

Welcome

Welcome to Claymont Elementary. Claymont is a school with proud traditions and an exciting future. It's a school where the greatest resource is its people. Students, parents, teachers, staff, community members--we all work together to provide our students with the most meaningful education possible. Our students traditionally achieve highly due to the support of the adults in their lives. We work as a team to help each child reach his or her highest potential as a learner.

We're glad you're on the team.

In this handbook, you will find many answers to questions you may have about policies and procedures, however, if you have any questions or concerns, please just stop by and ask. We want you to feel comfortable here and we're always happy to work with you.

Have a great school year,



Aaron Wills, Principal



Family Handbook

SCHOOL INFORMATION

8:50a Doors Open
9:05a School Begins
4:00p School Dismisses

Office Phone: 314-415-6150
Office Fax: 314-415-6162

Website: ClaymontElementary.net
Facebook: Claymont Elementary School
Twitter: @Claymont_Elem
Address: 405 Country Club Drive Ballwin, MO 63011
School Year Calendar: [Calendar](#)



ATTENDANCE AND PUNCTUALITY

Regular school attendance and punctuality are extremely important to a student's educational progress. Lifelong habits are being developed, and the importance of education is established by consistent attendance.

When a student experiences a large number of absences, families will be sent a letter of concern. This reinforces the priority of being at school unless there are extreme circumstances preventing it.

All absences should be called in and left on the recorder (314-415-6176) on a daily basis as this eliminates the need for "Dial Safe" to call parents at home or work. Calls to report absences are our best assurance that all students are safe.

Please call the school office when absences are extended three or more days. Arrangements can be made through your teacher to receive make up work.

Just as attendance is important, so is punctuality. We expect that all students will be in their classrooms by 9:05 each morning.

Dial Safe Attendance Line: 314-415-6176

BUS REGULATIONS

Most students love riding the school bus and we encourage them to do so. While riding the bus, safety is our top priority. Please discuss bus conduct with your child. Students are expected to follow rules established by the Parkway Transportation Department, VICC Transportation, and the state of Missouri.



If your child misbehaves while riding the bus, a violation of bus safety rules will be submitted to the school. Any infraction to the rules and procedures may result in

- a conference with the principal or assistant principal.
- a phone call to the parent.
- loss of recess or other privileges at school
- a suspension from the bus.

Children are expected to walk on the sidewalks and use extreme caution when boarding and exiting from the school bus.

A child may not walk home without permission.

Claymont does not route the buses, nor do they set up the bus stops. All routes, stops, and changes are determined by the transportation offices. Feel free to give them a call if you have any questions (314-415-8400). Families who live in the city of St. Louis should call the VICC Transportation Office with their questions (314-721-8657).

BUS SAFETY RULES

Please discuss these rules with your child.

1. Leave home early enough to arrive at your bus stop on time.
2. Wait for your bus in a safe place and exhibit good conduct at the bus stop.
3. Stay seated at all times when the bus is in motion.
4. Never scuffle, fight, or use obscene language.
5. No part of the body should protrude from a window of the bus.
6. Never tamper with the bus.
7. Talk quietly and be courteous to your classmates.
8. No eating or drinking on the bus, keep the bus clean.
9. Only get on or off the bus at your assigned stop.

CAFETERIA - LUNCH PROGRAM

The Parkway School District Food Services Department uses a computerized Point of Sale (POS) system for the purchase of school meals. The POS system is used rather than cash registers and sets up a virtual bank account for each student.

Each student is assigned a Personal Identification Number (PIN). The PIN number accesses a computerized "bank account." Students receiving free or reduced lunches will also use a PIN number and no one will know a student's meal status. Students should memorize their PIN numbers because they will need to enter them in a PIN pad at the cashier's station when making a purchase. When your child uses the system, meals or ala carte items purchased will be deducted from the account balance.

Any amount of money may be deposited to your child's POS account. You may prepay weekly, monthly, or yearly. A prepayment is NOT mandatory. Payment into your child(ren)'s account may be made by cash or check using deposit envelopes available in the cafeteria or in a plain envelope. You may also deposit money online at www.myschoolbucks.com.

Monthly menus are sent home, and are also available online. The price of a school lunch and milk will be announced at the beginning of each school year.

Information on free and reduced lunches is sent home with students at the beginning of the school year. If you think you may qualify, please fill forms out completely and return promptly. Those students who attended Claymont the previous year and received a free or reduced lunch will automatically receive a free or reduced lunch only through the month of September. The state requires that applications are filled out every year. The application must be turned in by October 1.

Parents, siblings, grandparents, and guests are always welcomed to join a student in the cafeteria for lunch. Please sign in at the office when you enter the building.

A "Peanut-free" table is available for students with allergies. Please contact our school nurse if you would like your child to sit at this table. All Parkway-prepared meals are peanut-free and extensive nutritional information and food allergy information about Parkway lunches is available at the Parkway Food Services website.

HOMEWORK

Students in all grade levels from kindergarten through grade five may be given homework. Homework expectations will be explained to parents at our annual Curriculum Night held in August. Homework may vary from classroom to

classroom and each teacher will review the homework expectations with students at the beginning of the year.

INDIVIDUAL PROGRESS REPORT/PARENT CONFERENCE

Claymont School will provide online progress reports for each student at the end of each trimester. In the first and second trimesters, there are scheduled parent teacher conferences. Discussion of student progress will take place at this time. We ask that parents attend both first and second reporting period conferences.

PARTIES

The PTO will sponsor a Winter and Valentine class party during the year. Room parents in each class plan the parties. General party guidelines will come from the Room Parent Chairperson of the PTO. Parties will end at 3:30 p.m. to allow our parking areas to clear in time for us to prepare for a safe dismissal.

BIRTHDAYS

At Claymont, we will recognize each child's birthday on the morning announcements and also with an enthusiastic song at the Birthday Bench at the beginning of the day. In an effort to keep all children safe and also build healthy eating habits, edible birthday treats are no longer permitted for children in any grade level at Claymont. Non-edible items such as pencils and stickers are classroom-friendly treats for birthday celebrants to share if they choose.

LOST AND FOUND

Parents are asked to put a label or name tag on such items as coats, jackets, gloves, boots, lunch boxes, etc. Use your child's first and last name.

We keep a lost and found area outside the cafeteria. The box is usually overflowing with unclaimed items. Students and parents are encouraged to look through the box in case a loss for misplaced items. Articles not claimed are given to a charitable organization twice a year, in December and in June.

MEDICATION AT SCHOOL

It shall be the policy of the Parkway Board of Education that the dispensing of medicine to children during school hours be discouraged and restricted to medication that cannot be given on an alternative dose schedule.

When a *PRESCRIPTION* medicine is to be administered by the school, it must be accompanied by a label affixed by a pharmacy or physician showing the name of the child, the dosage and schedule of administration, what the prescription contains, the date purchased, and the physician's name. In addition, a written request from one of the child's parents asking that the prescription be administered must be presented to the nurse.

In the case of *OVER-THE-COUNTER* medications, a physician's note, as well as a written note from the parent, must accompany the medication in order for it to be dispensed at school. If there are any questions, please contact the nurse prior to sending the medication to school. Administration of medication to a pupil when the above conditions have been met shall be limited to the school nurse, the principal, a teacher, or a school secretary. All medication will be kept in a locked cabinet in the nurse's office.

COMMUNICATION

To keep Claymont parents informed of school functions and events, a newsletter is periodically sent home with the youngest child in each family. The newsletter (including archived issues) is also available on the school's website. Email and text messages are also sent via Parkway Connect to keep parents informed about school news and events. We also encourage families to follow the many social media feeds from Claymont Elementary, the PTO, the Claymont Library, and some teachers and programs.

ONE COPY PER FAMILY POLICY

The youngest child in every family will have the responsibility of bringing home all communications from the school - Principal's Newsletter, P.T.O. notices, upcoming events, and any other materials that a family would need to read only once. This is a cost effective measure since there are many families who have more than one child at Claymont.

TEXTBOOKS AND SUPPLIES

Most items that children will need for their school activities are provided by the school district including books. Parents will need to furnish certain items that are consumed by the children such as pencils, paper, erasers, folders, notebooks, and crayons. Parents are also asked to provide tennis shoes for use in physical education classes and at recess.



If purchasing school supplies causes a financial hardship for your family, please talk to a school counselor or principal for possible assistance.

Children are responsible for all books, supplies, and furniture supplied for their use and will be expected to pay for lost or damaged items.

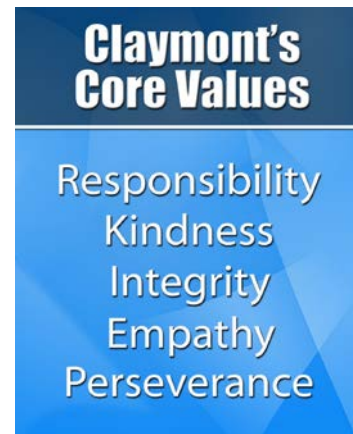
CLAYMONT CARES: CHARITABLE PROJECTS / SERVICE LEARNING

Claymont is a very caring community with a big heart for giving to others. Because there are so many worthy causes for need in our community, we must limit our participation in charitable fund raisers. Through our "Claymont Cares" program, each grade level will sponsor one activity during the year. Other fund raisers and service projects will only be on a special basis as determined by the faculty and administrators. Students who have a particular cause for which they would like to individually collect may contact the principal for permission. If permission is granted, solicitation is strictly limited to the others in the child's homeroom class.

CHARACTER EDUCATION

We place a strong emphasis on character development at Claymont and continuously teach toward our Core Values.

Both our faculty leadership team and our student leadership team (Character Council) plan lessons, activities, and events to help each child and adult grow in character. We encourage parents to also emphasize these core values at home and commend your children when you see them demonstrating these values.



STUDENT DISCIPLINE

The Parkway School District has adopted a Student Discipline Policy which is followed by all Parkway Schools. We expect our students to be able to abide by the basic rules of conduct and to be polite to one another, to the Claymont staff, and to guests in our building.

Learning together in a mutually respectful atmosphere fosters a positive educational environment. The following expectations should help our students maintain a positive atmosphere in which to learn.

1. Students enter the building quietly and walk through the hallways in a quiet and orderly manner. Students exit the building in the same way.
2. Students are expected to be polite and respectful to all individuals at school.
3. Students are expected to use appropriate language at all times.
4. Students are expected to be honest and not touch the possessions of others without their permission.

5. Students are expected to follow directions given by staff members.
6. Students are expected to display good sportsmanship on the playground and stay within the areas designated by the supervisor on the playground.
7. Students are expected to follow district policies and not possess, distribute or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, controlled substance, imitation controlled substance, chemical substance, or intoxicant of any kind.

Teachers at Claymont will discuss grade level and classroom behavior expectations at our annual Curriculum Nights held for parents in the fall.

INFRACTION OF RULES

Infractions of the rules listed will result in a conference with the student. This will be followed by a telephone call to a parent when a student has displayed any of these behaviors. A serious offense or repeated offenses could lead to an in-school suspension or an out-of-school suspension. After an out-of-school suspension of three days or an accumulation of more than three days, a conference including the student, parent, the student's teacher, and an administrator will be held at school prior to the student's return to school. A "contract of agreement" may be written for a student being readmitted to school after a three day suspension. Claymont follows district policy JK, Student Discipline when addressing discipline concerns.

1. Students are expected to be polite and respectful to each other, teachers, and all adults in the building.
 - a. Obscene language is not appropriate at school and will not be tolerated.
2. Students may not fight, push, shove, or engage in activities which may result in the injury of others.
3. Students are expected to respect school property as well as the property of other students, staff, and our neighbors.
 - a. Theft is a serious offense.
 - b. Students are expected to use restrooms properly.
 - c. Students are expected to use all school facilities properly
4. Students are not allowed to chew gum in school (unless approved by the teacher) or on school buses.
5. Students may not throw ice, snow, rocks, sticks, or other hazardous objects.
6. Students are not permitted to bring knives or any other objects which can be classified or used as weapons.

USE OF PHONES BY STUDENTS

Telephones are located in the school offices and classrooms (that is, the old-fashioned kind that actually have wires and handsets) and they are available for business purposes. With teacher permission, children may use these phones to call a parent when necessary.

Students who bring their own cell phones from home must keep the phones turned off and put away in backpacks while at school. However, teachers may invite students to use their smartphones in class for learning purposes when appropriate. The school is not responsible for lost, broken, or stolen phones at school. To be safe, it is best to just leave phones at home. The school provides student devices for online learning.

BUILDING - USE OF PREMISES

Community groups can reserve some rooms for appropriate activities. Call the office for the procedures. Preference is given to school sponsored activities, community school, scouts and athletics groups in that order. Please do not ask a teacher to use his/her room. For security and accountability, call and schedule with the principal's secretary in the office.

VISITATION

Children: Former students, friends, and relatives of our students occasionally ask to attend school with them. It is our policy that such individuals may join our school for lunch only and that such visits are approved by the office prior to occurring.

Parents: Parents are welcome to visit our school and classrooms. Parents sometimes visit their children at lunchtime in the cafeteria. Classroom visits may also be scheduled. To assure that such visitations are meaningful, it is required that parents schedule visits in advance with the building principal. Parents will also need to sign a statement outlining the guidelines of confidentiality when observing in a classroom.

WITHDRAWALS AND TRANSFERS

Parents who plan to move from the community or transfer their children to another Parkway school should notify the office as soon as possible. When children are enrolled in their new school, we will receive a request for records and then send all educational records to the new school for you. Parents should be sure to return all school books and materials to Claymont prior to leaving.

DRESS CODE

Claymont is an air-conditioned building. Please keep this in mind as you assist your child in the selection of school clothes. We ask that pupils dress appropriately, reflecting a respect for the business of learning. Keeping safety in mind, students should wear tennis shoes on the playground. Shoes with wheels in the soles are not to be worn at Claymont during the school day or for any school activities. Hats, scarves, or any head coverings are not allowed unless a special spirit day has been announced, the teacher has given special permission, or they are worn for religious purposes.

Other examples of clothing which are not appropriate are: short shorts, midriff tops (halter tops), clothing or gear which advertises or represents tobacco or alcohol products, and clothing bearing inappropriate language or suggestions.

The district believes dress code guidelines should be determined by each school rather than establishing a district wide dress code policy. The principal, along with others in the school, have an understanding of their individual school cultures and the developmental differences in students from grade level to grade level. Each school will determine common sense guidelines which are in good taste, respectful of the rights of others, and contribute to a healthy learning environment.

ARRIVAL AND DISMISSAL

Arrival: Children should arrive at school no more that fifteen minutes before the school day begins. School begins at 9:05, the doors open at 8:50. If a child arrives late for school, he/she is to report to the office prior to going to his/her classroom. Parents must also come to the office to sign in the child.

Dismissal: The school day ends at 4:00 p.m. The school cannot be responsible for children after this time unless they are enrolled in an after-school program. Parents picking up a child during the school day must report to the office. We will call your child from his/her classroom to the office. All children must be signed out by a parent or the parent's designee.

For reasons of safety and security, parents are not allowed to enter the child's classroom to request the dismissal of students. Teachers have been instructed not to release a child to any adult without permission from the office. This policy is in effect during regular school hours.

Please advise the school if a child is to be picked up by someone other than a parent. Children are NOT to meet their parents in the parking lot.

Please send a note if you intend to pick up your child at school for a doctor or dentist appointment. Allow yourself enough time to have your child called to the office for dismissal after you arrive.

A note is needed if your child usually rides a bus but occasionally walks home. One note will suffice for the year if your child is to walk home on a regular basis. If your child is to walk home on a specific date, please send a note to school with your child giving permission each time he/she walks.

If students want to ride a different bus, they will need a written note from their parents in order to obtain a bus pass from the office.

EMERGENCY DISMISSAL – INCLEMENT WEATHER

In the event we must dismiss early or close school due to inclement weather, official announcements of school closing will be made on various TV and radio outlets. Most importantly, we will also use our automated “Parkway Connect” system to call, email, and text parents in the event of a school closing.

If school is dismissed early in the day, these guidelines will be followed:

- If school is dismissed early, Claymont will be dismissed after West Middle and West High School.
- Walkers will be dismissed as conditions permit.
- Bus riders will wait for their buses unless picked up by parents.
- Please be aware that school personnel will be very busy in such a situation and would appreciate if you do not attempt to call the school office. Each family is to submit an early dismissal plan for each child. A form is sent home near the beginning of the year for parents to communicate this plan to the teacher.

NOTE: Please make sure your list of emergency contact telephone numbers in the Infinite Campus online system is always up-to-date!

SPECIAL SERVICES AND PROGRAMS

ART

The art program at Claymont School provides instruction to all students in grades K-5. The art program is designed and taught by a



certified specialist using the Parkway District Art Curriculum as a guide. The children are taught basic art procedures in lessons designed to develop their abilities and talents to achieve a maximum degree of success. In addition to developing visual perception skills, the Claymont Art Program focuses on building students' self esteem and increasing aesthetic and cultural awareness through study of a variety of art forms.

Student art work is displayed throughout the year in the building and the Parkway School District. Claymont is always well represented at the annual district-wide Queeny Park Art Show held every spring.

COMMUNITY SCHOOL

Claymont offers a Community Education Program for children. It offers a wide variety of enrichment and recreation classes which meet before or after school on selected days. We publish a bulletin of course offerings for each of the three sessions (Fall, Spring, Summer). Please direct any questions or suggestions to the school office or visit the website at <http://www.prcommunityed.org/Pages/default.aspx>.

TECHNOLOGY

The use of technology has been integrated into many areas of the curriculum for grades K-5. Each classroom has a class set of online student devices, a smartboard, and a document camera. Claymont also has digital cameras, digital video recorders, and other technological tools to enhance our students' learning experiences.



Each student is also assigned an individual Google login account. Students will use Google Apps for writing, presenting, and other learning exercises. Many teachers will send assignments through the Google Classroom system. Students also have Gmail accounts that can be accessed beginning in third grade. Email to students in elementary school may only be sent and received within the Parkway network. Students will not receive email from anyone outside of the Parkway domain. Students may access their Google accounts from home to extend their learning beyond the school hours. All online activity (when students are signed in to their Google accounts) is monitored by network filtering systems. It is always possible that content can slip through the filters so parent observation is always encouraged when children are online.

GENERAL MUSIC

Students at all levels participate in general music classes. All students are given opportunities to participate in ensemble playing through the use of barred and percussion instruments. Recorder



instruction begins in fourth grade and continues through fifth grade. Fundamentals of music theory and composition are taught through a variety of class activities, as well as an appreciation for all types of music and composers from different periods.

GENERATION-TO-GENERATION

The Generation-to-Generation program is a relationship we have established with our special adults from Friendship Village, a community residential and nursing home facility. The program began at Claymont in 1989. The special adults are volunteers who agree to give one hour of their week as an assistant in a teacher's classroom.

Paired with a teacher, each volunteer works in the same classroom each week getting to know the teacher and the children. Under the teacher's direction, they work with children in a variety of ways including reading to children, listening to children read, helping a student with math or writing, assisting a child with an assignment, or reinforcing a skill for a child having difficulty.

OASIS

The Parkway School District is proud to be a part of the OASIS Intergenerational Tutoring Program. This program pairs an older adult volunteer with an elementary student for individual help developing the child's reading and language skills. Besides improving reading skills, the program builds self-esteem and a positive attitude towards learning. Volunteers come for 30 minutes per week throughout the entire school year. Prospective tutors need to complete a 10-hour training class and background check. For more information on becoming a tutor, visit the Parkway website.

GUIDANCE AND COUNSELING PROGRAM

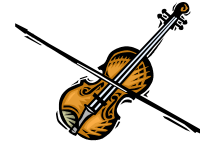
The guidance and counseling program at Claymont is an integral part of the total educational process. Two full-time counselors function as members of the educational team and are able to follow a child's progress year-to-year throughout the elementary school experience.

In each classroom, the counselors conduct developmental guidance activities designed to help develop personal growth and social/emotional skills. The counselors also organize problem-solving teams to determine the best ways to meet more significant individual student needs. Problem-solving teams consist of staff members who meet regularly to plan interventions and follow up on student progress. The counselors also coordinate the referral and evaluation process with Special School District.

Counselors also meet with groups of children who have similar needs such as coping with the separation and divorce of parents, siblings with disabilities, grief groups, and more. The counselors also have the responsibility of coordinating the standardized testing program approved by the district.

STRINGS

The Strings Program is open to all students beginning at third grade. The Suzuki method, a system of rote teaching which allows students to concentrate on playing skills, is used with all students in third grade. Instruments are provided for this program.



Fourth- and fifth-grade students may continue with the strings program if they choose but must furnish their own instruments. Rental arrangements will be suggested by the strings teacher.

Before your child signs up for instrument lessons, please discuss with him/her the following responsibilities:

1. Bringing instruments and attending class twice weekly
2. Practicing at home daily
3. Checking with classroom teachers about assignments missed and making up those assignments in time for the next day's class

LIBRARY /MEDIA CENTER

The Claymont School Library offers an extensive collection of materials for recreational and educational use. . Although Claymont Library does not charge overdue book fines, students are encouraged to return materials on time. Please help your child in developing these good library habits. A full-time, certified librarian works with students and staff to implement the library program and teach library skills. Parent volunteers work with the librarian to help our students. In addition, the library offers students a Book Fair in the fall. The fair offers the students an opportunity to purchase good quality books from a wide selection on display. The P.T.O. Sponsors a second book fair in the spring. The Claymont library also subscribes to several online databases. Please contact the school librarian if you have questions about how to access all that is offered through the school library.

PHYSICAL EDUCATION

Physical education is seen as an integral part of the students' curriculum at Claymont. The students participate in their street clothes and are urged to wear clothes that provide complete



freedom of movement. In an effort to promote safety, the boys and girls are expected to wear tennis shoes during physical education classes. If ever your child is not to participate in P.E. class, a written note from a parent is sufficient to be exempt from a week of P.E. Beyond that, a physician's note must be presented for the student to be excused.

SPECIAL READING PROGRAM

The Special Reading Program at Claymont School is designed to offer specific individual programs to students in need of additional reading instruction. Students are eligible for this service based on the results of reading assessments and teacher recommendations. Emphasis is placed on utilizing the student's strengths to build confidence while needed skills are being developed.

The reading specialists also have the responsibility of providing reading diagnostic services within Claymont School and to assist with referrals to the Special School District. The reading specialists serve as consultants to teachers, parents, and the administration to help provide for the special needs of students in the area of reading.

SPECIAL SCHOOL DISTRICT

Special School District provides a variety of services for students with disabilities (under IDEA) who attend the 23 school districts of St. Louis County. Delivery of services is accomplished through the following models: inclusion, itinerant, resource, special class, special school, homebound, and purchase of services.

State and federal guidelines dictate that each student be served in his/her home school unless it can be demonstrated that all alternative programs have been tried, and the student is still unable to function in his/her home school setting. A continuum of services is, therefore, provided by SSD to insure that as many students as possible will be served in their home school. The amount of service to be provided to each student is determined through the IEP process. Special School District personnel are assigned to Claymont School to deliver services to those children who have gone through the prescribed diagnostic procedures and have been diagnosed as having one or more disabilities. Special School District personnel serving Claymont School include administrators, special education teachers, speech and language pathologists, occupational therapists, physical therapists, and paraprofessionals. The delivery models through which SSD services are provided include inclusion, itinerant, resource, and special class.

RECYCLING

Claymont participates in single-stream recycling program. Each classroom has a recycling bin for paper, metal, plastic, and other recyclables. The cafeteria is also equipped with a compost bin for all food waste and compostable lunch trays. At the beginning of the year, a fifth-grade "Green Team" will help younger students learn how to sort their lunch waste into each of the three bins.



SAFETY PATROL

Claymont's Safety Patrol is made up of volunteer fifth graders who dedicate their time in ensuring safe arrival and dismissal from school. Their responsibility is to help with the kindergarten dismissal as the young students board buses and get to their cars or Adventure Club location.

Adventure Club

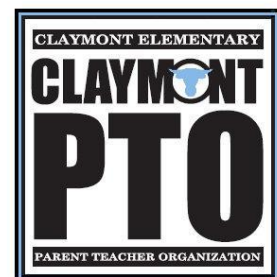
Parkway offers a before- and after-school program designed to provide children of working parents a safe, well-supervised program for those hours when an adult cannot be at home. The program meets Monday through Friday, with the exception of school holidays and snow days. The morning program begins at 6:00 a.m. and runs until the start of the school day. The afternoon program begins at dismissal and runs until 6:00 p.m.

For additional information, please visit the website:

<http://www.prcommunityed.org>

PTO (PARENT-TEACHER ORGANIZATION)

Claymont School is fortunate to have an extremely active PTO. It serves as a service arm to our school. The purpose of the PTO is to promote child welfare in the home, school, and community to bring into closer relation the home and school in order that parents and teachers may cooperate in the education of the child. All parents are invited to join this group and lend their support in making our school a pleasant and productive place.



The Claymont PTO consists of all parents whose children attend Claymont School. Regular meetings are held several times from September through May. Notification of these meetings will be sent home with the student, usually in the Principal's Newsletter and/or PTO Newsletter.

The Claymont PTO Board consists of volunteer parents willing to organize and take responsibility for the various PTO Committees. These committees are designed to promote and assist the school in its purpose of education. A few of these committees are: Art Appreciation, Generation to Generation, Health, Welfare and Safety, Library Aides, Programs, Room Parents, School Enrichment, Yearbook, Staff Appreciation, Hospitality, and the Buzz Book.

If you are interested at any time in further information about becoming a Claymont volunteer, please contact the school office or the respective PTO person. A complete list of PTO Committees and their chairpersons can be found in the Claymont Buzz Book that is published each fall. A volunteer guide is also published each year to give parents the opportunity to choose the activities in which they would like to participate.

BOARD OF EDUCATION MEETINGS

The Parkway Board of Education conducts scheduled meetings during the months of August through June. The public is welcome to attend. A schedule of meeting times and locations can be found on the district website.

BUZZ BOOK

The "Buzz Book" of Claymont families is published each fall. The book contains the teaching staff, PTO officers and committee chairpersons, school calendar, scout groups, class lists, room mothers, and student telephone numbers and addresses.

VOTER REGISTRATION

All citizens who are eighteen years of age are eligible to register to vote in the state of Missouri. If you are not now registered, we would encourage you to stop by West High School library at your convenience. The West High School librarian is deputized and can register you during regular school hours.

GOLDEN KEY PASSES

Golden Key Passes are available for all senior citizens in the Parkway School District. These passes extend every courtesy to these residents when they attend any school event - concerts, athletic events and most of the Community School classes. Golden Key Passes may be obtained by contacting the School/Community Relations Office in the Administrative Center, 415-8100, or by visiting [this website](#).

VOLUNTEERS

A volunteer guide is made available at the beginning of each new school year for parents to volunteer in an area of their interest. If you are interested at any time in further information about becoming a Claymont volunteer, please contact the respective PTO representative or the school office. Volunteer positions that regularly take place in the school during the school day may require a background check.

STUDENTS WITH DISABILITIES/SPECIAL EDUCATION PROGRAMS

Students with disabilities are protected by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and/or the Americans with Disabilities Act (ADA). Students with disabilities are entitled to a "free appropriate public education" (FAPE), which is defined by the student's Individualized Education program (IEP) or Individualized Accommodation Plan (IAP). Staff, parents, or anyone else who has significant educational concerns about a student or believes an individual may have a disability can initiate the special education and/or Section 504 "identification" process by requesting that the school's Care Team consider the concerns.

Students from three (3) through twenty (20) years of age residing in St. Louis County, as well as St. Louis City residents attending Parkway Schools, are eligible for special education and related services offered by the Special School District (SSD) of St. Louis County if they are diagnosed with educational disabilities. The SSD also provides audio logical and special education evaluations, hearing and speech/language screening services, Special Non-Public Access Program (SNAP) special education services for students with educational disabilities attending private/parochial schools, and a variety of adult education and "transitional" programs. Homebound instruction for home or hospital-bound students (both with and without disabilities) and applied technology/vocational programming are also available. Parkway provides accommodations for students with Section 504 disabilities and who are not eligible for services from the SSD.

Under the Family Educational Rights and Privacy Act (FERPA), parents have the right to review, request amendment of, and file complaints concerning the content or maintenance of personally identifiable information about their children. The rights of individuals with disabilities are available upon request from school staff or the Parkway Special Services Department. Appeals of disabilities related decisions should be submitted in writing to the Parkway and/or SSD Superintendents of Schools.

