

**MASON RIDGE PARENT & STUDENT HANDBOOK  
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August 2010

Dear Mason Ridge Families,

Welcome to the 2010-2011 school year! Our staff has been working since last spring to plan another outstanding year for all of the members of our learning community. We have added several exceptionally talented and enthusiastic staff members who will blend their skills with our existing experienced staff. The quality of education in store for your child should be nothing short of exemplary!

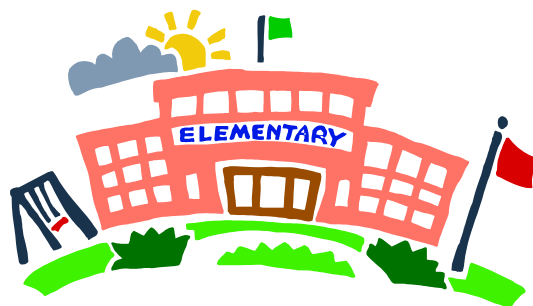
On the following pages is an information guide that we hope will acquaint you with general guidelines and procedures that are currently in place at Mason Ridge. Please read through this handbook and familiarize yourself with the information provided. We update this handbook annually, so there may be information that is new for you.

In the event that you have a question, desire to clarify a procedure, or have a concern, please don't hesitate to contact us. For easy reference, a "Communication Chain" has been included for you in this handbook. The Mason Ridge staff wishes our students and their families a meaningful, successful, and enjoyable year.

Warmly,

Michael Schmerold  
Principal

Malinda Ice  
Certified Administrative Assistant



**PARKWAY SCHOOL DISTRICT  
MISSION STATEMENT**

To Reach and  
Teach Each Student,  
All Students,  
Every Day.....Together.

**MASON RIDGE  
VISION STATEMENT**

Within our Mason Ridge Community,  
we believe in  
participating in learning,  
showing respect, and taking  
responsibility for achieving  
our personal best.

## I. GENERAL INFORMATION

### ARRIVAL AND DISMISSAL

#### School hours

Grades 1-5	9:00 A.M. - 3:35 P.M.
Full-Day Kindergarten	9:00 A.M. - 3:35 P.M.
A.M. Kindergarten	9:00 A.M. - 12 noon

#### Arrival

Supervision for students begins at **8:40 A.M.** **Teachers are not on duty to supervise children prior to this time. Supervision for students arriving before the start of school is available to all children through the YMCA's School-Aged Child Care Program.** To enroll in that program, please contact Ms. Debbie Wolfe, director of the YMCA School-Aged Child Care program offered at Mason Ridge, at 314-415-6470. To drop and pick up students from the YMCA program, parents must use the rear center doors (marked #4). All other doors will be locked.

#### Dismissal

If you plan to pick up your child early from school, please report to the office. After a parent signs the school release form, the student(s) will be dismissed from the classroom via the intercom. The child will then come to the office to meet his/her parent(s). **For safety reasons, teachers are instructed not to release students from the classroom or the playground without being contacted by the office.** Additionally, this procedure keeps disruptions to the classroom's instructional process at a minimum. When possible, a note should be sent ahead of time to the teacher so that she can assist in the early dismissal from the classroom.

When picking your student up from after school activities, please park in the rear and enter through the center doors (marked #4). All other doors will be locked. Parents should go to the student's classroom to ensure safe dismissal from after school activities.

#### Walkers

Students who walk a short distance, with parent's permission, should stay on sidewalks or paths. An adult crossing guard is on duty at the painted crosswalk on Mason Ridge Road next to the school driveway from 8:40 A.M. to 9:00 A.M. and from 3:35 P.M. to 3:50 P.M. each day.

#### Car Riders

Children who do not ride the bus are considered walkers. That title is not just for the children living within walking distance. Students should be dropped off at the back doors on the playground before school. After school parents should park and pick their student up in the gym (Please see the parking map on page 6). During inclement weather which will be signaled by a red flag posted near the gym door, parents will remain in their car and loop in a circle past the gym doors (Please see the inclement weather map on page 7). An adult will be on duty at the drop-off circle at 8:40 a.m. and 3:35 p.m. to ensure the safe arrival/pick-up of all children. Please do not drop your child off along the back parking lot area, as there is no adult on duty there. Further, our parking lot is quite congested and visibility is difficult.

All students attending the A.M. kindergarten session should be picked up at the front door near the office at 12:00 noon.

#### Bus Riders

Transportation is provided to and from school for all students. Children are escorted to their bus at the end of the school day. If your child's dismissal plans are changed, please send written notice to the teacher. Students may obtain a bus pass to ride another bus if they have written permission from parents. Students should bring this permission note to the office before the beginning of the school day.

The transportation department requests that if your child will usually take the bus that they do take the bus the first three weeks as the drivers need to get an average head count and get to know your children and their stop. No bus passes will be issued during the first three weeks of school.

## **ASBESTOS MANAGEMENT PLAN**

The asbestos management plan is available for public review in the school office. A copy of this document is also at the Parkway Facilities Division office, 455 North Woods Mill Road.

## **ATTENDANCE**

Regular attendance is essential for student success. Punctuality and regular attendance are factors linked with a student's sense of belonging and his/her overall achievement. It is important that parents phone the school **(314-415-6476)** and leave a message clearly stating their child's name, teacher, and reason for absence prior to 9:00 A.M. if they know their child is going to be absent or late that day. (This call should be made in addition to sending a note to the classroom teacher.) This number is to an answering machine, so you may call at any time prior to 9:00 A.M.

### **I. School Attendance**

The board of education believes that daily attendance is the initial step in achieving academic success. Education is a total process based on continual communication and shared responsibilities among parents, students, teachers, and the school. The board of education recognizes that parents have both a legal and moral responsibility to require and promote regular school attendance. Furthermore, the board of education believes that, as students mature and progress through the educational system, they should assume primary responsibility for regular and prompt school attendance. The professional staff recognizes that a successful school experience is directly related to a sound pattern of attendance. Therefore, each teacher and administrator will expect regular and prompt daily attendance.

In addition, Missouri law (section 167.031 RSMo) provides that a parent, guardian or other person having charge, control or custody of a child between the ages of seven (7) and sixteen (16) years shall cause the child to regularly attend some public, private, parochial, parish, home school, or a combination of such schools, not less than the entire school term. Certain exceptions may apply.

Failure to comply may constitute educational neglect on the part of the parent or guardian and may result in school officials contacting the Family Court or making a "hotline" call to the Children's Division of the Missouri Department of Social Services. Some students who fail to attend school regularly may be considered truant and referred to the Family Court.

### **II. School Attendance Responsibilities**

Each school will keep accurate records of student daily attendance as required by law.

The building principal is responsible for supplying information to parents/guardians about student absences and for submitting accurate attendance information to district officials.

Each school shall monitor student attendance and implement an attendance program that distinguishes between excused and unexcused absences. The building principal shall determine whether an absence is

excused or unexcused based on this policy and on information provided by the student or the parent/guardian.

**EXCUSED** absences include the following:

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. An emergency that, in the judgment of the principal, constitutes a reasonable cause of absence from school (Oversleeping, car trouble, running parental /guardian errands, babysitting and other such circumstances do not constitute reasonable cause for being absent from school.)
10. Attendance at a district approved alternative educational setting/program such as the Alternative Discipline Center or GOLD Star (In cases where lack of transportation, illness, or other mitigating circumstances that prevent a student from attending a district program, the principal will determine whether a student shall receive credit.)

**UNEXCUSED** absences are those that do not fall within the areas listed above and include vacations, visiting out-of-town relatives, or participating in non-school sponsored activities or events.

Students are required to be in class on time. The student is responsible for being present and ready to learn when the class is scheduled to begin.

Parents/guardians shall be notified of unexcused or excessive absences or excessive tardies through conferences, telephone calls, e-mails, letters, notices, and progress reports. In addition, school officials shall address such issues through the following: student-teacher conference, parent/guardian conference, support personnel assistance (i.e., school nurse, counselor, social worker, administrator, care team), reduction of citizenship mark, detentions and/or In-School Suspension, Family Court referral and/or hotline call to the Children's Division of the Missouri Department of Social Services (for students under age 16), reduction of course grade, or loss of course credit.

### **III. Teacher Responsibilities**

Each elementary teacher shall be responsible for taking and recording accurate daily attendance. Each secondary teacher shall be responsible for taking and recording accurate student attendance for each assigned period every day. Attendance is to be recorded by teachers in the District's student information system.

Each teacher shall be responsible for monitoring student attendance and notifying parents/guardians when a student's course grade or credit is being adversely affected by excessive and/or unexcused absences/tardies.

Each teacher shall implement classroom attendance procedures that are consistent with this policy as well as building attendance procedures.

To the extent possible, each teacher shall allow students with EXCUSED absences to remain current in their class work, make up missed work, and earn credit for the work. However, it is not possible to make up many activities that occur during class time (i.e., discussions, films, lab work, music rehearsals, physical exercise). This may limit the ability of students to remain current in a course and affect their ability to earn certain grades and/or credit for the course. For some excused absences (i.e., long-term residential treatment), grades and/or credits may not be possible because of the length of the absence and the requirements of the course(s). In such cases, it may be determined that no course work will be provided to the student during the absence. In most cases when students have excused absences, the student or parent/guardian is responsible for initiating the request for make-up work according to individual school guidelines. Teachers are NOT REQUIRED to provide work (or to grade or grant credit for work turned in) to a student who is voluntarily absent from school for UNEXCUSED reasons such as vacations, visiting out-of-town relatives or participating in non-school sponsored activities or events.

Teachers have the prerogative to waive or compact missed assignments and/or other curriculum for students with excused absences.

#### **IV. Parent/Guardian Responsibilities**

Missouri law places the responsibility on parents and guardians to see that their children attend school.

Parents/guardians need to call and provide the school office with the reason for each student absence on the day of the absence. Failure to notify the school will result in the absence being classified as unexcused. In addition, parents/guardians should be aware that notifying the school of an absence does not make an absence excused. The Principal shall apply the above policy provisions to make the excused/unexcused determination.

#### **V. Enrollment Status of Absent Students**

Students whose parents/guardians inform the school that the student will not be returning to school shall be dropped from the rolls. The same is true of students who are absent for ten (10) days or more and school officials have inquired of parents/guardians as to the student's status but cannot determine whether the student will return to school.

When the Principal has information that a student is going to be absent from school for ten (10) or more days but will be returning to school, the student shall be reassigned (i.e., for attendance tracking reasons) in the District's student information system until the student returns. The District will not guarantee the student can be kept in the same schedule/classes upon his/her return.

#### **VI. Communication to Parents/Guardians**

Each new student and his/her parent(s)/guardian(s), upon initial entry into the Parkway School District, shall receive a copy of this policy. Otherwise, the policy will be published annually on the district's website and made available to each Parkway family upon request. Building attendance procedures, which must be consistent with this policy, will be communicated in writing to the students and parents/guardians annually.

#### **VII. Implementation**

Each school shall develop building attendance management procedures consistent with Policy JE, Student Attendance. These procedures shall include an appeal process for grade reduction or credit loss decisions. There shall be no appeal beyond the Principal.

## **BEHAVIORAL GUIDELINES for STUDENTS**

Mason Ridge implements the research-based principles of behavioral management outlined in Positive Behavior Support (PBS). PBS is based on commonly accepted standards of behavior. The philosophy is to teach these standards of behavior model their application across all school settings and practice appropriate behaviors until success is achieved and maintained. The Mason Ridge staff has followed the Positive Behavior Support philosophy for several years. Our five standards of behavior are called our “Five Bees” at Mason Ridge. They are:

**Bee Respectful**  
**Bee Responsible**  
**Bee Cooperative**  
**Bee Safe**  
**Bee Kind and Caring**

## **BIRTHDAYS**

Recognizing how important birthdays are, your child will be acknowledged during morning announcements on their special day. If their birthday falls on a weekend or holiday, it will be announced the morning before that break. While it is not an expectation, parents do seem to like sending “something special” for their child to share with their classmates. If you wish to do so, please consider the following in making your choices:

### Non-Food Items

Non-food items are long lasting, remembered every time it is used, more economical and you can buy early for that special day (no rushing around). Examples of non-food items are a book for the classroom, a pencil or eraser for each classmate, etc.

### Food Items

Students (or their parent) are permitted to bring in birthday “treats” to be shared with their classmates (one per child) as long as they have been commercially prepared and still sealed. This is a district policy based on St. Louis County Health Department recommendations. It is not permissible for a child or teacher to distribute home made foods to other children, so please do not send these items. Due to the increasing numbers of food allergies in children, we also ask that you check with your child’s teacher before sending a class treat. Peanuts and tree nuts have the highest incidence of concern, but there may be other specific food products that may not be allowed for distribution in your child’s class. We thank you in advance for your thoughtfulness in maintaining a healthy and safe environment for all of our students.

## **BUZZ BOOK**

The Buzz Book, a listing of telephone numbers and addresses of Mason Ridge families, is published each fall. The book also contains the names of the Mason Ridge Staff, PTO officers and committees, the school calendar, scout troops, class lists and room mothers/fathers. It is not to be used for business purposes.

## **CARE TEAM AND “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. 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 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.

## **COMMUNICATION CHAIN**

Please refer to the following Communication Chain to assist you in contacting the appropriate personnel should you have a question, concern, or suggestion.

## DRESS CODE

School clothing should be functional and reflect the attitude of the student toward learning. Cleanliness, good grooming, neatness and modesty are standards of personal appearance that should prevail in student dress each day. The administration has the discretion to determine what is proper and appropriate for the educational setting. The following are specific guidelines of dress that support the learning environment:

1. Shoes must be worn at all times.
2. Hats, hoods or headscarves are not to be worn inside the building.
3. Any items that represent alcoholic beverages, tobacco, narcotics, profanity, inflammatory language, weapons, or anything that compromises the integrity of our students are prohibited. Clothing must be worn as it was designed to be worn.
4. Midriffs, halters and short shorts are inappropriate for a classroom setting and for an air-conditioned building. Spaghetti straps on tank tops are strongly discouraged. (A good rule of thumb would be 1" wide straps or wider.)
5. During changing or cold weather, children should have warm clothing (sweaters and jackets) since outdoor recess is a part of each child's day.
6. Spray painted/tinted hair is not appropriate for a school setting.

## 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 types and 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 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.

**Direct Special Education Services In A General Education Setting:** Special education staff provide instructional support and/or other services in a general education classroom/setting. A frequently employed model for doing so is:

**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., report card, 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 SERVICE

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:

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

## **EMERGENCY INFORMATION AND PROCEDURES**

### Census Verification Form

Occasionally during the school year we may need to contact parents due to an emergency such as an illness or injury of a student, a transportation issue, or a safety concern. It is important that we have up-to-date phone numbers for each parent and the telephone numbers for three relatives, friends, or neighbors authorized to act on your behalf should we be unable to contact you. Additionally, the names and telephone numbers of the student's doctor and dentist are requested.

Parents complete an Emergency Dismissal Form at the beginning of the school year for each child attending Mason Ridge. This form is also completed for all new students who enroll after the start of school. Please notify the registrar and your child's classroom teacher when phone numbers change. Should school be dismissed early, please understand that children may not arrive home early - heavy traffic can cause bus delays. (A snowstorm creates many interesting transportation challenges for the Midwest!) Everything possible will be done to ensure the safety and well being of the students during these rare occasions.

Please develop emergency plans for these types of situations and be sure to discuss the plan with your child. Hopefully, the plan will not need to be utilized. Occasionally schools are dismissed early and you might not be home when your child arrives. Children should know exactly what to do when normal schedules are disrupted, which assist them in feeling confident that they can handle the change in routine.

### School Closings

Should Parkway close school, an announcement will be aired over radio and television stations between 5:30 A.M. and 9:00 A.M. An updated list of these stations will appear in the Mason Ridge Messenger each fall. You can also call **314-415-SNOW** to reach Parkway's weather hotline. Please do not call school. Parkway's District administrative office makes the decision to close school, notify the media, and then notify the school. Schools may be closed unexpectedly for reasons such as weather, power failure, water main breaks, or heating problems. When school is dismissed during the day due to one of these problems, the following procedure will be implemented:

- Alert Now – The District will notify everyone via the automatic telephone notification system using the phone numbers listed on the Emergency Dismissal Form. (This is why it is important that you keep this information up-to-date with our registrar, Mrs. Burke.)
- Radio and television stations will be asked to carry announcements of the early dismissal.
- Schools will be dismissed in this order: senior high, middle school, and then elementary.
- No child who ordinarily rides the bus will be permitted to walk home.
- All bus riders will remain at school until the bus arrives, unless their own parent picks them up. If a parent is taking home a child other than his/her own, permission from the other parent must be listed on the emergency dismissal form. (See earlier paragraph on dismissal procedures.)
- After-school care will be canceled, and students will be expected to go home on their assigned bus. Other day-care buses will pickup children as usual.
- The administrators and other staff members will remain at school until all children are safely dispatched home.

## Emergency Dismissals

### Plan One: Emergency Dismissal from our school building.

Our Alert Now system will be activated in the event of an early dismissal. Parents will be able to park on either the front or the back lot. Dismissal tables will be set up at each of the three main entrances to the school. Staff will be at the tables to greet the parents, sign the emergency release log, receive a dismissal pass, and then travel to their child(ren)'s classrooms. Teachers will verify that the student is being released to the person listed on the emergency forms that parents completed at the start of the school year (if you want to change this information, please call Lorelie Burke, our registrar). Patience and a calm presence will assist everyone in an emergency dismissal of this nature.

### Plan Two: Emergency Dismissal Involving Evacuation of the Mason Ridge Campus.

If our campus were deemed unsafe, all Mason Ridge staff would facilitate an orderly transition from our campus to the First Church of Christ, Scientist at 750 South Mason Road (directly across the street from our soccer field). Students would remain with their classroom teachers in their designated area. Dismissal stations would be set up as described in Plan One at the front door and the same procedures for sign-out would occur as outlined above. Again, your patience and support of our procedures will ensure that all children are dismissed in an efficient and "all accounted for" manner.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

### **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 Inter-district 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 enforcements or juvenile justice authorities' ability to serve the student prior to adjudication. The entity receiving such information must comply with applicable federal confidentiality restrictions.

### IV. DIRECTORY INFORMATION

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

The following information regarding students is considered directory information:

1. Student's Name
2. Grade Level
3. Parent's Names
4. Address
5. Telephone number

6. Date of birth
7. Major field of study
8. Participation in activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.)
9. Weight and height of members of athletic teams
10. Dates of attendance
11. Degrees and awards received
12. Most recent school attended by student
13. Enrollment status (e.g., full-time or part-time)
14. Photographs including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

According to law, directory information may be disclosed by the Parkway School District without the consent of the parent of a student, or an eligible student. Such information is normally disclosed through distribution of yearbooks, handbooks, and similar school publications. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by *Family Educational Rights and Privacy Act*.

Any parent or student refusing to have any or all of the designated directory information disclosed must check specified box on the Pupil Information Form indicating that directory information shall not be released. This notification must be filed with the principal of the school that the student attends within thirty- (30) calendar days of the publication of this notice. In the event a notification of refusal is not filed, the Parkway School District assumes that neither a parent of a student nor an eligible student objects to the release of the directory information designated. Upon request, the Parkway School District will release the names, addresses, and phone numbers of secondary school students to military recruiters and representatives from institutions of higher education unless a parent or eligible student contacts the district and requests otherwise.

## **HOMEWORK**

### Homework/Extended Learning Policy

The Parkway Board of Education believes that learning is a life-long process and that learning takes place not only in the classrooms, but also in the home and community. Therefore, homework is important as an integral part of the educational process.

For purposes of school board policy, homework is defined as an assignment that students complete outside of regular classroom time. Properly designed homework helps students develop responsibility, independence, and time management skills. It creates interest on the part of the student in continuing the learning process after class hours and indeed, throughout life. It provides an important channel of communication between the home and the school.

It is the intent of the Policy that appropriate homework be assigned at all grade levels and that such assignments reflect increasing responsibility and skill development on the part of students. It is further the intent that homework guidelines be coordinated and articulated between grade levels, especially within each K-12 attendance area.

## KINDERGARTEN REGISTRATION

To enter kindergarten in August, children must be five years old before August 1st. Parkway School District offers a half-day and a full-day program. The full-day program is fee based and designed to compliment rather than accelerate the half-day program, thus, it follows the curricular framework established for the half-day program. For the past several years kindergarten registration has taken place in early February. Parents may sign up for full or half-day programs during registration. Additionally, parents will sign their child up for a brief screening that will be held sometime prior to the commencement of the coming school year.

In the event that we have more requests for our full-day program(s) than we can accommodate, a system has been established by the Parkway School District to determine the class membership.

## LOST AND FOUND

Parents are asked to label their child's coats, gloves, boots, lunch boxes, etc. to help the student avoid losing items. The lost and found box is located in the hallway by the back gymnasium entrance. Students and parents are encouraged to look through the items in case your child may have lost an item. Articles not claimed are given to a charitable organization.

## MEDICAL INFORMATION

### Immunization

Parkway School District works with the public health officials to ensure that children are immunized against preventable diseases. Missouri immunization laws are strictly enforced. Students will not be allowed to attend classes unless all required immunizations are on file with the school nurse. There is no grace period for students new to the district or students returning to the district. If you received a notice that your child requires one or more immunization, please do the following:

- Take the notice to your physician or clinic.
- Return the documentation to the school nurse before the first day of school.
- Please contact the school nurse if you have any questions.

### Medication at School

It is the policy of the Parkway Board of Education that the giving of medicine to children during school hours is discouraged and restricted to medication that cannot be given on an alternative dose schedule. When medicine is to be administered by the school it must be in a current prescription bottle with the 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 the child's parent/guardian asking that the medicine be administered must accompany the medicine. Any over-the-counter medication requires both a written request from the physician and the parent before the medication can be given. Physicians may fax this order to school at (314) 415-6462. For the safety of all children any medication sent in lunch boxes, book bags, etc. will be confiscated and locked in the health room for parent to pick up.

### Returning to School After an Illness

The school urges parents to keep their child at home until the child is fever free for at least twenty-four hours following an illness. If you have any questions about this guideline, please contact our school nurse, at 314-415-6460.

## NEWSLETTERS

### Mason Ridge Messenger

In order to keep Mason Ridge parents informed about school and district functions and events, the Principal's Newsletter, the **Mason Ridge Messenger**, is sent home each month. This newsletter will be distributed at the beginning of each month via e-News. Information about Mason Ridge can also be accessed on the Mason Ridge web site: **[www.pkwy.k12.mo.us/mason](http://www.pkwy.k12.mo.us/mason)**

### Classroom Newsletters

Our classroom teachers distribute newsletters on a regular basis. This tool assists parents in understanding what curricular goals are established for each grade level, keeps parents informed of the routines of the classroom, and encourages parents to talk with their child about what is happening during the school day. This may include curricular units of study, information about special events, or highlighting class successes. Additionally, procedural information, requests for assistance, or changes in routines can be included.

## NON-DISCRIMINATION/ACCOMMODATION NOTICE

The Parkway School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs or activities. **If anyone with a disability needs accommodations to attend or participate in a school or District activity, please contact the staff member responsible for that event at least four (4) business days in advance.** Questions, concerns, or requests for information/assistance can also be directed to the designated District coordinator for each applicable federal law.

Parkway School District
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### **Parent Advisory Council for Children with Disabilities (PACCD)**

If your child receives special education services, has been diagnosed with a Section 504 disability, or is suspected of having a disability (i.e., being referred/evaluated), Parkway welcomes your involvement in a volunteer parent organization committed to securing quality education for students with special needs. Parents have opportunities to become involved with the PACCD at both the school and district levels.

Each school has one or more parent representatives who select and advise a district-level steering committee. The steering committee meets with Parkway and Special School District (SSD) administrators and act in an advisory capacity regarding programs and services for students with disabilities. The organization also provides support and information to parents and sponsors general meetings for anyone interested in attending.

If you have questions, want assistance or information, and/or would like to be a PACCD representative for your child's school, please contact the school's special education administrator, Malinda Ice at 314-415-6450, or Parkway's Special Services Department at the Administrative Center (@ 415-8071). The PACCD email address is [paccd@pkwy.k12.mo.us](mailto:paccd@pkwy.k12.mo.us). The PACCD website is at [www.pkwy.k12.mo.us/paccd](http://www.pkwy.k12.mo.us/paccd).

## STUDENTS WITH DISABILITIES/SPECIAL EDUCATION PROGRAMS

Students with disabilities are protected by 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 entitled to a "free appropriate public education" (FAPE), which is defined by the student's Individualized Education Program (IEP) or Individualized Accommodation Plan (IAP).

Parents/guardians who believe their child may have a disability can initiate the special education and/or Section 504 "identification" process by making a request to school staff. When staff have significant concerns about a student, they are to initiate the "problem solving" process and, when appropriate, refer the student to the school's Care Team.

Students between the ages of three (3) and twenty-one (21) 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 special education and audio logical 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 and services for students with Section 504 disabilities 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 disability 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 student's guidance counselor, the school's special education administrator or to Parkway's Special Services Department at the Administrative Center (@ 314-415-8071).

### **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. 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 supports/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 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 policies, guidelines, and procedures 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 have 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 (@ 314-415-8071)

or the school's "special education administrative team" (Parkway administrator and SSD area coordinator).

## 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 types and 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 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.

**Direct Special Education Services In A General Education Setting:** Special education staff provide instructional support and/or other services in a general education classroom/setting. A frequently employed model for doing so is:

**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., report card, 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 SERVICE

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:

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

## PARENT-TEACHER ORGANIZATION (PTO)

All parents and staff are automatically members of the Mason Ridge Parent -Teacher Organization (PTO). There are no monetary dues - support for this organization comes in the form of serving the students by giving of your time. There are many opportunities for parents to become involved in this very active organization. For additional information about the function of our PTO or to volunteer to serve on a committee, please contact any board member (contact information can be found in the Buzz Book or the Mason Ridge website @ [www.pkwy.k12.mo.us/mason](http://www.pkwy.k12.mo.us/mason)).

## PARKWAY DISCIPLINE POLICY

The Parkway Discipline Policy can be located on the school district web site at: [www.pkwy.k12.mo.us](http://www.pkwy.k12.mo.us) and on page 36 of this handbook. For additional specific guidelines at Mason Ridge please see the section in this handbook entitled Behavior Guidelines.

## RECESS

Students need recess for many reasons. We consult with our health care provider to determine if recess for our students is appropriate based on the heat indexes, air quality, and the wind chill factors. When the weather starts turning cold, please be sure your student has the appropriate attire (coat, hat, gloves, etc.). Every morning it is determined whether there will be recess indoors or out and the students are told over the P.A. system in the morning announcements. At that time, flags (green – outside, yellow – ask an adult, and red – inside) are posted as a second reminder regarding recess.

## SCHOOL CLOSINGS/INCLEMENT WEATHER PROCEDURES

See Emergency Information and Procedures

## 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 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 such services to students diagnosed with one of the following educational disabilities: specific learning disabilities, speech or language impairment, mental retardation, emotional disturbance, orthopedic impairment, other health impairments, hearing impairment and deafness, visual impairment/blind, deaf/blindness, multiple disabilities, autism, traumatic brain injury, or young child with a developmental delay. Parkway provides Section 504 accommodations and services.

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 warranted for children attending Parkway schools, the school (i.e., Care Team) is to engage in problem solving, provide interventions/supports, and determine whether there is reason to suspect a disability and if referral/evaluation is needed. Parents (or others) who suspect a disability may initiate the disability "identification" process by contacting school staff.

All students with disabilities are served in the least restrictive environment and attend Parkway schools unless determined otherwise. The IEP or IAP team for each student with a disability determines what placement, program, adaptations, curriculum modifications, specialized instruction, supplemental aids and services, 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 at 314-415-8071 or the school's special education administrative team, Ms. Ice at 314-415-6450 or Ms. Matoushek at 314-989-8100.

### **STUDENT PROGRESS REPORTS**

All schools in the Parkway School District adhere to a trimester schedule for formally reporting student progress.

Parent/teacher conferences are scheduled after the first (November) and the second (March) reporting periods. Conferences are held two evenings during the trimester conference weeks. Prior to conferences, individual conference times will be sent home with each student. Parents may request additional conferences with teachers at any time during the year.

### **TOYS AND VALUABLES**

Toys, radios, electronic devices and other valuable items (e.g., CD players with headphones, cellular telephones, MP-3 players, GameBoy, etc.) should not be brought to school. These items can be distracting to the educational environment or can be damaged or lost while at school. Mason Ridge will not be responsible for any damage or loss that occurs during the school day if a child brings toys or valuables to school. Occasionally, the classroom teacher may request that items be brought to school to be used as a prop in a play. In that case, the classroom teacher will secure the item for the student. Should a child have these items in his or her possession the administration will hold these items until a parent picks them up.

### **VISITS TO MASON RIDGE - SCHOOL OR CLASSROOM PROCEDURES**

The welcome mat is always out at Mason Ridge School for visits. We ask all visitors to first report to the office for security reasons and for the safety of children. A nametag will be provided. Visits to a child's classroom must be arranged in advance with the classroom teacher or principal. If a parent would like to talk in person with a teacher, a request for an appointment can be made by calling and leaving a message for a teacher (see appendix - Mason Ridge staff voicemail phone list). Student guests are welcome during our lunch and recess. Their visits must be arranged with an administrator prior to the visit.

## **VOLUNTEERS**

Mason Ridge offers a wide variety of programs, which may be of interest to a parent who would like to volunteer. Anyone who is interested in further information about becoming a Mason Ridge volunteer may contact your child's classroom teacher or the respective PTO person listed in your buzz book. All volunteers need to register in the school office upon arrival to support the school in protecting the safety of students in their learning environment. Badges should be displayed while serving as a volunteer and we ask that you sign out in the office when exiting the school.

## **VOTER REGISTRATION**

All citizens who are eighteen years of age are eligible to register to vote in the state of Missouri. Anyone not registered can stop by any Parkway school to register during regular office hours as well as any St. Louis City or County public library.

## **WEAPONS**

Per Parkway Board of Education Policy concealed weapons are not allowed on the Mason Ridge campus at any time.

## **WITHDRAWALS/TRANSFERS**

Parents who plan to move from the community or transfer their child to another Parkway school should notify Mrs. Burke, Mason Ridge Registrar, at 314-415-6454 as soon as plans are definite. This allows for the school to prepare transfer information, check to see that all books and materials have been returned to the school, and notify the teachers of the student's departure. When changing school districts, a parent must sign a release of records form before information can be mailed to the new school.

# **II. INSTRUCTIONAL AND SUPPORT SERVICES**

## **ART EDUCATION**

All children at Mason Ridge study with an art instructor weekly (30 minutes for kindergarten and 50 minutes for students in grades 1-5). They learn about the concepts of line, shape, form, color, and space. They experiment with a variety of mediums including paint, pastels, clay, markers, yarn, wire, watercolors, and fabric. They work on developing skills in drawing, painting, ceramics, weaving, building, or construction.

## **COMPUTERS / TECHNOLOGY**

Activities in the Computer Lab are designed to integrate the use of computers into the curriculum and enhance classroom activities. Each class has regularly scheduled computer times and extra time is available when needed. Mr. Spaunhorst, our computer resource specialist, assists the teachers and students with projects in the lab. These can range from word processing to multimedia presentations and creating and editing videos.

Equipment in the lab at Mason Ridge consists of 30 student and one teacher window computers. Also available are two mobile computer labs, laser printer, scanners, digital cameras,

digital video cameras, and CD burners. All classrooms are equipped with 3 or more computers with access to laser printers and the Internet. Most classrooms presently have Smart Boards.

### **COUNSELING SERVICES**

Our full-time counselor, Mrs. Krazl, and our half-time counselor, Mrs. Herrmann, are available to work closely with parents, teachers, school administrators, and other specialists to provide the best possible services to meet the needs of all children. The counselors coordinate the testing program and explain test results to parents upon request. They coordinate referrals for special services and assist with placement of students in classes. The counselors help to provide an environment that allows children to grow academically, personally, and socially through classroom lessons, small group discussions, and one-on-one counseling. When requested, the services of a psychologist or social worker are available through the Parkway School District. Our counselors chair our Care Team. Conferences with the counselors may be arranged by calling the counselors directly or leaving a voicemail message (see appendix - Mason Ridge staff voicemail phone list).

### **FOOD SERVICES**

Breakfast and lunch will be served in the cafeteria daily beginning the first day students attends school. Breakfast is served at 8:40 A.M. following the ringing of the first school bell. The cost for a student breakfast is \$1.75. Breakfast meal options include bagels with cream cheese, muffins, power bars, egg, sausage and biscuit sandwiches and cereal. Milk and juice are included in the breakfast cost. Students may buy beverages individually for \$.50 which includes bottled water. The cost of a student lunch is \$2.50. A second serving of lunch can be purchased for \$1.50. In addition to the monthly menu offering, a salad platter or heated Landshire sandwiches are available daily. Menus are distributed to students before the beginning of each month. Parents are encouraged to prepay for a week/month at a time and to make checks payable to the Parkway School District. Special envelopes are provided to students for prepayment of meals. Students deposit these envelopes with checks included in the wooden locked boxes placed at the front and back entrances to the school. Each student is given a P.I.N. number when they enroll at Mason Ridge. Students retain the same P.I.N. number throughout their time in Parkway. It is extremely helpful when parents help students practice and learn their P.I.N. numbers. A good way to accomplish this is to have the student practice using a touch-tone phone to enter the sequence of numbers. **Parents can check their student's account on the following website: <http://www.pkwy.k12.mo.us/foodservice/index4.html>.**

### **HEALTH SERVICES**

Our school nurse, Mrs. Boonshaft, promotes and protects the optimal health status of students and staff. She administers to health care needs by assessing for illness and injury, offering treatment, and making referrals to primary health care providers and community resources. In case of serious illness or injury, the parent, guardian or other designated emergency contact person will be notified. Please be sure to update emergency information for your child as changes occur.

To insure long-term health and optimal learning, our school nurse assists in the Health Education program by providing health related classroom presentations. Health counseling, screenings, safety promotion, and establishing a liaison between home and school regarding health concerns are also internal strands of the school health practice. Current immunization and health records on all students are maintained, and immunization reports are filed with the Health Department of Missouri.

Medications are administered during school hours when a note is provided by a physician and submitted to the nurse with medication in the original container with parental consent. (See Medication at School - p.18).

Optimal learning requires good health. Your professional school nurse is there each day to promote this goal with TLC!

## **LIBRARY/MEDIA SERVICES**

The Mason Ridge Library offers an extensive collection of materials for recreational and educational use. Students are encouraged to visit the library to borrow books, magazines, video and/or audiotapes and to research topics of interest and to extend and enrich their classroom instruction. Our full-time certified librarian, Mrs. Miller, works in cooperation with classroom teachers to teach students at all grade levels. Library/information literacy skills are infused into the various curricular areas. Our library secretary and parent volunteers work with Mrs. Miller to assist the students. Parents are also welcome to use the library and check out books at any time. Our parent resource materials are also housed in the library.

An on-line catalog and several reference sources subscribed to by the district are also available for home or school use at the Internet address: [panda.pkwy.k12.mo.us](http://panda.pkwy.k12.mo.us)

The catalog provides access to the collections of all Parkway libraries as well as to the items in the Mason Ridge Library. Materials from Parkway schools other than your home school are available on an inter-library loan basis. Contact the Mason Ridge librarian for more information on library loan services.

### Library Checkout Procedures

The library material is brought to the checkout /circulation desk where it will be scanned on the computer by an adult. Library materials should not be removed from the library without being checked out.

The student is responsible for the material(s) he/she checks out. One student may not check out a book for another student.

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

### Returned and Overdue Library Books

Returned materials are to be placed in the book return box or on the circulation desk. Materials should not be returned directly to the shelves.

If a student has an overdue library material, no other materials can be checked out until the overdue item is returned. No daily fines are charged for overdue books. Parents are encouraged to help children develop responsibility by taking care of library materials checked out and by returning them when they are due. This cooperation helps ensure the continued availability of all books for all children. It is the child's responsibility to pay for lost or damaged library materials. End of the year report cards are held until all library materials are returned.

## **MOSAICS**

Parkway's gifted education program is multifaceted. In keeping with state guidelines, the program's goal is to provide experiences that service the needs of formally identified students, and other members of the school community as the gifted education teacher's time allows. The students are exposed to the arts, sciences, mathematics, and various forms of communication. At Mason Ridge, Ms. Webb, a certified gifted education specialist, works with formally identified students.

The goal of Parkway's gifted program is to strengthen the students' higher order thinking skills while nurturing their creative abilities. Additionally, the gifted education teacher serves as a resource for classroom teachers as they modify curriculum to meet the individual needs of gifted children within the setting of the regular classroom via compacting, acceleration and enrichment.

## **MUSIC**

### Instrumental

The Suzuki method is taught to all third graders. Violins are provided for this program. String instrument instruction is available for students in grades four and five. Students must furnish their own instruments, but rental arrangements will be suggested. (Band instrument instruction is offered in the middle school.)

### Vocal

All Mason Ridge students attend weekly music classes (30 minutes for kindergarten, 50 minutes for students in grades 1-5). In addition to developing their voices, children become active music makers through instrumental and dance accompaniment to songs. Third and fourth grade students are introduced to recorders as an aid in note reading. Upper grade students expand their knowledge by studying diverse musical cultures and styles. An Honors Choir is available for students in grades four and five.

## **PHYSICAL EDUCATION and HEALTH**

Physical Education and Health at Mason Ridge is a part of the total educational program that contributes to the growth and development of our children through movement experiences. Our program is developmental and stresses areas of physical fitness, lifetime wellness, rhythm, dance, fundamental movement and sport skills. Students develop responsible social and personal behaviors by learning that working together in a group depends on fairness and cooperation. Students in grades one through five meet every other day for 50 minutes. Full day kindergarten has physical education every day for 30 minutes, while 1/2-day kindergarten meets every other day for 30 minutes.

## **READING SUPPORT SERVICES**

Ms. Calvin and Mrs. Johann, our reading specialists, provide literacy support for students in all grades. The reading specialists work with small groups and individual children within the classroom or in a pullout model of instruction. Additionally they provide instructional and curricular support to classroom teachers throughout the school. The reading specialists collaborate with other teachers, parents, and administrators to support literacy development for all students.

## **RECYCLING**

The Parkway School District coordinates the recycling of our used paper. Bins are placed in all classrooms. Mason Ridge also provides this service to the community by providing a container where you can recycle paper products like newspapers, magazines, catalogs, envelopes, self stick notes, fax paper, posters, folders, and office paper. A container is located in the back parking lot.

## **SPECIAL EDUCATION SERVICES**

The Special School District of St. Louis County provides educational services for those children with identified special needs. The following are some of the services provided to Mason Ridge students:

- The speech-language pathologist may screen and diagnose children for articulation and language concerns and provides services to children both in and out of the classroom. Services include providing remediation for articulation, voice and fluency disorders and teaching language-related strategies for academic success.

- Students with mild to moderate disabilities are provided services through the resource model of instruction. Student services are provided within the classroom or in an alternative setting. The program provides academic support, learning strategies and implementation of behavior interventions.
- Self-Contained classes for students with special needs provide an alternative curriculum with integration's into regular classes as determined by Individual Educational Plans.

#### Speech and Language Screening

Children are screened when referred by their teacher, parent, or Care Team. For additional information regarding special education services, refer to Services and Rights for Students with Disabilities (p. 10).

### **STUDENT ASSESSMENT**

The Parkway School District uses the trimester system to report student progress. Each trimester lasts for twelve weeks. There are three established opportunities throughout the year to share your student's progress.

#### Conferences

There are two parent/teacher conferences during the year following the end of the first and second trimesters. Student report cards are shared with parents during these conferences. Parent attendance at these conferences is expected. Parents may sign up for conference times during Curriculum Nights in the Ramsey Center with Mrs. Lorelei Burke.

#### Progress Reports

This report comes at the end of each trimester. Progress reports in grades K-2 share student progress in a checklist format. Grades for individual subjects are given in grades 3-5.

#### Parkway School District Assessments

The Parkway School District has developed an assessment program that serves these purposes:

- Meet Missouri school assessment requirements
- Assist the district in determining overall growth and identify trends
- Assess individual student progress

It is important to note that teachers and school administrators use a variety of assessment measures along with standardized testing to analyze student progress and plan for future instruction.

The Parkway School District uses the following assessments at the following grade levels:

#### Kindergarten

Once a child has registered for kindergarten in early February, parents register for their child to participate in a preliminary screening. Children are observed by trained professionals to assess the development of each child in the areas of learning readiness and interpersonal interactions. The results of this screening are shared with the parents. In the fall, all kindergarten students are given the Naglieri, a non-verbal, group-administered assessment that can assist in the initial identification process for the gifted program.

#### Third Grade

All third graders take the Missouri Assessment Program (MAP) Communication Arts and Mathematics test. The Stanford Achievement Test (SAT) is also given. The SAT assesses academic progress in reading, language, spelling, mathematics, social studies, and science.

#### Fourth Grade

All fourth graders take the Missouri Assessment Program (MAP) in the area of Communication Arts and Mathematics. The Stanford Achievement Test (SAT) is also given. The SAT assesses academic progress in reading, language, spelling, mathematics, social studies, and science. All fourth graders take the Parkway Student Climate Survey, which assesses the student's attitude toward school and the learning process.

#### Fifth Grade

All fifth graders take the Missouri Assessment Program (MAP) in the area of Communication Arts, Mathematics, and Science. The Stanford Achievement Test (SAT) is also given. The SAT assesses academic progress in reading, language, spelling, mathematics, social studies, and science. All fifth graders take the Parkway Student Climate Survey, which assesses the student's attitude toward school and the learning process.

The results of these district assessments are used in conjunction with assessments given by teachers in the classroom as well as formal and informal observations. For students experiencing special difficulties, the reading specialists and counselors administer individual diagnostic tests. Special School District offers individual assessments for children who may require special services. A team of diagnostic specialists assesses the child to determine if that child meets state guidelines for additional special education services. Our counselors, Mrs. Krazl and Mrs. Hermmann, can answer any questions you have relative to the evaluation process for special education services.

### **YMCA SCHOOL - AGE CHILD CARE PROGRAM**

School Age Child Care is a program at Mason Ridge designed to provide students with a safe, well-supervised program before and after school. The program meets Monday through Friday. 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. To drop and pick up students from the YMCA program, parents must use the rear center doors (marked #4). All other doors will be locked. **Registration is required - drop in service will not be allowed.** Pre-registration for snow days will only be taken at the YMCA location. You may call the YMCA at 636-532-3100, ext. 253, to secure your spot. There will be an additional charge for snow care.

In the event that school closes early for any nonscheduled reason, the YMCA Child Care Program after school will be canceled as well. The school will follow the instructions that you complete on School Enrollment forms and YMCA Early Dismissal forms. Completion of this form is a requirement to continue school-age childcare services. The school or YMCA will not contact you on these days. Please be aware that such emergency announcements will be made first through the Alert Now system and then on radio and TV broadcasts. Please be sure that your child is aware of these emergency plans.

In the afternoon healthy snacks are provided. The program is planned around interest centers of Brain Twisters (puzzles and games), Shake, Rattle, and Roll (music), Worlds of Wonder (science), Colossal Creations (art), Structures Building, Drama Zone (acting), and High Energy (active games and sports).

### III. STUDENT EXTRACURRICULAR OPPORTUNITIES

#### CHOIR

Mrs. Broyles, our vocal music teacher, offers before school choir for interested students in grades 4-5.

#### COMMUNITY SCHOOL

Mason Ridge offers a variety of enrichment and recreational classes after school. Parents are notified of the classes before each of the two sessions (fall and spring). Parents should communicate directly with the Mason Ridge Community School Coordinator for information. The coordinator, Mary Marston, can be reached at 314-415-6450.

#### LEADERSHIP COUNCIL

The Leadership Council is a student-centered organization in which students work for the betterment of their school by designing and working on a variety of committees and community service projects. Leadership Council members are positive role models and will encourage positive school pride and spirit throughout the school year. Mr. Bill Bunton and Mrs. Katie Nienhaus are the sponsors of this organization. Leadership Council meets before school.

### V. Mason Ridge PTO Helpful Information

The Parent Teacher Organization benefits your child and their experience at school. We welcome you to attend all meetings. The meetings are held on the first Tuesday of each month. The PTO has many activities that you may want to participate in, with varying time commitments. Recent fund-raising events have provided new playground structures, Ramsey Center, the newly improved athletic field, and our mobile computer lab.

#### Book Fair

There are books for all ages; great for holiday shopping. Students buy their own or make a wish list with prices for you to review at home. Teachers also have wish lists if you care to purchase something for the classroom.

#### Curriculum Night

Teachers present their curriculum for the year to the parents. Sign up sheets for Parent/Teacher Conferences are available in the Ramsey Center at this time.

#### Fall Parties

Near the end of the school day there is a parade through the hallways of the school with all of the students in costume. All classrooms have a party following the parade organized by the classroom party coordinators. Parents are welcome to attend. Costume guidelines are:

- No weapons, gore or blood (nothing that scares)
- No spray-painted hair
- Makeup may be applied prior to the parade
- No masks (dangerous for parading through the halls)

### Goodies for Grandparents

Students bring grandparent(s) for breakfast sweets in the cafeteria. Guests may visit the classrooms prior to the 9:00 A.M. start time.

### Ice Skating Party, Queeny Park Rink

This event is held on a no-school day and all children from Mason Ridge are welcome to participate with their families in January.

### International Night

This evening will include the opportunity to taste foods from around the world and experience spectacular performances by cultural dance companies. This activity alternates with Science Night every other year.

### Mason Ridge Live

The all school talent show is a fun evening for the whole family. Individuals, groups, or an entire class may perform a two-minute act. Students may sing, dance, lip-sync, play an instrument, or be creative. Don't miss it!

### Pastries for Parents

Students share pastries, juice and coffee with parents in the cafeteria before classes begin. Guests may visit the classrooms prior to the 9:00 A.M. start time.

### PTO Fundraisers for Special Projects

An adult event(s) may be planned (luncheon/auction, dinner dance/auction, trivia night, etc) each year based on the priorities of the school. They are enjoyable, inclusive community building events.

### PTO Happenings

A bi-monthly newsletter which includes detailed information about event times and places, as well as important announcements. It can also be found on the Mason Ridge PTO website.

### School Carnival

Wristbands are bought in advance or at the carnival. An entire carnival with games, activity booths and food is planned. It is fun for the whole family. This typically takes place during a school day near the end of the school year.

### Spirit Wear

Show your school spirit with various clothing items, which may be ordered in the fall – featuring school colors and logo. Every Friday will be “Spirit Day.” Our school colors are red and white.

### Valentine's Day Parties

Classroom party coordinators plan a party for each classroom. Students bring in valentines for each student in the class. As always, parent volunteers are welcome to join in the fun.

### Winter Parties

Classroom party coordinators plan games and snacks for each classroom to have a little celebration at the end of their day with their friends before winter break. Parents are welcome.

<b>Parent Participation In School</b>
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There are many ways that you may get involved directly in your child's life at school. Here are just a few examples....

All Grade Level Coordinator

This person coordinates the classroom coordinators.

Classroom Coordinator

This person helps coordinate parent volunteers in the classroom and assist communicating information to parents.

Library Assistant

Assist in checking out and shelving books. Parents sign up for AM or PM shifts and sign up for a day a week or once every other week.

Party Coordinator

You will work with other parents in the grade level to plan parties.

Science Coordinator

Set up/clean up lab for your child's class. You may also assist the teacher during class as needed.

Teacher's Assistant

You may assist in the classroom – weekly or once a month – it's up to you. Your teacher will discuss the activities that you will be doing while acting as a volunteer.

Volunteer!! Sign up! Join in the fun! We have an awesome school due to a great staff, as well as many, many involved parents.

**Sports and Extracurricular Activities**

Most of Mason Ridge Elementary School students play for St. Anselm Athletic Association or local select teams. Soccer, volleyball, basketball and baseball are offered. Soccer and baseball begin in kindergarten. Basketball and volleyball begin for students in the third grade.

Community school offers after school classes in the fall and spring. Watch for flyers in the school mail.

**Scouts**

Notification will go out through school for informational meetings in the fall for Girl and Boy Scouts. Scouting is very strong at Mason Ridge. Scouting is very strong in Missouri. They usually meet after school at Mason Ridge. The office can direct you to the school contact for more information. Girls Scouts begin in kindergarten and Boy Scouts begin in first grade.

**Local Recreation Facilities**

Town and Country has several new parks with wonderful facilities for families. Longview Farm Park is at Mason Ridge Road and Clayton Road.

Queeny Park is close by and offers public ice skating, hiking, horseback riding and cross-country skiing (as well as a variety of other non-sporting special events such as the Queeny Pops concerts in the summer, horse shows, art shows, etc.) Ice-skating lessons are also available. At Creve Coeur Lake, sailing is offered to children ages 10 and above. The County Parks and Recreation Department publishes a paper twice a year describing all the activities available at County Park complexes.

The City of Creve Coeur has a wonderful 9-hole golf course and ice-skating rink. Lessons are available for adults and children in golf, ice-skating and hockey.

The West County YMCA also offers a variety of activities such as a swimming, track, judo, and racquetball.

The West County Journal, which is delivered twice a week to your home, lists seasonal sports opportunities in their sports section. Sign-ups are usually well in advance of the season so you need to start watching early.

<b>Local County Libraries</b>
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Headquarters 1640 S. Lindbergh 63131	314-994-3300
Daniel Boone 300 Clarkson 63011	636-227-9630
Grand Glaize 1010 Meramec Station 63021	636-225-6454
Samuel C. Sachs 16400 Burkhardt Place 63017 (off Chesterfield Parkway, South of Hwy. 40)	636-728-0001
Thornhill 12863 Willowyck 63146 (Fee Fee at Willowyck)	314-878-7730

<b>Sports and Athletic Associations</b>
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Mason Ridge students and families often utilize the following athletic programs.

Ballwin Athletic Association	636-394-2159
Christ Prince of Peace	636-391-1307
Creve Coeur Athletic Association	314-434-1446
Creve Coeur Ice Skating Arena	314-432-3960
Creve Coeur Golf Course	314-432-1806
Manchester Athletic Association	636-391-1043
St. Anselm Athletic Association	314-567-3247
St. Louis County Parks and Recreation	314-615-7275
West County YMCA	636-532-3100

<b>Racquet and Swim Clubs</b>
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Creve Coeur Racquet Club 12691 Conway Rd. 63141	314-434-0344
Lodge at Des Peres 12325 Manchester Rd. 63131	314-835-6100
Queeny Park 550 Weidman Rd. 63011	636-391-0900

Parkway Swim Club	314-415-7010
MAC-West 1777 Des Peres Rd. 63131	314-539-4444
Woodsmill Racquet Club 901 Woods Mill Rd 63017	636-227-3385

<b>Before and After School Programs</b>
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Center At Conway 13725 Conway Rd. 63017	314-434-3300
Children's World Learning Center 2275 Village Green Parkway 63017	636-227-5074
Mason Ridge School Age Child Care (Sponsored by the West County YMCA)	314-415-6470

<b>Child Care Centers</b>
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Children's World Learning Center 2275 Village Green Parkway 63017	636-227-5074
Kindercare Learning Center 14733 Clayton Rd 63017 100 Braeshire 63021	636-391-6929 636-391-7179
West County YMCA Children's Center 16464 Burkhardt Place 63017	636-532-3100 ext. 240
Center at Conway 13725 Conway Rd. 63017	314-434-3300

<b>Mother's Day Out Program</b>
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B'nai Amoona 324 S. Mason Rd. 63141	314-576-3688
Bonhomme Presbyterian 14820 Conway Rd. 63017	636-532-3486
Manchester United Methodist 129 Woods Mill Rd. 63011	636-394-6867
Parkway United Church of Christ 2840 N. Ballas Rd. 63131	314-872-3018

United Methodist Church of Green Trails  
14327 Ladue Rd. 63017

314-469-5442

<b>Child Development Information</b>
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Parkway Early Childhood Center  
14605 Clayton Rd. 63011

314-415-6590

<b>Dance/Gymnastics/Music</b>
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Dance

Alexandra School of Ballet  
68-E Four Seasons Center 63141

314-469-6222

Buetell Dance Center  
37 National Way Shopping Center 63011

636-227-2121

Krupinski academy of Dance  
275 Lamp & Lantern Village 63017

636-227-2362

Patzius performing Arts  
754 N. New Ballas 63141

314-432-3890

Dance Class  
14374 S. Outer Forty Road 63017

314-542-0608

Gymnastics

Olympiad West  
312 Sovereign Court 63011

636-227-7460

YMCA – West County  
16464 Burkhardt Place 63017

636-532-3100

St. Louis EXTREME Cheer & Athletic Center  
150 Enchanted Parkway, Ste. 100 63021

636-527-8588

Music

Townsend Piano Ltd.  
14776 Clayton 63017

636-527-2027

Fazio's Frets & Friends  
14239 Manchester 63011

636-227-3573

Beverly Milder's Musical Arts  
14288 Ladue 63017

314-469-6646

<b>Preschools</b>
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B'nai Amoona 324 S. Mason Rd. 63141	314-576-3688
Bonhomme Presbyterian 14820 Conway Rd. 63017	636-532-5940
Children's World Learning Center 2275 Village Green Parkway 63017	636-227-5074
Des Peres Montessori 11155 Clayton Rd. 63131	314-432-0410
Kindercare Learning Center 14733 Clayton Road 63017 100 Braeshire 63021	636-391-6929 636-391-7179
Kirk of the Hills Presbyterian 12928 Ladue Rd. 63141	314-434-4349
Lucky Lane 12546 Conway Rd. 63141	314-434-4462
Manchester United Methodist 129 Woods Mill Rd. 63011	636-394-6867
Montessori Children's House 14000 Ladue Rd. 63017	314-469-7150
Parkway Early Childhood Center 14605 Clayton Road 63011	314-415-6950
Parkway United Nursery School 2840 n. Ballas Rd. 63131	314-872-3018
Salem Methodist Preschool 1200 S. Limberg Blvd. 63131	314-991-8601
Shaare Emeth 11645 Ladue Rd. 63141	314-569-0048
Trinity Lutheran Preschool 14088 Clayton Rd. 63017	636-227-5720
United Methodist Church of Green Trails 14237 Ladue Rd. 63017	314-469-5442
YMCA – West County (several locations)	636-532-3100

<b>Local Summer Day Camps</b>
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(public and private)

Andrews Academy 888 N. Mason Rd. 63141	314-878-1883
Gifted Resource Council (Summer Academies) 12225 Eddie & Park Road 63127	314-842-0666
John Burroughs School (Burr-Oak Camp)	314-993-4040
Mary Institute/Country Day School (Pegasus, Camp Deerfield, Lewis & Clark Institute) 424 N. Warson Rd. 63124	314-995-7410
Maryville University 13550 Conway Rd. 63011	314-529-9300
Montessori Children's House 14000 Ladue Rd. 63017	314-469-7150
Parkway Community School	314-415-7004
Queeny Park Day Camp	636-391-0900
St Louis Community College at Meramec (College for Kids) 11333 Big Bend Boulevard 63122	314-984-7777
YMCA – West County (day and overnight)	636-532-3100
Zoo Camp	314-781-0900

<b>Civic Organizations</b>
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Boy Scouts	314-361-0600
Girl Scouts	314-890-9569
Junior League of St. Louis	314-569-3117
League of Women Voters	314-961-6869
New Neighbors' League	314-939-3866 Or call 636-207-9664
Town Criers (of Town & Country)	314-878-4478

## V. Appendix

### **PARKWAY DISCIPLINE POLICY**

**JK.BP\***

#### **A. 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. We recognize that in order to function in society, individuals need to master certain basic skills and need to continue learning throughout life. We believe that while learning the need for and the value of group dynamics, individuals will come to know and to appreciate their worth and that of others. We believe that by accepting and fulfilling appropriate responsibilities, individuals will come to value resultant privileges. Finally, we believe that each individual needs to develop an awareness of and sensitivity to creativity in all things whether they be functional or aesthetic. Therefore, we commit ourselves in a cooperative effort with parents/guardians, community, law enforcement officials, social services agencies, family court, and school personnel to provide an atmosphere that will allow all students to learn and grow:

Parkway's Code of Conduct

The following commitments are essential to a successful school program and purposeful life:

- Parkway students will pursue academic excellence and show respect for teaching and learning.
- Parkway students will promote responsibility, respect, civility and altruism.
- Parkway students will demonstrate strong character.
- Parkway students will accept and honor all people including those who appear different from themselves. They will speak out and respond in support of people who are targets of mockery, intimidation, or harassment.
- Parkway students will treat all members of the school community with courtesy and respect.

Parkway schools serve many age groups whose rights differ according to their levels of maturity. We believe that our schools must be an orderly environment in which learning is not jeopardized by disruptions. Within these limitations students must be given opportunities to bear responsibilities, to accept the reasonable exercise of authority and resist both oppression and license. One of the most important student responsibilities is to obey a school rule or policy until such a rule or policy is revoked. A necessary assumption is that students will accept their responsibilities and that parents and/or guardians will take an active role in monitoring their student's behavior. Parkway promotes, supports and facilitates parental and/or guardian understanding of its philosophy of education and discipline. Parental and/or guardian involvement is crucial to maintaining good order and discipline in the province of the school. Ultimately parents/guardians are responsible for their child's behavior. For the purpose of this policy which is adopted under authority conferred by state law, student misconduct is separated into two classifications: Superintendent Suspension, which is considered serious misconduct and Principal Suspension, which is less serious but nevertheless disruptive and, therefore, unacceptable. Teachers and administrators are expected to hold students strictly accountable for their failure to obey standards of conduct set out herein. Also see Policy ECAC, Vandalism-Theft-Trespassing.

#### **B. Province of the School**

The district has authority to control student conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of pupils. School officials are authorized to hold students accountable for misconduct in school or on any property of the school, on any school bus going to or returning from school, during school-sponsored activities, or during intermission or recess periods. Student misconduct which occurs at the bus stop or at non-school related activities may be the subject of discipline if the conduct has an effect on the general welfare or reputation of the school its pupils, faculty, administration or staff.

### **C. Consequences of Misconduct**

Students forfeit their right to a public school education by engaging in conduct that is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of students, including violating the standards of conduct set out herein. Possible consequences include, but are not limited to, withdrawal of privileges (athletics, intramurals, before/after school activities, attending outside school events, etc.), the reassignment of the student to another school or site within the district, the principal's removal of the student from school for a period of one to ten school days (Principal Suspension), the superintendent's extension of the suspension for a period of up to 180 school days (Superintendent Suspension), the board's removal of the student from school for a definite period of time, or the board's permanent removal of the student from school. Corporal punishment is not an option, as the board of education prohibits its use in the schools. See Policy JKA, Corporal Punishment.

### **D. Due Process Protections**

Students and parents/guardians shall be accorded all appropriate due process protections in connection with such disciplinary action. Those protections include the following:

**Principal Suspension.** Prior to a Principal Suspension, an informal conference shall be held with the student wherein: (1) the student shall be given oral or written notice of charges against him/her; (2) if the student denies the charges, the student shall be given an oral or written explanation of the facts which form the basis of the proposed suspension; and (3) the student shall be given an opportunity to present his/her version of the incident. If the student's presence at school poses a continuing danger to person or property or an ongoing threat of disruption, the student may be immediately removed from school and the informal conference shall follow as soon as practicable. The superintendent may revoke a Principal Suspension at any time.

Discipline Review Committee If a principal recommends that the superintendent extend a Principal Suspension beyond the initial ten (10) school days, the Discipline Review Committee (DRC) shall review the student misconduct and make a recommendation to the superintendent regarding the length of the suspension. The DRC should ensure that discipline is fairly and consistently applied to all students, regardless of race, ethnicity, disability, gender, school location or any other factors. The superintendent may accept or modify the recommendation of the DRC. The DRC recommendation and superintendent's decision normally shall be made prior to the end of the Principal Suspension. The student and the student's parent or guardian have the opportunity and are encouraged to attend all DRC meetings held to address their child's misconduct.

Superintendent Suspension Any extension of the suspension by the superintendent should normally be made and communicated to the student's parent or guardian prior to the expiration of the Principal Suspension. In cases where the superintendent extends a Principal Suspension for up to 180 school days, the parent/guardian may appeal the decision to the board of education. When there is an appeal, the superintendent shall promptly transmit to the board a full report in writing of the facts relating to the suspension, the action taken, and the reasons for the action. The appeal shall be heard by the board of education or a committee thereof, which shall have full authority to act in lieu of the board. Procedures for the hearing are set out in Board Policy BED. In the event of a suspension of more than ten school days, where the parent/guardian gives written notice that he/she wishes to appeal the suspension to the board, the suspension shall be stayed until the board renders its decision, unless in the judgment of the superintendent of schools, the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the pupil may be immediately removed from school, and the notice and hearing shall follow as soon as practicable.

**Expulsion.** In cases where the superintendent recommends that the student be removed from school for more than 180 school days or permanently expelled, the board of education shall, after notice to parents/ guardians, hold a hearing upon charges preferred and render its decision in writing. Procedures for the hearing are set out in board Policy BED. The parent, custodian or the student, if at least eighteen years of age, may waive any right to a hearing before the board of education, provided such waiver is in writing and is made following a meeting with the superintendent or his/her designee wherein the proposed expulsion is discussed.

#### **E. Standards of Conduct**

Violations of the following standards of conduct represent misbehavior that normally will result in a Superintendent Suspension, a more severe disciplinary action. Upon investigation and consideration of all relevant facts, including any extenuating circumstances, the Principal shall determine whether the misconduct in question is classified as misbehavior that should result in a Superintendent Suspension or a Principal Suspension. Students who engage in less serious misconduct shall be subject to one or more of several consequences of a Principal Suspension. These may include, but are not limited to, a Principal Suspension of ten (10) school days or fewer, notifying parents/guardians by telephone or letter of student misconduct, change of class schedule, special work assignments, loss of class or school privileges, and verbal reprimand. A Superintendent Suspension may result in a suspension of 11 to 180 school days or permanent expulsion. The exact discipline administered rests with the discretion of the school official. The standards are as follows:

Standard 1. Causing Disruption of School or Any School Function A student shall not by use of violence, force, noise, coercion, threat, passive resistance, any device or item which disrupts learning or is prejudicial to good order and discipline, or any other conduct, cause the substantial and material disruption or obstruction of any classroom work, school activity or school function.

Standard 2. Damaging School Property or Property of Others A student shall not cause or attempt to cause damage to the property of the district (including defacing the school or school property) or property of other persons. Repeated minor damage to school or personal property shall be the basis for a Superintendent Suspension or an expulsion from school. Damage to school property may result in the student or parent/guardian being required to pay for the damage.

Standard 3. Stealing or Possessing School Property or Property of Others without Authorization A student shall not steal or attempt to steal the property of the district or property of others. A student shall not have in his/her possession property belonging to the district, a school employee, or another student without the permission of the owner; nor shall a student have possession of stolen property. For the purpose of this policy, theft shall be defined as the taking of property belonging to someone else.

Standard 4. Fighting, Assaulting, or Acts of School Violence or Violent Behavior A student shall not assault anyone by physical contact, nor shall a student commit any act of school violence or violent behavior to another person. Assault means attempting to cause injury to another person or intentionally placing a person in reasonable apprehension of imminent physical injury. Students are prohibited from fighting or entering a fight in progress and from failing to disperse when instructed to do so. The terms "act of school violence" or "violent behavior" shall mean the exertion of physical force by a student with the intent to do serious physical injury to another person.

Standard 5. Harassing, Bullying, Threatening, Hazing or Intimidating Others or Engaging in Hate Acts/ Remark A student shall not harass, bully, threaten, haze or intimidate others or engage in hate acts/remarks for any reason. Threatening others for the purpose of obtaining money or anything of value (i.e., extortion) is prohibited.

Written, verbal or symbolic comments or actions that have the effect of criticizing or belittling another's race, color, religion, national origin, gender, disability, personal appearance, socio-

economic status or sexual orientation may be classified as hate acts/remarks and, depending upon their frequency and/or severity, may be considered serious misconduct. A central office administrator designated by the superintendent may oversee the investigation of allegations of hate acts/remarks at the victim's request or at the superintendent's discretion.

Standard 6. Committing Sexual Harassment or Other Sexual Misconduct A student shall not harass other students or District employees through unwelcome or inappropriate verbal or physical conduct of a sexual nature.

A student shall not participate in inappropriate or unwelcome sexual conduct toward other students or district employees. A student shall not inappropriately touch another person's sex organs or any other body parts in any way that constitutes sexual contact, whether or not such touching occurs through clothing. Nor shall a student expose his/her sex organs or body parts under circumstances in which such conduct is likely to be offensive or otherwise inappropriate.

Standard 7. Possessing, Using, Distributing, Selling or Being under the Influence of Alcohol, Controlled Substances, or Imitation Controlled Substances or Tobacco Products A student shall not possess, use, transfer, distribute, or be under the influence of any alcoholic beverage, controlled substance or imitation controlled substance. The term "controlled substance" shall include any substance defined in the Narcotic Drug Act, Section 195.010RSMo, including any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, imitation controlled substance, chemical substance, or intoxicant of any kind. An "imitation controlled substance" shall mean a substance that is not a controlled substance as defined by Missouri law, but which by appearance (including color, shape, size and markings) or by representations made, would lead a reasonable person to believe that the substance is a controlled substance.

The possession, distribution, and sale of drug paraphernalia on school property or at school-sponsored activities are expressly prohibited. Any attempt to possess, use, transfer, distribute, buy, or sell alcohol or a controlled substance or imitation controlled substance, whether completed or not will be considered a violation of this standard.

Possession, use or distribution of any tobacco products on school property or at school-sponsored activities is expressly prohibited.

Use of a drug authorized for a student with a medical prescription from a registered physician or over-the-counter medication shall not be considered a violation of this standard so long as the student complies with Policy JLCD, Administration of Medicine to Pupils.

Standard 8. Being Insubordinate or Disrespectful to Teachers, Administrators and/or Staff A student shall not engage in disrespectful conduct toward teachers, administrators or staff, nor shall a student be insubordinate toward teachers, administrators or staff. Disrespectful conduct is different from insubordinate conduct. Disrespectful conduct is the use of vulgar, profane speech, offensive body language or actions intended to insult, degrade or offend. Insubordination is the willful act of refusal or failure to comply with school or district guidelines or directions given by any teacher, teacher assistant, principal or other adult providing direction or instruction; refusal to respond may be in the form of a verbal response, absence of a response, an act in violation of a given directive or guideline or the absence of a required action.

Standard 9. Possessing Firearms and Weapons A student shall not bring, possess or use a firearm or a weapon on school property, a school bus, or at any school activity. The term "firearm" includes, but is not limited to, such items as:

1. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by action of an explosive, or
2. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one half inch in diameter, or
3. Any explosive, incendiary, or poison gas, such as: bombs; grenades; rockets with a

propellant charge of greater than four ounces; and other similar devices as recognized under federal law, or

4. Any combination of parts either designed to or intended for use in converting any device into a device as described in the paragraphs above.

The term "weapon" shall mean a firearm as defined above, and the items listed, which are defined as weapons in section 571.010 RSMo: blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, or switchblade. Other weapons include mace, pepper spray, or items customarily used, or which can be used, to inflict injury upon another person or property.

In accordance with federal and state law, any student who violates this standard will be suspended from school for at least one calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis by the superintendent.

A toy gun, water gun, gun replica or weapon replica is not considered a firearm or weapon under this standard. However, possession of a gun replica or weapon replica is prohibited.

Standard 10. Posing a Threat of Harm to Himself/Herself or Others at School, as Evidenced by Prior Conduct A student who, due to his/her prior conduct either in school or away from school, poses a threat of harm to himself/herself or to others at school may be immediately removed from school and/or subject to disciplinary action. Prior disciplinary actions shall not be used as the sole basis for removal, suspension or expulsion of a student.

Standard 11. Possessing Bombs or Other Dangerous Substances A student shall not possess an explosive or incendiary device or any item or substance which could reasonably be considered dangerous to persons or property (such as bombs, gunpowder, ammunition, fireworks, fire bombs, smoke bombs, acid, or other dangerous chemicals) in school or on any property of the school, on any school bus going to or returning from school, during school-sponsored activities, or during intermission or recess periods.

Standard 12. Making False Alarms or False Bomb Reports A student shall not make a false statement regarding the possession or location of an explosive device or incendiary materials, nor shall a student report a fire or activate the fire alarm system when no fire exists.

Standard 13. Setting Fires A student shall not set a fire, attempt to set a fire, or participate in an act which results in a fire on school property, buses, or at a school-sponsored activity off school property.

Standard 14. Misuse of Network Access, Internet Access, or Electronic Equipment Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. A student shall not engage in inappropriate behavior on a school computer or the district computer network. The following acts represent the kinds of conduct considered inappropriate:

- a. Hacking and other unlawful activities
- b. Sending or displaying offensive messages or pictures
- c. Using obscene language
- d. Harassing, insulting, or attacking others
- e. Accessing material that advocates illegal acts or violence
- f. Damaging computers, computer systems, or computer networks
- g. Violating copyright laws
- h. Using another's password
- i. Trespassing in another's folders, work, or files
- j. Employing the network for commercial purposes
- k. Unauthorized disclosure, use, and dissemination of personally identifiable information
- l. Other inappropriate electronic-related actions as determined by the principal

In addition, students will be held accountable for compliance with the district Network Access Policy, IJNDBC and administrative guidelines.

Standard 15. Having Been Charged, Convicted or Pled Guilty to Commission of a Felony in a Court of General Jurisdiction A student who has been charged with, convicted or pled guilty in a court of general jurisdiction (i.e., an adult court, not a juvenile or family court) to commission of a felony criminal violation of state or federal law shall be in violation of this standard and may be suspended or expelled. If the charges are subsequently dismissed or the student is acquitted, the student may be readmitted or enrolled.

The student shall not be suspended until (1) notice of the proposed suspension and a hearing is given to the parents or others having custodial care of the student, and (2) the Board of Education, following a hearing, finds that a prosecutor has filed a formal complaint in court against the student for commission of a felony, or that a grand jury has indicted the student for the commission of a felony.

Standard 16. Being Charged, Convicted, or Pleading Guilty to Certain Serious Felonies A student who had been charged, convicted, or pled guilty in a court of general jurisdiction to one of the crimes enumerated below shall be suspended, or if the student is attempting to enroll, shall not be allowed to enroll. In addition, if a petition has been filed in family court alleging, or the family court has adjudicated, that the student has committed an act that if committed by an adult would be one of the crimes enumerated below, such student shall be suspended or denied enrollment. The enumerated crimes are as follows:

- a. First degree murder under Section 565.020, RSMo; Second degree murder under Section 565.021, RSMo;
- c. First degree assault under Section 565.050, RSMo;
- d. Forcible rape under Section 566.030, RSMo;
- e. Forcible sodomy under Section 566.060, RSMo;
- f. Robbery in the first degree under Section 569.020, RSMo;
- g. Distribution of drugs to a minor under Section 195.212, RSMo;
- h. Arson in the first degree under Section 569.040, RSMo;
- i. Kidnapping when classified as a class A felony under Section 565.110, RSMo;
- j. Statutory rape under Section 167.171, RSMo;
- k. Statutory sodomy under Section 167.171, RSMo.

The student should not be suspended until school officials have verified that a prosecutor has filed formal charges in court against the student, or that a petition has been filed in family court against the student. If the charges are dismissed or if the student is acquitted or adjudicated not to have committed any of the above crimes, the student may be readmitted or enrolled. This provision shall not apply to a student with a disability, as identified under state eligibility criteria, who is convicted as a result of an action related to the student's disability.

Standard 17. Other Serious Misconduct Students who engage in other misconduct not expressly covered by the foregoing standards but which is disruptive to school operations and detrimental to good order and discipline may be subject to disciplinary action up to and including suspension and/or expulsion.

#### **F. Notification To Family Court**

If District officials are aware that a student who has been suspended for more than ten days or expelled is under the jurisdiction of the family court, the superintendent is required to notify appropriate personnel at the family court of the long-term suspension or expulsion.

#### **G. Reenrolling Students Previously Suspended or Expelled**

The following provisions apply to students who have been suspended or expelled from either the Parkway School District or another school district and who wish to enroll in or be readmitted to the Parkway schools.

1. Remedial Conference. Prior to the readmission or enrollment of any student who has been suspended for ten school days or more or expelled in accordance with this policy, a conference

shall be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. District officials shall notify in writing the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference.

2. Students Currently Suspended or Expelled From Another School District. If a student currently suspended or expelled from another in-state or out-of-state school district, including a private or parochial school, attempts to enroll, the Parkway School District should enroll the student if the student would otherwise be eligible to enroll in and attend Parkway schools. At the request of the parent or guardian, a conference with the superintendent or the superintendent's designee may be held to consider if the conduct of the student would have resulted in a suspension or expulsion from Parkway. Irrespective of whether the parent or guardian requests a conference, the superintendent or his/her designee should determine whether the conduct would have resulted in a suspension or expulsion from Parkway. If the superintendent or his/her designee determines that it would have, the District may make the prior suspension or expulsion effective in Parkway. If the superintendent or the superintendent's designee determines the conduct would not have resulted in suspension or expulsion from Parkway, the student will be allowed to immediately attend the appropriate Parkway school. In the case of a student with a disability, the suspension or expulsion does not eliminate the obligation under federal law to provide the student with a free appropriate public education (FAPE).

#### **H. Student Discipline Records**

The Board of Education directs the superintendent or his/her designee to compile and maintain records of any serious violation of this Student Discipline Policy for each student enrolled in the District. Such records shall be made available to teachers and other school district employees with a need to know, and shall be provided in accordance with state law to any school district in which the student subsequently attempts to enroll within five business days of receiving the request. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

#### **I. Intervention Plan**

Each student must choose to avail himself/herself of the educational opportunity found in the Parkway Schools, maintain the intrinsic motivation and receive extrinsic motivation to achieve and behave appropriately.

The Parkway Board of Education further recognizes that, despite the good intentions and best efforts of staff, some students will choose to not participate in the educational process. Over time, such students strain the educational resources of their school and the District; restricting the educational growth opportunities of the majority. When a student illustrates the lack of commitment to modify his/her academic and/or behavior performance, an intervention plan will be developed within the current resources of the school district. Continued lack of commitment or lack of improvement could lead to loss of privileges or an assignment to another program or school. A secondary student classified at Intervention Level 0 who misbehaves and/or shows little or no academic improvement during the agreed upon monitoring period may be reassigned to an alternative educational setting. Students with disabilities should have access to and may be reassigned to alternative educational settings, provided their right to a free appropriate public education (FAPE) in the least restrictive environment and procedural safeguards are guaranteed.

Principals are authorized to develop academic/behavior intervention plans for students, when such plans are appropriate and consistent with administrative guidelines developed by the superintendent. The intent is to re-establish a cooperative effort between the district, the attendance area, the school, the home and the student. The guidelines will generate a process designed to determine expectations, interventions, and procedures to assist students and their families in the responsibilities required for attaining the academic/behavioral progress necessary to earn a high school diploma from the Parkway School District.

## **J. Parent/Guardian and Student Notification**

Students and parent/guardians should know in advance the standards of conduct which students are expected to observe in the schools and the probable consequences of their failure to obey these standards. In furtherance of this objective, a copy of this policy and any local school discipline policy will be sent by mail to all parents/guardians at the beginning of each school year. Students and staff shall also receive a copy and meetings will be held to discuss these policies either prior to or shortly after the school year begins. At the time of registration, a new student and his/her parent/guardian shall be provided a copy of this policy and any local school discipline policy. A copy of this policy shall be available in the superintendent's office during normal business hours and can be accessed on Parkway's district website.

APPROVED: May 24, 2006

SUPERSEDES: JK, Student Discipline, 08/10/05, 4/23/03, 6/5/02, 7/2/99, 5/6/98

LEGAL REFERENCE: Missouri State Statutes Sections 160.261, 167.161, 167.171

Gun Free Schools Act, Section 14601, (March 1994)

CROSS REFERENCE: ECAC Vandalism Theft Trespassing

GBAA Sexual Harassment

JICB Care of School Property by Students

JICG Smoking

JICH Student Drug Abuse

JIH Interrogations and Searches

JIJ Student Demonstrations and Strikes

JKA Corporal Punishment

JKD Student Suspension

JKF Disciplining Students with Disabilities

JLCD Administration of Medication to Pupils

Note: Although the Standards of Conduct and the Academic Behavior Intervention Plan defined in Policy JK, Student Discipline, apply to all students, specific consequences for violations of these standards by students with disabilities will be determined in accordance with Policy JKF, Disciplining Students with Disabilities, and its guidelines.