



Parent and Student Handbook

Craig Elementary
1492 Craig Road
St. Louis, MO 63146

314.415.6200 Main
314.415.6226 Attendance

Dr. David Duckworth – Principal

www.parkwayschools.net/craig

Parkway School District



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

VISION

We succeed when 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



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

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, integrity and character development of students
- maintain a culture of accountability in which all departments, schools and programs collect and report relevant data on their progress toward Mission-driven goals
- develop and support strong professional communities that utilize data, knowledge, experience and research to improve practice and accomplish goals
- build positive relationships among students, families, staff and the broader community
- responsibility 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

www.parkwayschools.net/projectparkway

Welcome to a new school year at Craig Elementary

Dear Craig Families,

The mission of Craig Elementary School is to ensure all students are capable, curious, caring and confident learners who understand and respond to the challenges of an ever-changing world. The staff at Craig believes all students can achieve and successfully learn the essential skills and knowledge needed to function in the ever-changing world. We take this commitment very seriously.

We recognize that parents and families are a vital part of the educational team. Families are welcome to volunteer, stop by, and be involved in their child's learning process. We encourage communication between families and staff members and always know that it is both parties' intent to do what is best for each individual child. We ask that you start by reviewing our school handbook and then discussing it with your child. Of particular importance will be our Craig Core Values: Respectful, Responsible, Integrity, Caring, and Empathy.

We believe the education of your child is a shared responsibility. We look forward to developing this partnership with you so that we can enhance your child's potential and abilities. We look forward to working with you and your children. Thank you for your support and partnership. Together we will continue "Creating the Future Together".

Sincerely,

Dr. David Duckworth – Principal



Introduction

The purpose of this handbook is to help you to understand the policies and regulations which are necessary for the successful operation of Craig Elementary School. Please keep this copy for reference during the school year. If you have questions, feel free to contact the school.

Cooperation between the home and school is very important to the educational process. Parents, teachers, and students must work together and share common objectives if the best interests of education are to be observed.

We hope that this handbook will be helpful to you and will promote a better understanding of our school. Two-way communication between the home and school is essential in helping your child be successful. Parents should always contact the school, either the teacher or principal, with any questions or concerns.

Our Craig Core Values

Respectful- Being polite and thoughtful.

Responsible- Choosing to meet expectations independently.

Integrity- Doing the right thing when no one is looking.

Caring- Showing kindness and concern for others.

Empathy- Knowing and understanding how someone else is feeling.

Craig “Quick” Facts

Craig Elementary School is one of 19 Elementary Schools in the Parkway School District. Our school services roughly 500 students of a diverse culture and puts a strong emphasis on learning and relationships.

While learning is the main mission at Craig, students are also provided with a variety of experiences that will encourage them to be well-rounded and responsible citizens. Students are expected to work to their fullest potential while being encouraged and supported by our caring staff.

School Colors: Blue and Yellow

Mascot: Owl

Motto: “Every Student, Every Day. The Craig Way”

Start and End Times: 9:05 A.M. – 4:00 P.M.

Office Hours: 8:00 A.M. – 4:30 P.M.

Building Open to Students: 8:50 A.M.

Website: www.parkwayschools.net/craig

Twitter: www.twitter.com/craigelementary

Facebook: www.facebook.com/pages/Craig-Elementary-School/392391024146935

Main Office Number: (314) 415-6200

Attendance Reporting Line: (314) 415-6226

Nurse’s Number: 314-415-6210

Parkway Transportation Office: 314-415-8400

Voluntary Transfer Student Transportation Office: 314-721-8657

Principal: Dr. David Duckworth ~ 314-415-6201

ARRIVAL/DISMISSAL

Arrival: In order to ensure student safety and supervision, children are expected to arrive at school no earlier than fifteen minutes before the opening of school (8:50 A.M.).

It is very important that your child arrive on time to school to start their day of learning. However, if you arrive after 9:05 A.M., we do require parents to sign their child in as tardy in the office. A pass will be given to the child so that he/she can be admitted to class.

In the morning, car riders should be dropped off on the upper parking lot on the Craig campus. Staff members are available to help your child out of the car on the upper lot. The lower lanes are reserved for buses. Please **DO NOT** drop your child off in the front bus lane as this causes a very dangerous situation.

Dismissal: We will begin dismissal at 4:00 P.M. each day. Students will be escorted to their buses and parent pick up location by the classroom teachers.

Parent pick-ups will be picked up and dropped off using the upper circle drive. If you plan on picking your child up from Craig, and this is different from how they usually go home, please let the office know prior to 3:15pm. Parent pick-ups will wait with supervising staff members on the marked lanes within the circle drive during dismissal until their designated vehicle arrives at the pick-up spot. In order for this routine to run smoothly, parents will need to *remain in their vehicles* as they circulate through the circle drive. Staff will direct students and help with the flow of traffic.

Please do not park in the front bus lane as it causes a dangerous situation with the mixture of cars and buses.

ALL STUDENTS ARE TO BE PICKED UP ON TIME (4:00 P.M.) AT THE END OF THE SCHOOL DAY.

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.

Changes to Dismissal:

Any changes to your student's dismissal must be communicated to our front office prior to 3:15pm in order to give our staff time to effectively communicate these changes to your student.

EXCUSING STUDENTS DURING SCHOOL HOURS

Come directly to the office if it is necessary to pick up your child from school before regular dismissal. Please bring your driver's license. We will then call out your student to the front office. No student will be

released to the office prior to the arrival of the parent in order to maximize the student's learning time. Teachers are instructed not to release a student unless authorized by the office. Please alert the office of the upcoming early dismissal with a note, this is for your child's protection.

Children will not be called from class after 3:45 pm during the 2019-2020 school year. This is a critical time in the classroom when assignments are given and explained to your child and their peers. Students that leave the building prior to 3:45 pm, will be marked as absent for any time missed. As parents and educators we have the best educational interests of your child in mind by abiding by this rule. Thank you for your cooperation in this matter.

ATTENDANCE

All Missouri children over six years of age and under sixteen years of age are required to be under school jurisdiction during the hours school is in session. The normal class load for elementary students is six hours of instruction per day. Exceptions can be made upon the approval of the principal, counselor and parent. The school year is defined as the period of time from the opening of school in August to the close of the regular school term in May of the following calendar year. Pupils who are absent due to illness may be required to submit a doctor's statement. Pupils are required by law to attend a school continuously until they have reached age sixteen (16). Parents have the responsibility for their child's regular school attendance, the first step in achieving academic success.

Regular attendance and punctuality relate positively toward school achievement. Every 6 weeks the district sends out an automatic attendance report for all students to keep you aware of your student's current percentage. The goal for all Craig Elementary students is to have 90% or better attendance for the entire school year. Irregular attendance creates insecurity and stifles learning. If your child is absent, please report the absence by phone to the attendance line or main office. The attendance line is always available; however, if it is during the school day, please call our main office. Our main office is open from 8:00 a.m. to 4:30 p.m.

Parents/guardians need to call and provide the school office with the reason for each student absence on the day of the absence. In addition, parents/guardians should be aware that notifying the school of an absence does not make an absence excused. Craig operates a Dial Safe program, which means we will call you if your child is not at school and we have not heard from you.

If at any time your student's absence drops below 90% a letter will be sent out to inform you of this. If a vacation is taken that exceeds 9 days, the student will be withdrawn from school. Contact may also be made with the district social worker regarding any student that has a history of being tardy or having excessive absences.

BIRTHDAYS

Birthdays are an exciting time for all students and we want to make sure everyone feels special. However, because of Parkway District Policy, no food or candy of any kind can be brought to school to hand out to the class. Also, all birthday party invitations for outside of school must be for the entire class or be handed out

outside of school. We will have buzz books available in the office from the 2018-2019 school year for your convenience.

BUS TRANSPORTATION

The district provides transportation for students residing one-half mile or more from Craig School. Students must comply with the following regulations and responsibilities when riding the bus:

Craig Core Values	Student Expectations	Looks like...	Does NOT look like...
Respectful	<ul style="list-style-type: none"> Use quiet, kind voices Follow adult directions Keep hands and feet to self 	<ul style="list-style-type: none"> Students talking to others near them students listening when bus driver is talking Students keeping body in seat 	<ul style="list-style-type: none"> Students yelling to others not near them Students talking and ignoring bus driver Students reaching above/around seats
Responsible	<ul style="list-style-type: none"> Take all personal belongings on and off the bus Be on time Be aware of your surroundings Report all concerns to an adult 	<ul style="list-style-type: none"> Students checking seat area before leaving bus Students waiting at bus stop before bus arrives Students talking with adults about bus incidents 	<ul style="list-style-type: none"> Students quickly leaving area while talking with friends Students running to the bus stop while bus departs Students keeping bus incidents to themselves
Integrity	<ul style="list-style-type: none"> Follow adult directions Get on your bus and get off at your stop Stay in your seat facing forward 	<ul style="list-style-type: none"> Students making smart choices even when no one is watching. Students sitting in seat facing forward 	<ul style="list-style-type: none"> Students being dishonest with bus driver or other students Students playing behind bus drivers back and getting out of seat
Caring	<ul style="list-style-type: none"> Help others in need Be a good seat mate 	<ul style="list-style-type: none"> Helping someone who falls down Helping someone new find their spot Talking to each other about the school day 	<ul style="list-style-type: none"> Gossip "Saving" seats so others don't have a spot Saying mean things to others
Empathetic	<ul style="list-style-type: none"> Share in conversation 	<ul style="list-style-type: none"> Understanding how others might want the volume to be at a low level Understanding others personal space 	<ul style="list-style-type: none"> Ignoring the requests of others

Riding the bus is considered a privilege. Students who continuously fail to meet expectations may lose this privilege and be suspended from the bus. Bus drivers and Craig Administration will monitor behaviors on the bus and communicate with parents when necessary. Your child is to ride on the assigned bus. Exceptions can be made with the parent's written consent. This consent should be given to the main office at the beginning of the school day. Our office will assign a special bus pass for that day only. If a student should miss the bus, he/she may call home from the office. A copy of bus routes, with appropriate timetables, is sent home at the beginning of each school year. Departure from home should be timed so a child is at the bus stop for a very short time.

BEHAVIORAL EXPECTATIONS

STUDENT STANDARDS OF CONDUCT

All District personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct while at school or during school-sponsored activities. Violation of guidelines and policies will be administered according to the Parkway Policies.

In addition to the Parkway Discipline Policy, high standards of behavior are required of Craig students for the safety and well-being of all and to preserve a positive environment for learning. Violation of the Craig Standards shall be considered as Type II violations of the Parkway Discipline Policy. Character will be a major focus at Craig, our plan is very simple as it is comprised of practices that will result in positive student behavior. It makes use of effective, proactive measures, positive reinforcement, instructional strategies, and logical consequences. Without exception and regardless of the school situation, it is expected that all Craig learners are: Respectful, Responsible, Caring, Empathetic, and demonstrate Integrity. Classroom teachers will spend a considerable amount of time teaching students these expectations.

When students fail to meet expectations, teachers are encouraged to communicate with parents and/or guardians in a timely manner. If these behaviors continue, or if a student exhibits extreme behaviors, our administrative team will be contacted for additional support.

Our primary concerns are student safety and the ability to maintain a positive learning environment. As a team, we will work tirelessly with students who present challenges in either area. While working with parents and/or guardians, we will develop a proactive plan to help support the student. When necessary, our administrative team may also provide logical consequences based on the behaviors exhibited. Our goal is to always approach any challenge as a team. We count on your support in ensuring every student is successful.

Please read and become familiar with Parkway Policy JK, Student Discipline, provided by the district. The district mails a copy to each student’s home. Keep a copy with this student handbook for future reference. Additional copies are available from the Craig office upon request. Although “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 JK, Disciplining Students with Disabilities.

BATHROOM

Students need to take care of their personal needs throughout the day and also enter and leave our learning environments in as least a disruptive way as possible. Students must comply with the following regulations and responsibilities when using the bathroom:

Craig Core Values	Student Expectations	Looks like...	Does NOT look like...
Respectful	<ul style="list-style-type: none"> Keep restroom clean Allow others to have their privacy 	<ul style="list-style-type: none"> Students throwing paper towels and other trash in the trash can Students staying in own personal space 	<ul style="list-style-type: none"> Students throwing paper towels or other trash on the floor Students crawling or looking under stalls

Responsible	<ul style="list-style-type: none"> Wash hands with soap Keep floor dry Use the restroom and return to line or class in a timely manner 	<ul style="list-style-type: none"> Students washing hands over sink with proper amount of soap Student shaking hands over sink and then drying hand with towel Students using the restroom in a timely manner 	<ul style="list-style-type: none"> Students filling the sink with bubbles Students spraying water on the ground Students playing around in the restroom Students visiting with others in the restroom
Integrity	<ul style="list-style-type: none"> Use bathroom correctly; no climbing or running Report all concerns to an adult 	<ul style="list-style-type: none"> Students using the restroom appropriately Students telling adult about inappropriate behaviors in the restroom 	<ul style="list-style-type: none"> Students climbing on stalls or writing on walls Students bullying other students Students not reporting inappropriate behavior
Caring	<ul style="list-style-type: none"> Wait quietly and patiently for your turn 	<ul style="list-style-type: none"> Students waiting quietly in the hallway or restroom for their turn 	<ul style="list-style-type: none"> Students talking in hallways or restrooms while waiting their turn Students pushing or hitting others in line
Empathetic	<ul style="list-style-type: none"> Emergencies first 	<ul style="list-style-type: none"> Students letting others go before them if emergency 	<ul style="list-style-type: none"> Students cutting in front of others

CLASSROOM

The number one responsibility of a student is to be at school to learn and to exhibit behaviors for themselves and towards others that contribute to creating a classroom environment conducive to learning. Students must comply with the following regulations and responsibilities while in the classroom:

Craig Core Values	Student Expectations	Looks like...	Does NOT look like...
Respectful	<ul style="list-style-type: none"> Treat others and property in a respectful manner. Keep hands, feet, and all other objects to yourself 	<ul style="list-style-type: none"> Putting things back the way you found them Sit criss-cross with hands in your lap 	<ul style="list-style-type: none"> Leaving materials at your work space Touching friends Playing with another's things
Responsible	<ul style="list-style-type: none"> Use kind words Follow directions the first time given by all adults Bring necessary materials to and from school 	<ul style="list-style-type: none"> Using positive words Doing what adults ask Talking in a quiet voice Bring materials to class/from home 	<ul style="list-style-type: none"> Gossip or name calling Yelling or talking with a loud voice Leaving library books at home Not doing your homework
Integrity	<ul style="list-style-type: none"> Use classroom materials correctly Get adult permission to leave classroom Put forth your best effort 	<ul style="list-style-type: none"> Writing with pencils/pens and using paper for writing Request teacher's permission to leave the classroom Do your best every day 	<ul style="list-style-type: none"> Writing/drawing on school property Walking out of the classroom Apathy
Caring	<ul style="list-style-type: none"> Work well with others Encourage others to do their best 	<ul style="list-style-type: none"> Listening to your friend's ideas and sharing your thoughts with others. 	<ul style="list-style-type: none"> Ignoring friends when they ask for help or share information Making fun of other's ideas
Empathetic	<ul style="list-style-type: none"> Listen to others Understand others have unique needs 	<ul style="list-style-type: none"> Eye contact Being aware of what someone else might need 	<ul style="list-style-type: none"> Doing your own thing with no regard to learning of others Interrupting others

HALLWAYS

Getting to and from various learning environments in a safe and quiet manner is important to maintain our learning environment at Craig. Students must comply with the following regulations and responsibilities while in the hallways:

Craig Core Values	Student Expectations	Looks like...	Does NOT look like...
Respectful	<ul style="list-style-type: none"> Walk quietly in a single file line on the right side of the hallway Keep hands, feet and all other objects to yourself. 	<ul style="list-style-type: none"> Saying "excuse me". Calm. Allowing others to get where they need to go 	<ul style="list-style-type: none"> Students screaming or yelling Unwanted physical contact Hands on walls.
Responsible	<ul style="list-style-type: none"> Walk quietly, with hands at side, on right side, and stop at corners Move about the building from place to place Use hall pass if not with adult 	<ul style="list-style-type: none"> WALKING Students with their pass in hand Students comply with requests made by teachers. 	<ul style="list-style-type: none"> Students running Being disrespectful to staff Standing in hallway blocking traffic.
Integrity	<ul style="list-style-type: none"> Go directly to and from your destination silently Do the right thing even if others are not 	<ul style="list-style-type: none"> Students following school expectations. 	<ul style="list-style-type: none"> Stopping to talk with friends in the hallways.
Caring	<ul style="list-style-type: none"> Be orderly and positive Be mindful of objects and others in the hallway 	<ul style="list-style-type: none"> Students walking in the hallway Students helping others Students and teachers using positive words 	<ul style="list-style-type: none"> Gossiping Name calling
Empathetic	<ul style="list-style-type: none"> Remember that others are learning 	<ul style="list-style-type: none"> Students walking quietly with hands to self. 	<ul style="list-style-type: none"> Yelling or screaming Knocking on walls or doors

PLAYGROUND

Playground supervision is provided by selected staff members, teacher assistants and the principal or assistant principal. During outside recess, children are not allowed back in the building without the permission of the teacher. All parents are requested to encourage children to wear clothing that is suited for the weather.

Craig Core Values	Student Expectations	Looks like...	Does NOT look like...
Respectful	<ul style="list-style-type: none"> Stay quiet when entering the building Use appropriate language Agree on rules before the game (i.e kickball) 	<ul style="list-style-type: none"> Voices are off when entering the building Getting along with others when playing games Communicating in a nice tone to others 	<ul style="list-style-type: none"> Talking, screaming, or yelling when entering the building Leaving others out or arguing Yelling or screaming at others
Responsible	<ul style="list-style-type: none"> Line up immediately and quietly Report all concerns to an adult Get adult permission before leaving area 	<ul style="list-style-type: none"> Walking over the first time the whistle is blown Coming to an adult and reporting concern over a specific situation Coming up to an adult and asking for permission to leave the area 	<ul style="list-style-type: none"> Continuing to play when whistle is blown Getting involved with an issue that requires adult attention Leaving area without asking permission
Integrity	<ul style="list-style-type: none"> Use equipment appropriately Follow games rules (i.e. Kickball) 	<ul style="list-style-type: none"> Going down the slide one person at a time with feet first Walking away with a good attitude if you were tagged out (i.e. Kickball) Giving everyone a chance to bat/taking turns 	<ul style="list-style-type: none"> Pushing and shoving to get on playground equipment Yelling that the other player was cheating or having a poor attitude Changing the rules without agreement from others

Caring	<ul style="list-style-type: none"> • Take turns • Ask others to join 	<ul style="list-style-type: none"> • Waiting patiently in line for equipment • Asking others to play if they are by themselves • Leaving incidents on the playground and solving problems so learning can happen 	<ul style="list-style-type: none"> • Pushing and shoving to use equipment • Seeing that someone is left out or does not have anyone to play with, and just continuing to walk by and leave them out
Empathetic	<ul style="list-style-type: none"> • Include others • Display good sportsmanship 	<ul style="list-style-type: none"> • Shaking hands with opposing teammates and saying "good game." • Allowing others to join no matter what their ability level is 	<ul style="list-style-type: none"> • Negative comments towards opposing teammates • Huffing and puffing if you don't win the game • Leaving others out or not picking them for your team due to ability level or any other reasons

CAFETERIA

Our cafeteria offers a balanced hot lunch for a reasonable charge. Students use a personal identification number (PIN) to make deposits to their personal cafeteria accounts. Additionally, lunch money boxes are housed outside the cafeteria and near the front office for students to put lunch money into. When depositing money into accounts, please send your child with money in an envelope. Checks should be made payable to **Parkway Food Services**. Be sure to put your child's name and account number on the outside of the envelope to ensure correct deposit of funds. Students may purchase lunch in quantities or on a daily basis. Parkway also offers Internet Deposit System. More information on this can be found on their website at <http://www.pkwy.k12.mo.us/foodservice>

Parkway publishes monthly menus that are available on the Parkway website or can be picked up from the front office. Follow these for daily choices. Students who bring their lunch may buy a milk or juice. If a student forgets lunch or money, the student may charge lunch for that day. Students may not charge for more than three days without repaying the account.

Craig Core Values	Student Expectations	Looks like...	Does NOT look like...
Respectful	<ul style="list-style-type: none"> • Use inside voices • Walk when entering or leaving the cafeteria • Show respect with words and actions • Use good manners 	<ul style="list-style-type: none"> • Students talking with others seated near them with conversation voice • Students get quiet quickly after being asked to "Give me 5" • Saying please and thank you 	<ul style="list-style-type: none"> • Students yelling at someone seated at another table or making noise that stands out to supervisors • Students continue to talk after being asked for their attention • Students playing with food
Responsible	<ul style="list-style-type: none"> • Stand in line in an orderly fashion • Clean up after yourself • Get all materials before you sit down 	<ul style="list-style-type: none"> • Students waiting in line patiently and quietly • Students clean table and follow recycling plan 	<ul style="list-style-type: none"> • Students throwing food and trash • Students leaving trash on table • Students getting up without permission
Integrity	<ul style="list-style-type: none"> • Get adult permission to get up from your seat • Sit in assigned area • Walk to and from your table 	<ul style="list-style-type: none"> • Students get permission to get out of seat • Students sit where they are asked to sit • Students walk at all times 	<ul style="list-style-type: none"> • Students taking food without paying for it • Students getting out of seat without permission • Students cutting ahead in line • Students running in cafeteria

Caring	<ul style="list-style-type: none"> ● Use safe behaviors ● Everyone eats with someone 	<ul style="list-style-type: none"> ● Students invite others to sit with them so no one is sitting alone ● Use kind words in all interactions with supervisors and others 	<ul style="list-style-type: none"> ● Students cut ahead in line or are physically aggressive ● Taking food from others ● Excluding others or leaving others out of conversation ● Saying unkind things to others
Empathetic	<ul style="list-style-type: none"> ● Be considerate and courteous ● Use kind words ● Have quiet conversation with others at table 	<ul style="list-style-type: none"> ● Saying kind things to others ● Talking to everyone ● Letting others get in front of you, sit down first, or pass by. 	<ul style="list-style-type: none"> ● Yelling or shouting ● Using unkind words ● Excluding others

SCHOOL NURSE INFORMATION

Please communicate with the nurse or someone in the office if your child has a particular physical or medical condition - example, diabetes, asthma, hearing or vision problem, etc. Also, please keep the nurse informed of any medical concerns that come up during the school year.

If a child is seen by the nurse and is not able to return to class, the school contacts the parents to pick up the student. In the event of a medical emergency, your child will be cared for by the nurse until emergency responders arrive. Additional staff members are trained and certified in adult and child CPR should the need occur.

RETURNING TO SCHOOL AFTER AN ILLNESS

The school nurse expects you to keep your children home until their temperature has been normal for at least 24 hours following an illness. Children returning to school after an illness should have a note from home stating why they were absent.

MEDICATION IN NURSE’S OFFICE

Medicine administered by the school must be accompanied by all of the following:

- 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.
- All medicines brought to school must be delivered directly to the school nurse or school administrators.

When the above conditions are met, the administration of the medication is limited to the school nurse or other trained staff members. 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 doctor and the guardian. The school nurse’s direct office number is 314.415.6210.

“PROBLEM SOLVING” TEAM

All Parkway schools utilize a “problem solving” model for addressing concerns of any type that arise at school about a student. The Problem Solving 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 interventions, evaluation of their effectiveness, and, as needed, referral (e.g., for assistance, additional assessment, or services). This process is based on systematic data collection and analysis, documentation, consideration of all relevant and valuable information, and hypotheses development/testing. We 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 or observed by a member of the school staff UNLESS the assessment is part of the District’s screening activities (i.e. something done with a particular group of students) or the normal instructional process (i.e. reading assessments).

Our Problem Solving Team also encourages parents to provide any and all relevant information, including from outside professionals or agencies, about their children. Questions about the “problem solving” process should be directed to guidance counselors or school administrators.

COMPUTER USE GUIDELINES

Craig classrooms have Chromebooks for student use. At all times, under all conditions, every individual who makes use of any of the equipment is required to abide by the rules. All student usage is monitored for appropriate content and a report is sent to administration with any concerns.

General rules

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

CONFIDENTIALITY

Craig respects the confidentiality of all students and families. Our staff members will not discuss or release information on students to parties other than their parent or guardian. This includes academic progress and scores, discipline incidents, and other sensitive information. Additionally this includes releasing names or grades of students to other people.

DRESS

School clothing should be appropriate, functional, comfortable, but most of all reflective of the student’s attitude toward his/her job—learning. Clothing should never distract from that job. Halter tops and short shorts are not considered appropriate dress for school. If clothing or apparel becomes a distraction administration will be notified and the issue will be addressed appropriately. All outer garments worn to school should have the child’s name on them. As the children will usually be outside during lunch recess, they should be dressed appropriately. Dressing in layers provides transition during seasonal changes. For safety reasons, students are encouraged to wear tennis shoes on the playground.

EMERGENCY CONTACTS

Each fall parents and guardians will be asked to update their information using the Annual Family Profile Update through their Infinite Campus Parent Portal. As a safety measure, any person picking up a student that is not one of the parents on record must be listed as an emergency contact or the student will not be released to the person. 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.

EMERGENCY SCHOOL CLOSING

Schools may close unexpectedly due to severe weather, power failure, heating problems etc. If school dismisses early, does your child know what to do if you are not at home? Does the school have accurate numbers to contact you? Please discuss this topic with your child.

In the event of a school closing, we will notify all parents by a Blackboard Connect message. If we are in school, our staff will make every attempt to contact you personally to ensure your child gets home in the correct manner. Should Parkway close school, the announcement will be carried over radio and TV stations between 6:00 and 9:00 a.m. Additionally, you will receive a phone call and email from the district.

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. A noncustodial parent also has the right to review his or her child's educational record unless there is a court order or legally binding document (such as a divorce decree, separation or custody decree) that specifically revokes those rights. ***The district may ask for documentation (a copy of the student's birth certificate, copy of a custody or visitation order, etc. and photo ID) to establish the identity of the noncustodial parent.***

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: Charlotte Ijei, Custodian of Records, Parkway Instructional Services Center, 12657 Fee Fee Road, St. Louis, Missouri 63146.

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 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/Guardian name
4. Address
5. Telephone number
6. Date of birth
7. Major field of study
8. 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.)
9. Weight and height of members of athletic teams
10. Dates of attendance
11. Degrees and awards received
12. Most recent school attended by student
13. Enrollment status (e.g. full- or part-time)
14. 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 notify the student's school 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.

Please call your student's school if you would like your student's record changed regarding the following (Previously you have indicated your wishes for the following information on the "New Student Information Questionnaire."):

- Parkway MAY NOT release my child's directory information. Under Federal Education Rights and Privacy Act, public school districts are allowed to release basic directory information, which is student's name, grade level, parent/guardian names, address, telephone number, date of birth, major field of study, participation in activities and sports including audiovisual or photographic records of the openly visible activities thereof, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent school attended by student, enrollment status, 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.
- My child's name MAY NOT be included in the school Buzz Book. You do not wish for your child's name to be included in the school buzz book. If you chose in the previous statement to deny release of directory information and did not choose this statement, then your child's name will be included in the buzz book.
- My child MAY NOT be photographed and/or taped for publication or public use. I understand this includes school pictures and yearbook. Denial of permission does not affect the district's authority to use video cameras for law enforcement and discipline purposes. You do not wish your student to be photographed or taped at school or during school activities. This includes annual school pictures and electronic images to be published in school/district publications or electronic media. This means your child will not appear in the yearbook and on Parkway websites.
- Medical/health concerns related to my child MAY NOT be disclosed to district staff. You do not wish the school nurse to report your child's health issues/problems to the administrators/teachers and other district staff who work with him/her. Please be aware denial of this information to the staff working with your child could cause serious consequences in the event of an emergency.

FORGOTTEN MATERIALS

If your child forgets to bring his/her belongings to school (lunches, violins, books etc.), you may bring them to the office for us to deliver. This limits classroom interruptions.

GIFTED AND TALENTED PROGRAM

Parkway's Gifted Program (MOSAICS) 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.) Craig has a certified MOSAICS teacher on staff that strengthens the students' higher order thinking skills while nurturing their creative abilities. This specialized instructor serves as a resource to classroom teachers to modify curriculum through compacting, acceleration and enrichment.

HOMEWORK

Craig Elementary and the Board of Education believe learning is a lifelong process that takes place not only in the classroom, but also in the home and community. Therefore, homework is an opportunity for the work of the classroom to be extended into the home environment. For purposes of policy, homework is defined as an assignment that students complete outside of regular classroom time. We believe the purpose of homework is to help students develop responsibility, independence and time management skills.

It is the intent of Craig Elementary and the Board of Education that appropriate homework be assigned at all grade levels and such assignments reflect increasing responsibility and skill development on the part of students. The following are four basic categories of such work:

1. Practice assignments that help students master specific skills.
2. Preparation assignments that enable students to gain maximum benefit from subsequent lessons.
3. Extension assignments that determine a student's ability to transfer a new skill or concept to a new situation and require a degree of abstract thinking.
4. Creative assignments that require students to integrate many skills and concepts in the process of producing a response.

Homework assignments should:

1. Enhance and extend the classroom material.
2. Encourage and foster daily reading.
3. Be clearly explained.
4. Be appropriate to the ages, skill levels and abilities of the students.
5. Receive prompt evaluation and/or feedback.
6. Be coordinated as much as reasonably possible so as not to overload students.
7. Prompt the development of student responsibility.
8. Never be assigned as busy work or as punishment.
9. Be able to be completed with relative independence.

K-2 Homework Guidelines

Homework should not exceed 30 minutes daily.

1. Daily literacy activities which may include:
 - a. Independent reading
 - b. Shared reading with an adult
 - c. Letter sound knowledge
 - d. Snap (sight) word practice
2. Daily math fluency may include:
 - a. Number identification
 - b. Rote counting
 - c. Addition & Subtraction Facts

- d. EnVision Homework Practice
- 2. Occasional Cooperative Family Activities

3-5 Homework Guidelines

Homework should not exceed 60 minutes daily.

- 1. Daily literacy activities which may include:
 - a. Independent reading
 - b. Written response to reading
 - c. Word study
- 2. Daily math fluency may include:
 - a. Math Facts
 - b. EnVision Homework Practice
- 2. Occasional Cooperative Family Activities
- 3. Review and study for assessments

Homework folders will be provided school wide. Planners are given to all students in grades 3, 4, and 5. It is the expectation that students record their assignments each day. This is a valuable communication piece between our school and the home.

HOMEWORK REQUESTS – ILLNESS

Please call the teacher or the office to request homework for students ill for more than one day. You can pick up homework in the office or request that it be sent home with another student.

LIBRARY MEDIA CENTER

Craig has an excellent Library Media Center (Library) for student and adult research or recreational reading. The library is open daily for students and teachers to access the Internet, check out books, work on projects, and make general use of the library resources.

Books are checked out for a set period and may be renewed once. Three books may be checked out at a time. Parents are welcome to use the library and check out books at any time.

When a child has an overdue library book, no other books can be checked out until the overdue book(s) is returned. No daily fines are charged for overdue books. It is the child's responsibility to pay for lost or damaged books.

Reference books may be checked out for overnight use. These books are to be checked out during the last half hour of the school day and returned at the very beginning of the next school day.

Circulation will cease during the last two and a half weeks of the school year so that inventory may be taken.

LOST AND FOUND

Please label all items your student brings to school. Our lost and found box is located in the cafeteria. 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.

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 of 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.

PERSONAL BELONGINGS

Students should not bring personal belongings, toys, or electronic devices to school during the school day, as they are a distraction to the learning process. Craig will not be responsible for any lost items while at school. As a parent if you feel your child needs to bring a cellular phone to school for use when walking to or from the bus for safety reasons, please provide your child's teacher with a note stating this. The phone is to remain off and zipped in their book bag during school hours, and Craig will not be held responsible if the phone is lost or stolen. If your child is found with the phone out or in use during the school day without staff permission, the phone will be confiscated, and returned only to the parent or guardian.

PETS

When requested by a teacher, pets can be brought to school (by an adult) for a short time and returned home by the parent. Pets are not allowed on buses or in the arrival or dismissal areas.

PHYSICAL EDUCATION

Physical Education is an integral part of the curriculum at Craig. Students will participate in their street clothes. We encourage loose clothing for freedom of movement. For safety reasons, students must wear tennis shoes during physical education class. Students must present a written consent from a parent or physician to be excused from physical education class.

GRADE CARDS/PARENT-TEACHER CONFERENCES

The school year is divided into three reporting periods. Parents receive Student Progress Reports after the completion of each trimester. Parent-teacher conferences are in the fall and the spring. Several days prior to conferences, teachers send home a confirmation of the scheduled conference date and time. If additional conferences are needed, please contact the teacher.

SCHOOL PARTIES.

Due to [the threat of allergies], there is a change in Parkway protocol requiring that schools celebrate birthdays and other events and accomplishments without food. Food that is brought to school to be distributed will be returned home. As a staff, we support this change based on what we have learned about life threatening food allergies.”

SERVICES AND RIGHTS FOR STUDENTS WITH DISABILITIES

The Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973, protects students with disabilities. The Student’s Individualized Education Program (IEP) or similar document defines those students entitled to a “free appropriate public education.” Several documents are available at the Parkway Administrative Center explaining the rights of students with disabilities and the responsibilities of Parkway and the Special School District (SSD) of St. Louis County. These include the SSD’s Compliance Plan, the county-wide General Assurance Document, the DESE (Missouri Department of Elementary and Secondary Education) Procedural Safeguards for Children and Parents brochure, and Parkway policies. Copies of the DESE brochure are available at school. Under the Family Educational Rights and Privacy Act (FERPA), parents have the right to inspect, review, request amendment of, and file complaints concerning personally identifiable information maintained on their children.

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

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

Staff, parents, or anyone else who has significant educational concerns about a student or believes an individual may have a disability can initiate the special education and/or Section 504 identification process. When there are educational concerns about a student, the school is to begin considering and implementing intervention strategies. If the educational concerns about a student are not resolved or a parent requests a special education referral/evaluation, the staff is to document any concerns and interventions. The school’s Building Level Team, which includes a representative of the SSD, then determines if an evaluation is warranted or not. Parents are notified in writing of the decision, the reasons for it, and their rights. Appeals of any disability-related decisions should be submitted in writing to the SSD and/or Parkway Superintendent of Schools.

SMOKING POLICY

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

SNACK POLICY

An important part of student learning is making sure all students have an environment that encourages their optimal learning. It is hard for anyone to learn if they are hungry, so we encourage all classrooms to have a designated snack time so all students get both a lunch and a snack to help them get through the day. Snacks should be simple and easy for the students to open and eat quickly and without requiring a utensil.

STRANGERS

Please teach your child to use the safest route to and from the bus stop or to school. Stress the importance of crossing streets at intersections and using the crosswalk and crossing light at the Craig entrance. 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. If a stranger should approach a student at any time please encourage the student to report this incident to staff and administration immediately.

STUDENT RECORDS

Parents may inspect and review their child's education/health records upon request. Submit to the principal a written request identifying the record(s) you would like to review. The principal or other appropriate school administrator arranges 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 or class. Parents need to furnish certain items that are consumed by the students (i.e. – pencils, paper, erasers, scissors and crayons).

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 that the message is delivered.

VISITING SCHOOL

Parents are welcome to visit the classrooms as long as the visit is pre-arranged with the teacher and approved by the administration. If you would like to come in and have lunch with your student, that is welcomed and encouraged at any time. All visitors must first check in at the office for security reasons by bringing in their driver's license to be scanned in and given a badge that should be worn while in the building. Children from other schools may not visit the classroom due to liability issues.

VOLUNTEERS

In our efforts to educate all children, the help of volunteers is greatly appreciated. To better serve the students of Parkway, all volunteers must complete an online volunteer application: <https://appgarden5.appgarden.com/VolTrackMO096095.nsf>

When you are in the building and working in any capacity, we ask that you wear your visitor badge. Permanent Badges will be made for anyone serving on a regular basis.

VOTER REGISTRATION

All citizens eighteen years of age or older are eligible to register to vote in the state of Missouri. If you are not now registered, we encourage you to stop by our school office and register during office hours with our deputized secretary.

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. Craig sends additional 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 Craig books and materials prior to departing.

WORKING TOGETHER

Parents, children and Craig staff, working together, create an unbeatable team for providing a superior educational program. Each child is considered a unique and special person, developing into a mature adult. Let us work side-by-side, with respect for each other, for the sake of our children as they grow and mature.