscript{th} offense – administrator receives phone and parent meeting is scheduled for pick-up of the phone.

*McKinley CLA and/or the SLPS are not responsible for lost, stolen, or damaged devices.

**Cafeteria**

**Lunch**
All students have a 30-minute lunch. The lunch schedule will be explained on the first day of school. Students must be in the cafeteria during lunch and will not be permitted to leave without a pass from a teacher or an adult on duty. If the weather permits, students will go outside during each lunch. Students are expected to conduct themselves in a fair and ethical manner in the cafeteria, in line and also follow the directions of all adults on duty. **NO outside fast food is allowed in the cafeteria due to state regulations. Students are only allowed to bring a lunch from home.**

This includes, but not limited to...
- Following the café and line procedures
- Throwing away your food and wrappers.
- Students may not go back upstairs during lunch without a note from a teacher.
- NO FOOD & BEVERAGES served in the cafeteria should be taken out-side the cafeteria.
- Memorize your “PIN” and only use it for yourself. Do not share your number with others

**School Dress and Grooming**
Administrators will make the ultimate decision about the appropriateness of a student’s dress.
A student’s school dress, cleanliness, and neatness have a bearing upon his/her self-respect and attitude toward school.

**Appropriate school dress**
- does not create a disturbance
- is not sexually explicit
- is not drug related
- does not contain obscenities
- does not contain gang symbols
- is not offensive or inflammatory to other groups of individuals and
- does not create a safety hazard.

**The following items are considered inappropriate for school:**

All students are expected to wear appropriate school clothing and to be neat, clean, and modest. If a teacher or administrator determines a student’s attire to be inappropriate, the parent will be contacted and/or alternate clothing provided by staff.

**Expectations are as follows:**
- Shoes must be worn for reasons of health and safety
- Students may not wear clothing that bears obscene or suggestive words or pictures
- Items advertising drugs, alcohol, or tobacco products are inappropriate
- Pajama like clothing, slippers, short-shorts, short skirts, halter tops, and spaghetti strap tops are inappropriate
- Pants and jeans must be worn appropriately
- Undergarments should not be exposed

**Other items that are not permitted at school:**
Water guns, pets, skateboards, glass containers, and other items that could be considered a nuisance and a safety hazard are not permitted on the playground or at school.
Discipline

St. Louis Public Schools has established the **Uniform Code of Conduct for Students.** Students will receive a copy of this document to be reviewed and signed by parent or guardian. The Code requires and specifies penalties for Type I (Illegal/Life Threatening), Type II (Very Serious Misconduct), Type III (Most Common), Type IV (Bus) and Technology (Types I, II, and III). **Parents and students should acquaint themselves with the consequences for these actions. Please keep the Student Rights and Responsibilities related to the conduct booklet for reference throughout the school year.**

McKinley Classical Leadership Academy (MCLA) will reinforce the policies and procedures set forth by the St. Louis Public Schools’ handbook for all students. McKinley reserves the right to implement additional behavior interventions set forth by each classroom teachers and administration.

**In-School Suspension (ISS)**

This method of suspension is an initiative of the district to eliminate or decrease the number of out of school suspension. McKinley, will participate in this suspension process. ISS will be given based on the student misconduct and under the discretion of the principal and assistant principal ONLY, per student and per behavior.

**After-School-Detention (ASD)/Lunch Detentions**

ASD/lunch detention provides students with a quiet, safe and structured environment to self-reflect. Students are placed in ASD for excessive tardiness to class and other minor infractions for which an administrator will assign in lieu of ISS/OSS. During detention, students are able to conference about their choices and review where they are academically and ways to improve. Students and parents will be notified of after school detentions and/or lunch detentions.

**After-School Activities**

At McKinley, we believe students’ participation in extracurricular activities can help enhance academics, physical development, and or social skills. Students participating in after-school activities develop school spirit, cooperation, and strengthen the school culture and/or community. Staff provides a variety of extracurricular opportunities for all students in a diverse setting. The activity period runs until 5 p.m. on Monday through Thursday. Students who choose to participate in afterschool activities should follow the guidelines set by the faculty in charge and the school
- Student should **always** stay with faculty sponsor until the activity bus departs.
- Students are not allowed to leave the school grounds after school then return later to ride the after school bus home.
- Students must make arrangements with parents in advance and return a written participation slip when the plan to stay after school.

Students should check the activity listing below and listen to the daily announcements for information regarding activity start date and time. Please contact Mr. Simmons (Athletic Director) Richard.Simmons@slps.org or Dr. Metzger (Assistant Principal) if you require additional information or questions you may have in regard to after-school activities. *Activities are subject to change due to scheduling.*

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<tr>
<th></th>
<th>Middle School After-School Activities</th>
<th>High School Activities</th>
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<tr>
<td><strong>Fall</strong></td>
<td>Co-ed Flag Football</td>
<td>Boys and Girls Cross Country (Varsity)</td>
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<td>Cheerleading</td>
<td>Girls Volleyball (Varsity and Junior Varsity)</td>
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<tr>
<td></td>
<td>Boys Soccer</td>
<td>Boys Soccer (Varsity)</td>
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<tr>
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<td>Girls Volleyball</td>
<td>Football</td>
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<td>Chess</td>
<td>Girls Tennis (Varsity)</td>
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<td>Debate</td>
<td>Chess</td>
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<td><strong>High School Activities</strong></td>
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<td>Winter</td>
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**Staff Directory**

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>McKinley CLA Main Office</td>
<td>(314) 773-0027</td>
</tr>
<tr>
<td>McKinley CLA (Fax)</td>
<td>(314) 244-1834</td>
</tr>
<tr>
<td>St. Louis Public Schools</td>
<td>(314) 231-3720</td>
</tr>
<tr>
<td>Recruitment &amp; Counseling</td>
<td>(314) 633-5200</td>
</tr>
<tr>
<td>Gifted Testing</td>
<td>(314) 345-4548</td>
</tr>
<tr>
<td>VICC Office (County Students)</td>
<td>(314) 721-8657</td>
</tr>
<tr>
<td>First Student Bus Co. (City Students)</td>
<td>(314) 389-2202</td>
</tr>
</tbody>
</table>
# School Leadership & Support Team

<table>
<thead>
<tr>
<th>Title</th>
<th>Staff</th>
<th>Room</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Holloway, Kaylan</td>
<td>Office</td>
<td><a href="mailto:Kaylan.Holloway@slps.org">Kaylan.Holloway@slps.org</a></td>
</tr>
<tr>
<td>Asst. Principal</td>
<td>Metzger, Julie</td>
<td>205</td>
<td><a href="mailto:Julie.Metzger@slps.org">Julie.Metzger@slps.org</a></td>
</tr>
<tr>
<td>Asst. Principal</td>
<td>Lischwe, Nate</td>
<td>205</td>
<td><a href="mailto:Nathaniel.Lishwe@slps.org">Nathaniel.Lishwe@slps.org</a></td>
</tr>
<tr>
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