

Welcome

Welcome to Claymont Elementary. Claymont is a school with proud traditions and an exciting future. It's a school where the greatest resource is its people. Students, parents, teachers, staff, community members--we all work together to provide our students with the most meaningful education possible. The students traditionally achieve highly due to the support of the adults in their lives. We work as a team to help each child reach his or her highest potential as a learner.

We're glad you're on the team.

In this handbook, you will find many answers to questions you may have about policies and procedures, however, if you have any questions or concerns, please just stop by and ask. We want you to feel comfortable here and we're always happy to work with you.

Have a great school year,

Aaron Wills, Principal



Non-Discrimination Statement: The Parkway School District does not discriminate on the basis of race, creed, national origin, sex, or handicapping condition in the provision of educational service, admissions, or employment.

Claymont Policies and Procedures

ATTENDANCE AND PUNCTUALITY

Regular school attendance and punctuality are extremely important to a student's educational progress. Lifelong habits are being developed, and the importance of education is established by consistent attendance.

When a student experiences a large number of absences, the student's name is given to the Parkway School District Social Worker, who generates a letter of concern. This reinforces the priority of being at school unless there are extreme circumstances preventing it.

All absences should be called in and left on the recorder (314-415-6176) on a daily basis as this eliminates the need for "Dial Safe" to call parents at home or work. Calls to report absences are our best assurance that all students are safe.

Please call the school office when absences are extended three or more days. Arrangements can be made through your teacher to receive make up work.

Just as attendance is important, so is punctuality. We expect that all students will be in their classrooms by 8:25 each morning.

ABSENCES FOR VACATION

Students whose parents need to take them out of school to accompany the family on a trip will not be penalized. When arrangements are made in advance between the parents and the teacher, no penalty shall accrue to a student's grade other than that normally resulting from missing class work. Pupils will be permitted to make up work (with help from parents) after consultation with the teacher. Teachers are not obligated to prepare assignments in advance.

Dial Safe

314-415-6176

BUS REGULATIONS



We are concerned with each child's safety on the bus. PLEASE discuss bus conduct with your child. Students are expected to follow rules established by the Parkway Transportation Department, Laidlaw, and the state of Missouri.

If your child misbehaves while riding the bus, a violation of bus safety rules will be submitted to the school. Any infraction to the rules and procedures may result in

- a conference with the administrative intern or principal.
- a phone call to the parent.
- a suspension from the bus.

Children are expected to walk on the sidewalks and use extreme caution when boarding and exiting from the school bus.

A child may not walk home without permission.

Claymont does not route the buses - nor do they set up the bus stops. All routes, stops, and changes are done by the district's transportation office.

BUS SAFETY RULES

Please discuss these rules with your child.

1. Leave home early enough to arrive at your bus stop on time.
2. Wait for your bus in a safe place and exhibit good conduct at the bus stop.
3. Stay seated at all times when the bus is in motion.
4. Never scuffle, fight, or use obscene language.
5. No part of the body should protrude from a window of the bus.
6. Never tamper with the bus.
7. Talk quietly and be courteous to your classmates.
8. No eating or drinking on the bus, keep the bus clean.

CAFETERIA - LUNCH PROGRAM

The Parkway School District Food Services Department uses a computerized Point of Sale (POS) system for the purchase of school meals. The POS system is used rather than cash registers and sets up a virtual bank account for each student.

Each student will be assigned a Personal Identification Number (PIN). The PIN number will access a computerized "bank account." Students receiving free or reduced lunches will also use a PIN number and no one will know a student's meal status. Students should memorize their PIN numbers because they will need to enter them in a PIN pad at the cashier's station when making a purchase. When your child uses the system, meals or ala carte items purchased will be deducted from the account balance.

Any amount of money may be deposited to your child's POS account. You may prepay weekly, monthly, or yearly. A prepayment is NOT mandatory. Payment into your child(ren)'s account may be made by cash or check using deposit envelopes available in the cafeteria or in a plain envelope.

Monthly menus are sent home, and the county newspapers usually publish the menus on a weekly basis. The price of a school lunch and milk will be announced at the beginning of the school year.

Information on free and reduced lunches is sent home with students on the first day of school. If you think you may qualify, please fill forms out completely and return promptly. Those students who attended Claymont the previous year and received a free or reduced lunch will automatically receive a free or reduced lunch only through the month of September. The state requires that applications are filled out every year. The application must be turned in by October 1.

Parents, siblings, grandparents, and guests are always welcomed to join a student in the cafeteria for lunch. Please sign in at the office when you enter the building.

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. For purposes of policy, homework is defined as an assignment that students complete outside of regular classroom time.



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.

Students will be expected to complete all homework assignments including those assignments missed due to absence.

It is our belief at Claymont that homework will help a child develop the habit of independent study, give him/her practice in basic skills, and introduce him/her to the need for time management. It is an extension of work introduced by the teacher in the classroom. It can also be a creative assignment sparked by a child's interest.

All grade levels from kindergarten through grade five are to be given homework on a consistent basis. Homework, on each grade level, is explained to parents at our annual Curriculum Night held in August. Each classroom teacher will review the homework expectations.

INDIVIDUAL PROGRESS REPORT/PARENT CONFERENCE

Claymont School will provide written trimester reports for each student. Mid-trimester updates will also be sent home six weeks into the first trimester. At the first and second reporting periods, there are scheduled parent teacher conferences. Discussion of student progress will take place at this time. We ask that parents attend both first and second reporting period conferences.

PARTIES

Children are given Fall, Winter Holiday, and Valentine parties during the year. Room mothers in each class plan the parties. General party guidelines will come from the Room Mother Chairperson of the PTO. The time allotted for the parties will be one hour. Parties will end at 2:30 p.m. to allow our parking areas to clear in time for us to prepare for a safe dismissal.

BIRTHDAYS

Birthday "treats" are permitted for children in all grades at Claymont. When treats are planned, they should always include one treat per person in the student's homeroom only. Please notify the classroom teacher, prior to your child's special day, if your child will be bringing treats. Non-edible items such as pencils and stickers are classroom friendly treats for birthday celebrants to share.

LOST AND FOUND

Parents are asked to put a label or name tag on such items as coats, jackets, gloves, boots, lunch boxes, etc. Use your child's first and last name.

We keep a lost and found box outside the cafeteria. The box is usually overflowing with unclaimed items. Students and parents are encouraged to look through the box in case a loss for misplaced items. Articles not claimed are given to a charitable organization twice a year, in December and in June.

MEDICATION AT SCHOOL

It shall be the policy of the Parkway Board of Education that the dispensing of medicine to children during school hours be discouraged and restricted to medication that cannot be given on an alternative dose schedule.

When a *PRESCRIPTION* medicine is to be administered by the school, it must be accompanied by a label affixed by a pharmacy or physician showing the name of the child, the dosage and schedule of administration, what the prescription contains, the date purchased, and the physician's name. In addition, a written request from one of the

child's parents asking that the prescription be administered must be presented to the nurse.

In the case of OVER-THE-COUNTER medications, a physician's prescription, as well as a written note from the parent, must accompany the medication in order for it to be dispensed at school. If there are any questions, please contact the nurse prior to sending the medication to school. Administration of medication to a pupil when the above conditions have been met shall be limited to the school nurse, the principal, a teacher, or a school secretary. **All medication will be kept in a locked cabinet in the nurse's office.**

PRINCIPAL'S NEWSLETTER

To keep Claymont parents informed of school functions and events, a monthly newsletter is sent home with the youngest child in each family. Be sure your child knows that it is important for you to get the newsletter. We will also stress this at school.

ONE COPY PER FAMILY POLICY

The youngest child in every family will have the responsibility of bringing home all communications from the school - Principal's Newsletter, P.T.O. notices, upcoming events, and any other materials that a family would need to read only once. This is a tremendous cost effective measure since there are many families who have more than one child at Claymont. We are conserving paper, energy, and labor.

TEXTBOOKS AND SUPPLIES



Most items that children will need for their school activities are provided by the school district including textbooks. Parents will need to furnish certain items that are consumed by the children such as pencils, paper, erasers, folders, notebooks, and crayons. Parents are also asked to provide tennis shoes for use in physical education classes and at recess.

Children are responsible for all books, supplies, and furniture supplied for their use and will be expected to pay for lost or damaged items. Failure to pay for lost or damaged items will result in the "holding" of a student's progress report.

STUDENT DISCIPLINE

The Parkway School District has adopted a Student Discipline Policy which is followed by the 28 Parkway Schools. We expect our students to be able to abide by the basic rules of conduct and to be polite to one another, to the Claymont faculty and staff, and to guests in our building.

Learning together in a mutually respectful atmosphere fosters a positive educational environment. The following expectations should help our students maintain a positive atmosphere in which to learn.

1. Students enter the building quietly and walk through the hallways at all times in a quiet and orderly manner. Students exit the building in the same way.
2. Students are expected to be polite and respectful to all individuals at school.
3. Students are expected to use appropriate language at all times.
4. Students are expected to be honest and not touch the possessions of others without their permission.
5. Students are expected to follow directions given by staff members.
6. Students are expected to display good sportsmanship on the playground and stay within the areas designated by the supervisor on the playground.
7. Students are expected to follow district policies and not possess, distribute or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, controlled substance, imitation controlled substance, chemical substance, or intoxicant of any kind.

Teachers at Claymont will discuss grade level and classroom behavior expectations at our annual Curriculum Nights held for parents in the fall.

INFRACTION OF RULES

Infractions of the rules listed will result in a conference with the student. This will be followed by a telephone call to a parent when a student has displayed any of these behaviors.

A serious offense or repeated offenses could lead to an in-school suspension or an out-of-school suspension. After an out-of-school suspension of three days or an accumulation of more than three days, a conference including the student, parent, the student's teacher, and an administrator will be held at school prior to the student's return to school. A "contract of agreement" will be written for a student being readmitted to school after a three day suspension. Claymont follows district policy JK, Student Discipline when addressing discipline concerns.

1. Students are expected to be polite and respectful to each other, teachers, and all adults in the building.
 - a. Obscene language is not appropriate at school and will not be tolerated.
2. Students may not fight, push, shove, or engage in activities which may result in the injury of others.
3. Students are expected to respect school property as well as the property of other students, staff, and our neighbors.
 - a. Theft is a serious offense.
 - b. Students are expected to use restrooms properly.
 - c. Students are expected to use all school facilities properly
4. Students are not allowed to chew gum in school or on school buses.
5. Students may not throw ice, snow, rocks, sticks, or other hazardous objects.
6. Students are not permitted to bring knives or any other objects which can be classified or used as weapons.

USE OF TELEPHONE BY STUDENTS

Telephones in the school offices and classrooms are for business purposes and may be used by children only with teacher permission.

BUILDING - USE OF PREMISES

Community groups can reserve rooms for appropriate activities. Call the office for the procedures. Preference is given to school sponsored activities, community school, scouts and athletics groups in that order. **Please do not ask a teacher** to use his/her room. For security and accountability, call and schedule with the office.

VISITATION

1. Children: Former students, friends, and relatives of our students occasionally ask to attend school with them. It is our policy that such individuals may join our school for lunch only and that such visits are approved by the office prior to occurring.
2. Parents: Parents are welcome to visit our school and classrooms. To assure that such visitations are meaningful, it is required that parents schedule visits in advance. This may be accomplished by calling the teacher or office.

WITHDRAWALS AND TRANSFERS

Parents who plan to move from the community or transfer their children to another Parkway school should notify the office at least a day ahead of withdrawal. This allows the school time to properly complete the Transfer Form which is taken to the new school, have the parent sign the Release of Record Form, check to see that all books and materials have been returned to the school, and notify the teacher of the student's departure.

DRESS CODE



Claymont is an air-conditioned building. Please keep this in mind as you assist your child in the selection of school clothes. We ask that pupils dress appropriately, reflecting a respect for the business of school and the good taste of their parents. Keeping safety in mind, students need to wear tennis shoes on the playground. Shoes with wheels in the soles are not to be worn at Claymont during the school day or for any school activities. Hats, scarves, or any head coverings are not allowed unless a special spirit day has been announced or they are worn for religious purposes.

Other examples of clothing which are not appropriate are: short shorts, midriff tops (halter tops), clothing or gear which advertises or represents tobacco or alcohol products, and clothing bearing inappropriate language or suggestions.

The district believes dress code guidelines should be determined by each school rather than establishing a district wide dress code policy. The principal, along with others in the school, have an understanding of their individual school cultures and the developmental differences in students from grade level to grade level. Each school can determine common sense guidelines which are in good taste, respectful of the rights of others, and contribute to a healthy learning environment.

ARRIVAL AND DISMISSAL

Arrival

Children should arrive at school no more that fifteen minutes before the school day begins. School begins at 8:25 a.m.

If a child arrives late for school, he/she is to report to the office prior to going to his/her classroom.

Dismissal

The school day ends at 3:00 p.m. The school cannot be responsible for children on the playground prior to school starting or after dismissal.

Parents picking up a child during the school day must report to the office. We will call your child from his/her classroom to the office. All children must be signed out at the office.

For reasons of safety and security, parents are not allowed to enter the child's classroom to request the dismissal of students. Teachers have been instructed not to release a child to any adult without permission from the office. This policy is in effect during regular school hours.

Please advise the school if a child is to be picked up by someone other than a parent. Children are NOT to meet their parents in the parking lot.

Please send a note if you intend to pick up your child at school for a doctor or dentist appointment. Allow yourself enough time to have your child called to the office for dismissal after you arrive.

A note is needed if your child usually rides a bus but occasionally walks home. One note will suffice for the year if you child is to walk home on a regular basis. If your child is to walk home on a specific date, send a note to school with your child giving permission EACH time he/she walks.

If students want to ride a different bus, they will need a written note from their parents in order to obtain a bus pass from the office.

Emergency Dismissal - Inclement Weather

In the event we must dismiss early or close school due to inclement weather, official announcements of school closing will be made on Channels 2, 4, 5, 11 and 30 and over radio stations KMOX, KXOK, WIL, KATZ, WRTH, KIX and Y98. The Parkway weather number can be called for more information. The number is (314) 415-SNOW.

If school is dismissed, these guidelines will be followed:

- Schools will be dismissed in the following order:
 1. middle schools
 2. senior high
 3. elementary
- Walkers will be dismissed as conditions permit.
- Bus riders will wait for their buses unless picked up by parents.
- Please be aware that school personnel will be very busy in such a situation and would appreciate if you do not attempt to call the school office.

Emergency School Closing

Schools may be closed unexpectedly due to severe weather, power failures, heating problems, or other reasons. If school is ever to be dismissed early, does your child know what to do if you are not at home? Make a plan with your child(ren) as to what they should do if they arrive at home and no one is there for them.

NOTE: Please make sure your emergency contact telephone numbers on the student's Pupil Information Form is always up-to-date. These are kept on file in the office.

SPECIAL SERVICES AND PROGRAMS

ART

The art program at Claymont School provides instruction to all students (Grades K-5) for a class period every four days. The art program is designed and taught by a certified specialist using the Parkway District Art Curriculum Manual as a guide. The children are taught basic art procedures in lessons designed to develop their abilities and talents to achieve a maximum degree of success. In addition to developing visual perception skills, the Claymont Art Program focuses on building students' self esteem and increasing aesthetic and cultural awareness through study of a variety of art forms.



Smocks are recommended to protect clothing when certain art supplies are used. Student art work is displayed throughout the year in the building and the Parkway School District. Claymont also has an art show every other spring featuring art work from each child in the school. Claymont is always well represented at the annual district-wide Queeny Park Art Show held every spring.

COMMUNITY SCHOOL

Claymont offers a Community Education Program for children. It offers a wide variety of enrichment and recreation classes which meet from 3:15 to 4:15 p.m. on selected days. We publish a bulletin of course offerings for each of the three sessions (Fall, Spring, Summer). Please direct any questions or suggestions to the school office or the community school coordinator.

COMPUTER LAB

The use of computers has been integrated into many areas of the curriculum for grades K-5. Teachers schedule classes in either of our computer labs, at least once a week, to enhance specific lessons with educational computer activities and to use the computer itself as a tool for learning. Parkway School District has developed a computer curriculum for each grade level. A full-time computer specialist works with the classroom teacher in the lab.

GENERAL MUSIC

Students at all levels participate in general music classes. Emphasis is placed on finding the singing voice and improving skills in vocal production.

All students are given opportunities to participate in ensemble playing through the use of barred and percussion instruments. Recorder instruction begins in fourth grade and continues through fifth grade.

Fundamentals of music theory and composition are taught through a variety of class activities, as well as an appreciation for all types of music and a knowledge of composers from different periods.

Performances at each grade level provide experiences in group singing.

GENERATION-TO-GENERATION

The Generation-to-Generation program is a relationship we have established with our special adults from Friendship Village, a community residential and nursing home facility. The program began at Claymont in 1989. The special adults are volunteers who agree to give one hour of their week as an assistant in a teacher's classroom.

Paired with a teacher, each volunteer works in the same classroom each week getting to know the teacher and the children. Under the teacher's direction, they work with children in a variety of ways including reading to children, listening to children read, helping a student with math or writing, assisting a child with an assignment, or reinforcing a skill for a child having difficulty.

We are very fortunate to have our special volunteers in our primary classrooms every Tuesday morning.

GUIDANCE AND COUNSELING PROGRAM

The guidance and counseling program at Claymont is an integral part of the total educational process. One full-time counselor and one half-time counselor function as members of the educational team and are able to follow a child's progress year-to-year throughout the elementary school years.

In each classroom, the counselors conduct developmental guidance activities designed to help develop personal growth and social/emotional skills. The counselors chair Claymont's Care Team, a group of staff members who meet weekly to discuss and share information about students. Students, administrators, parents, teachers, and specialists meet with the counselors to enhance our students' progress.

The counselors also coordinate the referral and evaluation process with Special School District. Groups of children meet with the counselors to discuss concerns such as coping with the separation and divorce of parents. The counselors also have the responsibility of coordinating the standardized testing program approved by the district.

STRINGS

The Strings Program is open to all interested students beginning at third grade. The Suzuki method, a system of rote teaching which allows students to concentrate on playing

skills, is used in third grade. Instruments are provided for this program. Fourth and fifth grade students must furnish their own instruments. Rental arrangements will be suggested by the teacher.

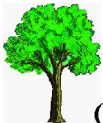
Before your child signs up for instrument lessons, please discuss with him/her the following responsibilities:



1. Bringing instruments and attending class twice weekly
2. Practicing one-half hour daily
3. Checking with classroom teachers about assignments missed and making up those assignments in time for the next day's class

LIBRARY /MEDIA CENTER

The Claymont School Library offers an extensive collection of materials for recreational and educational use. Encyclopedias and other reference materials may be borrowed on an over-night basis. Although Claymont Library does not charge overdue book fines, students are encouraged to return materials on time. Please help your child in developing these good library habits. Also found are non-print materials such as art prints, filmstrips, and video tapes. A full-time, certified librarian works with students and staff to implement the library program and teach library skills. A library secretary and parent volunteers work with the librarian to help our students. In addition, the library offers students a Book Fair in the fall. The fair offers the students an opportunity to purchase good quality books from a wide selection on display. The P.T.O. Sponsors a second book fair in the spring.



OUTDOOR EDUCATION CLASSROOM

Our Outdoor Education Classroom (OEC) was officially dedicated on April 19, 1990 with our celebration of the 20th anniversary of Earth Day. The OEC includes a nature/science trail, herb garden, butterfly garden, bird feeders, and trees. The many areas of the OEC are maintained by the various grade levels.

PHYSICAL EDUCATION

Physical education is seen as an integral part of the students' curriculum at Claymont. The students participate in their street clothes and are urged to wear clothes that provide complete freedom of movement. In an effort to promote safety, the boys and girls are expected to wear tennis shoes during physical education classes. During the winter months when heavier shoes are worn to school, tennis shoes may be left in the classroom. If ever your child is not to participate in P.E. class, a written note from a parent or physician must be presented for the student to be excused.

SPECIAL READING PROGRAM

The Special Reading Program at Claymont School is designed to offer specific individual programs to students in need of additional reading instruction. Students are eligible for this service on the basis of standardized reading tests and teacher recommendation as provided for in Missouri State Department Guidelines. Emphasis is placed on utilizing the student's strengths to build confidence while needed skills are being developed.

The reading specialists also have the responsibility of providing reading diagnostic services within Claymont School and to assist with referral to the Parkway Assessment Service or the Special School District. The reading specialists serve as consultants to teachers, parents, and the administration to help provide for the special needs of students in the area of reading.

SPECIAL SCHOOL DISTRICT

Special School District provides a variety of services for handicapped students attending schools in the 23 school districts of St. Louis County. Delivery of services is accomplished through the following models: inclusion, itinerant, resource, special class, special school, homebound, and purchase of service.

State and federal guidelines dictate that each student be served in his/her home school unless it can be demonstrated that all alternative programs have been tried, and the student is still unable to function in his/her home school setting. A continuum of services is, therefore, provided by SSD to insure that as many students as possible will be served in their home school. The amount of service to be provided to each student is determined through the IEP process. Special School District personnel are assigned to Claymont School to deliver services to those children who have gone through the prescribed diagnostic procedures and have been diagnosed as having one or more disabilities: physical impairment, learning disability, behavioral disorder, mental retardation, speech impairment, sensory-motor impairment. Special School District personnel serving Claymont School include administrators, special education teachers, speech and language pathologists, occupational therapists, physical therapists, and paraprofessionals. The delivery models through which SSD services are provided include inclusion, itinerant, resource, and special class.

RECYCLING

Claymont offers a service to the community by providing a container where you can recycle paper products like newspapers, magazines, catalogs, envelopes, and office paper. The container is found in the side parking lot. Claymont receives money, paid by the pound, for the amount of recycled items. With a little help from the community, this can be a great fundraiser for Claymont kids! A recent addition is a collection box for clothing. Clothes are donated to local charities while Claymont receives money depending on the weight of the collection.

5th GRADE COUNCIL

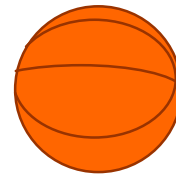
The 5th Grade Council is made up of all students from the fifth grade classes. Their responsibility is to promote school spirit and pride among Claymont students. The council will also organize and participate in school service projects

SAFETY PATROL

Claymont's Safety Patrol is made up of volunteer fifth graders who dedicate their time in ensuring safe arrival and dismissal from school. Their responsibility is to help the kindergarten dismissal at noon, encourage students to walk in the halls, and assist students as they board buses. Students need to respect and follow suggestions of the school's safety patrol.

SCHOOL SPORTS PROGRAM

The Physical Education Department offers extra curricular sports activities throughout the school year. Please check your class and monthly newsletters for information and sign-up opportunities.



SERVICE CLUB

The Claymont Service Club is a group of fifth-grade students who are selected by their teachers to give service to teachers and other staff members during the school day. Students apply to become a Service Club member in the fall. Requirements for being a member include being dependable, hard-working, a good citizen, and willing to give up some recess time to do their assigned task. The school counselor oversees this program.

YMCA/PARKWAY "KIDS NETWORK" PROGRAM

KidsNetwork is a before and after school program designed to provide children of working parents a safe, well-supervised program for those hours when an adult cannot be at home. The program meets Monday through Friday, with the exception of school holidays and snow days. The morning program begins at 6:30 a.m. and runs until the start of the school day. The afternoon program begins at dismissal and runs until 6:00 p.m.

For additional information, please contact the West County YMCA office, 532-3100, requesting information for "KidsNetwork."

P.T.O. (PARENT-TEACHER ORGANIZATION)

Claymont School is fortunate to have an extremely active P.T.O. It serves as a service arm to our school. The purpose of the P.T.O. is to promote child welfare in the home, school, and community to bring into closer relation the home and school in order that parents and teachers may cooperate in the education of the child. All parents are invited to join this group and lend thier support in making our school a pleasant and productive place.

The Claymont PTO consists of all parents whose children attend Claymont School. Regular meetings are held several times from September through May. Notification of these meetings will be sent home with the student, usually in the Principal's Newsletter. They are also included in this calendar.

The Claymont PTO Board consists of volunteer parents willing to organize and take responsibility for the various PTO Committees. These committees are designed to promote and assist the school in its purpose of education. A few of these committees are: Art Appreciation, Generation to Generation, Health, Welfare and Safety, Library Aides, Programs, Room Mothers, School Enrichment, Yearbook, Science Fair, Staff Appreciation, Hospitality, and the Buzz Book.

In addition, the PTO has several groups that share their ideas with similar groups within the Parkway District, including the Parkway Dialogue Network and Parkway Parents Information Network.

If you are interested at any time in further information about becoming a Claymont volunteer, please contact the school office or the respective PTO person. A complete list of PTO Committees and their chairpersons can be found in the Claymont Buzz Book that is published each autumn. A volunteer booklet will be sent home with your student in the fall to give parents the opportunity to choose the activity in which they would like to participate.

BLOCK HOMES

The "Block Homes" program supported by Parkway School District and the St. Louis County Police Department, is designed to identify and mark selected safe homes where our school children can go for safety if they feel any danger on their way to or from school.

We ask interested parents, who are normally at home between 7:00 a.m. and 4:00 p.m. to volunteer their home as a "Block Home."

Block Home approvals are accepted for one year and will be renewed annually. Should you desire to volunteer, an application needs to be completed. The St. Louis County Police Department will then conduct a record check of all applicants to ensure that the homes finally selected are truly "safe homes."

BOARD OF EDUCATION MEETINGS



The Parkway Board of Education conducts scheduled meetings on the first and third Wednesday nights during the months of August through June. The public is welcome to attend.

BUZZ BOOK

The "Buzz Book" of Claymont families is published for sale each fall. The book contains the teaching staff, PTO officers and committee chairpersons, school calendar, scout groups, class lists, room mothers, and student telephone numbers and addresses. It is an invaluable tool for you and your Claymont students.

VOTER REGISTRATION

All citizens who are eighteen years of age are eligible to register to vote in the state of Missouri. If you are not now registered, we would encourage you to stop by West High School library at your convenience. The West High School librarian is deputized and can register you during regular school hours.

GOLDEN KEY PASSES

Golden Key Passes are available for all senior citizens in the Parkway School District. These passes extend every courtesy to these residents when they attend any school event - concerts, athletic events and most of the Community School classes. Golden Key Passes may be obtained by contacting the School/Community Relations Office in the Administrative Center, 415-8100.

PARKWAY EDUCATION FOUNDATION

The Parkway Education Foundation (PEF) is a non-profit organization established by citizens of the community to assist the district maintain its tradition of excellence.

Tax deductible donations from private citizens, civic groups and businesses are used to fund innovative educational programs proposed by teachers. These opportunities directly enhance the quality and quantity of experiences for Parkway students. Concurrently, the Foundation is building an endowment to ensure a source of income far into the future.

Citizens interested in supporting the work of the PEF are encouraged to contact the Foundation office at 415-7039 or write to the Parkway Education Foundation, 12657 Fee Road, Creve Coeur, MO 63146.

VOLUNTEER TUTOR PROGRAM

Our school counselor coordinates this program of parent volunteers who are willing to give one hour of each week tutoring an individual child. The counselor matches requests from classroom teachers of students who need help with the volunteer parents.

Each parent works with the same child all year or as long is necessary within the year. Please call the school counselor if you would like to be a volunteer tutor.

VOLUNTEERS

Claymont offers a wide variety of programs which may be of interest to a volunteer parent. Some are:

- Classroom/Teacher Aide
- Health-room Aide
- Library Aide
- ..and many more

A booklet is sent home at the beginning of each new school year for parents to volunteer in an area of their interest. If you are interested at any time in further information about becoming a Claymont volunteer, please contact the respective PTO representative or the school office.

Claymont School Phone/Voice Mail Directory 2007 - 2008

| <u>GRADE</u> | <u>NAME</u> | <u>VOICE MAIL</u> |
|---------------------|----------------------|--------------------------|
| Kdg | Anna Heinold | 54191 |
| | Lindsey Wagner | 54159 |
| | Kristen Wickenhauser | 54160 |
| Grade 1 | Toni Bollinger | 54187 |
| | Robyn Bricker | 54189 |
| | Kathleen Hotz | 54190 |
| | Carol Rovin | 54188 |
| Grade 2 | Katie Allen | 54184 |
| | Danielle Hartman | 54185 |
| | Patricia Munson | 54186 |
| Grade 3 | Kim Pressler | 54182 |
| | Becky Meier | 54180 |
| | Ellen Wilsdon | 54181 |
| Grade 4 | Holly Simmons | 54178 |
| | Tara Sullivan | 54174 |
| | Daisy Durham | 54197 |
| Grade 5 | Shelly Pinz | 56181 |
| | Debbie Smith | 54176 |
| | Cindy Sneed | 54177 |
| Principal | Aaron Wills | 56151 |
| Admin Intern | Michelle Weissenborn | 56153 |
| Secretaries | Becky Jenkins | 56152 |
| | Marilyn Supp | 56154 |
| | Melinda O'Shea | 56156 |
| | Liz Hernandez | 26192 |
| Office Fax | | 314.415.6162 |
| P.E. Office | | 46185 |
| Other Office Phone | | 46159 |

| <u>SPECIALIST</u> | <u>NAME</u> | <u>VOICE MAIL</u> |
|--------------------------|-----------------------------------|--------------------------|
| Nurse | Jan Becker | 56160 |
| Counselor | Carole Lander Abby Franco | 56159 54171 |
| Art | Libby Cravens | 54167 |
| Music | Kim Cowell Kim Hughes | 54164 54163 |
| P.E. | Rodney Lewis Lianna Corteville | 54156 54157 |
| Reading | Lynn Thomas Marna Frillman | 56158 54172 |
| Gifted | Rhonda Graham | 54166 |
| Librarian | Patty Roe | 56167 |
| Computer Labs | Jacki McNichols | 56166 |
| Testing Room | | 54158 |
| Resource Office | | 56168 |
| Food Service | Karen Tschopp | 56172 |
| Custodians | Ron Broyles Donnie Patterson | 46180 46181 |
| Kids Network | Lisa Waxman | 56170 |
| T.A. | Carol Fine | 26193 |
| T.A. | Beverly Spector | 54153 |
| T.A. | Diane Luth | 22152 |

SPECIAL SCHOOL DISTRICT

| <u>SPECIALIST</u> | <u>NAME</u> | <u>VOICE MAIL</u> |
|-------------------|-----------------|-------------------|
| Speech | Jane Sumner | 56163 |
| | Andrea Morisaki | 56165 |
| Self Contained | Carolyn McBee | 54165 |

SPECIAL SCHOOL DISTRICT

| <u>NAME</u> | <u>VOICE MAIL</u> |
|------------------------|-------------------|
| Deb Koenen | 56173 |
| Deborah Adamson | 26175 |
| Lynn Laniewski | 54179 |
| Pat Friend | 54161 |
| Nadine Cohen | 54168 |
| Vicky Siegenthaler | 56173 |
| Cathy Schweitzer | 54179 |
| Sue Sommer Cobb (O.T.) | 54179 |
| Barbara Liese | 54168 |
| Beth Morgan | 22150 |
| Kathy Bayless | 26194 |
| Marianne Goodwin | 56173 |
| Peggy Tyree | 54179 |
| Mitzi Booth (P.T.) | 54179 |

To reach a staff member through email, use the first letter of their first name and their last name attached to: @pkwy.k12.mo.us

For example: jmcnichols@pkwy.k12.mo.us

Please verify with staff members for any unique spelling of names.

To leave a message for a member of Claymont's staff:

Call 314.415.6175.

At the prompt, press 2, then dial the five digit number.



STUDENTS WITH DISABILITIES/SPECIAL EDUCATION PROGRAMS

Students with disabilities are protected by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and/or the Americans with Disabilities Act (AADA). Students with disabilities are entitled to a “free appropriate public education” (FAPE), which is defined by the student’s Individualized Education program (IEP) or Individualized Accommodation Plan (IAP). 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 by requesting that the school’s Care Team consider the concerns.

Students from three (3) through twenty (20) years of age residing in St. Louis County, as well as St. Louis City residents attending Parkway Schools, are eligible for special education and related services offered by the Special School District (SSD) of St. Louis County if they are diagnosed with educational disabilities. The SSD also provides audio logical and special education evaluations, hearing and speech/language screening services, Special Non-Public Access Program (SNAP) special education services for students with educational disabilities attending private/parochial schools, and a variety of adult education and ‘transitional’ programs. Homebound instruction for home or hospital-bound students (both with and without disabilities) and applied technology/vocational programming are also available. Parkway provides accommodations for students with Section 504 disabilities and who are not eligible for services from the SSD.

Under the Family Educational Rights and Privacy Act (FERPA), parents have the right to review, request amendment of, and file complaints concerning the content or maintenance of personally identifiable information about their children. The rights of individuals with disabilities are available upon request from school staff or the Parkway Special Services Department. Appeals of disabilities related decisions should be submitted in writing to the Parkway and/or SSD Superintendents of Schools.

Questions or requests for assistance/information should be directed to the students guidance counselor, the school’s special education Administrative Team (TBA), Michelle Weissenborn, Administrative Assistant or Aaron Wills, Principal, at Claymont.