

McKelvey Elementary School

Parent and Student Handbook

McKelvey Elementary
1751 McKelvey Rd.
Maryland Heights, MO 63043

314.415.6500 Main
314.415.6525 Attendance
314.415.6512 Fax

Kim Cohen, Principal
Jessica Karll, Assistant Principal

www.parkwayschools.net/mckelvey



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 each student and graduate:

- transfers their prior learning to new demands, in and out of school
- is fully prepared for their next educational challenges
- is creative, thoughtful and effective problem solvers
- is increasingly self-directed, skilled and persistent as learners
- is literate and critical consumers of information and ideas
- is an articulate speaker and effective listener
- acts out of a strong sense of personal, social and civic responsibility
- always seeks to understand the views, values and cultures of others
- works skillfully with others to achieve common goals
- pursues 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
- responsibly and efficiently allocate resources including finances, facilities, personnel and time
- cultivate the creativity and diversity of talents within each student
- recruit, employ, develop and retain an exceptional staff dedicated to and representative of Parkway's diverse community

www.parkwayschools.net/projectparkway

Welcome to a new school year at McKelvey Elementary

Dear McKelvey Families,

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

McKelvey operates with an open door policy. We realize that parents and families are an integral part of the education 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 believe that the education of your child is a shared responsibility. We look forward to developing this shared partnership with you that will 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 to keep McKelvey a place "Where Each Child is Special."

Best wishes for a wonderful school year.

Sincerely,

Kim Cohen

Principal

Jessica Karll

Assistant 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 McKelvey Elementary School. Please keep this copy for reference during the school year. If you should 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.

It is hoped 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 preventing problems and solving them when they do arise. Parents should always contact the school, either the teacher or principal, for clarification and possible solution of problem situations.

McKelvey "Quick" Facts

McKelvey Elementary School is one of 19 Elementary Schools in the Parkway School District. Our school services roughly 550 students of a diverse culture and puts a strong emphasis on learning and relationships. While learning is the main mission at McKelvey, students are also provided with a variety of experiences that will encourage them to be a well- rounded and responsible citizen. Students are expected to work to their fullest potential while being encouraged and supported by our caring staff. Through these efforts, McKelvey Elementary was named a 2014 National School of Character (NSOC). The NSOC program recognizes schools that have demonstrated its use of character education and development to drive a positive impact on academics and student behavior. McKelvey Elementary was also named a 2015 Missouri Gold Star School, one of only eight schools across the state to be named a 2015 Missouri Gold Star Schools. The Gold Star Schools program is designed to identify schools where all students are performing at high academic levels in a safe, creative, and challenging environment. The honor is from the Missouri Department of Elementary and Secondary Education.

School Colors: Blue and White

Mascot: Dragon

Motto: "Where Each Child is Special."

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

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

Website: www.parkwayschools.net/mckelvey

Main Office Number: 314. 415.6500

Attendance Reporting Line: 314.415. 6525

Nurse's Number: 314. 415. 6510

Parkway Transportation Office: 314. 415. 8400

Voluntary Transfer Student Transportation Office: 314. 721. 8657

Principal: Dr. Kim Cohen ~ 314.415.6501

Assistant Principal: Mrs. Jessica Karll ~ 314.415.6503

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

Dismissal: We will begin dismissal at 4:00 P.M. each day. The order for dismissal is as follows:

Day Care Vans, Adventure Club students, Walkers and Parent Pick Ups, then Bus Riders. Each bus will be repeatedly called so students know when to come to the front hall. If you are picking up your child, please proceed to the parent pick up area. Children that are picked up by parents will report to the side door near the lower parking lot.

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 AT THE END OF THE SCHOOL DAY.

EXCUSING STUDENTS DURING SCHOOL HOURS

Come directly to the office if it is necessary to pick up your child from school before regular dismissal. We will page your child. 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 in the morning. It is important that children be released through the office only. Do not pick up a student directly from the classroom. This is for your child's protection.

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. Parents are responsible for notifying the school office of their child's absence. A phone call will be made to verify the absence on the day of the absence. If we are not notified the attendance secretary will contact the parent

Regular attendance and punctuality relate positively toward school achievement. 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 4:00 p.m.

McKelvey 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.

Attendance is tracked and contact will be made with the district social worker regarding any student that has a history of being tardy or excessive absences.

BUS TRANSPORTATION

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

1. Obey the bus driver.
2. Remain seated on the bus at all times.
3. Keep hands, arms, head and belongings inside the bus.
4. Keep hands, feet, and objects to yourself.
5. Speak quietly at all times. No shouting or yelling.
6. Use no profane or obscene gestures or speech.
7. Do not fight, spit, or throw objects.
8. Do not destroy bus or other property.

Repeat offenders may lose the right to ride the bus. 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 in school or on returning from school, during school-sponsored activities, or during intermission or recess periods.

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 McKelvey students for the safety and well-being of all. Violation of the McKelvey Standards shall be considered as Type II violations of the Parkway Discipline Policy. McKelvey is a PBIS (Positive Behavior Intervention School). Our plan is very simple as it is comprised of four 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 McKelvey learners are: Respectful, Responsible, Safe, Cooperative. Classroom teachers will discuss their particular classroom expectations during Open House in the fall.

Please see the following page for a detailed matrix of expectations for each area within our building.

General McKelvey Behavioral Expectations

- Follow directions and school policies.
- Work quietly and productively
- Listen to instructions
- Use appropriate eye contact
- Complete homework
- Raise hand to be recognized
- Show effort
- Use appropriate language and tone of voice.
- Be silent when others are speaking
- Use proper body language
- No threatening
- Respect others and property.
- Keep hands and feet to yourself
- No physical harm to others
- Be kind and caring to others.
- Solve problems peacefully
- No teasing
- Use good sportsmanship/teamwork
- Walk quietly in the building.

Student behavior seldom requires attention from anyone but the classroom teacher. The principal is notified if behavior should require additional help. The principal or assistant principal will discuss the situation with the child. A planned program of positive action should solve the problem. The school notifies the parents/guardians when a student's behavior is extreme and persistently requires the principal's attention.

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 McKelvey 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

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.

On the playground children will:

- * Walk to and from the blacktop using the sidewalk, not cutting across the grass
- * Stay on the playground area, in sight of the supervisor, and not go into the streets, parking lot, woods, near the creek or near the building
- * Refrain from throwing mud, dirt, stones, snow and/or ice*Use kind words and show respect to peers and adults*Keep hands and feet to yourself
- * Refrain from eating on the playground
- * Share balls, ropes, swings, and other equipment
- * Make sure class equipment is returned to the classroom
- * Refrain from playing tackling games, chase, and tag
- * Refrain from standing on the parallel bars, horizontal bars or monkey bars
- * Hit the tether ball with hands only
- * Report any damaged or dangerous equipment to the supervisor
- * Do not bring knives, guns, caps or firecrackers
- * Do not bring sleds, skates, skateboards, balls, or other outdoor equipment
- * Line up when the whistle blows, according to class and follow the supervisor quietly inside

Safety Rules For Using Swings

- * One person at a time on each swing
- * Stay seated at all times - no standing or jumping off
- * Do not swing from side to side, twist the swings, or throw over top bar
- * No running through swing area

Safety Rules For the Slide

- * One person at a time on the slide
- * Going up slides or pushing others on slide is not permitted
- * Use proper sliding method - feet first, and on your seat
- * Go down the slide only after the person in front of you is off

INDOOR RECESS

Children should remain in their assigned classroom during indoor recess. This is a "quiet" time and all activities are to be of a quiet nature.

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 of each grade level area 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 is also offers Internet Deposit System. More information on this can be found of their website at <http://www.pkwy.k12.mo.us/foodservice>

Parkway publishes monthly menus that are sent home with your student. 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.

Students will have 30 minutes for lunch and recess. Typically students spend the first 15 minutes at recess and the final 15 minutes at lunch. If a child needs more than 15 minutes for lunch, they may remain in the cafeteria until they have finished eating.

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.

When the above conditions are met, the administration of the medication is limited to the school nurse. 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 314.415.6510.

"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.

COMMUNITY SCHOOL

McKelvey is committed to the Community School Program as this building is used extensively after regular school hours and during the summer by children and adults. Community School offers a wide variety of enrichment and recreational classes. We publish a bulletin with course offerings which is sent home with your child. Please direct any questions and/or suggestions to the community school coordinator. Classes begin immediately after school dismisses. Parents are responsible for transportation home from these classes.

COMPUTER USE GUIDELINES

McKelvey classrooms have multiple computers for student use. In addition we also have several small portable laptop labs. At all times, under all conditions, every individual who makes use of any of the equipment is required to abide by the rules.

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

McKelvey 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 low rise or short shorts are not considered appropriate dress for school. Hats/caps and coats/other outer wear are not to be worn inside the school. 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 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 an Alert Now 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 from the district.

SNOW SCHEDULES - A snow schedule would be used in the event weather conditions do not warrant cancelling school, but are problematic enough to cause delays. This option would give students and staff additional time to arrive safely at school. A snow schedule would also prevent having to make up that snow day later. If Parkway decides to use a SNOW SCHEDULE, an announcement will be carried over the radio and TV stations between 6:00-9:00a.m. Additionally, you will receive a phone call from the district.

Parkway's snow schedule will include a 2-hour delayed start using the same schedule as Parkway's monthly delayed start days. Elementary start time for a SNOW SCHEDULE is 11:05-4:00.

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. 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-time 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.

• ***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 & 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.) McKelvey 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

The Board of Education believes that learning is a lifelong process that takes place not only in the classroom but also in the home and community. Therefore, homework is important as an integral part of the educational process. Properly designed homework helps students develop responsibility, independence and time management skills. It creates interest on the part of the student in continuing the learning process after class hours and throughout life. It provides an important channel of communication between the home and school. It is the intent of the board of Education that appropriate homework be assigned at all grade levels and that such assignments reflect increasing responsibility and skill development on the part of students. Homework guidelines are coordinated among schools and articulated between grade levels, especially within each K-12 attendance area. (Parkway School District Policy IKB) Homework shall be "an assignment that students complete outside the regular classroom time."

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 accomplish the following goals:

1. Enhance and extend the classroom material and never be assigned as busy-work or as punishment.
2. Be clearly explained.
3. Be appropriate to the ages, skill levels and abilities of the students.

4. Receive prompt evaluation and/or feedback.
5. Be coordinated as much as reasonably possible so as not to overload students.
6. Promote the development of student responsibility.

When your child is assigned homework, you can help by doing the following:

1. Provide a quiet place with the necessary supplies.
2. Set a time for doing the work.
3. See that it is completed in a neat and conscientious manner.
4. Help out when necessary, but don't take over.
5. Be positive about school and homework.
6. If you suspect a problem (no homework, too much, too little, or too difficult homework), contact the teacher.

Assignment notebooks are given to all students in grades 3, 4, and 5. It is the expectation that students record their assignments each day. This can be a valuable communication piece between our school and the home. Individual classroom teachers explain homework procedures at Open House in the Fall.

HOMEWORK REQUESTS - ILLNESS

Please call the teacher or the office to request homework for students ill 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

McKelvey 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.

Both circulation and library classes will cease during the last two and one 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 at the bottom of the stairs outside of 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. They can be a distraction to the learning process. McKelvey will not be responsible for any lost items while at school. Additionally, students should not wear "heelies" or shoes with any wheels in them to school as this can be a safety hazard. 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 McKelvey 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, the privilege of bringing it to school will be removed.

PETS

When requested by a teacher, pets can be brought to school for a short time and returned home by the parent. Pets are not allowed on buses.

PHYSICAL EDUCATION

Physical Education is an integral part of the curriculum at McKelvey. 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 for excusal from physical education class.

PRINCIPAL'S NEWSLETTER

A Bi-monthly newsletter from the principal informs McKelvey parents of school functions. This document will be posted on our website and emailed using our Blackboard Connect program. If you require a paper copy, please inform your child's teacher or the school office.

GRADE CARDS/PARENT-TEACHER CONFERENCES

The school year is divided into three reporting periods. Parents receive Student Progress Reports after the completing of each trimester. Parent-teacher conferences are at the end of the first and second trimester. 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.

REGISTRATION

Registration to attend McKelvey Elementary takes place at the Instructional Services Center (ISC) 12657 Fee Fee Road, Creve Coeur. Parkway's Registration Hotline number is (314) 415-9900. Documents Needed for Enrollment:

Birth Certificate issued by Bureau of Vital Statistics (Baptismal/hospital certificate **not** acceptable.)

Immunization Records

Two Proofs of Parent/Guardian's Residency. These documents should contain parent/guardian's name and address.

Deed/sales contract of residence, current real estate tax receipt, mortgage statement or contract to lease/rent **and**

One other proof of residency such as: current unpaid utility bill, credit card statement, employer's record of address, bank statement, or governmental acknowledgment of address (i.e., Social Security, welfare, voter registration, etc.).

Custody Papers. A copy of the section of the dissolution decree (not the petition), which stipulates custody in cases of parent divorce.

Individual Education Plan and Evaluation (IEP) and/or Section 504 Accommodation Plan (IAP) and Evaluation (if student has a disability)

Previous School Information: name, phone number, address, contact

SCHOOL PARTIES

The P.T.O. provides two (2) parties: Fall, and Spring Fling. Set up for parties should be no earlier than 15 minutes before the party is scheduled to begin. In an effort to promote fairness and consistency, no additional parties should be scheduled throughout the school year.

Children have the opportunity to bring treats on their birthday to share with their classmates. The teacher must be notified in advance. Please inquire if there are any special

allergy considerations prior to bringing in treats. All treats must be individually wrapped and store bought.

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.

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 crossing walk and crossing guard at the McKelvey 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.

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 voice mail on the teacher's line or call the office to be sure that the message is delivered.

VISITING SCHOOL

Parents are encouraged to visit school at any time. All visitors must first check in at the office for security purposes. 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. When you are in the building and working in any capacity, we ask that you wear your volunteer badge found in the office. Badges will be made for anyone serving on a regular basis.

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. McKelvey 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 McKelvey books and materials prior to departing.

WORKING TOGETHER

Parents, children and McKelvey 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.