

## Parkway School District

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

## River Bend Elementary

## Parent/Student Handbook



**Mrs. Bonnie McCracken**  
**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,

Bonnie McCracken  
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 and confident learners who understand and respond to the challenges of an ever-changing world.*

### **VISION**

We succeed when all our students and graduates are:

- able to transfer their prior learning to new demands, in and out of school
- fully prepared for their next educational challenges
- creative, thoughtful and effective problem solvers
- increasingly self-directed, skilled and persistent as learners
- literate and critical consumers of information and ideas
- articulate speakers and effective listeners
- acting out of a strong sense of personal, social and civic responsibility
- always seeking to understand the views, values and cultures of others
- working skillfully with others to achieve common goals
- pursuing a personal direction based on an understanding of their talents and Interests

### **COMMITMENTS**

To accomplish our mission, the Parkway School District will:

- 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 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 each student
- recruit, employ, develop and retain an exceptional staff dedicated to and representative of Parkway's diverse community

## **LEARNING PRINCIPLES**

The conditions under which optimal learning takes place are observable in our classrooms and confirmed by educational research. Therefore, as a learning institution, we commit to ensuring learners:

- understand the purpose and outcomes of their learning as well as the standards required for success
- transfer their learning to new situations beyond the classroom and school
- make meaning of content within helpful conceptual frameworks and multiple contexts
- use feedback to improve products, performances, key skills and transfer of learning
- self-assess and self-adjust their learning through reflection against rigorous goals
- construct new knowledge by building on prior knowledge and activating earlier ideas
- test ideas, take intellectual risks and learn from mistakes in pursuit of understanding
- experience learning challenges that match their abilities, needs and interests
- realize that the capacity to learn is not fixed; ability and understanding can always improve

Missouri State Statutes Sections 160.261, 167.161, 167.171  
Gun Free Schools Act, Section 14601, (March 1994)

Adopted April 22, 2015

## **JK.BP\***

### **STUDENT DISCIPLINE**

#### **A. Philosophy of Education and Discipline**

The board of education believes that each student is unique and has the potential for making positive contributions to society. In accordance with this belief and in alignment with Parkway's Mission and Vision, staff and students work proactively to encourage and develop responsible student behavior through instruction and practice. As a result, Parkway students will develop competencies in self-awareness, self-management, and self-advocacy skills. These skills equip

and empower students to display respect and, when necessary, appropriately advocate for their own rights and the rights of others through their actions. In working toward achieving these goals, it is essential that Parkway maintain a positive learning environment for all students. The board of education has created this discipline code to address the consequences for students whose conduct is prejudicial to the good order and discipline in the schools or impairs the morale or good conduct of other students. In addition to the consequences set forth below, which are not exhaustive, staff, students and parents may engage as appropriate in additional methods of addressing the conduct, including a respectful and equitable process of problem-solving, repairing relationships, offering restitution (righting wrongs), and implementing a personalized plan of support for behavioral improvement. The goal of this discipline policy is for students to develop strong character that will transfer to the world outside of school.

For the purpose of this policy which is adopted under authority conferred by state law, potential student discipline consequences are separated into two classifications: Superintendent Suspension, for conduct that is considered serious, and Principal Suspension, for conduct that is less serious but nevertheless disruptive and, therefore, unacceptable. A Superintendent Suspension may also result in a referral to the Board of Education for Expulsion, i.e., permanent removal from school. Teachers and administrators are expected to hold students strictly accountable for their failure to obey standards of conduct set out herein, and may impose lesser consequences than suspension as appropriate. Also see Policy ECAC, Vandalism-Theft-Trespassing.

## **B. Province of the School**

The district has authority to discipline students for conduct that is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of pupils. School officials are authorized to hold students accountable for misconduct in district schools or on any property of the school, on any district or contracted school bus, during school-sponsored activities, or at a bus stop. Student misconduct which occurs at non-school related activities and/or off-campus may be the subject of discipline if the conduct causes or could cause a substantial disruption at school or has an adverse impact on the educational environment at the school. The district also has the authority to discipline Parkway students who are receiving services from Special School District of St. Louis County ("SSD") for misconduct occurring on SSD property, SSD buses or at SSD activities.

## **C. Consequences of Misconduct**

Students may be disciplined for conduct that is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of

students, including but not limited to, violations of the standards of conduct set out herein.

Possible consequences include, but are not limited to, notifying parents/guardians by telephone or letter of student misconduct; change of class schedule; special work assignments; loss of class or school privileges; removal from the bus; verbal reprimand; withdrawal of privileges (athletics, intramurals, before/after school activities, attending outside school events, etc.); the reassignment of the student to another school or site within the district; an in-school suspension; the principal's removal of the student from school for a period of one to ten school days ("Principal Suspension"); the superintendent's extension of the Principal Suspension for a period of up to 180 school days ("Superintendent Suspension"); the board's removal of the student from school for a definite period of time; or the board's permanent removal of the student from school ("Expulsion"). Corporal punishment is not an option, as the board of education prohibits its use in the schools. See Policy JKA, Corporal Punishment. Upon investigation and consideration of all relevant facts, including any extenuating circumstances, the principal shall determine whether the misconduct in question is classified as misbehavior that should result in a lesser disciplinary consequence, a Principal Suspension, or referral for extension of the Principal Suspension for a Superintendent Suspension. The Superintendent may also refer a matter to the Board of Education for removal in excess of 180 days or Expulsion. The exact discipline administered rests with the discretion of the school officials.

#### **D. Due Process Protections**

Students and parents/guardians shall be accorded appropriate due process protections in connection with such disciplinary action. Those protections include the following:

**Principal Suspension.** Prior to a Principal Suspension, an informal conference shall be held with the student wherein: (1) the student shall be given oral or written notice of charges against him/her; (2) if the student denies the charges, the student shall be given an oral or written explanation of the facts which form the basis of the proposed suspension; and (3) the student shall be given an opportunity to present his/her version of the incident. The superintendent may revoke a Principal Suspension at any time.

**Discipline Review Committee.** If a principal recommends that the superintendent extend a Principal Suspension beyond the initial ten (10) school days, the Discipline Review Committee (DRC) shall review the student misconduct and make a recommendation to the superintendent regarding the length of the suspension. The superintendent may accept or modify the recommendation of the DRC. The DRC recommendation

and superintendent's decision normally shall be made prior to the end of the Principal Suspension. The student and the student's parent or guardian have the opportunity and are encouraged to attend all DRC meetings held to address their child's misconduct.

**Superintendent Suspension.** Any extension of the suspension by the superintendent should normally be made and communicated to the student's parent or guardian prior to the expiration of the Principal Suspension. In cases where the superintendent extends a Principal Suspension for up to 180 school days, the parent/guardian may appeal the decision to the board of education. The appeal must be filed prior to the end of the period of suspension, unless otherwise required by law. When there is an appeal, the superintendent shall promptly transmit to the board a full report in writing of the facts relating to the suspension, the action taken, and the reasons for the action. The appeal shall be heard by the board of education or a committee thereof, which shall have full authority to act in lieu of the board. Procedures for the hearing are set out in Board Policy BEF. In the event of a suspension of more than ten school days, where the parent/guardian gives written notice that he/she wishes to appeal the suspension to the board, the suspension shall be stayed until the board renders its decision, unless in the judgment of the superintendent of schools, the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the pupil may be immediately removed from school pending the decision of the board, and the notice and hearing shall follow as soon as practicable.

**Expulsion.** In cases where the superintendent recommends that the student be removed from school for more than 180 school days or permanently expelled, the board of education shall, after notice to parents/ guardians, hold a hearing upon charges preferred and render its decision in writing. Procedures for the hearing are set out in board Policy BEF. The parent, custodian or the student, if at least eighteen years of age, may waive any right to a hearing before the board of education, provided such waiver is in writing and is made following a meeting with the superintendent or his/her designee wherein the proposed expulsion is discussed.

## **E. Standards of Conduct**

No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this policy to list certain offenses which, if committed by a student, will result in the imposition of disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary

consequences as determined by the principal, superintendent and/or Board of Education.

The standards of conduct are as follows:

Standard 1. Causing Disruption of School or Any School Function

A student shall not in any way cause the substantial disruption or obstruction of any classroom, learning environment, or school-sponsored activity. Students may also receive disciplinary consequences if they are involved in organizing or inciting a disruption.

Standard 2. Damaging School Property or Property of Others

A student shall not cause or attempt to cause damage to the property of the district (including defacing the school or school property) or property of other persons. Repeated minor damage to school or personal property may be the basis for a Superintendent Suspension or an expulsion from school. Damage to school property may result in the student or parent/guardian being required to pay for the damage.

Standard 3. Stealing or Possessing the Property of the District or Others without Authorization

A student shall not steal, attempt to steal, or be involved in the theft or possession of the property of the district or property of others. A student shall not have in his/her possession property belonging to the district, a school employee, or another student without the permission of the owner; nor shall a student have possession of stolen property. For the purpose of this policy, stealing shall be defined as the unauthorized taking of property belonging to someone else. Property may include, but is not limited to, physical items and work of students or staff, whether in physical, electronic, or other form.

Standard 4. Making Inappropriate Physical Contact, Inciting a Fight, Fighting or Assaulting Others

A student shall not make inappropriate physical contact with, fight, or assault another person; nor shall a student commit an act of school violence toward another person or group.

Inappropriate physical contact is defined as any contact which is unwanted or disruptive. Horseplay, play fighting, throwing objects or other behaviors may be defined as inappropriate physical contact.

Inciting or organizing a fight is defined as causing, attempting to cause or promoting others to act in an angry, harmful or violent manner. This would include students who are verbally or physically posturing to fight.



Fighting is defined as two or more students engaged in physical contact with intent to harm. Students are prohibited from fighting or entering a fight in progress and from failing to disperse when instructed to do so.

Assault is defined as causing or attempting to cause serious bodily injury; recklessly causing serious bodily injury to another person; using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; recklessly engaging in conduct that creates a grave risk of serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the first, second or third degree.

#### Standard 5. Harassing, Bullying, Threatening, Hazing or Intimidating Others

A student shall not harass, bully, threaten, haze or intimidate others for any reason. Threatening others for the purpose of obtaining money or anything of value (i.e., extortion) is prohibited.

#### Standard 6. Committing Sexual Harassment or Other Sexual Misconduct

A student shall not harass other students, staff, community members or Parkway guests through inappropriate verbal or physical conduct of a sexual nature. Sexual harassment may also include written or visual images, physical gestures, as well as communication through social or electronic media.

A student shall not participate in any inappropriate sexual conduct, including exposing sex organs or body parts, toward other students, staff, community members or Parkway guests. Inappropriate behavior may include staring at another's body part or purposefully observing/recording others in a state of undress. A student shall not inappropriately touch another person's sex organs or any other body parts in any way that constitutes sexual contact, whether or not such touching occurs through clothing. Nor shall a student expose his/her sex organs or body parts under circumstances in which such conduct is likely to be offensive or otherwise inappropriate.

#### Standard 7. Possessing, Using, Distributing, Selling or Being under the Influence of Alcohol, Controlled Substances, or Imitation Controlled Substances or Tobacco Products

A student shall not possess, use, transfer, distribute, or be under the influence of any alcoholic beverage, controlled substance or imitation controlled substance. The term "controlled substance" shall include any substance defined in the Narcotic Drug Act, Section 195.010RSMo, including any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, imitation controlled substance, chemical substance, or intoxicant of any kind. An "imitation controlled

substance” shall mean a substance that is not a controlled substance as defined by Missouri law, but which by appearance (including color, shape, size and markings) or by representations made, would lead a reasonable person to believe that the substance is a controlled substance.

The possession, distribution, and sale of drug paraphernalia on school property or at school-sponsored activities are expressly prohibited. Paraphernalia may include any device used to inhale. Any attempt to possess, use, transfer, distribute, buy, or sell alcohol or a controlled substance or imitation controlled substance, whether completed or not, will be considered a violation of this standard.

Possession, use or distribution of any tobacco products on school property or at school-sponsored activities are expressly prohibited. Electronic cigarettes, electronic smoking devices and smoking paraphernalia are also prohibited on school property or at school-sponsored activities.

Use of a drug authorized for a student with a medical prescription from a registered physician or over-the-counter medication shall not be considered a violation of this standard so long as the student complies with Policy JLCD, Administration of Medicine to Pupils.

#### Standard 8. Being Disrespectful

A student shall not be disrespectful. Disrespectful behavior is defined as verbal or non-verbal actions which insult, harm, embarrass, degrade, offend, or defame other students, staff, community members or Parkway guests. These actions may include gestures, written communication or communication through social media

#### Standard 9. Being Insubordinate

A student shall not be insubordinate. Insubordination is the refusal to comply with adult directives or directions. Adults include all Parkway and Special School District staff. Insubordination also includes the repeated refusal to follow school rules or the refusal to abide by support/behavior plans developed for students.

#### Standard 10. Possessing Firearms and Weapons

A student shall not bring, possess or use a firearm or a weapon on school property, a school bus, or at any school activity. The term “firearm” includes, but is not limited to, such items as:

1. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by action of an explosive, or

2. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one half inch in diameter, or
3. Any explosive, incendiary, or poison gas, such as: bombs; grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law, or
4. Any combination of parts either designed to or intended for use in converting any device into a device as described in the paragraphs above.

The term “weapon” shall mean a firearm as defined above, and the items listed, which are defined as weapons in section 571.010 RSMo: blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, or switchblade. Other weapons include mace, pepper spray, or items customarily used, or which can be used, to inflict injury upon another person or property.

In accordance with federal and state law, any student who violates this standard will be suspended from school for at least one calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis by the superintendent.

A toy gun, water gun, gun replica or weapon replica is not considered a firearm or weapon under this standard. However, possession of any toy gun, gun replica or other toy weapon or weapon replica is prohibited.

Standard 11. Posing a Threat of Harm to Himself/Herself or Others at School, as Evidenced by Prior Conduct

A student who, due to his/her prior conduct either in school or away from school, poses a threat of harm to himself/herself or to others at school may be immediately removed from school and/or subject to disciplinary action. Prior disciplinary actions shall not be used as the sole basis for removal, suspension or expulsion of a student.

Standard 12. Possessing Bombs or Other Dangerous Substances

A student shall not possess an explosive or incendiary device or any item or substance which could reasonably be considered dangerous to persons or property (such as bombs, gunpowder, ammunition, fireworks, fire bombs, smoke bombs, acid, or other dangerous chemicals) in school or on any property of the school, on any district or contracted school bus, during school-sponsored activities, or during intermission or recess periods.

### Standard 13. Making False Alarms or False Bomb Reports

A student shall not make a false statement regarding the possession or location of an explosive device or incendiary materials, nor shall a student report a fire or activate the fire alarm system when no fire exists.

### Standard 14. Setting Fires

A student shall not set a fire, attempt to set a fire, or participate in an act which results in a fire on school property, buses, or at a school-sponsored activity off school property.

### Standard 15. Misuse of Network Access, Internet Access, or Electronic Equipment

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. A student shall not engage in inappropriate behavior on a school computer or the district computer network. The following acts represent the kinds of conduct considered inappropriate:

1. Hacking, attempting to hack, and other unlawful activities
2. Sending or displaying offensive messages or pictures
3. Using obscene language
4. Harassing, insulting, or attacking others
5. Accessing material that advocates illegal acts or violence or is otherwise inappropriate
6. Damaging computers, computer systems, or computer networks
7. Violating copyright laws
8. Using another's password
9. Trespassing in another's folders, work, or files
10. Employing the network for commercial purposes
11. Unauthorized disclosure, use, and dissemination of personally identifiable information
12. Other inappropriate electronic-related actions as determined by the principal

In addition, students will be held accountable for compliance with the district Network Access Policy, IJNDBC and administrative guidelines.

### Standard 16. Being Charged, Convicted or Pleading Guilty to Commission of a Felony in a Court of General Jurisdiction or Being Registered on the Missouri Sex Offender Registry

A student who is charged with, convicted or pleads guilty in a court of general jurisdiction (i.e., an adult court, not a juvenile or family court) to commission of a felony criminal violation of state or federal law shall be in violation of this standard and may be suspended or expelled. A student who is on the Missouri Sex Offender Registry shall be in violation of this standard, shall be suspended or expelled, and is prohibited from being present on school property for any reason. If the charges are subsequently dismissed or the student is acquitted, the student may be readmitted or enrolled. The student shall not be suspended until (1) notice of the proposed suspension and a hearing is given to the parents or others having custodial care of the student, and (2) the Board of Education, following a hearing, finds that a prosecutor has filed a formal complaint in court against the student for commission of a felony, or that a grand jury has indicted the student for the commission of a felony.

#### Standard 17. Being Charged, Convicted, or Pleading Guilty to Certain Serious Felonies

A student who had been charged, convicted, or pled guilty in a court of general jurisdiction to one of the crimes enumerated below shall be suspended, or if the student is attempting to enroll, shall not be allowed to enroll. In addition, if a petition has been filed in family court alleging, or the family court has adjudicated, that the student has committed an act that if committed by an adult would be one of the crimes enumerated below, such student shall be suspended or denied enrollment. The enumerated crimes are as follows:

1. First degree murder under Section 565.020, RSMo;
2. Second degree murder under Section 565.021, RSMo;
3. First degree assault under Section 565.050, RSMo;
4. Forcible rape under Section 566.030, RSMo;
5. Forcible sodomy under Section 566.060, RSMo;
6. Robbery in the first degree under Section 569.020, RSMo;
7. Distribution of drugs to a minor under Section 195.212, RSMo
8. Arson in the first degree under Section 569.040, RSMo;
9. Kidnapping when classified as a class A felony under Section 565.110, RSMo;
10. Statutory rape under Section 566.032 RSMo;
11. Statutory sodomy under Section 566.062 RSMo.

The student should not be suspended until school officials have verified that a prosecutor has filed formal charges in court against the student, or that a petition has been filed in family court against the student. If the charges are dismissed or if the student is acquitted or adjudicated not to have committed any of the above crimes, the student may be readmitted or enrolled, unless another basis for suspension and/or expulsion exists. This provision shall not apply to a student

with a disability, as identified under state eligibility criteria, who is convicted or adjudicated guilty as a result of an action related to the student's disability.

Standard 18. Engaging in Other Serious Misconduct

Students who engage in other misconduct not expressly covered by the foregoing standards but that is disruptive to school operations and detrimental to good order and discipline may be subject to disciplinary action up to and including suspension and/or expulsion.

**F. Prohibition against Being On or Within 1,000 feet of School Property during Suspension**

All students who are SUSPENDED OR EXPELLED are prohibited from being ON SCHOOL PROPERTY for any reason unless permission is granted by the superintendent, designee or building principal.

In addition, any student who is suspended for an act of violence (defined as the exertion of physical force or other act by a student with the intent to do serious bodily harm to another person or group, including but not limited to the conduct under Standard 4), Standard 7 (drug or illegal substance-related activities), or for any of the following offenses committed on school property, any school bus, or while involved in school activities shall not be WITHIN 1,000 FEET OF ANY PUBLIC SCHOOL in the district during the suspension:

1. First degree murder under Section 565.020, RSMo;
2. Second degree murder under Section 565.021, RSMo;
3. Kidnapping under Section 565.110, RSMo;
4. First degree assault under Section 565.050, RSMo;
5. Forcible rape under Section 566.030, RSMo;
6. Forcible sodomy under Section 566.060, RSMo;
7. Burglary in the first degree under Section 569.160, RSMo;
8. Burglary in the second degree under Section 569.170, RSMo;
9. Robbery in the first degree under Section 569.020, RSMo;
10. Distribution of drugs under Section 195.211, RSMo;
11. Distribution of drugs to a minor under Section 195.212, RSMo;
12. Arson in the first degree under Section 569.040, RSMo;
13. Voluntary manslaughter under Section 565.023, RSMo;
14. Involuntary manslaughter under Section 565.024, RSMo;
15. Second degree assault under Section 565.060, RSMo;
16. Sexual assault under Section 566.040, RSMo;
17. Felonious restraint under Section 565.120, RSMo;
18. Property damage in the first degree under Section 569.100, RSMo;
19. The possession of a weapon under chapter 571, RSMo;
20. Child molestation in the first degree pursuant to Section 566.067, RSMo;

21. Deviate sexual assault pursuant to Section 566.070, RSMo;
  1. Sexual misconduct involving a child pursuant to Section 566.083, RSMo;
22. Sexual abuse pursuant to Section 566.100, RSMo;
23. Harassment under Section 566.090, RSMo;
24. Stalking under Section 565.225, RSMo;

The only EXCEPTIONS to this prohibition are as follows:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian and has pre-approved permission granted by the suspending principal, the superintendent or designee.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian. The designation must be made in advance and in writing to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition, his or her suspension may be extended, or in the case of serious misconduct, the student may be expelled. In making this determination, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether such student's unsupervised presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

#### **G. Notification To Family Court**

If District officials are aware that a student who has been suspended for more than ten days or expelled is under the jurisdiction of the family court, the superintendent is required to notify appropriate personnel at the family court of the long-term suspension or expulsion.

#### **H. Reenrolling Students Previously Suspended or Expelled**

The following provisions apply to students who have been suspended or expelled from either the Parkway School District or another school and who wish to enroll in or be readmitted to the Parkway schools.

1. Remedial Conference. Prior to the readmission or enrollment of any student who has been suspended for ten school days or more or expelled for an act of school violence, a conference shall be held to review the student's conduct that

resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. District officials shall notify in writing the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference.

2. Students Currently Suspended or Expelled From Another School. If a student currently suspended or expelled from another in-state or out-of-state school district, including a private or parochial school, attempts to enroll, the Parkway School District should enroll the student if the student would otherwise be eligible to enroll in and attend Parkway schools. At the request of the parent or guardian, a conference with the superintendent or the superintendent's designee may be held to consider if the conduct of the student would have resulted in a suspension or expulsion from Parkway. Regardless of whether the parent or guardian requests a conference, the superintendent or his/her designee should determine whether the conduct would have resulted in a suspension or expulsion from Parkway. If the superintendent or his/her designee determines that it would have, the District may make the prior suspension or expulsion effective in Parkway. If the superintendent or the superintendent's designee determines the conduct would not have resulted in suspension or expulsion from Parkway, the student will be allowed to attend the appropriate Parkway school. In the case of a student with a disability, the suspension or expulsion does not eliminate the obligation under federal law to provide the student with a free appropriate public education (FAPE).

### **I. Student Discipline Records**

The Board of Education directs the superintendent or his/her designee to compile and maintain records of any serious violation of this Student Discipline Policy for each student enrolled in the District. Such records shall be made available to teachers and other school district employees with a need to know, and shall be provided in accordance with state law to any school district in which the student subsequently attempts to enroll within five business days of receiving the request. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

### **J. Support Plan**

The Parkway School District believes students develop into citizens who act out of a strong sense of personal, social and civic responsibility and who seek to understand the views, values and cultures of others. To aid in this development,



school staff work to help students develop self-awareness and self-management skills, use social-awareness and interpersonal skills and demonstrate responsible behaviors in personal, school and community contexts.

Although schools have character development plans in place, stakeholders in the Parkway School District community realize students make mistakes. A student support plan may be needed to help students learn from their behaviors and support them as they strive to meet Parkway's Character Competencies. The support plan will be created when student data indicates the need for additional assistance in meeting identified competencies.

Each school will use a collaborative process to create a support plan. Members of the collaborative team developing the plan may include, but is not limited to: the student, the student's family/guardians, teachers, administrators, counselors, School Resource Officers, district personnel and special education staff.

Appropriate support from community-based agencies may also be included in developing a support plan if parent/guardian permission is granted. The plan may include ways to restore relationships and repair harm. During the creation of the plan, the team may identify and address those harmed by the student misconduct, their needs and what is required in order to heal and put things as right as possible.

#### **K. Parent/Guardian and Student Notification**

Students and parent/guardians should know in advance the standards of conduct which students are expected to observe in the schools and the probable consequences of their failure to obey these standards. A copy of this policy and any local school discipline policy will be sent by mail to all parents/guardians at the beginning of each school year. Students and staff shall also receive a copy and meetings will be held to discuss these policies either prior to or shortly after the school year begins. At the time of registration, a new student and his/her parent/guardian shall be provided a copy of this policy and any local school discipline policy. A copy of this policy shall be available in the superintendent's office during normal business hours and can be accessed on Parkway's district website.

#### **CHILD FRIENDLY STANDARDS OF CONDUCT**

*Breaking any of the rules below can lead to disciplinary action and possibly suspension. These rules apply to students not only in school buildings, but also on school grounds, at bus stops, on buses and field trips, and at any school related event.*

1. A student will speak and act in ways that do not disrupt teaching and learning in the classroom, at school, or at school events.
2. A student will not damage school property or the property of others.
3. A student will not steal school property or the property of others.
4. A student will resolve differences peacefully and will not start a fight, participate in a fight or encourage a fight.

5. A student will be respectful of other students and not encourage or participate in bullying or teasing anyone.
6. A student will not use inappropriate words or actions or touch other people in a way that makes them feel uncomfortable.
7. A student will not bring alcohol and/or other drugs to school. A student will not have, sell, or use alcohol and/or other drugs at school.
8. A student will follow directions given by adults. A student will act and speak respectfully to adults.
9. A student will not bring, have or use a real or look-alike weapon on school property, a school bus, or at any school event.
10. A Student will not hurt himself/herself or others
11. A Student will not bring bombs, fireworks or other dangerous items onto school property, a school bus, or to any school event.
12. A student will not make fake reports about emergencies.
13. A student will not try to start a fire, or participate with others in starting a fire.
14. A Student will use computers and all electronic equipment appropriately.

## **CODE OF CONDUCT**

*All students should "Live the Code!"*

1. I will do my personal best to learn and support others in their learning.
2. I will act responsibly and be respectful of everyone in our learning
3. I will do the right thing even when no one is watching me.
4. I will treat all people with respect. When I see others being treated in a mean way, I will report it to an adult.

## **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**

Regular attendance and punctuality are a must if a child is to gain the utmost from his/her educational experience. It is also habit forming and establishes a lifelong pattern. We urge to have your child attend school with as few absences

and tardies as possible. When a child is going to be absent, please call the Attendance Line at 314-415-6676, before 8:30 a.m. and leave a message.

EXCUSED absences include the following:

1. Illness of the student (In some cases, documentation from appropriate licensed professionals may be required for an excused absence.)
2. Death in the student's immediate family
3. Days of religious observance
4. Medical or dental appointments
5. Court Appearance

UNEXCUSED absences are those that do not fall within the areas listed above and include vacations, visiting out-of-town relatives, or participating in non-school sponsored activities or events.

Students are required to be in class on time. The student is responsible for being present and ready to learn when the class is scheduled to begin. When a student is absent for five (5) days, the principal or principal's designee and the social worker or social work intern will send a letter communicating the absences to the parent/guardian.

When a student is absent for ten (10) days, the principal or principal's designee and the social worker or social work intern will send a letter communicating the absences to the parent/guardian. Failure to comply may constitute educational neglect on the part of the parent or guardian and may result in school officials contacting the Family Court of making a "hotline" call to the Children's Division of the Missouri Department of Social Services.

Students whose parents/guardians inform the school that the student will not be returning to school shall be dropped from the roster. The same is true of students who are absent for ten (10) days or more and school officials have inquired of parents/guardians as to the student's status but cannot determine whether the student will return to school. When the Principal has information that a student is going to be absent from school for ten (10) or more days but will be returning to school, the student shall be reassigned (i.e., for **attendance** tracking reasons) in the District's student information system until the student returns. The District will not guarantee the student can be kept in the same schedule/classes upon his/her return.

Please see Parkway School District Board Policy JE, Student Attendance.

### **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!

## **Bus Behavior**

### *Parkway Bus Rules*

Students are expected to follow rules set down by the Parkway Transportation Department and the State of Missouri. The following child safe rules should be used:

#### **I Will...**

- Help keep my bus safe
- Respect the bus driver and listen to instructions
- Stay in my seat until the bus arrives at my stop
- Always get on and off the bus at my bust stop
- Help take care of my bus by keeping it clean
- Keep my head, arms, legs and hands inside the bus
- Respect the other students on the bus

#### **I Will Not...**

- Eat or drink on the bus
- Use loud or offensive language or hand signs
- Throw anything inside or outside the bus
- Fight, spit, hit, scuffle or create a loud disturbance
- Write on or deface the seats, walls or windows
- Disrespect other passengers or the driver
- Bring tobacco or any kind of drugs on the bus
- Bring any kind of weapons on the bus

## **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 \$2.10. 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 \$2.85. 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 at [www.pkwy.k12.mo.us/foodservice/accounts.cfm](http://www.pkwy.k12.mo.us/foodservice/accounts.cfm) Lunch menus are available online at [www.pkwy.k12.mo.us/foodservice](http://www.pkwy.k12.mo.us/foodservice). 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.

## **Character Education**

Character education is an important part of education at River Bend. Several initiatives are currently in place, which include classroom buddies, school families, parent involvement and character council for students. The River Bend community has also agreed on our River Bend Core Values and the River Bend Pledge of Character.

### **Core Values**

- Integrity
- Responsibility
- Caring
- Perseverance
- Respect

### **Pledge of Character**

We pledge to be a community of character.  
We will use integrity in what we do and say.  
We will make responsible choices  
and talk to one another  
with caring voices.  
We will persevere  
throughout the day  
and show respect along the way.

## **Life Skills**

We believe in equipping River Bend students with the Life Skills that will help them be successful inside and outside of school through the use of building-wide common language, procedures, expectations and teaching/modeling life skills.

Procedures help plan ahead for interactions and describe in advance the personal and social behaviors necessary to make a routine activity successful. By having procedures clearly written/posted, students or staff can refer to them whenever necessary. The life skills help guide students, individually and in groups, to an understanding of the personal and social behaviors that will enable them to do their personal best and thus enhance the likelihood that they will succeed in attaining their goals. We are working on describing what these skills might look like, feel like, or sound like at different grade levels. It is important for students to be able to identify positive behaviors in various situations and settings.

- Integrity: To act according to a sense of what is right and wrong.
- Initiative: To do something because it needs to be done.
- Flexibility: To be willing to alter plans when necessary.
- Perseverance: To keep at it.
- Organization: To plan, arrange and implement in an orderly way: to keep things orderly and ready to use.
- Sense of Humor: To laugh and be playful without harming others.
- Effort: To do your best.
- Common Sense: To use good judgment.
- Problem Solving: To create solutions in difficult situations and everyday problems.
- Responsibility: To respond when appropriate; to be accountable for your actions.
- Patience: To wait calmly for someone or something.
- Friendship: To make and keep a friend through mutual trust and caring.
- Curiosity: A desire to investigate and seek understanding of one's world.
- Cooperation: To work together toward a common goal or purpose.
- Caring: To feel and show concern for others.
- Courage: To be brave.
- Pride: To feel self-respect.
- Resourcefulness: To respond to challenges and opportunities in an innovative and creative way.

### **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 2, October 7, November 4, December 2, January 6, February 3, March 2, and April 6.

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 2015-2016. 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. The Principal's Newsletter is posted on our website the first Wednesday of the month.

Parkway Website: [www.pkwy.k12.mo.us](http://www.pkwy.k12.mo.us)

River Bend Website: [www.pkwy.k12.mo.us/river](http://www.pkwy.k12.mo.us/river)

### **Parent/Teacher Conferences**

Parent Teacher Conferences are held in the fall and in the spring on October 1, October 5 and March 3 and March 8.

### **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 given to 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**

Should Parkway close school, information will be posted on the Parkway Website [www.pkwy.k12.mo.us](http://www.pkwy.k12.mo.us), Connect Five and through local media outlets. This information will also be available by calling (314) 415-7669.

### **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 9:30 a.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.

## **Voter Registration**

All citizens who are eighteen years old are eligible to register to vote in the state of Missouri. Anyone not registered can stop by school to register during regular office hours.

## **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 in migrant 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, supplemental 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 ACTION 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 Action 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.