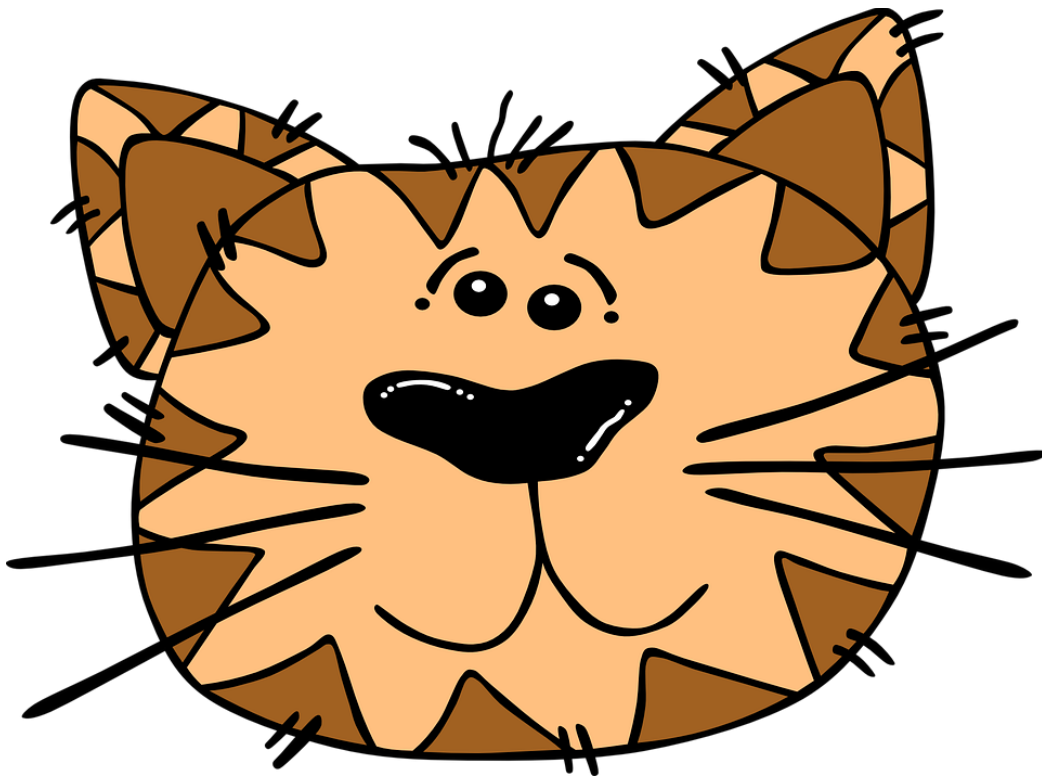


Parkway School District

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.

River Bend Elementary

Parent/Student Handbook



Ms. Jaime Otto
Principal

Dr. Alicia Bottorff
Assistant Principal

River Bend Elementary School

Dear Parents and Student:

It is a pleasure to welcome you to River Bend School. We are looking forward to a successful school year filled with many valuable learning experiences.

In order to ensure your children's success, we are committed to developing a positive relationship among you, the parents, your children and our staff. Communication is vital in order to facilitate this goal. The Parent/Student Handbook is one opportunity for the school to share information with you.

The answers to many questions concerning policies, procedures and special programs at River Bend and Parkway School District are contained in this handbook. We encourage you to read and to discuss the handbook with your children. This activity will help to develop the partnership that is crucial to a successful school experience.

Again, welcome to River Bend School! We are excited about the opportunity to work with you and your children.

Sincerely,

Jaime Otto
Principal

Alicia Bottorff
Assistant Principal

PARKWAY School District: Mission, Vision, Learning Principles

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.*

Please click below for more information:

http://www.edline.net/pages/ParkwayC2/About_Parkway/Mission_and_Strategic_Plan

JK.BP*

STUDENT DISCIPLINE

Please click on the link below for Parkway Discipline Policy.

<http://www.boarddocs.com/mo/pkysd/Board.nsf/goto?open&id=86NUWX16B93F>

POLICIES AND PROCEDURES

Accident Insurance

Students are not covered by Parkway's insurance policy. The Board of Education has approved the distribution of an optional insurance policy which will be sent home at the beginning of the year. If you choose to take advantage of this accident insurance with optional increased dental benefits, please mail the form directly to the company.

Arrival at School

Children should arrive at school no earlier than 8:50 a.m. unless they are coming to a school sponsored activity or Adventure Club.

Asbestos Management Plan

The Asbestos Management Plan is available for public review in the school office. A copy of this document is also at the Parkway Facilities Division office, 455 North Woods Mill Road.

Attendance

<http://www.boarddocs.com/mo/pkysd/Board.nsf/goto?open&id=86NUWX16B93F>

Behavior Guidelines

Discipline, as approved by the Board of Education on April 22, 2015, is included in this handbook. Although the "Standards of Conduct" and the academic/behavior intervention plan defined in Policy JK, 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, Disciplining Students with Disabilities.

Birthdays

We are excited to be a part of every child's birthday celebration at River Bend! We also know that there are many different ways to celebrate and each family has its own traditions.

In an effort to address our district wellness initiative, the reality of our economy, and the growing number of students with allergies, we are asking that any birthday treats brought to school be non-edible. These could include a book donation to the classroom or school library, pencil tops, stickers, etc.

Invitations for birthday parties can be distributed at school only if the entire class is invited/all girls or all boys. Special deliveries such as gift baskets, and balloon bouquets are not allowed.

Birthdays will be recognized during morning announcements. Students with birthdays will be sent to the office as soon as they arrive the morning of their birthday or recognition day. Weekend/holiday/summer birthdays will be recognized prior to the birthday. Special recognition will be given in the classroom. Parents are invited to join their student for lunch on their child's special day as well as any other day!

Building Expectations and Procedures

Click on the link below for more information:

<https://docs.google.com/document/d/1u1WsbKqSgOp5sxfiQGU3JhRb3XVvYlxo3eEOZVpfu9k/edit>

Bus/Transportation Information

The Parkway Transportation Department or VICC determines your child's bus stop location. Notification of this bus stop is sent from their offices, prior to the start of school.

Cafeteria/Food Services

Breakfast will be served in the cafeteria from 8:50-9:05 a.m. The cost for a regular breakfast is \$2.35. Anyone receiving free lunch will receive a free breakfast and students receiving reduced lunches will pay \$.40. Monthly menus are distributed several weeks before the start of the month. School lunches cost \$3.10. Drinks cost \$.50. Students are assigned a PIN number by Food Services which allow parents to deposit money into their PIN account and students to use the PIN number system to withdraw the amount of their breakfast or lunch each time they go through the lunch line. Food Service account balances can be checked online. Students who do not have a balance in their account, are allowed to charge up to three meals. Free or reduced lunch applications are available in the school office and on-line. Forms should be completed and returned as soon as possible. Please click on the link below for more information.

http://www.parkwayschools.net/pages/ParkwayC2/Programs_Depts/4866708780963077506/Food_Service

Character Education

Character education is an important part of education at River Bend. Several initiatives are currently in place, which include parent involvement and student-leadership crews for students.

Leader In Me

Habit 1	Be Proactive
Habit 2	Begin With the End in Mind
Habit 3	Put First Things First
Habit 4	Think Win-Win
Habit 5	Seek First to Understand, Then Be Understood
Habit 6	Synergize
Habit 7	Sharpen the Saw

7 Habits of Happy Kids

Habit 1 – Be Proactive

You're in Charge- I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Habit 2 – Begin with the End in Mind

Have a Plan - I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

Habit 3 – Put First Things First

Work First, Then Play - I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Habit 4 – Think Win-Win

Everyone Can Win - I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

Habit 5 – Seek First to Understand, Then to be Understood

Listen Before You Talk - I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

Habit 6 – Synergize

Together Is Better - I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than anyone of us can alone. I am humble.

Habit 7 – Sharpen the Saw

Balance Feels Best - I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others.

Discipline Plan

https://docs.google.com/a/pkwy.k12.mo.us/document/d/1aO8fUnvBestfe0aNuGLs_bDlve9oG5kA0oiEsyXrx1Ow/edit?usp=sharing

Behavior Flow Chart

https://docs.google.com/a/pkwy.k12.mo.us/presentation/d/1OFK8FS571EcNKcNUdArUOZgdo7MI-fD5u_pf0iWf0H88/edit?usp=sharing

Dismissal at the End of the School Day

Students must bring a note to the classroom teacher, signed by a parent or guardian, to leave school in a manner different from their regular dismissal. If your child is going home with another student, the office will need a note from you giving your permission for your child to go home with the other child, as well as a note from the other parent stating that it is okay for your child to go to their home. Please remember we must have two notes of verification. Children will not be permitted to call home during the day to make these arrangements. Students who are not walkers must have a note to walk home. A parent may give his/her child "blanket" permission to walk home by writing a permission note at the beginning of the year. This note will be kept in the office. Students who will be picked up at the end of the day must have a note to show their teacher. A parent may designate his/her child as a car rider for the year. Parents/guardians of car riders must display a blue card with their child's name on the dashboard at dismissal time. Students who will be riding a bus different from their own must have a note. After showing the note to their teacher, it will be forwarded to the office to get a "bus pass". Students also need a bus pass even if they are riding on the same bus, but getting off at a different stop.

Dismissal During School Hours

If it becomes necessary for a student to be dismissed early, the parent should send a note to the classroom teacher, or call the main office. Parents should report to the school office to sign out their child.

Dropping-Off and Picking-Up Students

Student drop-off and pick-up is located on the side of the building. We ask that parents pull up all the way to end of the sidewalk in the student pick up/drop off area so as not to block the driveway

Dress Code

In an effort to provide a positive learning atmosphere at River Bend, students should be comfortable, safe, and appropriate. Children will be encouraged to value neatness and cleanliness. Please keep the following in mind as you guide your child in the selection of school clothing:

- All students should wear clothing appropriate to their age and physical development. No midriffs, halter tops, or spaghetti straps. No short shorts or tight shorts.
- Clothing containing language, messages and/or designs considered to be suggestive or inappropriate for elementary students may not be worn to school.
- Children who are dressed inappropriately will be sent to the office and parents will be contacted.
- Tennis shoes are required for physical education class.
- Unless pre-approved special conditions exist, headwear is not allowed to be worn in the building.
- River Bend is an air-conditioned building. Layers of clothing are recommended.
- Outer clothing appropriate to the weather will be necessary, since recess is outdoors whenever possible. Hats, gloves, scarves and coats should be clearly labeled.

Expectations for Student Use of Personal Electronics

The River Bend staff has established some guidelines that we would like to share with all of you in order to maintain a high quality learning environment and to protect the personal property of students at River Bend. Please review the following guidelines with your children:

- Cell phones brought to school must remain in backpacks and turned off throughout the day, including while on the bus. Phones are available in each classroom for students to use when they have permission from their teachers.
- Hand held electronic games, DVD players, or any other personal electronics may not be brought on buses or to school.
- No personal electronic equipment may be used on the bus or during the school day, including at recess time.

Please understand that if inappropriate items are brought to school and are lost, there is not enough time in our school schedule for school personnel to investigate or search for missing items. Thank you for your assistance in communicating these expectations to your children.

Late Start Information

On the first Wednesday of every month, except August and May, teachers will meet for two (2) hours, beginning at each school's regularly scheduled time. All students will have a delayed start, beginning exactly two hours after the regular start time. The late start dates are September 6, October 4, November 1, December 6, January 10, February 7, March 7, and April 4.

Buses will arrive exactly two hours later than usual and after-school activities will not be affected. Parkway has arranged with Adventure Club program to provide all elementary families with options for before school child care on the eight delayed start days in 2017-2018. Please contact Adventure Club at 636-891-6675 for more information.

Lost and Found

Parents are asked to label their child's clothing. Items that are labeled easily find their way to their rightful owner. The Lost and Found box is located in the cafeteria. Articles not claimed by the end of each trimester will be donated to a charitable organization.

Parent Communication

A phone listing for all staff will be included in the September and October Newsletters. All staff members have voicemail and e-mail. Fliers are sent home on Wednesdays..

Parkway Website: www.pkwy.k12.mo.us

River Bend Website: www.pkwy.k12.mo.us/river

Parent/Teacher Conferences

Parent Teacher Conferences are held in the fall and in the spring on October 3, 2017 and March 6, 2018.

Parties

The PTO sponsors three classroom parties; Fall, Winter and Spring. The specific dates will be sent home in the monthly newsletters.

Progress Reports/Report Cards

River Bend grades are given on a trimester system. Report cards are available on line for parents at the end of each trimester.

School Hours

The school hours are 9:05 a.m. to 4:00 p.m. The school office hours are 8:00 a.m. to 4:45 p.m.

Visiting School

Safety issues mandate that all parents sign in at the main office upon arrival. During school hours, 9:05 a.m. – 4:00 p.m., parent visits outside of lunch require an appointment. Staff responsibilities during the school day prevent parent conferences unless scheduled.

Withdrawals and Transfers

Parents who plan to move from the community and transfer their children to another school should notify the office. The school in which you are transferring will request your child's records.

EMERGENCY INFORMATION

Student Emergency

From time-to-time during the school year, it may become necessary to contact parents for an emergency situation, such as an illness or injury of a student. It is imperative that we have up-to-date telephone numbers for each parent and the telephone numbers for two contacts authorized to act for you the parent. Please keep the main office informed of any changes in phone numbers and emergency contacts throughout the school year.

School Closing

Parkway will notify staff and parents by phone, email and text about school and district closings, snow schedule or other emergencies. To update or change your contact information, login to the [Infinite Campus Parent Portal](#). If you need help, email IC-PORTAL@parkwayschools.net.

Phone: For school closing or emergency messages, caller ID will display (314) 415-8500. Emergency calls will be directed to all phone numbers on file, including work, cell and home numbers for parents/guardians. To hear messages accurately, one must clearly say "hello" when answering calls.

Text: Texts will be from 23177 or 63079, "Parkway Schools." Text messages will be sent to parents who have not opted-out of the service. To opt-in text SUBSCRIBE PARKWAY to 23177. To opt-out, text STOP PARKWAY to 23177.

Email: Emergency email messages are sent to all email addresses on file for parents/guardians.

Other Sources for School Closing - Emergency Information:

School closing information is also provided to all TV and radio media outlets who report closings, including KSDK NewsChannel 5, KMOV News 4, KTVI Fox 2 News, KPLR 11, KDNL 30, KMOX (1120 AM) radio and KMOX.com.

Closings will also be announced on Parkway's website at www.parkwayschools.net. Closings are also posted on Parkway's mobile app, as well as our [Facebook](#), [Twitter](#) and [Instagram](#). Download the Parkway Schools mobile app for free in the [Apple App Store](#) or in [Google Play](#). Parkway will no longer use the 415-SNOW line for updates.

Child Care During Closings: If Parkway is closed for a snow day, Adventure Club and Y Club will not be open. If Parkway is on a snow schedule (2-hour delayed start) due to severe weather, Adventure Club and Y Club will not provide child care before school.

After school care will be open.

Procedures during Severe Weather Conditions

In case a tornado or severe weather warning is in effect at the close of school buses will wait for an “all clear” before departing. This procedure does not apply when there is a tornado or severe weather watch. Parents should use their own judgment concerning the pick-up of their children under these conditions.

Dismissal during the Day

When school is dismissed during the day due to snow or ice, the following procedure will apply: Parkway will initiate the **Connect 5** communication system, informing parents of early dismissal. No child will be permitted to walk home. Adventure Club will be cancelled. All after school activities will be cancelled. The principal and other staff members will remain at school until all children are safely dispatched home.

Family Emergency Plan

Every family should develop its own emergency plan to be followed in case children arrive home either ahead of schedule or later than usual. Please review this plan with your child.

MEDICAL INFORMATION

Immunizations

Parkway School District works with the public health officials to ensure that children are immunized against preventable diseases. Missouri immunization laws are strictly enforced. Students will not be allowed to attend classes unless all required immunizations are on file with the school nurse. There is no grace period for students new to the District or students returning to the District. If you receive a notice that your child requires one or more immunizations, please do the following:

(1) take the notice to your physician or clinic; (2) have your physician or clinic document what immunizations are given, date given and signature; (3) return the documentation to the school nurse before the first day of school. Please contact the school nurse if you have any questions.

Medication at School

It is the policy of the Parkway Board of Education that the giving of medicine to children during school hours is discouraged and restricted to medication that cannot be given on an alternative dose schedule. When medicine is to be administered by the school, it must be in a current prescription bottle with the 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 the child's parent/guardian asking that the medicine be administered must accompany the medicine. Any over the counter medication requires both a written request from the physician and the parent before the medication can be given.

Returning to School after an Illness

The child should be kept at home until his/her temperature has been normal for at least twenty-four hours following an illness, without the aid of fever reducing medication. Children should also be kept home for 12 hours after any vomiting or diarrhea. Contact the school nurse at 415-6660 with any questions.

FOR PARENTS

Board of Education Meetings

The Parkway Board of Education conducts scheduled meetings during August through June. Monthly meetings will be held at Parkway Central Middle School. The meetings begin at 7:30 p.m. and are held on Wednesday evenings. The public is welcome.

Buzz Books

The Buzz Book, a listing of telephone numbers and addresses of River Bend families, is published on our website each fall. The book also contains the names and phone numbers of the River Bend staff, along with PTO information.

Parent Teacher Organization (PTO)

All River Bend parents are members of PTO. All parents are invited to become active members. A PTO Volunteer website, listing volunteer opportunities, is available on-line. PTO meetings are held at 6:30 p.m. on the first Monday on alternate months.

Parkway Parents Advisory Council for Children with Disabilities (PACCD)

If your child receives special education services, has been diagnosed with a Section 504 disability, or is suspected of having a disability (i.e., being referred/evaluated), Parkway welcomes your involvement in a volunteer parent organization committed to securing quality education for students with special needs. Parents have opportunities to become involved with the PACCD at both the school and district levels. Each school has one or more parent representatives who select and advise a district-level steering committee. The steering committee meets with Parkway and Special School District (SSD) administrators and act in an advisory capacity regarding programs and services for students with disabilities. The organization also provides support and information to parents and sponsors general meetings for anyone interested in attending.

School Pictures/Yearbook

Individual pictures of all students are taken in the fall and spring. The student's individual picture, pictures of events and pictures of various groups are used in the River Bend Yearbook. Parents have the option of purchasing these pictures and the yearbook.

NOTICES

Family Educational Rights and Privacy Act (FERPA) Annual Notification

I. 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.
2. *RIGHT TO PREVENT DISCLOSURES*: You have the right to prevent disclosure of education recourse 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 provision 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.
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, DC 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.

II. 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 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 Inter-District 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 resources 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 nondisabled, 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.

III. 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 Name
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.

NON-DISCRIMINATION/ACCOMMODATION NOTICE

The Parkway School District does not discriminate on the basis of race, color, religion, national origin, sex, age or disability in admission or access to, or treatment or employment in, its programs or activities. **If anyone with a disability needs accommodations to attend or participate in a school or District activity, please contact the staff member responsible for that event at least four (4) business days in advance.** Questions, concerns, or requests for information/assistance can also be directed to the designated District coordinator for each applicable federal law.

STUDENTS WITH DISABILITIES/SPECIAL EDUCATION PROGRAMS

Students with disabilities have rights and safeguards under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and, when eligible, the Individuals with Disabilities Education Improvement Act (IDEA-2004). Students with disabilities are protected from discrimination and guaranteed a “free appropriate public education” (FAPE), which is defined by their Individualized Education Program (IEP) or, for Section 504, Individualized Accommodation Plan (IAP). The rights of students with disabilities and the roles/responsibilities for Parkway and Special School District (SSD) of St. Louis County are described in:

- Missouri Department of Elementary and Secondary Education’s (DESE) *State Plan for Special Education* and IDEA-2004 *Procedural Safeguards for Children and Parents* brochure
- The SSD’s Compliance Plan
- The St. Louis County *General Assurance Document*
- The U.S. General Education Provision Act (GEPA)

- Parkway policies, guidelines, and procedures and Section 504 rights handout. Under the Family Educational Rights and Privacy Act (FERPA), parents have the right to review, request amendment of, and file complaints concerning personally identifiable information maintained on their child. Parents/guardians (or majority age students) are to be provided with their procedural safeguards and written notification regarding the identification, evaluation, and/or placement of students with disabilities. Children under Parkway’s jurisdiction between the ages of three (3) and twenty one (21) may be eligible for special education and related services. The SSD provides services to students diagnosed with one of the following educational disabilities: Autism, Deaf/Blindness, Emotional disturbance, Hearing Impairment and Deafness, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairments, Specific Learning Disabilities, Speech or Language Impairment, Traumatic Brain Injury, Visual Impairment/Blind, or Young Child with a Developmental Delay. Parkway provides accommodations and services to students with Section 504 disabilities who are not eligible under the IDEA. The SSD offers special education and related services (e.g., physical and occupational therapy, speech and/or language services, social work services, counseling) for students. These include evaluation, screening, and special education services for students with educational disabilities attending non-public districts offer Homebound Instruction (for home or hospital-bound students) and applied technology/vocational programming. The districts are required to locate, evaluate, and identify children with disabilities under their jurisdiction, regardless of the severity of the disability, and assist the State with information and referral services in the implementation of early intervention services for infants and toddlers eligible for Missouri’s First Steps Program. This includes non-resident children attending private schools immigrant and homeless children), and children suspected of having a disability and in need of special education even though advancing from grade to grade. When staff have significant concerns about a student, they are to initiate the “problem solving” process and, when needed, refer the student to the school’s Intervention Team. The Intervention Team can initiate the disability identification process when appropriate. Parents/guardians who suspect a disability may initiate the disability “identification” process by making a request to school staff. All students with disabilities are served in the least restrictive environment and attend their neighborhood Parkway schools unless determined otherwise. A student’s IEP or IAP Team determines what placement, program, special education and related services, supplementary aids, adaptations, curriculum modifications, or other accommodations are required. The opportunity to participate in the Parkway curriculum, earn “regular” or “modified curriculum” credit, and obtain a high school diploma is available to all students. Questions and requests for assistance, information, or this notice in another language should be directed to Parkway’s Special Services Department at the Administrative Center (@314-415-8071) or the school’s special education administrative team (Parkway administrator and SSD area coordinator).

SPECIAL EDUCATION

In conjunction with the Parkway School District, the Special School District (SSD) of St. Louis County provides special education staff, services, and programs for Parkway

students with disabilities. A student qualifies for special education and related services when it is determined through evaluation that there is an educational disability which “adversely affects educational performance” and requires special education services. All decisions regarding a student’s Free Appropriate Public Education (FAPE) and Individualized Education Program (IEP) are to be made by the student’s IEP Team, which includes the student’s parent(s)/guardian(s) and, as appropriate, the student. Emphasis is on keeping the student in the “least restrictive environment” (LRE) and supporting the student in Parkway’s general education curriculum. The types and amounts of special education and related services, service delivery models, settings in which the services are delivered, curriculum modifications, necessary adaptations, and all other instructional decisions related to the student’s disability are to be made by the IEP Team. Certain procedural safeguards, which include the right to appeal diagnostic and IEP decisions, are available to students with disabilities and their parents.

SPECIAL EDUCATION SERVICES

Special education services can be provided in a number of ways. These include:

Consultative Services: Special education staff work with general educators to monitor student performance and to adapt and/or modify classroom instruction, curriculum, materials, and tests in order to address student needs.

Direct Special Education Services In A Special Education Setting: Special education staff provide direct instruction and/or other services in a special education classroom or other setting outside of the general education programs. This model is frequently used for either:

- **Learning Strategies:** Instruction follows specific curricula to teach studying, writing, note taking, outlining, test preparation, test taking, and other skills designed to meet a student’s individual goals.
- **Individualized Instruction:** These IEP determined areas of instruction and support could include:
 1. **“Learning Support”:** Support is provided in content areas through remediation, review, and opportunities to apply “Learning Strategies” skills to daily classroom assignments.
 2. **“Alternative...(e.g., Alt. Math, Alt. Eng.)”:** Direct instruction in content areas (e.g., math, reading, writing, English, science) is tailored specifically to student needs.
 3. **“Individualized Instruction”:** A “curriculum” which is individualized for a student by the IEP (for example, to address IEP goal(s)/objectives), does not relate to a traditional content area, and is based on materials and/or activities adapted by the special education teacher or on an established curriculum is provided. This does NOT mean 1-to-1 instruction.
 4. **“Community Access”:** Special education supervised community experiences may be a component of some specialized programs. **Direct Special Education Services In a General Education Setting:** Special education staff provide instructional support and/or other services in a general education classroom/setting. A frequently employed model for doing so is:

- **Collaborative Instruction (i.e., Class-Within-A-Class (CWC):** Special education services are provided through collaborative planning and teaching involving a Parkway general education teacher and a special education teacher. Collaborative instruction is not offered in all content areas, grade, or classrooms. Availability will vary according to building needs and resources, as well as on student needs identified through the IEP process. NOTE: Students may attend general education classes but work on content area requirements, objectives, and competencies that are significantly reduced and/or altered. The student's record (i.e., report card, education record) will document such modifications. The following notation will appear on Parkway transcripts: "**=Modified Curriculum".
- **Related Services:** Related services are to be provided to a student with a disability when such services "are required to assist a child with a disability to benefit from special education." Related services include, but are not limited to: social work, counseling, speech-language services, occupational therapy (OT), physical therapy (PT), and adaptive physical education (APE). The types and minutes/week of related services and the settings in which they are provided are determined by a student's IEP Team based on need.

LEVELS OF SPECIAL EDUCATION SERVICE

A student's level of service is determined by the **total amount of time** (calculated as a percentage (%) of their total instruction week) he/she is **removed from general education settings/activities** and from students without disabilities **for their special education and related services**. Regardless of their level of service, some students with certain disability related needs may require specialized special education programs, services, and /or expertise which may be located only at certain elementary schools. The levels of service offered in Parkway schools are:

- Outside regular classrooms less than 21 percent (0%- 20.9%) of the school day
- Outside regular classrooms at least 21 percent but no more than 60 percent (21% to 60%) of the school day
- Outside regular classrooms more than 60 percent (60.1% or more) of the school day

INTERVENTION COLLABORATIVE LEARNING TEAM

All Parkway schools utilize an Intervention Team and problem solving model for addressing concerns of any type that arise at school about a student. The Intervention Collaborative Learning Team is a group of professional staff representing a variety of disciplines. These may include general education, guidance and counseling, administration, school health/nursing, special education, speech/language pathology, school social work, and school psychology. To the extent warranted, the "problem solving" process involves problem identification (i.e., definition and analysis), the development and implementation of supports/interventions, evaluation of their effectiveness, and, as needed, referral (e.g., for assistance, additional assessment, or services). This process is based on a systematic data collection and analysis, documentation, consideration of all relevant and available informant, and hypotheses

development/testing. Intervention Teams rely on existing educational information and staff input, but also collect additional data through the intervention process and, when necessary, individual student assessment. Informed parent consent generally will be obtained before any student is individually assessed by a member of the school staff UNLESS the assessment is part of the Parkway School District's screening activities (i.e., something done with a particular group of students) or the normal instructional process (i.e., reading assessments). Intervention Team also encourages parents to provide any and all relevant information, including information from outside professionals or agencies, about their children. Questions about the Intervention Team and the "problem solving" process should be directed to the guidance counselor or school administrator.