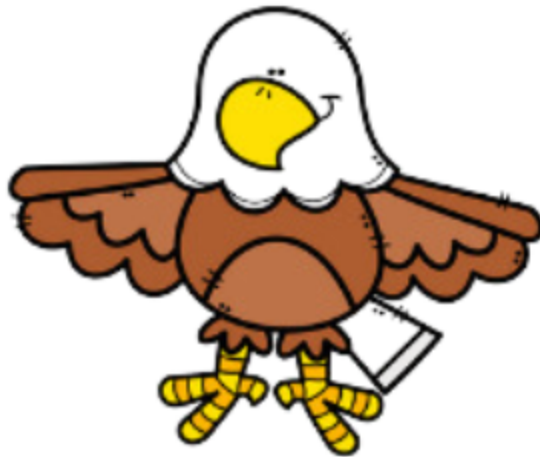


# Oak Brook Elementary School

Parent and Student Handbook



**OAK BROOK**  
ELEMENTARY SCHOOL

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

Main Office: 314-415-6550  
Fax: 314-415-6562  
Attendance Line: 314-415-6576

<https://www.parkwayschools.net/oakbrook>

School Colors: Navy Blue and Silver

Mascot: Obee the Eagle

Dear Parents,

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

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

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

At Oak Brook, in addition to academics, we focus on the development of the whole child. This includes helping students develop positive character traits and how to understand and respond to their emotions. To help with this, our staff focuses on social-emotional learning as well as character instruction grounded in our six core values of Character Education. Those values include: Responsibility, Self-Control, Integrity, Kindness, Respect and Curiosity (added in 2024).

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

Sincerely,

*Dr. Chris Shirley*  
Principal

*Mrs. Katie Terbrock*  
Assistant Principal

# Character Education



## CORE VALUES

OAK BROOK ELEMENTARY SCHOOL

### RESPECT

Seeing good in people and things and treating them with care

### CURIOSITY

Eager to know or learn something

### KINDNESS

The choice to act with words or actions to bring appreciation, positivity and encouragement to others and yourself

### SELF-CONTROL

Thinking before you act and making the right choices

### RESPONSIBILITY

To take action and understand how our choices affect others, ourselves and the world

### INTEGRITY

Doing the right thing when no one is looking

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

Teachers will also focus on numerous other words that support our 6 values as well as the traits outlined in our mission (capable, curious, caring and confident).

## Arrival/Dismissal

### Arrival

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

## Parent Drop Off

- Parents drop off in the back of the school starting at 7:20 -There are no staff members in the back of the school before 7:20 so please do not drop off early.
  - Drive to the back of the school and circle the playground.
  - The first stop is right by the basketball court.
  - After dropping your child off, you drive back to the front of the school and exit through the parking lot.
  - Please be sure to stop at the stop sign before the bus circle. Buses entering the circle have the right of way.
  - If it is after 7:35 and no one is in the back, you must take your child to the front entrance and come in with your child because he/she will need to be signed in at the office.

## Bus Riders

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

## Walkers

- Students walking to school should access the school grounds through the path between Red Oak Plantation Drive and the Oak Brook School track.
- We ask that no students walk along Big Bend Rd. to get to school. This has been identified as a hazard zone for walkers and we have been unable to get it designated as a school zone with a reduced speed limit.

## Dismissal

- School is dismissed at 2:30 pm.

## Parent Pick Up

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

## Adventure Club

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

## Bus Riders

- Teachers will walk students to the buses each afternoon.
- Students must ride their assigned bus home and get off at their bus stop.

## Walkers

- Walkers should use the same route as they used coming to school. Once again, we ask that no students walk along Big Bend Rd. to get to school. This has been identified as a hazard zone for walkers and we have been unable to get it designated as a school zone with a reduced speed limit.
- They will be dismissed out the back door when the dismissal bell rings.

## Change in Dismissal Routine

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

of the items below:

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

## Dismissal During School Hours

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

- Notify the teacher ahead of time (if possible).
- Please come to the front door and push the button to contact the office. An office staff member will take the information and then bring your child to the vestibule area.

## Parenting Plans

In order to fully comply with any Court orders or parenting plans related to agreements for school pick-up, the District requests a copy of the current order or plan to be shared with the school. If parents have agreed to deviate from a Court order, the District may be able to accommodate the agreed-upon request, so long as a copy of the agreement is provided to the District in writing. However, if a Court order specifically bars an individual from picking up a child, the District cannot deviate from such an order. If you have any questions related to the procedures for picking up your child from school, please contact the principal directly.

## Attendance

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

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

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

Oak Brook operates a Dial Safe program, which means we will call if we have not heard from you. Contact with the district social worker will be made regarding any student with a history of excessive absences or tardies unrelated to documented illnesses.

[Parkway Attendance Policy](#)

## Behavior Expectations

Oak Brook students and staff have worked together to create a list of “Eagle Expectations.” These expectations guide what behavior should look like throughout our school. Each expectation is grounded in one of our 5 core values. Please review these expectations with your child.

Location	Responsibility	Integrity	Respect	Self-Control	Kindness	Curiosity
Nurses Office	<ul style="list-style-type: none"> <li>Be able to give your name/reason for the visit</li> <li>Follow nurse's directions</li> </ul>	<ul style="list-style-type: none"> <li>Visit nurse for appropriate reasons</li> </ul>	<ul style="list-style-type: none"> <li>Honor others' privacy and reasons for being in the nurse's office</li> </ul>	<ul style="list-style-type: none"> <li>“0” or “1” voice</li> <li>Wait patiently</li> </ul>	<ul style="list-style-type: none"> <li>Use please and thank you</li> <li>Use encouraging words to others</li> </ul>	<ul style="list-style-type: none"> <li>Read the signs to learn more about good health</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>Keep table &amp; floor clean</li> <li>Keep hands, feet &amp; objects to yourself</li> <li>Follow the Eagle Call</li> </ul>	<ul style="list-style-type: none"> <li>Include everyone at your table</li> </ul>	<ul style="list-style-type: none"> <li>Use your table manners</li> <li>Honor everyone's food preferences</li> </ul>	<ul style="list-style-type: none"> <li>Use a “0” or “1” voice</li> <li>Wait patiently in line</li> <li>Eat first, talk second</li> </ul>	<ul style="list-style-type: none"> <li>Say please and thank you to the cafeteria workers and custodians</li> </ul>	<ul style="list-style-type: none"> <li>Ask questions to learn about people at your table</li> <li>Be brave and try new foods</li> </ul>
Chromebook Usage	<ul style="list-style-type: none"> <li>Carry the closed Chromebook with 2 hands</li> <li>Log off when finished</li> </ul>	<ul style="list-style-type: none"> <li>Be a good digital citizen</li> </ul>	<ul style="list-style-type: none"> <li>Use the Chromebook assigned to you</li> </ul>	<ul style="list-style-type: none"> <li>Avoid food/drink when using the Chromebook</li> <li>Visit teacher approved websites</li> </ul>	<ul style="list-style-type: none"> <li>Tap keys softly</li> <li>Avoid adding stickers</li> </ul>	<ul style="list-style-type: none"> <li>Use your Chromebook to research approved topics</li> <li>Ask for help to troubleshoot and problem solve</li> </ul>
Hallway	<ul style="list-style-type: none"> <li>Never open an outside door</li> <li>Travel on the right side</li> </ul>	<ul style="list-style-type: none"> <li>Use walking feet &amp; face forward</li> <li>Take the most direct route</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands to yourself</li> <li>Walk in Eagle Line Order</li> <li>Avoid touching the walls</li> </ul>	<ul style="list-style-type: none"> <li>Use a “0” or “1” voice</li> </ul>	<ul style="list-style-type: none"> <li>Be mindful of others' learning</li> <li>Smile/wave at others when passing</li> </ul>	<ul style="list-style-type: none"> <li>Read the bulletin boards and displays</li> <li>Watch and listen for sounds around the school</li> </ul>
Playground*	<ul style="list-style-type: none"> <li>Follow Oak Brook game rules</li> <li>Use equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>Show good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>Put equipment away properly</li> <li>Listen to others when they ask you to stop</li> </ul>	<ul style="list-style-type: none"> <li>Take turns</li> <li>Line up right away</li> </ul>	<ul style="list-style-type: none"> <li>Include everyone (Yellow bench)</li> <li>Use encouraging words</li> </ul>	<ul style="list-style-type: none"> <li>Try something you have never done before</li> <li>Get to know someone you don't normally play with</li> </ul>
Bathroom	<ul style="list-style-type: none"> <li>Get adult permission</li> <li>Two paper towel pulls</li> </ul>	<ul style="list-style-type: none"> <li>Wash hands</li> <li>Use restroom appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Honor privacy</li> <li>Flush</li> </ul>	<ul style="list-style-type: none"> <li>“0” voice</li> <li>Keep area clean (Paper towels in trash can)</li> </ul>	<ul style="list-style-type: none"> <li>Let someone go ahead of you if they have an emergency</li> </ul>	<ul style="list-style-type: none"> <li>Ask yourself how you can best help the custodians</li> </ul>
Main Office	<ul style="list-style-type: none"> <li>Do your</li> </ul>	<ul style="list-style-type: none"> <li>Go straight to the office and</li> </ul>	<ul style="list-style-type: none"> <li>Wait patiently and quietly</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Use please and thank</li> </ul>	<ul style="list-style-type: none"> <li>Ask the office staff</li> </ul>

	assigned job	right back to your class	for your turn to speak to an adult	voice level of "0", "1", or "2"	you	how they are doing <ul style="list-style-type: none"> <li>Ask if there is anything you can help with</li> </ul>
Bus	<ul style="list-style-type: none"> <li>Stay in your assigned seat</li> <li>Take care of your belongings</li> </ul>	<ul style="list-style-type: none"> <li>Follow bus driver's directions</li> <li>Turn in forgotten items</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself and inside the bus</li> </ul>	<ul style="list-style-type: none"> <li>"0" or "1" voice</li> <li>Sit facing forward with your feet on the floor</li> </ul>	<ul style="list-style-type: none"> <li>Greet and thank the bus driver</li> <li>Wait patiently when getting on and off the bus</li> </ul>	<ul style="list-style-type: none"> <li>Talk quietly with those around you to learn more about them</li> </ul>

\*Other rules are outlined in the "Playground Rules" section of this handbook.

## Student Bullying

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

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

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

### Bullying generally does not include:

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

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

### Types of Bullying:

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

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

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



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

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

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

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

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

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

## Student Discipline

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

## Birthday Celebrations

We realize birthdays are a fun time to celebrate, and we will celebrate at school. In the classroom, students will be able to select an activity from a teacher-created menu of choices. Each grade level will share a menu of choices from which each student will be able to choose on his/her birthday. Each grade level creates its own list for the students to choose from on their birthdays (or ½ birthdays for students who have birthdays when school is not in session).

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



## Bus Transportation

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

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

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

## Cafeteria

Our cafeteria offers a balanced hot lunch. Students use a personal identification number (PIN) to make purchases from their personal cafeteria "Bank Account." This account is used for purchasing meals and a la carte items. Parkway publishes monthly menus on the website <https://www.parkwayschools.net/Domain/788>. Students who bring their lunch may still buy items in the cafeteria including milk or juice.

### [Free and Reduced Lunch Guidelines](#)

#### How to pay

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

## Community Education

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

## Confidentiality

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

## Dress

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

## Emergency Contacts

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

## Emergency Closing/Inclement Weather

Schools may close unexpectedly due to severe weather, power failure, heating problems, etc. Please make sure you have completed the Google Inclement Weather Form we email you during the first month of school. Announcements

will be made through phone, television, website and the Parkway app; we will use the form to determine how your child will be sent home if we dismiss early.

## Family Educational Rights and Privacy Act (FERPA) Annual Notification

### I. Notification of Rights

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

### II. RIGHTS OF PARENTS

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

### III. SHARING OF INFORMATION:

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

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

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

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

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

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

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

#### **IV. DIRECTORY INFORMATION**

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

The following information regarding students is considered directory information:

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

According to law, directory information may be disclosed by the Parkway School District without the consent of the parent of a student, or an eligible student. Such information is normally disclosed through distribution of yearbooks, handbooks, and similar school publications. Parents of students and eligible students have the right, however, to

refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by Family Educational Rights and Privacy Act.

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

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

## Food at School

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

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

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

## Forgotten Items

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

## Health Information

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

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

## Illness Guidelines

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

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

- Fever of 100 or higher in the past 24 hours
- Undiagnosed rash that is accompanied by fever or itching

- Cough or difficulty breathing
- Vomiting, nausea or diarrhea within the past 24 hours
- Sore throat
- Swollen glands in the neck
- Symptoms of being sick such as unusually tired, irritable, pale or having difficulty waking
- Loss of taste or smell
- Congestion/Runny Nose
- Headache
- Fatigue/muscle or body aches

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

## Student Health/Illness Guidelines

### Medication in the Nurse's Office

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

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

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

## Medication at School

### Homework

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

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

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

## Internet Access/Computer Usage

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

[Technology Use Policy - Board Policy GBEBE.BP](#) - Parkway School District encourages the use of electronic services for effective communication and as an effective resource for staff, students, and parents.

### [Acknowledgment Form](#)

## General Rules

- Work only on the device to which you have been assigned
- Keep hands off other students' devices
- Show respect for all individuals and their work
- Handle all equipment with care and respect
- Only go to assigned websites or complete tasks as directed by the teacher

## Library Media Center

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

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

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

## Lost and Found

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

## Money at School

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

## MOSAICS (Gifted and Talented Program)

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

## Oak Brook News

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

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

## PTO

Oak Brook School is fortunate to have an active PTO. It functions as a service arm to our school. All parents and teachers are considered members of this organization. The organization is supportive in making our school a pleasant and productive environment. Members of the PTO collectively sponsor garden club activities, classroom parties, staff appreciation activities, monthly events/meetings, annual fundraisers, "Gifts to the School", Help Team, and numerous other activities to benefit students. The PTO will publish a schedule of meetings and events at the beginning of the school year. As additions or changes are made, families will be notified. Please consider attending and be watching for more information.

## Parties

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

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

## Party Invitations (for out of school parties)

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

## Personal Belongings

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

## Physical Education

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

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

## Pictures

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

## Playground Rules

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

## Safety Rules

### Safety Rules for Using the Swings

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

### Safety Rules for the Slide

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

### General Safety Rules for all Equipment

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



## Four Square Rules

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

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

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

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

## Kickball Rules

- Kicking team provides their own pitcher. If the pitcher catches the ball it is a do over.
- Everyone on the kicking team kicks one time (including the pitcher) and then the teams trade places (the fielding team comes in and kicks).
- Every time the team comes in to kick, the lead off kicker goes to the end of the line and the rest of the students stay in the same order. This way everyone gets to lead off.
- No outs are counted.
- At no time can a ball ever be thrown at a student. (This is a Parkway School District Rule.)
- Tie goes to the runner.
- Infield fly rule; if a ball is caught in the infield the runners get to go back to the base they came from. When we play with the third and fourth graders free backs are given all the time because many of the students are still learning the game.
- A ball that goes foul before passing first or third base is a foul. A ball that passes over first or third base and then goes outside the baseline is a fair ball.
- Kick the ball from the home plate area.

## Progress Reports

The school year is divided into four reporting periods. Parents receive Student Progress Reports after the completion of each semester (January & June) and will have access to district-generated data reports at the end of the 1st and 3rd quarters (November and January). Parent-teacher conferences will be held in November. Parents sign up for conferences through a school-provided sign up link that is emailed 2 weeks before conference dates. If additional conferences are needed, please contact the teacher by telephone or in person.

## Safety Drills

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

and staff will work with the students to help them understand the importance of taking the drills seriously and practicing properly.

Most drills will be surprises for the students. However, we do let families know about our intruder drills ahead of time in case you would like to talk with your child about why we conduct these types of drills.

## School Hours

School hours are 7:35 a.m.-2:30 p.m. Students may enter the building through the back door beginning at 7:20 a.m. and are expected to depart at 2:30 p.m.

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

## Smoking

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

## Strangers

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

## Student Placement/Teacher Assignment

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

They form classes considering the following:

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

If you have an educational or placement concern regarding your child, a parental input form is provided in the spring.

You will receive an email from your child's teacher introducing him/her to you and your family the week before school starts. This will serve as your placement notification. If you do not receive an email by the Thursday before school starts, please contact the office.

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

## Student Records

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

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

## Textbooks and Supplies

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

## Tutoring

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

## Use of Telephones

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

## Voice Mail

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

## Withdrawal and Transfer

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

## Other Parkway Policies and Information

- [Interrogations and Searches - Board Policy JFG.BP](#) - The district respects the privacy of students. However, in order to maintain a safe learning environment and properly investigate potential misconduct, district personnel may search student property or district property used by students and, in some limited situations, may require students to undergo drug and/or alcohol testing. All searches will be conducted professionally and in accordance with law
- [Parkway Food Pantry](#)

## NonDiscrimination Notices

- [Educational Equity Policy - Board Policy ACIB.BP](#)
- [Parkway Handbook Language for Title IX - Elementary](#)
- [Services and Rights For Students with Disabilities](#)
- [Notice Of Nondiscrimination](#)
- [Non-Discrimination and Anti-Harassment - Board Policy AC.BP](#)