



GREEN TRAILS

Lead Learn Love

Parent
Handbook

2016-2017

Green Trails Elementary School

Parent Handbook

The Parkway Mission

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

To learn more about the Parkway Mission, Vision and Learning Principles visit:

<http://tinyurl.com/pkwy-mvlp>

Rene Sommers – Principal
Dan Tripp – Administrative Intern

Every member of the Green Trails Community is considered a learner and a leader - students, parents and faculty. The school is an extremely child-centered environment in which ALL students are seen as individuals. We focus on providing learning opportunities that will enable students to transfer their knowledge to varied contexts. We want our students' learning to last a lifetime.

A sense of belonging can be felt as you enter the building. Green Trails' students strive to reach their potential academically, socially, and emotionally through the continual encouragement and instruction by the faculty, parents, and community members.

Character Education is important at Green Trails. Our community developed and agreed upon four Core Values of Respect, Perseverance, Responsibility and Caring. These values are instilled in children and guide the decision making of both adults and children each day.

In this diverse environment, a strong emphasis is given to acceptance and celebrating each individual. Green Trails is an ESOL Center site in which students from around the world are integrated in classrooms. As a result, students embrace diversity and are consistently surrounded by learning opportunities.

Green Trails is dedicated to the achievement of all students. A strong focus on differentiation, (teachers building on individual strengths of students), is evident throughout the building. Teachers continually work with students to maintain a peaceful community by teaching strategies to resolve conflicts and the value of diversity.

Green Trails' teachers and staff are proud of their partnership with the parents of students. Parents have many opportunities to volunteer their time and usually enjoy doing so. The Parent Teacher Organization continually seeks additional parental involvement; an abundance of opportunities to extend your service are available. The PTO is also committed to raising funds, which are used to enhance learning, sponsor students, and sustain events.

This handbook serves as a guide to the procedures of how we work and play at Green Trails. Our structures and routines continually evolve with the input of our learning community.

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The Green Trails Core Values

Respect – Treating others the way you want to be treated

Caring – Thinking about others’ feelings when choosing how to act; doing more for others than what is required

Perseverance – Doing your best even when it is hard, learning from mistakes

Responsibility – Taking your job seriously and doing your best at all times

Character Education in Parkway

The board of education believes that a democratic society cannot survive unless the values upon which it is grounded are fully comprehended and practiced by each succeeding generation of educated citizens. The board recognizes that there exists within our community a set of core values that are common to all cultures. The board of education and the Parkway School District are sensitive and respectful of all cultures and beliefs and understand that these core values are historically rooted in documents of a religious and secular nature recognized and important to the diversity of cultures and beliefs represented by those living within the Parkway School District.

The board believes that positive character traits are commonly recognized as being a part of our heritage and as being necessary for the full development of our students and our community. The Parkway School District assumes the responsibility of explicitly teaching students to act out of a strong sense of personal, social, and civic responsibility. The integration of comprehensive character education into school curricula will foster an intrinsic motivation for students to be good citizens.

The board recognizes that the home is the primary source of moral, ethical and religious instruction and that the role of the school is to uphold the highest example of morality, ethics and character.

In accordance, the board believes that:

- a. Values are taught in all aspects of the school experience.
- b. It is necessary to be intentional about teaching values.
- c. The teaching of values helps to preserve our freedom and civil heritage.
- d. The teaching of values enhances academic excellence.
- e. The teaching of values promotes good citizenship.

In order to organize and achieve this, the Parkway School District Character Education Guide has been developed. This document contains nine commitments that are expected of the adults in our schools. These nine commitments are:

1. The school community promotes core ethical and performance values.
2. The school community uses a comprehensive, intentional, and proactive approach to character education and development.
3. The school community provides students with opportunities to transfer the core ethical and performance values into real-world settings.
4. The development of student character will be embedded within a meaningful and challenging academic and character curriculum that respects all learners.

5. The school community fosters students' intrinsic motivation to exemplify the core ethical and performance values.
6. The school community creates a positive school climate.
7. The school and district staff contributes to an ethical learning community that shares responsibility and leadership for ongoing character education and adheres to the same core values that guide the students.
8. The school community effectively engages students, families and community members as partners in the character-building effort; and includes them in the leadership process.
9. The school community regularly assesses its culture and climate, the functioning of its staff as character educators, and the extent to which its students exhibit good character.

* Note: The commitments are explained in greater detail in the Parkway's Character Standards:

<http://goo.gl/l7lDgK>

Please remember that no weapons, toy weapons, or scout knives are to be brought to school at any time.

Parkway's Philosophy of Education and Discipline

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

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

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

<http://tinyurl.com/pkwy-jk-bp>. You may also request a copy from Dan Tripp 314-415-6253.

School Hours

School hours and arrival/dismissal times are below. Students will be permitted to enter the building at 8:05 am. ***Please do not drop off students prior to this time***, unless they attend Adventure Club or have made specific arrangements with the teacher. Before that time, teachers are in meetings or are preparing for the day, and supervision is not available. After school, students should leave the building promptly at dismissal unless they are participating in previously arranged activities. We appreciate your cooperation!

Arrival 8:05-8:20

School Begins Promptly at 8:20

School Ends at 3:15

Dismissal at 3:15-3:25

Attendance

While extended illness can occur, please ensure your child attends school with as few tardies and absences as possible. If your child is absent six days or more, a letter is sent to remind you of the importance of attendance. After the tenth absence, a second letter is sent, at which point a district social worker will often be assigned to support the family. The Parkway Board of Education's policy can be found in its entirety at:

<http://www.boarddocs.com/mo/pkysd/Board.nsf/Public>

Absence Phone Line

314-415-6276

Parents are asked to call this line if their children will be absent. Our school secretary will compare the "will be absent list" to the classroom attendance forms. If no call has been received by 8:30 a.m., the secretary will contact the home, places of employment, and/or emergency numbers.

Signing Students In and Out

We believe that daily attendance is the initial step in achieving academic success. State law requires schools to keep attendance by the hour. If it becomes necessary to pick up your child from school during the day, **come directly to the office to sign out your child**, and he/she will be paged. Remember:

- All children need to be signed out by the adult responsible for them.
- Teachers may only release a child when authorized by the office.
- Please assist the teacher by sending a note that morning.
- Students can only be released to people listed in Infinite Campus as a parent or guardian, unless there is a note from the parent.
- You may be asked to show identification when picking up a student. Thanks for your understanding and cooperation in keeping students safe.

If your child returns to school during school hours, he/she must sign in at the office. An adult does not need to be present. This procedure is followed to protect your child and to keep attendance records up to date.

Tardiness

Students arriving after 8:20am must go to the office, sign-in and receive a pass to their classroom. Teachers may only admit students with this pass.

Excused and Unexcused Absences

As per board policy, each school is required to differentiate between excused and unexcused absences.

Excused absences include:

1. Illness of the student (In some cases, documentation from appropriate licensed professionals may be required for an excused absence.)
2. Death in the student's immediate family
3. Days of religious observance
4. Medical or dental appointments
5. Court Appearance
6. Quarantine or hospital confinement
7. Medical, mental health/psychological, or substance abuse treatment when documented by appropriate licensed professionals
8. Field trips or other school initiated absences
9. Attendance at a district approved alternative educational setting/program
10. An emergency that, in the judgment of the principal, constitutes a reasonable cause of absence from school.

Unexcused absences are those that do not fall within the areas listed above. **The following do NOT constitute reasonable cause for being absent** from school: vacations, visiting out-of-town relatives, or participating in non-school sponsored activities or events, oversleeping, car trouble, running parental /guardian errands, babysitting and other such circumstances

Arrival and Dismissal

Students are always sent home their typical way, unless the teacher or office receives a written note from the parent. If wanting to ensure your child gave the note to the teacher, please call the office and we will send an additional note without interrupting learning time. **Do not leave a voice or email message for the classroom teachers** as they are instructing students or may be out that day. At Meet the Teacher, there will be a form for you to fill out before you leave, asking you to name the typical mode of transportation and whether your child will be using an alternate form of transportation on the first day.

***We ask that you make all after-school plans with your children before sending them to school. However, if you need to get an emergency message to your child changing instructions for going home, please call the office before 2:00pm.**

Bus Riders

Please review bus safety procedures with your child such as staying in their seat, using the appropriate volume when talking, and not using cell phones. Overall, remind them to always follow the rules and expectations of the adults on the bus. To provide the safest and most suitable conditions, a specific bus stop has been assigned for each student. We do request students utilize their assigned bus stop.

Parkway Voluntary Transfer Student transportation

Prior to the first day of school, the Voluntary Transfer Student Transportation Office will mail a transportation card to the home of students who are St. Louis city residents. It will indicate their bus stop, pick-up and drop-off times, and bus route number. If you do not receive a card, contact Rocky Talavedra 314-415-7060.

Bus Passes or Going Home a Different Way

If your child is going on a different bus or to a different bus stop, a note must be brought to the office **before lunch** and a bus pass will be issued, **if space allows on the bus**. If your child is going home a different way from the normal routine, a note must be sent to the teacher. Please do not leave a phone message or email for the classroom teacher if transportation home has changed. Instead call the office and speak to someone to ensure the message is received. At Meet the Teacher, there will be a form for you to fill out before you leave. Please note the typical mode of transportation and whether your child will be using an alternate form of transportation on the first day.

Walkers

Many students live close to school and choose to walk or ride their bikes. Before school begins, caregivers should review safety procedures and go over the route they want their child to take. Walkers and car riders are dismissed first each day. Teachers then walk children to the buses. This ensures walkers are well on their way before buses leave the lot.

Students must cross Portico Drive at the designated crosswalk; there will be a staff member present to assist. The crosswalk was provided by representatives of the St. Louis County Department of Highways and Traffic, and will be supervised by a member of the staff between 8:05am and 8:20am and from 3:15pm-3:25pm. It is located near the driveway by the lower parking lot. **We ask that you do not park on Portico and have children run across the street, as it is unsafe and disrupts the flow of traffic.**

Before and After School Care- “Parkway Adventure Club”

Adventure Club provides before and after school care from 6:00 a.m. until 8:05 a.m. and from 3:15 p.m. until 6:00 p.m. If your child is registered, please be aware that it operates at Green Trails *only* on days when students are in attendance. If interested in enrollment, contact Parkway-Rockwood Community Ed (636-891-6675) regarding cost, registration, available placement, and other details.

In case no one is home

Does your child know what to do if no one is at home? It is critical you have a plan in place. Please discuss with your child what to do in the event this happens, (ie: go to a neighbor, call an adult, a spare key in the backpack, etc).

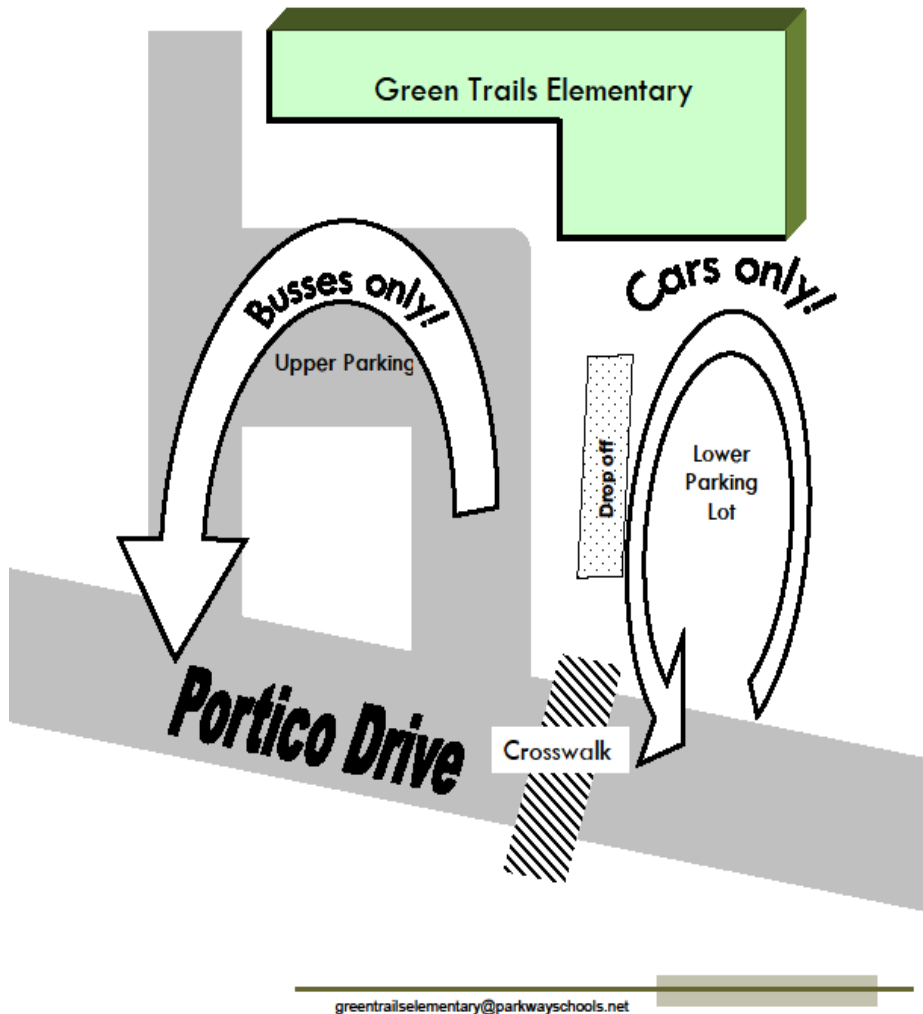
Parking, Carpool & Driveway

The driveway located directly in front of the school is open **only to bus traffic from 8:00- 8:20 a.m. and from 2:55 - 3:25 p.m.** By reserving our main driveway for only bus traffic during these periods, we believe we can provide greater safety for students and reduce traffic congestion for the buses.

The front driveway is a **one-way** street. Please observe the proper entrance and exit at all times to help us avoid accidents. (See map.)

Parents wishing to drop-off/pick-up their children or park their vehicle will need to use the south parking lot/driveway during these times. Please pull forward completely, to the sign, before allowing your child(ren) to exit the car. Please make sure children exit on the sidewalk side of the car to ensure their safety.

Arrival and Dismissal Procedures 8:05-8:20 & 3:15-3:30



greentrails elementary@parkwayschools.net

Early Dismissal

It may become necessary for all Parkway schools to have an early dismissal due to inclement weather conditions, or it may be necessary for only Green Trails to close. For the safety of your child, parents are to develop a plan for these situations and share it with your child. In the event school does dismiss early, parents will receive an automated phone call. When school is closed early, after school activities are also closed. Traffic may prevent buses from arriving on time or they may arrive early. Please have a plan in place in the event of an unexpected arrival home (go to a neighbor, a key in the backpack, etc.).

Visitors & Volunteers

When school is in session, all visitors must enter through the front door by ringing the front doorbell. **Please do not ask students to open exterior doors. For the safety of everyone, all volunteers and visitors to Green Trails must sign-in in the office** . In order to keep student learning a priority, please do not go to classrooms during school hours without an appointment. When you leave, please return to the office and sign out.

Volunteer Background Checks

Each year, all volunteers, including parents, must submit and pass a background check through Parkway Human Resources. Please allow enough time prior to volunteering for the background check to be processed. This is essential in ensuring the safety of our students. While the results of the background check will not be shared with the Green Trails staff, parents who do not have a completed background check on file will not be permitted to attend field trips or volunteer regularly.

Parents who are visiting a classroom once and/or will not be alone with children (ie: reading a story to the class in presence of a teacher, attending a school party) do not need a background check. More questions? Please call the office at 314-415-6254

Safety

At Green Trails, we take the safety of your child very seriously. As part of an ongoing examination of how best to prepare for unlikely but possible scenarios, we have developed guidelines and hold fire, tornado, earthquake, and security drills throughout the year. The drills are intended to be developmentally appropriate for our students, while still preparing children and staff in the event of an actual emergency.

Crisis Plan

World events have made all of us aware of the need to have crisis plans in place in our schools. At Green Trails, we have a crisis team and a crisis plan for emergencies that may occur. In an effort to prepare our students and staff for such an event, fire, tornado, earthquake, and security drills are conducted throughout the school year. If the building must be evacuated and the area outside the building is unusable, the Chesterfield Community Church at 14647 Ladue Road will be used as the off campus assembly area. In the event of such an emergency, parents will be notified through our automated calling system as soon as possible, after the evacuation takes place. Instructions for student pick-up will be given at this time.

Intruder

All staff members have been trained in the unlikely event there is an intruder who poses a threat to students. Staff members are empowered to make the best decisions in the moment depending on their assessment of the situation. Options include: evacuating the building, evading/locking down in a secure location, or possibly engaging with the individual. If danger is present, students will be transported to a nearby location to be reunited with caregivers. Keep in mind that law enforcement would most likely close all roads surrounding Green Trails. Parents will be notified with updates through our automated messaging system as soon as possible.

Health Room Services

A professional school nurse staffs our school health room. The following health services are provided as needed.

- Emergency first aid
- Health counseling
- Skilled nursing services for students with complex health care needs
- Mandated screenings, i.e. vision and hearing
- Monitoring students' compliance with state immunization laws
- Develop and implement individualized health plans for students.

Medication at School

Three things are always necessary for your child to receive medication at school.

1. The medicine in the original labeled container. (No Ziploc bags please.)
2. Written permission from the parent.
3. A doctor's order. (The prescription label is the doctor's order.) All over the counter medicine (Tylenol, Advil, cough syrup, cough drops, etc) also require a doctor's written order via note or fax.

Green Trails Fax #- 314-415-6262

Parkway Allergen Policy

Parkway School District is committed to creating an organized system for preventing and responding to allergic reactions. **This policy is not a guarantee of an allergen-free environment;** instead, it is designed to increase awareness, provide education and training, reduce the chance of exposure and outline responses to allergic reactions. At Green Trails, we have **peanut-free tables** available in the cafeteria for those with peanut or tree nut allergies. Those who purchase lunch may also sit here. **We ask that any treats brought for dispersal be labeled, so our nurse can help evaluate the safety of the treat for all students.** Questions? Contact our school nurse, Annette Polzin 314.415.6260.

Exclusion from School for Illness

Fevers are a sign of infection. Your child must be fever-free for 24 hours before returning to school. They may return after this time if their temperature is less than 100 degrees (**without** Tylenol or Advil), and they feel well enough for a full day of school.

If your child has been vomiting or having diarrhea, he/she should be kept home until symptoms have gone away for approximately 12 hours and he/she is able to keep down food and liquids.

SICK children belong at home – WELL children belong at school.

Cafeteria

The Green Trails cafeteria is serviced by a kitchen located at Central High School. Students may select the regular school lunch as described on the menu, a salad, or a heated sandwich. Our cafeteria offers well-balanced, tree-nut/peanut free meals at a reasonable charge. Students must have lunch unless we have a note from a parent indicating otherwise. Only children who purchase lunch or have tree-nut/peanut allergies may sit at the table designated as "nut free." If you have any questions about the cafeteria, please call our Cafeteria Supervisor, at 415-6272.

Cafeteria Account

Students utilize their Parkway PIN if they choose to purchase meals. Students new to Parkway will be assigned a PIN the first week of school. Special envelopes are available for payment into children's lunch accounts (on top of the drop box outside the cafeteria doors) and can be placed in the box either outside of the cafeteria or library. We encourage payment by check made out to "Parkway Food Service."

Parkway School District Food Services utilizes a program called **MySchoolBucks™** that allows parents to make lunch payments using Visa, MasterCard, and Discover credit card, bank debit card, or electronic checks. The MySchoolBucks system also offers the ability to view account balances and information for your child(ren), as well as an optional sign up for automated low balance alerts, automated replenishments when the account balance falls below a selected amount, and much more. To register your child(ren)'s account(s), visit **myschoolbucks.com** or follow instructions posted on the Parkway School District's Food Services website: **<http://tinyurl.com/mdu4xu7>** For questions or further assistance about MySchoolBucks please e-mail **sbarks@pkwy.k12.mo.us**.

Charging and Seconds

A student may charge a lunch using their issued pin number when funds are not available. Prompt payment of these charges is appreciated. After three charges, children will receive a cheese sandwich, fruit and a drink for lunch. Please communicate with your child whether they are permitted to purchase breakfast, snacks or seconds at lunch. Parents who do not want their children to charge or purchase seconds must have a letter stating so on file in the cafeteria.

Lunch Menu

A monthly lunch menu is available on the Parkway app or on the Parkway's Food Services website here: <http://goo.gl/JY7TQe> Various flavors of milk and juice are available.

Free and Reduced Lunch

A new application for free or reduced lunch must be completed every school year and approved by Food Services. Applications for free and reduced priced meals are confidential information and are located in the school office or you can fill out an online application: <http://tinyurl.com/kmbf2co> We are happy to send one home; simply contact Mrs. Evans, the school secretary: devans2@parkwayschools.net or 314-415-6254

Please allow 10 business days for application processing. Until approved, children new to the program are charged for all meals; the Free and Reduced Lunch Program does not retroactively pay for meals purchased prior to approval. Last year's applications continue through mid-September. Questions? Please call 314-415-8246 or email sbarks@pkwy.k12.mo.us

2016-2017 Lunch and Beverage Costs

Elementary Student Breakfast	\$2.35
Adult Breakfast	\$3.35
Elementary Student Lunch	\$3.10
Adult Lunch	\$3.35
Extra Entrée	\$2.00
Milk/Juice (any type/flavor)	\$.50

Payments Due to Green Trails

Notices will be sent to parents regarding any payment due for school lunches, library books, textbooks, etc. All accounts will need to be up-to-date, (zero balance), before the third trimester progress report is issued.

Parent Information

The district provides helpful information on its Food and Nutrition Services website including latest news, food services, calendars, etc. Please access it at: <http://goo.gl/tgNLOh>

Parent Teacher Organization

The Green Trails Parent Teacher Organization (PTO) is comprised of parents and the teachers. The organization's objectives are: a) to promote the welfare of our students in school, home and community, b) to secure adequate laws for the care and protection of our students, c) to bring home and school closer together, so that parents and teachers may cooperate intelligently to educate our students, and, d) to develop between educators and the general public such united efforts that will secure for our students the best possible education. The PTO is a great way to get involved and meet other Green Trails' community members and volunteer your time. The organization has many programs where your personal expertise can help our students and the school. A brochure of specific opportunities is available in the Green Trails' office, or contact a PTO board member for more information. For more information visit:

<http://www.greentrailspto.org/>

Parent Access to Infinite Campus

Infinite Campus is a web-based student information system, through which parents and legal guardians have secure access to basic student information, (teacher, attendance, immunization records...) via the internet. If you have not received your activation code, please contact Denise Evans. As part of keeping your information secure, she will email you the code and users' guide, provided your email address is correct in Infinite Campus.

T.L.C.- The Learning Connection (for parents)

Nancy Firestone, a retired Green Trails' teacher, will serve as the facilitator of these monthly parent get-togethers. The first meeting will be an overview of what is planned for parent education this year and will also serve as an opportunity for parents to get to know each other and give input about what they would like to learn/discuss/share. Please contact the office or search TLC on our Green Trails Calendar via our website to find future dates.

Green Trails e-Newsletter

The Green Trails E-News will be e-mailed to families weekly on Sundays and is also available on the Green Trails website. Flyers are available through Peachjar and some will be sent home on "**Backpack Thursdays.**"

If you wish to receive a paper copy of newsletters, please notify the office. We are happy to help you. For families with more than one parent, a second copy will be emailed to the address on file. Non-custodial parents can request that a copy be mailed, and we are happy to honor this request. If there is more than one child enrolled at Green Trails, the updates and notes will be given to the youngest child.

Backpack Mail and Public Flyers

Green Trails will make notices/flyers available as a service to the community on a table in the front hallway. To be considered for the table, the distributor must first seek approval (in the form of a letter) from the Parkway Communications Department. In addition, parents can request digital distribution using **Peachjar**. Visit http://www.parkwayschools.net/pages/ParkwayC2/Community/Community_eFlyers for more information.

Backpack Mail will go home on Thursdays. This may include PTO communication and opportunities from non-for-profit organizations.* While some items are sent home as paper copies to all students, most are distributed through email. Green Trails gives parents the option to receive paper copies instead of email notices. Please contact the school office if you are interested.

*Due to the numerous requests for public flyer distribution, only non-for profit organizations, approved by the Parkway Communications Department, may distribute through "backpack mail." These organizations must then submit documents for administrative approval to Denise Evans (devans2@parkwayschools.net) no less than one week prior to requested distribution date. If approved, organizations must provide printed copies in sets of 25 for number of classrooms to receive notices.

Buzz Book

The PTO offers an online Buzz Book containing contact information for the Green Trails families who have given permission to be included in this publication. The PTO also provides you with scouting information and class rosters. It can be accessed at: <http://www.greentrailspto.org/>

Grade Reporting

Green Trails formally reports student progress on a trimester system. Conferences are held in the middle of the first trimester and after the second trimester. Progress reports are viewed online. You must have an updated email in Infinite Campus to access progress reports.

Visit: <http://tinyurl.com/jeze2jd> for more information.

Register to Vote

New residents, those who have moved, or anyone of age who is not registered to vote may do so by contacting our school office at 415-6250. Our secretary will be happy to register voters during our school office hours. Residents may also register at St. Louis County Library locations and motor vehicle offices.

Lost and Found

The lost and found is located in the main hall. Student Leaders take photos and upload them to a site for parents to view items. If you see an item, please have your child find it in the lost and found area. After each trimester, items not picked up will be donated to a charity. Please help reduce the number of lost items by writing your child's name in jackets, coats, backpacks, lunch bags, sweatshirts, etc.

Lost and Found Site: Tinyurl.com/gtlost

Birthdays

We protect learning time for students and ask that parents not expect or plan for a birthday party in the classroom. Birthday treats are permitted in all grades, but should include one individually wrapped treat per person in the classroom. Students will not be allowed to visit other classrooms or staff members for the purpose of passing out birthday treats.

The Parkway School District has stated only store-bought, individual (think cupcakes instead of a whole cake) treats may be provided for birthdays and room parties. **No** homemade cookies, cakes, candy, etc. will be allowed in classrooms. This is a health services precaution. Please avoid foods with peanuts, tree nuts, and other allergy concerns. Lastly, please do not bring hard candy.

Party invitations are not to be passed out at school, unless there is one for every child in the classroom.

Parties

PTO room parents plan parties for fall, winter and spring. Games and a school-wide anaphylaxis-free refreshment are compliments of the PTO. If you prefer your child **not** participate in the festivities, please send a note to the classroom teacher.

Photographing Students

*When taking pictures at special events and parties, please remember that some parents have **NOT** offered consent for photographs of their child. Please check with your child's teacher before taking any photos and **ALWAYS avoid publishing photos of children other than your own on Facebook or via other social media.*** Publications of any sort may jeopardize a student's safety.

Cell Phones

Cell phones are permitted in grades 3-5 classrooms where the teacher has been trained to incorporate them in the delivery of instruction. Because we protect the learning time of your child, students are only permitted to use cell phones in class at the teacher's discretion. If necessary, a child may ask an adult for permission to call home from either the office or classroom phone. If a parent prefers their child carry a cell phone for emergencies, it must remain in the backpack and turned off at all times unless otherwise directed by an adult. Cellphones are never permitted in bathrooms. While on the bus, it is also expected the cell phone remain off. If the bus is running late, the child may text or ask the driver for permission to call the parent.

Items from home

Toys, games, various electronic items, dolls, pets etc. are often distractions to learning. Parents, please talk to your children about keeping these items at home. Occasionally, an item may be brought to school for a

specific purpose, but arrangements should be previously made with the appropriate staff member. We do ask that students refrain from bringing items to the playground, and students are responsible for keeping the items in their backpack when not in use. **Please remember that no weapons, toy weapons, or scout knives are to be brought to school at any time.**

Pets Brought From Home

At Green Trails we love our four-legged friends! Out of respect for those with allergies or fears, we remain conscientious and ask that all animals, reptiles, and insects are kept outside of the building, unless special arrangements have been made with a staff member. **When bringing pets to dismissal, please keep all animals outside the building, on a short leash, away from the path of students and in control of the owner while on school property.** Please discourage students from crowding around the animal.

As a reminder, if you have made arrangements to bring a furry friend, reptile, or insect to school, transportation must be provided by a parent/caregiver; bus drivers only transport students. Thank you for your help in keeping our students safe!

PTO Store

For the convenience of students and parents, a small bookstore, which offers basic school supplies, is open from 8:00-8:20 on Tuesday mornings. Student Leaders and adult volunteers operate the bookstore.

Homework Agreements

Purpose:

- to further practice or reinforce taught concepts
- to study/review for assessments
- to teach responsibility, time management, and organization
- to offer enrichment
- to foster independence

Kindergarten:

- daily reading to child or “reading” by child including “pretend reading”
- language development through talking about everyday activities. (ie: “I’m slicing the onion to put in the chili.” or “We wear our seatbelts to keep us safe.” “Tell me what you are doing.”)
- play, play, play (talking, pretend play, gross motor play, social interaction, puzzles, creating, etc.)

First Grade:

- reading familiar books/being read to by caregiver (10-15 minutes)
- language development through talking
- word work/spelling
- math reinforcement

Second Grade:

- reading familiar books/being read to by caregiver (20 minutes)
- word work/spelling
- math fact practice, reinforcement of taught concepts, games
- study for assessments in science or social studies

Third Grade:

- reading familiar books/being read to by caregiver (20 minutes)
- word work/spelling

- comprehension packets – first time readings
- math fact practice, reinforcement of taught concepts
- review for assessments in science, social studies, math
- gathering data and skill practice
- optional enrichment projects

Fourth Grade:

- reading familiar books/being read to by caregiver (20-30 minutes)
- spelling skills and word work practice
- literature letters
- math fact practice, reinforcement of taught concepts
- review for assessments in science, social studies, and math
- gathering research
- study vocabulary words
- content area skill practice
- oral communication preparation
- optional enrichment/challenge project

Fifth Grade:

- reading familiar books/being read to by caregiver (30 minutes)
- spelling skills and word work practice
- math fact practice, reinforcement of taught concepts
- time management and organization
- review for assessment in science, social studies, and math
- gathering research
- study vocabulary words
- short and long term projects – content areas
- optional enrichment/challenge projects

School Agreements

- Homework agreements/expectations are shared with parents.
- Assign meaningful experiences that are developmentally appropriate:
 - 10 to 20 minutes – Kindergarten, 1, 2
 - 30-50 minutes – 3, 4, 5
- Consistently communicate with our families about our expectations regarding homework. This may include a menu, newsletter or assignment book.
- Students will not check one another's homework. The staff will provide feedback, not necessarily a grade on assignments, when appropriate.
- Reading may be considered homework.
- Tasks requiring independent practice that is not new learning. However, children may have the option to learn new content through multimedia sources and apply their new learning in class the next day.
- Homework is reinforcement/review of problem solving skills.
- The time needed for homework each night will differ, yet reading is a daily expectation.
- Homework focus is on independence, work completion, and the student's best effort.

Parent Expectations

- Parents serve as facilitators of homework.
- Parents communicate with the teacher if questions should arise.
- Parent will monitor student reading.
- Parent will go over feedback with students.

Student Expectations

- Students will read or be read to daily.
- Students will be responsible for assigned work and strive to complete it with independence and their best effort.
- Students will communicate to the teacher if they need help with completing homework.

Care Team & “Problem-Solving”

All Parkway schools utilize a Care Team and “problem solving” model for addressing concerns of any type that arise at school about a student. A Care Team is a group of professional staff representing a variety of disciplines, as well as parents/caregivers. 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 available information, and hypotheses development/testing. Care Teams rely on existing educational information and staff input, but also collect additional data through the intervention process and, when necessary, individual student assessment. Informed parent consent generally will be obtained before any student is individually assessed 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).

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

Services and Rights for Students with Disabilities

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

- Missouri Department of Elementary and Secondary Education’s (DESE) State Plan for Special Education and IDEA-2004 Procedural Safeguards for Children and Parents brochure
- The SSD’s Compliance Plan
- The St. Louis County General Assurance Document
- The U.S. General Education Provision Act (GEPA)
- Parkway’s policies/guidelines and Section 504 rights handout.

Under the Family Educational Rights and Privacy Act (FERPA), parents have the right to review, request amendment of, and file complaints concerning personally identifiable information maintained on their child. Parents/guardians (or majority age students) are to be provided with their procedural safeguards and written notification regarding the identification, evaluation, and/or placement of students with disabilities.

Children under Parkway’s jurisdiction between the ages of three (3) and twenty-one (21) may be eligible for special education and related services. The SSD provides services to students diagnosed with one of the following educational

disabilities: Autism, Deaf/Blindness, Emotional Disturbance, Hearing Impairment and Deafness, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairments, Specific Learning Disabilities, Speech or Language Impairment, Traumatic Brain Injury, Visual Impairment/Blind, or Young Child with a Developmental Delay. Parkway provides accommodations and services to students with Section 504 disabilities who are not eligible under the IDEA.

The SSD offers special education and related services (e.g., physical and occupational therapy, speech and/or language services, social work services, counseling) for students. These include evaluation, screening, and special education services for students with educational disabilities attending non-public schools. For students with and without diagnosed educational disabilities, the districts offer Homebound Instruction (for home or hospital-bound students) and applied technology/vocational programming.

The districts are required to locate, evaluate, and identify children with disabilities under their jurisdiction, regardless of the severity of the disability, and assist the State with information and referral services in the implementation of early intervention services for infants and toddlers eligible for Missouri's First Steps Program. This includes non-resident children attending private schools in Parkway, highly mobile children (i.e. migrant and homeless children), and children suspected of having a disability and in need of special education even though advancing from grade to grade. When staff has significant concerns about a student, they are to initiate the "problem solving" process and, when needed, refer the student to the school's Care Team. Parkway Care Teams initiate the disability identification process when appropriate. Parents/guardians who suspect a disability may initiate the disability "identification" process by making a request to school staff.

All students with disabilities are served in the least restrictive environment and attend their neighborhood Parkway schools unless determined otherwise. A student's IEP or IAP Team determines what placement, program, special education and related services supplemental aids, adaptations, curriculum modifications, or other accommodations are required. The opportunity to participate in the Parkway curriculum, earn "regular" or "modified curriculum" credit, and obtain a high school diploma is available to all students.

Questions and requests for assistance, information, or this notice in another language should be directed to Parkway's Special Services Department at the Administrative Center (@ 314-415-5002) or the school's "special education administrative team" (Rene Sommers and Katie Campbell)

Elementary Special Education Program Description

Special Education In conjunction with the Parkway School District, the Special School District (SSD) of St. Louis County provides special education staff, services, and programs for Parkway students with disabilities. A student qualifies for special education and related services when it is determined through evaluation that there is an educational disability which "adversely affects educational performance" and requires special education services.

All decisions regarding a student's Free Appropriate Public Education (FAPE) and Individualized Education Program (IEP) are to be made by the student's IEP Team, which includes the student's parent(s)/guardian(s) and, as appropriate, the student. Emphasis is on keeping the student in the "least restrictive environment" (LRE) and supporting the student in Parkway's general education curriculum. The amounts of special education and related services, service delivery models, settings in which the services are delivered, curriculum modifications, necessary adaptations, and all other instructional decisions related to the student's disability are to be made by the IEP Team. Certain procedural safeguards, which include the right to appeal diagnostic and IEP decisions, are available to students with disabilities and their parents.

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

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

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

- Learning Strategies: Instruction follows specific curricula to teach studying, writing, note taking, outlining, test preparation, test taking, and other skills designed to meet a student's individual goals.
- Individualized Instruction: These IEP determined areas of instruction and support could include:

- Learning Support: Support is provided in content areas through remediation, review, and opportunities to apply "Learning Strategies" skills to daily classroom assignments.
- Alternative (e.g., Alt. Math, Alt. Eng.): Direct instruction in content areas (e.g., math, reading, writing, English, science) is tailored specifically to student needs.
- Individualized Instruction: A "curriculum" which is individualized for a student by the IEP team (for example, to address IEP goal(s)/objectives), does not relate to a traditional content area, and is based on materials and/or activities adapted by the special education teacher or on an established curriculum is provided. This does NOT mean 1-to-1 instruction.
- Community Access: Special education supervised community experiences may be a component of some specialized programs.
- Collaborative Instruction [i.e., Class-Within-A-Class (CWC)]: Special education services are provided through collaborative planning and teaching involving a Parkway general education teacher and a special education teacher. Collaborative instruction is not offered in all content areas, grades, or classrooms. Availability will vary according to building needs and resources, as well as on student needs identified through the IEP process.

NOTE: Students may attend general education classes but work on content area requirements, objectives, and competencies that are significantly reduced and/or altered. The student's record (i.e., progress report, education record) will document such modifications. The following notation will appear on Parkway transcripts:

* = Modified Curriculum.

Related Services: Related services are to be provided to a student with a disability when such services "are required to assist a child with a disability to benefit from special education." Related services include, but are not limited to: social work, counseling, speech-language services, occupational therapy (OT), physical therapy (PT), and adaptive physical education (APE). The types and minutes/week of related services and the settings in which they are provided are determined by a student's IEP Team based on need.

Levels of Special Education Services

A student's level of service is determined by the total amount of time (calculated as a percentage [%] of their total instructional week) he/she is removed from general education settings/activities and from students without disabilities for their special education and related services. Regardless of their level of service, some students with certain disability related needs may require specialized special education programs, services, and/or expertise, which may be located only at certain elementary schools. The levels of service offered in Parkway schools are: teacher or on an established curriculum is provided. This does NOT mean 1-to-1 instruction.

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

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 students as its 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.

PLEASE CALL YOUR DISTRICT REGISTRAR 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, newspaper, and yearbook in print or electronic formats. 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 videotaped 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 also 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. REV 7/12 MT