



Saint Louis Public Schools

Volunteer Policies

- Individuals wishing to participate as volunteers with the Saint Louis Public Schools shall read and agree to follow the Saint Louis Public Schools Volunteer Policies.
- Before beginning volunteer service, all volunteers must be screened and approved through the Office of Volunteer Services.
- Volunteer services are offered willingly and without pay; volunteers are not entitled to or eligible for any benefits or privileges normally accruing to employees of the District.
- Individuals providing volunteer services must be physically and mentally capable of performing their duties without reasonable chance of harm or injury to themselves or others.
- Volunteers must report to the Main Office and sign in upon arrival to the school. Volunteers will always wear a name badge where it can be easily seen.
- Volunteers shall avoid using children's restrooms. Adult restrooms must be used at all times.
- Volunteers shall make every effort never to be alone in a room with a student.
- Volunteer contacts shall be made on school district property during agreed upon hours. No volunteer shall remove any student from District property.
- Volunteers shall not exchange contact information with students or students' families, including but not limited to phone numbers, email addresses, and social media.
- Gifts of any type for students or their families are not permitted.
- Volunteers shall not engage in any political or religious activity during volunteering, or during any activity related to the Office of Volunteer Services or Saint Louis Public Schools.
- Any and all information obtained from students shall be treated confidentially, and volunteers shall ensure, to the best of their ability to do so, the privacy of those students.
- In the case of suspected abuse or neglect, volunteers shall immediately report this information to the principal and Office of Volunteer Services.

I have read and agree to follow the Saint Louis Public Schools Volunteer Policies. I understand that violation of any of the above policies may result in consequences up to and including immediate removal from Saint Louis Public Schools property, termination of the volunteer position, and refusal to approve or renew a Volunteer Application.

Name

Date

**LONG INTERNATIONAL MIDDLE SCHOOL
5028 MORGANFORD RD.
ST. LOUIS, MO 63116
GRADES 6, 7, 8
2018-2019 SCHOOL YEAR
SCHOOL PARENTAL INVOLVEMENT PLAN**

The Mission of Long Middle School: To provide students with a positive learning environment through rigorous, standards based instruction.

The Vision of Long Middle School: To build a community that promotes student achievement through collaboration and accountability by all stakeholders.

STRATEGIES FOR PARENTAL INVOLVEMENT AND COMMUNICATION

The following resources will be used to accomplish the goals identified below to implement parental involvement and communication:

COMMUNICATION:

WHO: Staff and Students

When: August 2018- May 2019

- SCHOOL WEBSITE
- NEWSLETTERS
- SCHOOL REACH TELEPHONE SYSTEM

Parent Involvement Goals:

1. To inform parents of the schools' involvement in the Title 1 program and its requirements
2. To inform parents about events, activities, resources, and the instructional program available for their within the school.
3. To inform parents of the need for their involvement with our school.

The following resources will be used to accomplish the goals identified below to implement parental involvement and communication:

OPEN HOUSE:

WHO: Staff and Students

When: August 2018

Parent Involvement Goals:

1. To inform parents of the schools' involvement in the Title 1 program and its requirements
2. To inform parents of the various components of the program, that relates to Complaint Resolution and ESOL Procedures.
3. To introduce parents with the staff and other stakeholders who support Long Middle.
4. To provide parents with information regarding the mission, vision, curriculum and instructional goals for Long Middle School.

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 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V
² In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)



Parent Notification (Parent's Right To Know)

Date:

Dear Parent or Guardian:

St. Louis Public Schools is required to inform you of certain information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, St. Louis Public Schools is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the 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, districts must provide to each individual parent:

- Information on the achievement level 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.

If you wish to request information concerning your child's teacher's qualifications, please contact the Principal at



Reaching Our Students One at a Time You Can Make A Difference

Ways to Volunteer

At Saint Louis Public Schools, children come first. The District is always looking for individuals, organizations, and corporations that are willing to help our schools. This page features several options to get involved, but more can be found on individual school pages or created with help from the Office of Volunteer Services.

INDIVIDUALS

There are many ways for individuals to get involved with a specific school and throughout the district. Individuals can help in the school by volunteering in the office, in the classroom, in the cafeteria, or on the playground. Volunteers can also assist on field trips or in group tasks, such as school beautification projects and school gardens. Before becoming a volunteer, all individuals working with students must fill out volunteer applications, including background information, to ensure the safety of our students.

ORGANIZATIONS

A variety of organizations partner with Saint Louis Public Schools to serve our students and schools. The organization's methods may differ, but all of them work to enrich the educational experience of St. Louis's students. Some focus on academic success (such as OASIS tutors), some incorporate physical health (like America SCORES), and some work to meet student's basic needs (such as The Little Bit Foundation). Before becoming a volunteer, all organizations and individuals working with the organizations who are working with students must fill out volunteer applications, including background information, to ensure the safety of our students.

Additional organizations serve our students and schools as well, but participation is limited to those who are students at institutions or members of congregations, e.g. Books and Basketball, Make a Difference Day, or St. James AME Church.

BUSINESSES

Businesses in the Saint Louis area often give back to the community by working with Saint Louis Public Schools. Many businesses choose schools in their neighborhoods, while others look to the District for guidance on how they can make the biggest difference for Saint Louis schools.

The Office of Volunteer Services works with businesses to get their staff clearance, training, and contacts with the schools with which they are partnering. All individuals from these businesses who work with students must fill out volunteer applications, including background information, to ensure the safety of our students.

Contact Us!