

Oak Brook Elementary School

Parent and Student Handbook

Oak Brook Elementary School
510 Big Bend Road
Ballwin, MO 63021

314-415-6550 Main Office

314-415-6562 Fax

314-415-6576 Attendance Line

www.parkwayschools.net/oakbrook

School Colors: Blue and Silver

School Mascot: Eagle

Parkway School District



Project Parkway 2.0

MISSION

The mission of the Parkway School District is to ensure all students are capable, curious, caring and confident learners who understand and respond to the challenges of an ever-changing world.

VISION

We succeed when each student and each graduate:

- transfers prior learning to new demands, in and out of school
- is fully prepared for future educational challenges
- is a creative, thoughtful and effective problem solver
- is increasingly a self-directed, skilled and persistent learner
- is a literate and critical consumer of information and ideas
- speaks articulately and listens effectively
- acts out of a strong sense of personal, social and civic responsibility
- seeks to understand the views, values and cultures of others
- works skillfully with others to achieve common goals
- pursues a personal direction based on individual talents and interests

LEARNING PRINCIPLES

The conditions for optimal learning are observable in our classrooms and confirmed by educational research.

As a learning institution, we want to ensure each student is successful in these areas:

- understands the purpose and outcomes of learning as well as the standards required for success
- transfers learning to new situations beyond the classroom and school
- makes meaning of content within helpful conceptual frameworks and multiple contexts
- uses feedback to improve products, performances, key skills and transfer of learning
- self-assesses and self-adjusts individual learning through reflection against rigorous goals
- constructs new knowledge by building on prior knowledge and activating earlier ideas
- tests ideas, takes intellectual risks and learns from mistakes in pursuit of understanding
- experiences learning challenges that match individual abilities, needs and interests
- realizes that the capacity to learn is not fixed; ability and understanding can always improve

COMMITMENTS

To accomplish our mission, we will implement the following action plan:

- value the uniqueness of students and believe in their ability to learn and succeed
- engage students in meaningful learning through a guaranteed, viable district curriculum that is rigorous and relevant
- ensure students experience respectful learning environments that are safe, welcoming and well-designed
- support the health, well-being, integrity and character development of students
- maintain a culture of accountability in which all departments, schools and programs collect and report relevant data on their progress toward Mission-driven goals
- develop and support strong professional communities that utilize data, knowledge, experience and research to improve practice and accomplish goals
- build positive relationships among students, families, staff and the broader community
- responsibly and efficiently allocate resources including finances, facilities, personnel and time
- cultivate the creativity and diversity of talents within all students
- recruit, employ, develop and retain an exceptional staff dedicated to representing Parkway's diverse community



Dear Parents,

The mission and vision of Oak Brook Elementary School is aligned with the mission and vision of the Parkway School District. We strive to help each of our students develop into a capable, curious, caring and confident learner ready for challenges faced in school and in life. Oak Brook Elementary School staff members believe every child is capable of achieving and successfully learning skills needed to function in our ever-changing world. We take our commitment to meeting the needs of our students very seriously.

We believe parents are the first teachers of our students. If our students are going to be successful, a strong home-school partnership is essential. We encourage you to be an active participant in your child's education, volunteer at school, stop by and have lunch with your child and be involved in your child's learning process.

Two-way communication between staff and families is essential for student success. We all strive to do what is best for each student, and open lines of communication are the first step to ensuring student success.

At Oak Brook, not only do we focus on academics, we also focus on the development of students with strong positive character traits. To help with this, our staff focuses on character instruction grounded in our four core values of Character Education. Those values include: Responsibility, Self-Control, Integrity and Respect.

We look forward to partnering with you and your family for a successful school year. If at any time you have questions or concerns, please do not hesitate to contact us.

Sincerely,

Dr. Chris Shirley
Principal

Mrs. Ashley Deckelman
Assistant Principal

Oak Brook Core Values

Responsibility

TAKING YOUR JOB SERIOUSLY AND DOING YOUR BEST AT ALL
TIMES

Self-Control

THINKING BEFORE YOU ACT AND MAKING THE RIGHT CHOICES

Integrity

DOING THE RIGHT THING EVEN WHEN NO ONE IS LOOKING

Respect

TREATING OTHERS THE WAY YOU WANT TO BE TREATED

The foundation of Oak Brook's Character Education work rests upon these 4 values chosen by students, parents and staff. Throughout the year, teachers will work with students to clarify and talk about what each of these values look like throughout school and home settings.

Teachers will also focus on numerous other words that support our 4 values as well as the traits outlined in our mission (capable, curious, caring and confident).

Arrival/Dismissal

Arrival

- Doors open at 7:20
- Students are allowed to go to their classrooms at 7:25 (staff supervises them until the bell rings)
- Tardy bell rings at 7:35; students are tardy if they arrive in their classroom after 7:35 (if students are dropped off right at 7:35, they will most likely be tardy because they will not get to their classrooms before the tardy bell rings)

Parent Drop Off

- Parents drop off in the back of the school starting at 7:20.
 - Drive to the back of the school and circle the playground.
 - There are signs asking you to pull forward to the first stop.
 - The first stop is right by the basketball court.
 - After dropping your child off, you drive back to the front of the school and exit through the parking lot.
 - If it is after 7:35 and no one is in back, you must take your child to the front entrance and come in with your child because he/she will need to be signed in at the office.

Adventure Club

- Students enrolled in Adventure Club may be dropped off at school starting at 6:00 am
- Parents should walk students inside and sign them in
- Adventure Club staff will dismiss students to go to class when the bell rings

Bus Riders

- The Parkway Transportation Department provides transportation to all Oak Brook students
- Riders should be at the bus stop at least 5 minutes before school starts
- The bus will drop students off in front of the school where they will be greeted by Oak Brook staff
- There are staff members stationed throughout the school to ensure students arrive to their classrooms safely

Dismissal

- School is dismissed at 2:30 pm.

Parent Pick Up

- Parents picking up students should stop by the office and register for a numbered Oak Brook Hang tag (each family will be assigned a number and receive 2 hang tags with that number)
- Beginning at 2:20, parents should drive to the back of the school and wait in their cars (using the same areas as we use in the morning for arrival-as outlined by the map sent home at the beginning of the year)
- After 2:20, car riders will not be dismissed out the front doors
- Oak Brook staff will dismiss students based on arrival and will only dismiss them to the cars with the correct hang tag number
- If students are riding home with another family, a car rider pass will be issued for that day so staff members can insure students ride home with the correct family

Adventure Club

- Students who attend Adventure Club will be dismissed directly to Adventure Club
- Adventure Club staff will account for all students by taking attendance
- If a child normally attends Adventure Club, he/she will be required to attend unless a note is sent

from home informing staff of a change in routine

Bus Riders

- Teachers will walk students to the buses each afternoon
- Students must ride their own bus home and get off at their bus stop (unless we have a note from home informing us of a change)

Change in Dismissal Routine

We will send your child home his/her normal way unless we hear from you via email, phone or note. Please take note of the items below:

- Notify the office staff and your child's teacher as soon as possible - and prior to 2:15 pm. Early notification is important as teachers and staff work each day to ensure the safety of all of our students. Notification may occur in one of the following ways:
 - Written note sent with your child and given to his/her teacher
 - Email sent to your child's teacher and office staff (bschroeder@parkwayschools.net, wllkie@parkwayschools.net) (areed1@parkwayschools.net) Please make sure you send the email to all of the staff members listed above.
 - Phone call to the office (314) 415-6550 prior to 2:15
 - If notification is received late, your child may be dismissed using his/her normal routine. There have been times when we have received notification too late to make the change
- If your child is going home with another family, both students need a note.
 - While we understand special circumstances arise, arrangements for change in dismissal need to be made before school starts.
 - Students should not plan changes during school time.

Dismissal During School Hours

At times, it is necessary to pick up your student from school before regular dismissal. To ensure the safety of all students, please follow the following procedures.

- Notify the teacher ahead of time (if possible).
- Please come to the office, and we will call to the room for your child (teachers are asked not to release a student unless authorized by the office so please do not plan to pick up a student directly from the classroom). This is for your child's protection.

Attendance

Regular attendance and punctuality relate positively toward school achievement and a child's self-worth. Irregular attendance creates insecurity and stifles learning. When a student is tardy, he/she should report to the office and obtain a late pass for the teacher. If your child is absent, please report the absence by phone to the office.

The absence may be called in from 4:00 p.m. until 7:30 a.m. at 314-415-6576. After 7:30 a.m., please contact the office at 314-415-6550.

For prolonged absences or absences with extenuating circumstances, please contact the principal and teacher as soon as possible so we can support your child and you as much as possible.

Oak Brook operates a Dial Safe program, which means we will call if we have not heard from you. Attendance is tracked and letters will be sent home when your child reaches 5 total days absent and again at 10 total days absent. If the student is taken out of school for a time period exceeding 9

consecutive days, the student will be withdrawn from school. Contact with the district social worker will be made regarding any student with a history of excessive absences or tardies.

Behavior Expectations

Oak Brook students and staff have worked together to create a list of “Eagle Expectations.” These expectations guide what behavior should look like throughout our school. Each expectation is grounded in one of our 4 core values. Please review these expectations with your child.

Location	Responsibility	Integrity	Respect	Self-Control
Assembly	<ul style="list-style-type: none"> ● Ignore distractions ● Wait for adult instructions ● Follow the Eagle Call 	<ul style="list-style-type: none"> ● Eyes on the person talking ● Hands in your lap 	<ul style="list-style-type: none"> ● Listen and think about what is being said 	<ul style="list-style-type: none"> ● Sit flat ● “0” Voice ● Clap at the right time
Cafeteria	<ul style="list-style-type: none"> ● Keep table & floor clean ● Keep hands, feet & objects to yourself ● Follow the Eagle Call 	<ul style="list-style-type: none"> ● Include everyone at your table 	<ul style="list-style-type: none"> ● Use your manners 	<ul style="list-style-type: none"> ● Use a “0”, “1” or “2” voice ● Wait patiently in line
Computer Lab / Chromebook Usage	<ul style="list-style-type: none"> ● Focus on the job given 	<ul style="list-style-type: none"> ● Only visit teacher-approved websites 	<ul style="list-style-type: none"> ● Listen and think about what is being said ● Respect other students’ work 	<ul style="list-style-type: none"> ● Use a “0” or “1” voice
Hallway	<ul style="list-style-type: none"> ● Never open an outside door ● Travel on the right side 	<ul style="list-style-type: none"> ● Use walking feet & face forward ● Take the most direct route 	<ul style="list-style-type: none"> ● Keep hands to yourself ● Walk in Eagle Line Order ● Keep hands off the walls 	<ul style="list-style-type: none"> ● Use a “0” voice
Playground*	<ul style="list-style-type: none"> ● Follow Oak Brook game rules ● Use equipment properly 	<ul style="list-style-type: none"> ● Show good sportsmanship 	<ul style="list-style-type: none"> ● Put equipment away properly ● Include everyone 	<ul style="list-style-type: none"> ● Take turns ● Line up right away
Restroom	<ul style="list-style-type: none"> ● Get adult permission ● Two paper towel pulls 	<ul style="list-style-type: none"> ● Wash hands 	<ul style="list-style-type: none"> ● Honor privacy ● Flush 	<ul style="list-style-type: none"> ● “0” voice ● Keep area clean

*Other rules are outlined in the “Playground Rules” section of this handbook.

Student Bullying

As a public educational institution, the Parkway Board of Education believes all students need a safe learning environment. Accordingly, district staff will not tolerate bullying behavior. This policy applies to behavior on all Parkway property, including Parkway and Special School District buses and bus stops, as

well as Parkway events.

At Oak Brook, we understand and value the importance of students having positive relationships with staff members and with each other. We believe these relationships are paramount to a well-rounded education that focuses not only on academics but also on character development. To help with student development teachers, counselors, staff and administrators work each day to teach students lessons focused on our core values of respect, responsibility, self-control and integrity. Although we proactively teach students and work with them to avoid bullying issues, there are times when bullying occurs. When it does, we will address it accordingly. If your child comes home and shares incidents with you, we ask that you contact your child's teacher and/or the office. An open line of communication is the best way to address issues that occur.

Bullying is intimidation, unwanted aggressive behavior or harassment that is repetitive or substantially likely to be repeated and causes a reasonable student to fear for his or her safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may occur when there is a real or perceived power imbalance including but not limited to position of control, physical strength, social status, manipulation, and/or age/size. Bullying also includes any threat of retaliation for reporting such acts.

Bullying generally does not include:

- single acts of social rejection or unintentional social exclusion
- mutual arguments, disagreements or fights

While these actions can cause great distress and may result in disciplinary consequences, they may not be examples of bullying as defined by the policy.

Types of Bullying:

Verbal or Nonverbal bullying is communicating damaging or malicious messages. Verbal or nonverbal bullying may include but is not limited to:

- Teasing
- Name-calling
- Making inappropriate sexual comments
- Taunting
- Threatening to cause harm
- Making malicious gestures or expressions

Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying may include but is not limited to:

- Using peer pressure to coerce, gain compliance or demean another person
- Excluding someone with malicious intent
- Telling other students not to associate or be friends with someone with malicious intent
- Spreading rumors about someone
- Embarrassing someone in public

Physical bullying involves hurting a person's body or possessions. Physical bullying may include but is not limited to:

- Gestures
- Hitting/kicking/pinching/slapping

- Spitting
- Tripping/pushing
- Taking someone's things without permission
- Inappropriate touching or unwanted contact
- Intentionally getting in someone's personal space
- Defacing/destroying another person's work or property

Cyberbullying is a form of bullying committed by transmission of a communication, including but not limited to, a message, text, sound or image, by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, and/or via social media. The District has jurisdiction over cyberbullying that uses the District's technology resources or that originates on District property, at a District activity or on District or Special School District transportation. Even when cyberbullying does not involve District property, activities or technology resources, the District may impose consequences and discipline for those who engage in cyberbullying if there is a sufficient connection to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the District is otherwise allowed by law to address the behavior. Cyberbullying may include but is not limited to:

- Spreading rumors or personal information
- Posting or sharing embarrassing/inappropriate pictures or videos
- Creating fake profiles or websites intended to demean

The principal of each building is designated as the individual to receive and investigate reports of bullying. The principal may designate additional administrators and/or counselors to receive and investigate reports of bullying in the principal's absence or at the principal's discretion. Students shall report incidents of bullying to school staff so they can be investigated and resolved. Any district employee who has firsthand knowledge of bullying behavior is required to report such conduct as soon as possible but no more than two calendar days after becoming aware of the incident or reported allegation. The report must be in writing and must be made to the building principal or other designated school official. Following the reported allegation, the principal or designee will complete the investigation as soon as possible but no more than ten school days from the date of the written report unless good cause exists to extend the investigation. Depending on the age of the student(s) and the circumstances, the response to bullying can range from a restorative process for those involved to the offending student(s) being suspended from school. Bullying of students is prohibited under Standard 5 of Policy JK, Student Discipline.

Student Discipline

Please read and become familiar with Parkway Policy JK.BP, Student Discipline, provided by the district. The district will send electronic links to email addresses registered via Infinite Campus. Although the "Standards of Conduct" and the academic/behavior intervention plan defined in Policy JK.BP, Student Discipline, apply to all students, specific consequences for violations of these standards by students with disabilities will be determined in accordance with Policy JKF.BP, Disciplining Students with Disabilities.

Birthday Celebrations

We realize birthdays are a fun time to celebrate, and we will celebrate at school. Students will be a part of the morning announcements on their birthday.

In the classroom, students will be able to select an activity from a teacher-created menu of choices. Each grade level will share a menu of choices from which each student will be able to choose on his/her

birthday. Each grade level creates its own list for the students to choose from on their birthdays (or ½ birthdays for students who have birthdays when school is not in session).

We ask that no treats, of any kind, be sent to school with your child. If treats are sent to school, they will be sent home with your child.

Bus Transportation

The district provides transportation for students from Oak Brook School. Students must comply with the following regulations and responsibilities at the bus stop and when riding the bus.

Responsibility

- Please arrive at your bus stop at least 5 minutes before your scheduled pick-up time
- Stay in your assigned seat
 - Keep your items and self out of the aisle
- Take care of your belongings

Integrity

- Follow the bus driver's directions (the first time)
- Be nice
- If you find something on the bus that doesn't belong to you, give it back to the owner or to the bus driver
- Tell the bus driver if someone is not being safe
- Stand up for others who are being mistreated

Respect

- Keep hands and objects to yourself
- Greet the bus driver and use your manners
- Do what the bus driver tells you to do
- Do not take other people's belongings

Self-Control

- Use a "0" or "1" voice
- Sit facing forward with your feet on the ground (do not stand or kneel in your seat)
- Keep hands/arms/items inside the bus
- Keep items to yourself (do not throw things out the window)
- Walk up and down the aisle
- Wait patiently at the bus stop (wait until you hear the air brakes before approaching the bus)

If a child does not meet expectations, the bus driver will inform the principals. Repeat offenders may lose the right to ride the bus.

Your child is to ride on the bus assigned to him/her by the Transportation Department and get off the bus at his/her assigned stop. Exceptions can be made with the parent's written consent; please have your child bring a note to the office at the beginning of the day. **Notes are required from both families.** The office assigns a special bus pass for that day.

If a student should miss the bus home from school, he/she may call home from the office.

Cafeteria

Our cafeteria offers a balanced hot lunch. Students use a personal identification number (PIN) to make deposits to their personal cafeteria "Bank Account" for purchasing meals and a la carte items. Parkway publishes monthly menus on the website <https://www.parkwayschools.net/Domain/788>. Students who bring their lunch may buy a milk or juice. If a student forgets lunch or money, the student may charge lunch that day. Students may not charge for more than three days without repaying the account.

How to pay

Send check or cash to school	Internet Deposits
<ul style="list-style-type: none">• Fill out an envelope with your child's name, account number and amount enclosed on it• Send it to school and have your child place it in one of the lunch money boxes	<ul style="list-style-type: none">• Debit and credit card purchases may be made at https://www.myschoolbucks.com <p>More information may be found in the "Food Services" department on the district website: www.parkwayschools.net</p>

Community Education

Enrichment classes are offered after school through the Parkway-Rockwood Partnership. More information may be found at www.prcommunityed.org. Course offerings change and information will be sent home via email and in a flyer.

Confidentiality

Oak Brook staff respects the confidentiality of students and their families. Our staff members will not discuss or release information about students to parties other than their parents or guardians unless authorization from the parent has been obtained. This includes academic progress and scores, discipline issues, health information and other sensitive information.

Dress

School clothing should be appropriate, functional, comfortable, but most of all reflective of the student's attitude toward his/her main job--learning. Clothing should never distract from that job. Students will go outside when the "feels like" temperature is above 20 degrees or below 100 degrees. Clothing choices should be appropriate for the weather. If the feels like is below 50 degrees, students must be wearing pants to go outside.

Emergency Contacts

Each year, parents and guardians are asked to update information using the Annual Family Profile Update through the Infinite Campus Parent Portal. This information is critical for daily operations and emergencies. Please complete these online forms thoroughly for your child's best interest. Maintaining accurate information throughout the year is essential for ongoing communication.

Emergency Closing/Inclement Weather

Schools may close unexpectedly due to severe weather, power failure, heating problems, etc. Please make sure you have returned the Inclement Weather Form sent to each student at the beginning of each school year. Announcements will be made through phone, television, website and the Parkway app.

Family Educational Rights and Privacy Act (FERPA) Annual Notification

I. Notification of Rights

Each year the Parkway School District is required to give notice of the various rights accorded to parents or eligible students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and eligible students have a right to be notified and informed. In accordance with the Family Educational Rights and Privacy Act, you are notified of the following:

II. RIGHTS OF PARENTS

1. **RIGHT TO INSPECT:** You have the right to review and inspect substantially all of your education records maintained by or at the District. You should submit to the student's school principal or other appropriate school official a written request that identifies the record or records you wish to review and inspect. You may also wish to request a copy of the Student Records policy and guidelines, which contain additional information.
2. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the District to limit the disclosure of information contained in your education records to those instances where prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of Family Educational Rights and Privacy Act (FERPA) which allow disclosure without prior written consent.
3. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if the District decides not to alter the education records according to your request. You may request an amendment of your child's records by (1) advising the appropriate Parkway official how you wish to amend the student's record and why, and (2) requesting a copy of the Student Records policy and guidelines, which contain additional information.
4. **RIGHT TO COMPLAINT:** You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202, concerning the District's alleged failure to comply with Family Educational Rights and Privacy Act.
5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the written policy adopted by the Board of Education of the Parkway School District in compliance with Family Educational Rights and Privacy Act. A copy may be obtained in person or by mail from: Custodian of Records, Parkway School District, 455 North Woods Mill Road, Chesterfield, Missouri 63017.

III. SHARING OF INFORMATION:

1. The district will disclose information from a student's education and/or health records to Parkway School District school officials who have a legitimate educational interest in the records. A school official is defined as:

- A person employed by the District as an administrator, supervisor, instructor, or support staff member including health medical staff and safety/security staff.
- A member of the board of education.
- A person employed by or under contract to the District to perform a special task, such as an attorney, auditor, medical consultants, or therapists.
- A person who is employed by the District's law enforcement unit.

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or by a contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
- Maintaining the safety and security of the school or school property.

2. The District has determined that the Voluntary Interdistrict Choice Corporation (VICC) and its officers, employees and agents are school officials with legitimate educational interests because they act for and on behalf of the District with respect to transfer students and the transfer program, and because they seek to advance the interests of both. A transfer student's attendance records and other educational records relevant to the student's participation in the program or to the program itself may accordingly be disclosed to VICC without obtaining written consent from the parent/guardian or eligible student.

3. The District will disclose information from a student's education and/or health records to officials of another public school, school district or post-secondary school in which a student seeks or intends to enroll. Parkway staff shares education/health records of students, both disabled and non-disabled, with Special School District staff at various times during a child's enrollment at Parkway. The Parkway School District will not further notify parents or eligible students prior to such transfer of records.

4. The District will disclose information from a student's education and/or health records to law enforcement and juvenile justice authorities, if the disclosure concerns either law enforcement's or juvenile justice authorities' ability to serve the student prior to adjudication. The entity receiving such information must comply with applicable federal confidentiality restrictions.

IV. DIRECTORY INFORMATION

The Parkway School District has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA).

The following information regarding students is considered directory information:

1. Student's Name
2. Grade Level
3. Parent's Names
4. Electronic mail address of parent or eligible student
5. Address

6. Telephone number
7. Date of birth
8. Major field of study
9. Participation in activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.)
10. Weight and height of members of athletic teams
11. Dates of attendance
12. Degrees and awards received
13. Most recent school attended by student
14. Enrollment status (e.g., full-time or part-time)
15. Photographs including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

According to law, directory information may be disclosed by the Parkway School District without the consent of the parent of a student, or an eligible student. Such information is normally disclosed through distribution of yearbooks, handbooks, and similar school publications. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by Family Educational Rights and Privacy Act.

Any parent or student refusing to have any or all of the designated directory information disclosed must check specified box on the Pupil Information Form indicating that directory information shall not be released. This notification must be filed with the principal of the school that the student attends within thirty- (30) calendar days of the publication of this notice.

In the event a notification of refusal is not filed, the Parkway School District assumes that neither a parent of a student nor an eligible student objects to the release of the directory information designated. Upon request, the Parkway School District will release the names, addresses, and phone numbers of secondary school students to military recruiters and representatives from institutions of higher education unless a parent or eligible student contacts the district and requests otherwise.

Food at School

Oak Brook follows the Food Safety Expectations of the Parkway School District Health Services Department. These expectations are as follows:

- Classrooms are food-free whenever possible
- Students may bring a snack for their own consumption (to prevent possible cross-contamination that could impact the health of students with allergies, classes may have an advisory to avoid snacks with particular allergens)
- Food may not be brought from home to share class-wide
- Safe and inclusive ways to celebrate without food will be used for birthday celebrations and classroom parties
- Food will not be used as a reward or motivator

Thank you for working with us to keep all of our students safe. If you have a question, please do not hesitate to contact an administrator or Mrs. Rothrock, Oak Brook School Nurse.

Forgotten Items

If your child forgets to bring his/her belongings to school, (i.e., lunches, violins, books, etc.), you may bring the items to the office for us to deliver. This limits classroom interruptions. We ask all students to check with the office if they have left items at home.

Health Information

Please communicate with the school nurse if your child has a physical or medical condition (diabetes, asthma, hearing/vision problem, allergy, etc.), is taking daily medication or anytime there is a change in your child's medication or health status. The nurse needs to have the most up-to-date health information in order to provide appropriate care to your child should he/she need attention.

If a child seen by the nurse is not able to return to class, the school will contact parents to pick up the student. In the event of a medical emergency, the nurse will provide first aid until rescue vehicles arrive. Several additional staff members are trained and certified in adult and child CPR, should the need occur.

Illness Guidelines

If your child will not be attending school for any reason, it is very important for you to call and notify the school office of the reason for the absence. This helps us to keep track of illnesses among our students. It also helps us be assured that your child is safe at home.

For the health of your child, other students, and school staff, it is important to know when your child should stay home due to illness. Students should stay home if they have had any of the following symptoms:

- Fever of 100 or higher in the past 24 hours
- Undiagnosed rash that is accompanied by fever or itching
- Bad cough or difficulty breathing
- Vomiting or diarrhea within the past 24 hours
- Sore throat, with fever or swollen glands in the neck
- Symptoms of being sick such as being unusually tired, fussy, pale or had difficulty waking

If your child has strep throat or another bacterial infection, he/she should stay home until the antibiotic has been given for at least 24 hours and your health care provider has given permission for your child to return to school. We encourage you to seek medical attention when your child is sick and to follow your healthcare provider's recommendations about returning to school and other social activities.

Medication in the Nurse's Office

In the event that medication needs to be administered at school, the medicine must be accompanied by **all** of the following:

- written consent from the physician
- a label affixed by a pharmacy or physician showing the child's name, the dosage, and the schedule of administration
- what the prescription contains
- the date purchased
- the physician's name
- the guardian's written request for the medication to be administered

When the above conditions are met, the administration of the medication is limited to the school nurse, principal, teacher, or school secretary. All medication is kept in a locked cabinet in the nurse's office. Over-the-counter medication for administration must be in the original container and accompanied by a written consent from the parent/guardian. The school nurse's direct office number is 314-415-6560.

Help Team

The Help Team consists of parents and community volunteers available to Oak Brook teachers and staff. The Help Team will assist with any task that will support the teacher and student educational community. Examples include clerical work, bulletin boards, one-on-one or small group enrichment, cut and paste, book club orders, parent resources, or just an extra pair of hands. If interested, contact a Help Team committee member to be scheduled at your convenience. PTO will provide a list of grade-level Help Team Coordinators.

Homework

Each night, students may have homework assigned to them. Homework may consist of any combination of the following activities:

- Nightly reading on the student's designated reading level
- Videos assigned to be watched before a lesson is taught as an introduction to material
- Study and review unit content for assessments
- Basic facts not requiring at-home instruction of new content

If your child is absent, and you would like to pick up any work missed, please contact the teacher and make arrangements. He/she will be best suited to arrange a time/day to pick up the homework.

Internet Access/Computer Usage

Oak Brook students and staff are provided access to our district computer network. Students gain access through Chromebooks and/or computers in each classroom and the library. At all times, under all conditions, every individual who uses a computer is required to abide by the rules. Failure to do so may result in loss of computer privileges at school and/or loss of access to the student's district-assigned Google account.

General Rules

- Work with an adult in the room
- Work only on the machine to which you have been assigned
- Keep hands off others' machines
- Show respect for all individuals and their work
- Handle all equipment with care and respect
- Only go to assigned websites or complete tasks as directed by the teacher

Library Media Center

Oak Brook has an excellent Library Media Center (library) for student and adult use. The library is open daily for students and teachers to check out books, work on projects and make general use of library

resources.

Books are checked out for a set period of time and may be renewed as needed. Three books may be checked out at a time (one for kindergarten).

If a book is lost or damaged, the student should check the library shelf first, then the classroom and at home. If the book cannot be found, it is the family's responsibility to pay for the book.

Lost and Found

Please label all items your student brings to school. Our lost and found boxes are located by the water fountains in the multipurpose room and outside the gymnasium. Charitable organizations receive unclaimed belongings.

Money at School

Students should only bring money to school for expenses related to the school day and expenses authorized by teachers and administrators.

MOSAICS (Gifted and Talented Program)

Parkway's MOSAICS Program is multifaceted. In keeping with state guidelines, the program's goal is to provide experiences that serve the needs of formally identified students and members of the school community (as the gifted and talented teacher's schedule provides). Curriculum includes exposure to the arts, sciences, mathematics, and forms of communication. Oak Brook has a certified MOSAICS teacher on staff who strengthens the students' higher-order thinking skills while nurturing their creative abilities. This specialized instructor serves as a resource to classroom teachers to modify classroom curriculum through compacting, acceleration, and enrichment.

Notice of Non-Discrimination

It is the policy of the Parkway School District not to discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs, activities or employment practices. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Oak Brook News

Weekly news updates inform Oak Brook parents of school functions. These updates are sent electronically to all parents with email addresses on file with the school. Important events are also posted on the Oak Brook website.

Some updates may also be made via the Oak Brook Facebook page.

PTO

Oak Brook School is fortunate to have an active PTO. It functions as a service arm to our school. All parents and teachers are considered members of this organization. The organization is supportive in making our school a pleasant and productive environment. Members of the PTO collectively sponsor garden club activities, classroom parties, staff appreciation activities, monthly events/meetings, annual fundraisers, "Gifts to the School", Help Team, and numerous other activities to benefit students. The PTO

will publish a schedule of meeting and events at the beginning of the school year. As additions or changes are made, families will be notified. Please consider attending and be watching for more information.

Parties

Two school-wide parties occur during the year. The PTO's VP of Parent Involvement sets the general party guidelines, and grade level parents plan the meetings. We will have a party in November focusing on being thankful and one in February focusing on friendship. Parties will occur from 1:00 to 2:00 p.m., and exact dates may be found on the Oak Brook calendar.

No food treats, of any kind, will be served during the party, following the Food Safety Expectations from the Parkway School District Health Services Department.

Party Invitations (for out of school parties)

The school does not encourage the distribution of party invitations at school. If they must be distributed at school, each child in the class should be invited.

Personal Belongings

Items distracting from the learning process or expensive equipment (i.e.- phones, toys, etc.) must be stored in the student's locker. Items brought to school are the responsibility of the student. Members of the staff are not responsible for lost/misplaced/stolen items.

Physical Education

Physical Education is an integral part of the curriculum at Oak Brook.

- The students participate in their street clothes. We encourage loose clothing for freedom of movement.
- For safety reasons, students should wear tennis shoes during physical education class.
- During winter months when heavier shoes are worn, tennis shoes may remain in the classroom.
- Please label these shoes with your child's name.
- Students must present a written consent from a physician for excuse from physical education class.

Pictures

Professional photographers take individual student pictures in the fall and spring. These are available for purchase for parents who want them.

Playground Rules

For general playground rules, see the Eagle Expectation chart. Each teacher teaches these expectations and rules. Students must follow the directions of all supervisors for safety. Students habitually experiencing difficulty will be reported to the parents and the office. The physical education teachers will reinforce playground rules while in physical education classes.

Safety Rules

Safety Rules for Using the Swings

- One person at a time on each swing
- Stay seated at all times
- Do not swing side to side or twist swings
- Do not run in front of or in back of swing area
- Do not jump off the swing

Safety Rules for the Slide

- One person at a time on the slide
- Going up slides is not permitted
- Slide feet first and on your bottom
- Go down the slide after the person in front of you is off the slide

General Safety Rules for all Equipment

- Always keep your head above your feet
- No climbing on top of structures
- No running on or jumping off of equipment
- Respect others rights to use the equipment by not blocking their access

Four Square Rules

The squares (or circles) are numbered 1 – 4. Number 1 is the serving square and Number 4 is the starting. The object of the game is to get to square Number 1 and to stay there as long as possible.

- The serve must be two hands underhand. After the serve all types of hits are allowed, but no one catches or carries the ball.
- Play starts with the person in square Number 1 bouncing the ball and hitting with two hands underhand to number 3 square.
- When the ball comes to your square, let it bounce once, then hit it to another square. Continue playing in this manner until an error is made.
- When an error is made, the player who committed the error goes to square 4 or to the end of the waiting line if there is one.
- All players who remain in the game move forward one square towards square Number 1 and fill in the square that was vacated. Play starts over.
- When in doubt call yourself out.
- This is an individual game. No teams are allowed.
- Interference may be called if other people are in the way of play.

Four Square Errors (player who commits the error goes out)

- Hitting the ball with one hand on the serve
- Hitting the ball overhand on the serve
- Hitting the ball before it bounces
- Allowing the ball to bounce more than one time before hitting it
- Ball landing on a line
- Catching, carrying or holding a return volley
- Allowing the ball to touch any part of the body except the hands

Kickball Rules

- Kicking team provides their own pitcher. If the pitcher catches the ball it is a do over.
- Everyone on the kicking team kicks one time (including the pitcher) and then the teams trade places (the fielding team comes in and kicks).
- Every time the team comes in to kick, the lead off kicker goes to the end of the line and the rest of the students stay in the same order. This way everyone gets to lead off.
- No outs are counted.
- At no time can a ball ever be thrown at a student. (This is a Parkway School District Rule.)

- Tie goes to the runner.
- Infield fly rule; if a ball is caught in the infield the runners get to go back to the base they came from. When we play with the third and fourth graders free backs are given all the time because many of the students are still learning the game.
- A ball that goes foul before passing first or third base is a foul. A ball that passes over first or third base and then goes outside the base line is a fair ball.
- Kick the ball from the home plate area.

Tag Rules

- Do not argue with each other
- Only play tag on a grassy area
- Stay alert for others (who may or may not be playing tag)
- No pushing
- Use a 2-finger touch on the back, shoulders or arms
- Stay on your feet at all times

Progress Reports

The school year is divided into three reporting periods. Parents receive Student Progress Reports after the completion of each trimester. Parent-teacher conferences are in October and at the end of the second trimester. Parents sign up for conferences through a school-provided sign up link that is emailed 2 weeks before conference dates. If additional conferences are needed, please contact the teacher by telephone or in person.

Safety Drills

During the first days of school, staff will work with students to help them learn important safety information. The school will conduct a minimum of 2 tornado drills, 2 earthquake drills, 2 intruder drills and 10 fire drills each year. Teachers and staff will work with the students to help them understand the importance of taking the drills seriously and practicing properly.

School Hours

School hours are 7:35 a.m. – 2:30 p.m. Students may enter the building beginning at 7:20 a.m. and are expected to depart at 2:30 p.m. Exceptions include those involved in the before/after childcare service or extracurricular programming. Buses are provided for all children and using the bus helps reduce traffic congestion.

Although school dismisses at 2:30 pm, Adventure Club is in session until 6:00 pm. To insure the safety of students who attend Adventure Club, we ask that parents, students and the public avoid using the playground until after 6:00 pm.

Services and Rights for Students with Disabilities

The Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), and/or Section 504 of the Rehabilitation Act of 1973, protects students with disabilities. The Student's Individualized Education Program (IEP) or similar document defines those students entitled to a "free appropriate public education." Several documents are available at the Parkway Administrative Center explaining the rights of students with disabilities and the responsibilities of Parkway and the Special

School District (SSD) of St. Louis County. These include the SSD's Compliance Plan, the county-wide General Assurance Document, the DESE (Missouri Department of Elementary and Secondary Education) Procedural Safeguards for Children and Parents brochure, and Parkway policies. Copies of the DESE brochure are available at school. Under the Family Educational Rights and Privacy Act (FERPA), parents have the right to inspect, review, request amendment of, and file complaints concerning personally identifiable information maintained on their children.

All individuals from 3 to 21 years of age residing in St. Louis County, as well as St. Louis City residents attending Parkway schools, are eligible for special education services offered by SSD if they are diagnosed with educational disabilities. The SSD provides special education services to students diagnosed with any one of the following educational disabilities: learning disabilities, speech/language disorders, mental retardation, emotionally disturbed, physical/other health-impairment, hearing-impaired, visual-impaired, deaf/blind, multi-handicapped, autism, traumatic brain injury, or early childhood special education.

The SSD offers a variety of programs and related services for preschool and school age children, most of whom are served in Parkway facilities. The SSD also provides audio-logical and special education evaluation, hearing and speech/language screening services, Special Non-Public Access Program (SNAP) for special education services to students with educational disabilities attending private/parochial school, and Homebound Instruction for home- or hospital-bound students (both with and without disabilities). The SSD also offers a variety of adult educations and "transitional" programs, while the Career Education District offers applied technology/vocational programming.

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. When there are educational concerns about a student, the school is to begin considering and implementing intervention strategies. If the educational concerns about a student are not resolved or a parent requests a special education referral/evaluation, the staff is to document any concerns and interventions. The school's Building Level Team, which includes a representative of the SSD, then determines if an evaluation is warranted or not. Parents are notified in writing of the decision, the reasons for it, and their rights. Appeals of any disability-related decisions should be submitted in writing to the SSD and/or Parkway Superintendent of Schools.

Smoking

Parkway School District prohibits smoking inside our building or anywhere on the outer premises.

Strangers

Please teach your child to use the safest route to and from the bus stop. Stress the importance of crossing streets at intersections. Instruct your child not to accept gifts from a stranger, never to get into a stranger's car, and never to socialize with strangers. Classroom teachers, utilizing appropriate grade level units of study, will strengthen and support these safety precautions.

Student Placement/Teacher Assignment

In the spring, your student's teacher creates an information card about your child indicating the level of functioning in reading, math, and other pertinent information. Teachers, counselors, principals, reading specialists, and resource room teachers confer to compose the upcoming year's teacher/classroom rosters accessing the information cards.

They form classes considering the following:

- Relationship of teacher and student for addressing specific needs
- Attention that some students are placed/not placed in the same classroom
- Equal distribution of boys to girls and varying achievement levels
- Care that every teacher has a balanced, heterogeneous group of students

If you have an educational or placement concern regarding your child, a parental input form is provided in the spring. Class placement letters will be mailed to homes in August.

Student Placement in kindergarten will occur at the end of the 2nd week of school. Students will be placed based on observations and data collected during the first 8 days of class. If you would like more information about kindergarten placement, please contact Dr. Shirley.

Student Records

Parents may inspect and review their child's education/health records upon request. Submit a written request to the principal identifying the record(s) you would like to review. The principal or other appropriate school administrator will arrange access.

Likewise, Parkway School District discloses information from a student's education/health records only with the written consent of the parent and/or eligible student.

Textbooks and Supplies

The district provides textbooks and the major supplies required for learning. Children are responsible for the care of all books, materials, and furniture supplied for their use. The school requests payment for lost or damaged items. Check the grade level or class supply list found in the office, on the website or the Parkway App. Parents need to furnish certain items that are consumed by the students (i.e. pencils, paper, erasers, scissors and crayons).

Tutoring

Parkway-Rockwood Community Ed also offers a program called Tutor Connection. This is a program that helps connect certified Parkway and Rockwood teachers and professionals with parents who are looking for private, fee-based tutoring lessons for their children at a Parkway or Rockwood location. The focus is to improve students' knowledge and skill-based performance of the district's curricular concepts. More information may be found at <http://www.prcommunityed.org/enrichment/youth/Pages/TutorConnection.aspx>.

Use of Telephones

Each classroom is equipped with a telephone. If your child needs to contact you, he/she will use the phone with teacher permission. If you need to contact your child you may leave a voicemail on the teacher's line or call the office to be sure the message is delivered.

Visiting the School

The welcome mat is always out at Oak Brook for your visit! Please check-in at the office to receive visitor identification. Visits to the classroom or observations in the classroom may be made ONLY if your child is present. Please make arrangements for classroom visits or observations with the teacher in advance. Teachers are unable to visit with parents during an instructional period but will gladly schedule an appointment if needed.

Voice Mail

To reach a staff member, please dial his or her extension directly. These numbers may be found through the staff directory on the Oak Brook website. www.parkwayschools.net/oakbrook

Volunteers

In our efforts to educate all children, the help of volunteers is greatly appreciated. When you are in the building and working in any capacity, we ask that you wear your volunteer badge found in the office. All volunteers will be asked to complete a background check before working with students.

Withdrawal and Transfer

Notify the office as soon as possible prior to a move from the community or transfer to another Parkway school. We can then prepare transfer information enabling the new school to place your child in the proper program. Oak Brook sends records to the new school after receipt of their written request. It is especially important that parents sign a "Release of Records" form and return all Oak Brook books and materials prior to departing.