

PARKWAY SCHOOL DISTRICT

CARMAN TRAILS SCHOOL

Student and Parent Handbook



Revised July 2026

Quick Reference

School Hours: 9:05 am-4:00 pm

Office Hours 8:00 am-4:15 pm

555 WEIDMAN ROAD SOUTH
MANCHESTER, MISSOURI, 63021

Phone: 314-415-6100

Fax: 314-415-6119

Attendance: 314-415-6126

Principal:	Mr. Aaron Bryant	314-415-6101
Assistant Principal:	Dr. Robert Villigram	314-415-6103
Principal's Secretary:	Nancy Pfister	314-415-6102
Attendance/Registration:	Lindsey Gamel	314-415-6104
Nurse:	Connie Connelly	314-415-6110
Counselor (grades 3-5):	Krystal Giles	314-415-6109
Counselor (grades K-2):	Dr. Megan Hussmann	314-415-6108
PTO President:	Ashley Pfannebecker	
PTO CoVice-Presidents:	Carrie Rodgers	

Carman Trails Website: <https://carmantrails.parkwayschools.net/>

Carman Trails Facebook: <https://www.facebook.com/CarmanTrails>

School Colors: Blue and Yellow

School Mascot: Cougar

School logo: Paw Print

Parkway School District Mission

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

Carman Trails Vision

Our school achieves excellence through hard work, caring relationships, and positive thinking.

Carman Commitments

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ARRIVAL/DISMISSAL PROCEDURES

Please reference Maps - [here](#)

Drop-off begins at 8:45 AM

Thank you for adhering to the above student drop-off plan. Your patience will help us conduct a safe arrival for all of our students. Please note the following important facts.

- Similar to last year - cars will use what used to be our bus lane. Details follow.
- Arrival - School doors open and drop off can begin at 8:45 AM.
- Car riders should enter at our main entrance. When necessary and in order to get traffic off of Weidman, the line may go up onto the playground, back down, and around the front of the school to the 2nd cross walk. Staff members will help direct cars and assist students exiting their cars to the main entrance.
- For safety reasons, students will only be safely received from and loaded into cars that follow the above route and not allowed to walk through the parking lot or elsewhere.
- THANK YOU for your help in conducting a safe arrival and dismissal!

Pick-up begins at 4:00 PM

Thank you for adhering to the above pick-up plan. Your patience will help us conduct a safe dismissal for all of our students.

- Dismissal - Dismissal begins at 4:00 - cars can line up starting at 3:45 PM.
- Cars should enter at our main entrance. The line will go up onto the playground, back down, and stop at the gate at the bottom of the ramp indicated by the stop sign in the diagram above. A school employee will release cars to the front of the building, filling the bus lane with two rows of cars - starting with the row by the curb. Students will be escorted down the row of cars and loaded into vehicles. Once safely loaded, cars will be released and the process will repeat.
- For safety reasons, students will only be loaded into cars that follow the above route and not allowed to walk through the parking lot or elsewhere.
- THANK YOU for your help in conducting a safe arrival and dismissal!

ATTENDANCE

Attendance Policy - Board Policy JE.BP - The Board of Education believes 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.

Regular attendance and punctuality relate positively toward school achievement. Irregular attendance creates insecurity and stifles learning.

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

Student Health/Illness Guidelines - If your child will not be attending school for any reason, it is very important for you to call and notify the school office of the reason for the absence. This helps us to keep track of illnesses among our students. It also helps us be assured that your child is safe at home.

The absence may be called in before 8:30 AM at 314-415-6126. After 8:30 AM, please contact the office at 314-415-6100. Carman uses a Dial safe program which means we will call you if your child is not at school and we have not heard from you. In addition, parents/guardians should be aware that notifying the school of an absence does not make an absence excused. When a student is tardy, he or she must report to the office and obtain a late pass for their teacher. The student's parent should come into the office to sign him or her in.

Attendance is tracked and a letter will be sent home at 5 absences and/or 10 total absences. If a vacation is taken that exceeds 11 days, the student will be withdrawn from school. Contact may also be made with the district social worker regarding any student that has a history of being tardy or excessive absences.

For prolonged absences (more than two weeks), contact the main office at 314-415-6104.

Questions regarding your child's attendance may be directed to Meena Correll, attendance secretary or Dr. Robert Villigram, assistant principal.

BICYCLES

Carman Trails does not permit students to ride bicycles to school due to safety concerns.

BEHAVIOR & DISCIPLINE

We believe that children learn best in a positive and caring community. In addition to the Parkway Discipline Policy, high standards of behavior are expected for the safety and well-being of all Carman Trails students. Students are given every opportunity to learn and use good behavior. Our school-wide plan provides the structure and environment in which our children will meet the high academic standards of the Parkway School District.

Our plan is based on research and makes use of effective, proactive measures, instructional strategies, positive feedback, restorative practices and logical consequences.

Without exception and regardless of the school situation, it is expected that all Carman learners are respectful, responsible, kind students who demonstrate integrity and perseverance. Carman Trails Universal Norms are below:

- Keep hands, feet, and other objects to yourself, in fun or in seriousness.
- Use kind and respectful words and actions towards others and their property (no teasing, put downs or bullying).
- Follow directions of all adults employed by the school.
- Allow others to work undisturbed.

Student behavior seldom requires attention beyond the classroom teacher. The principal or assistant principal is notified if behavior indicates a need for additional intervention. The principal will discuss the situation with the child. The school notifies the parents/guardians when a student's behavior is extreme and persistently requiring the principal's attention.

- **Discipline Policy** - [Board Policy JG.BP](#) and [JGR1.BP](#) - It is essential that the district maintain a safe school environment and a climate that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn.
- **Interrogations and Searches** - [Board Policy JFG.BP](#) - The district respects the privacy of students. However, in order to maintain a safe learning environment and properly investigate potential misconduct, district personnel may search student property or district property used by students and, in some limited situations, may require students to undergo drug and/or alcohol testing. All searches will be conducted professionally and in accordance with law.

BULLYING

Everyone is required to read Parkway's *Student Bullying policy* as part of the online training videos at the beginning of the year. The policy was approved in 2022 and is helpful in that it defines bullying to make it easier to identify. If you would like to reread the publicly available policy, please use the links below.

- **Bullying Policy** - [Board Policy JFCF.BP](#) - In order to promote a safe learning environment for all students, the Parkway C-2 School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

BUS TRANSPORTATION

Parkway and the Voluntary Interdistrict Choice Corporation (VICC) provide transportation for Carman Trails students.

As a result of the nationwide bus driver shortage, the board approved a change to our transportation services and reduced the number of bus routes for the upcoming school year. We have identified neighborhood schools where it would be safe for students to walk to school if needed within a mile of the school. Safe walking zones are neighborhoods where there are sidewalks and students do not have to cross a major intersection to get to school.

- Bus service is not provided for elementary students in neighborhoods within a mile of the school.
- Due to the reduction in bus routes, and hiring more drivers this summer, we will be able to safely provide transportation to all families who are eligible.
- Bus stops and times will be available online [here](#) in early August.

Students must comply with the following regulations and responsibilities when riding the bus:

- Obey the bus driver.
- Remain seated on the bus at all times.
- Keep hands, arms, head and belongings inside the bus.
- Speak in quiet tones.
- Profane or obscene gestures are unacceptable.
- Fighting, spitting or throwing of objects is prohibited.
- No destruction of property.

Repeat offenders forgo the right to ride the bus.

Your child is to ride on the assigned bus. Exceptions can be made, if space permits, with the parent's written consent to the office. The student should deliver this request to the office before school begins. The office will assign a special bus pass for that day. The school requires the parent's written permission for students to walk home after school dismisses or for any changes in dismissal. For changes, please contact the office no later than 3:00 PM.

CAFETERIA, LUNCHES, AND FOOD PANTRY

Families who submitted and were approved for free/reduced meals last year will carry over that status for the first 30 days of the new school year. All families must reapply in order to be eligible for free/reduced meals throughout the school year. [Apply here.](#)

Check out [lunch menus](#) and [deposit money here](#).

A central kitchen located at South High School services our school meals. Our cafeteria offers a balanced hot lunch for a reasonable charge. Students use a (PIN) personal identification number to make deposits to their personal cafeteria "Bank Account" for purchasing meals and ala carte items. We ask that you complete the information on a special deposit envelope, insert cash or address a check to Parkway School District. Deposit sealed envelopes in a Meal Deposit Box located in front of the office. You may purchase lunches daily or for several days in advance.

Parkway publishes monthly menus, which are posted on the [nutrition services website](#). Follow these for daily choices. For sack-lunches, milk and juice are available. If a student forgets his lunch or money, the student may charge lunch that day but he/she should repay the next. Students may not charge over three days. You can check the balance in your child's account or look at current menus by visiting the Parkway website, and going to the Food Services link.

- [Free & Reduced Lunch Guidelines](#)

Information regarding the district food pantry program can be found here.

- [Parkway Food Pantry](#)

CALENDAR

Please find the district calendar linked here - [District Calendar](#) - 2026 - 2027

CELL PHONES

[Cell Phones - Display and Usage- Board Policy JFCD.BP](#) Adopted 06.2025 - Students may not display or use cell phones or other "electronic personal communication devices" ("devices") (as defined below) from the beginning of the school day (the first bell) through the end of the school day (the last bell), including, but not limited to, during instructional time, meal times, breaks, time between classes, and study halls.

CHARACTER EDUCATION

Carman Trails was very excited to be recognized as both a State School of Character and National School of Character for 2022! Character is prioritized and practiced daily during morning meetings and throughout the school day as appropriate. Our school community voted on new character core values which are listed below. We encourage our families to ask their child/student daily about what core values they used and how they practiced good character!

Motto

Work hard, aim high, do what's right!

Core Values

Perseverance
Respect
Integrity
Discovery
Empathy

DRESS

School-appropriate clothing at the elementary level should encourage active play and healthy interaction between children and adults. It should *not* detract from the positive learning environment. Words or graphics that are offensive are not permitted. For safety reasons, students *must* wear tennis shoes for P.E. class, and they are also recommended for active play during daily recesses.

EMERGENCY CONTACTS

Please update the office when phone, email, or address information changes. You can also update this information in the Parent Portal through Infinite Campus.

EMERGENCY SCHOOL CLOSING

Schools may close unexpectedly due to severe weather, power failure, heating problems, etc. You will be notified by phone, text, and email of school closings through Parkway's Emergency message system. If school dismisses early, does your child know what to do if you are not at home? Please have a plan rehearsed with your child that includes going home on a bus to a safe, familiar home. Weather and other emergencies may not permit a child to wait for you at school until you can pick up your child.

EVERY STUDENT SUCCEEDS ACT (ESSA) COMPLAINT PROCEDURES

The Every Student Succeeds Act of 2015 (ESSA) requires Parkway to provide parents, students, and other stakeholders with information about procedures for filing a complaint alleging a violation of federal law or regulations under a covered ESSA program.

A complaint, for these purposes, is a signed, written allegation that a violation of a federal statute or regulation that applies to a program under the ESSA has occurred. Covered programs generally include, but are not limited to, Title I, Title II, Title III, Title IV, and provisions relating to equitable services for private school students.

Procedures for filing a complaint with the Missouri department of Education can be found at <https://dese.mo.gov/media/pdf/essa-complaint-procedures>.

EXCUSING STUDENTS DURING SCHOOL HOURS

For the children's safety and security, it is important that children be released through the office only, not from the classrooms. If it is necessary to pick up your child from school before regular dismissal, please come directly to the office, and we will call your child out of class. Teachers are instructed not to release a student unless authorized by the office. We ask that you send a note to the office in the morning if you know you will be picking up your child early.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The annual FERPA notice can be found here - [FERPA Notification](#)

FIRST AID

Our school renders minor first aid only. The school nurse or other school personnel will administer to these injuries. For health care extending beyond first aid, the school contacts and requests parents to take the child to the doctor. If improvement does not occur for a student to return to class, the school contacts the parents to pick up their child.

FORGOTTEN MATERIALS

We encourage you to help children take responsibility for their own materials. If your child forgets to bring an essential item to school, you may bring the item to the office. This limits classroom interruptions.

GIFTED AND TALENTED PROGRAM (MOSAICS)

Parkway's gifted and talented program is multifaceted. In keeping with state guidelines, the program's goal is to provide experiences that service the need of formally identified students. Curriculum includes exposure to the arts, sciences, mathematics, and forms of communication.

Carman Trails has a half-time certified gifted and talented teacher on staff who strengthens the student's critical thinking skills while nurturing their creative abilities.

HOMEWORK

The Parkway School District believes that learning is a lifelong process that takes place not only in the classroom, but also in the home and community. Therefore, homework is important as an integral part of the educational process. Properly designed homework

helps students develop responsibility, independence and time management skills. It creates interest on the part of the student in continuing the learning process after class hours and throughout life. It provides an important channel of communication between the home and school.

The definition of homework shall be an assignment that students complete outside the regular classroom time. The four basic categories of such work are:

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

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

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

HOMEWORK REQUESTS - ILLNESS

If your child is ill for more than one day, you may request homework by sending your child's teacher an email or leaving a message on the teacher's voice mailbox. Please pick up homework at the office after school or request it to be sent home with another student.

HOMEWORK REQUESTS - WHEN STUDENTS ARE OUT OF TOWN

If a child is taken out of school for family travel, homework will not be provided in advance. Families are strongly encouraged to plan vacations during non-school dates such as spring break or summer, because it is difficult to replicate the learning experiences that occur in the classroom.

INCLEMENT WEATHER

If school is called off during the day, parents will be notified via the district emergency communication system. You may also listen to local media or consult the Internet for Parkway school closings or schedule adjustments during inclement weather or emergency situations.

INDIVIDUAL STUDENT SOLUTIONS

Teachers monitor student progress on a daily basis. When a student does not progress as expected, we use a systematic approach to solve the concern. To begin, the teacher contacts the child's parent(s) to share their observations. In addition, the teacher may also seek assistance from the grade level team and provide extra assistance during WIN Time. If growth is still not seen, the teacher may contact the Problem Solving Team.

All Parkway schools utilize a team approach for addressing academic and social/emotional concerns. The Problem Solving Team is a group of professional staff representing a variety of disciplines. These may include general education, guidance and counseling, administration, school health/nursing, special education, speech/language pathology, school social work, and school psychology.

To the extent warranted, the "problem solving" process involves problem identification (i.e., definition and analysis), the development and implementation of interventions, evaluation of their effectiveness, and, as needed, referral (e.g., for assistance, additional assessment, or services). This process is based on systematic data collection and analysis, documentation, consideration of all relevant and valuable information, and hypotheses development/testing.

LIBRARY MEDIA CENTER

Carman Trails has an excellent Library Media Center (LMC), for student and adult research or recreational reading. The electronic "card catalog" aids students in the location of materials within the center and any Parkway library media center. The LMC is open daily for students and teachers to access the internet, check out books and non-print materials, work on projects and generally use the library resources.

LOST AND FOUND

Label all items your student brings to school. Students and parents may peruse the assortment to retrieve lost items. Charitable organizations receive unclaimed belongings.

MEDICAL EMERGENCY

In the event of a medical emergency, specific Carman Trails staff members are designated to provide first aid until rescue vehicles arrive. Additional staff members are trained and certified in adult and child CPR should the need occur.

MEDICATION AT SCHOOL

Medication at School - All medications administered at school require parental and physician authorization. Students in grades 9-12 may carry their own over-the-counter medication in the original container with a permission note signed and dated by a parent/guardian requesting self-administration. Only FDA-approved medications will be administered during the school day.

Please contact the school nurse's direct office number at 314-415-6110 with further questions.

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 an individual needs assistance to attend or participate in any school or District activity, please contact the staff member responsible for that event. Questions, concerns, or requests for information/assistance can also be directed to the designated District coordinator for each applicable federal law.

- **[Educational Equity Policy - Board Policy ACIB.BP](#)**
- **[Parkway Handbook Language for Title IX - Elementary](#)**
- **[Services and Rights For Students with Disabilities](#)**
- **[Notice Of Nondiscrimination](#)**
- **[Non Discrimination and Anti-Harassment - Board Policy AC.BP](#)**

PARENT-TEACHER ORGANIZATION

Carman Trails School is fortunate to have an active PTO. It functions as a service arm to our school. All parents are members of this organization. The organization is supportive in making our school a pleasant and productive environment. Members of the PTO collectively sponsor staff appreciation activities, fund raising, gifts to school, cultural arts programs, and numerous other activities for students. PTO meeting dates can be found on the School Calendar.

PARTIES

Two seasonal parties occur during the school year. The PTO's Room Parent Chairperson sets the general party guidelines. Watch for dates and times in the monthly principal's newsletter.

PARTY INVITATIONS

The school does not encourage the distribution of party invitations at school. If they must be distributed at school, each child should be invited from your child's classroom.

PERSONAL BELONGINGS

Phones/Electronics: Items that are distracting to the learning process or are expensive are not permitted at school. If your child needs to bring a cell phone to school, please have your child keep it in their backpack during school hours. Any necessary phone calls can be made from the main office. Students will not be permitted to access their personal phones until dismissal time.

Physical Education Equipment: Our physical education department provides equipment for the P.E. program and recess.

PETS

Pets are not permitted at school.

PHYSICAL EDUCATION

Physical education is an integral part of the curriculum at Carman Trails. We encourage loose clothing for freedom of movement. For safety reasons, students are required to wear tennis shoes at school every day. During winter months when boots are worn, tennis shoes may be carried to school in book bags. Students must present a written consent from their parents or physician for an excuse from physical education class.

PICTURES

Professional photographers take individual student pictures in the fall. These are available for purchase.

Please know, if you fill out the Opt Out form at the beginning of school year, your child's picture will not be included in the yearbook.

REPORTING TO PARENTS

The school year is divided into two semesters. Parents receive Student Progress Reports after the completion of each semester, and parent-teacher conferences are held each year in the fall. Several days prior to conferences, teachers send home scheduled individual conference times with your student. Parents may also schedule additional conferences via phone or in person. New students must be in attendance 20 school days before the end of a semester to receive a written report.

SCHOOL HOURS

Classes for Carman Trails begin at 9:05 AM. Students should not arrive before 8:45 AM. Dismissal is at 4:00 PM. The school is not responsible for children on the school grounds before or after school hours.

STUDENTS WITH DISABILITIES/SPECIAL EDUCATION PROGRAMS

Students with disabilities are protected by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act (ADA). Students with disabilities are entitled to a "free appropriate public education," which is defined by the student's Individualized Education Program (IEP) or Individualized Accommodation Plan (IAP). Staff, parents, or anyone else who has significant educational concerns about a student or believes an individual may have a disability can initiate the special education and/or Section 504 "identification" process by requesting that the school's Problem Solving Team considers the concerns.

All individuals from 3 to 21 years of age residing in St. Louis County, as well as St. Louis City residents attending Parkway schools, are eligible for special education 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 audiological and special education evaluations, hearing and speech/language screening services, Special Non-Public Access Program (SNAP), special education services for students with educational disabilities attending private/parochial schools, and a variety of adult education and "transitional" programs. Parkway provides accommodations for students with Section 504 only disabilities. Home teaching for home or hospital-bound students (both with and without disabilities) and applied technology/vocational programming are also available.

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 Superintendent of Schools. Questions or requests for assistance/information should be directed to the school's principal, Allison Love, or to Parkway's Special Services Department at the Administrative Center at 314-415-8071.

SMOKING POLICY

Parkway School District and St. Louis County ordinances prohibit smoking inside our building or on the outer premises.

STUDENT RECORDS

Parents of students may inspect and review the student's education/health records upon request. Submit to the principal a written request identifying the record(s) you would like to review. The principal, or a designee, will arrange access to these files. Likewise, Parkway School District discloses information from a student's education/health records only with the written consent of the parent or eligible student.

TECHNOLOGY

[Technology Use Policy - Board Policy GBE.BP](#) - Parkway School District encourages the use of electronic services for effective communication and as an effective resource for staff, students, and parents.

[Technology Misconduct \(Updated 07.2025\) - Board Policy JGR1.BP](#)

The use or display of cell phones or other personal electronic devices is prohibited during the entire school day. The use or display of cell phones or other “electronic personal communication devices” (“devices”) (as defined in Policy [JFCD.BP](#)) is prohibited from the beginning of the school day (the first bell) through the end of the school day (the last bell), including, but not limited to, during instructional time, meal times, breaks, time between classes, and study halls.

Further, District officials are authorized to confiscate a device if: (1) the official determines that a student has disrupted the learning environment through the use or display of a device; or (2) has displayed or used a device during unauthorized times without permission.

Exceptions will be allowed when the display and use of the device is necessary due to an “emergency” (a serious, unexpected and dangerous situation that requires immediate action) or to comply with state and federal laws, such as to comply with a student’s IEP or 504 Plan. See Policy [JFCD.BP](#) for a full list of exceptions.

First Offense: Student conference, confiscation, or detention.

Subsequent Offense: Student conference, confiscation, detention, in-school suspension, or 1-180 days out-of-school suspension

TEXTBOOKS AND SUPPLIES

The district provides most items including textbooks that students require for school. Parents need to furnish certain items that are consumed by the students (i.e. pencils, paper, erasers, scissors and crayons). Children are responsible for all books, supplies and furniture supplied for their use. The school requests payment for lost or damaged items.

TITLE ONE - PARENTS' RIGHT TO KNOW

Our district must inform you of certain information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide you, in a timely manner, the following information:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas where the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
3. Whether your child is provided services by paraprofessionals and, if so, their qualifications.
4. What baccalaureate degree and major the teacher has, any other graduate certifications or degrees held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each parent:

1. Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
2. Timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

USE OF TELEPHONES

Telephones in the school are for business purposes. Students may use them for emergencies only. The staff will relay non-emergency messages to students. Cell phones are not allowed in classrooms. If you wish to have your child carry a cell phone to and from school, the phone must be kept in the child's backpack during school hours.

VIRTUAL LEARNING

Missouri School Access and Virtual Programming can be found here - [DESE MOCAP Guidance](#)

VISITORS & VOLUNTEERS

The welcome mat is always out at Carman Trails for your visit. Please note that we have a doorbell that all visitors must use. Please be prepared to state your name, reason for visit, and provide a valid form of identification. Upon entry, visitors should check-in at the office to receive visitor identification. If you wish to meet with a teacher to discuss your child's progress, please make arrangements via email/phone call to do so when class is not in session.

A **visitor** is someone that is just coming in to drop something off for their student or a staff member, a guest speaker, they are having lunch with their child, they are attending a class party, they are dropping books off in the library, they have a meeting with a staff member, etc. **There is no chance they could be left alone with a student.**

According to Missouri Statute 168.133 a volunteer:

"...shall mean any person who assists a school by providing uncompensated service and who may periodically be left alone with students. The school district shall ensure that a criminal background check is conducted for all screened volunteers, who shall complete the criminal background check prior to being left alone with a student. Screened volunteers include, but are not limited to, persons who regularly assist in the office or library, mentor or tutor students, coach or supervise a school-sponsored activity before or after school, or chaperone students on an overnight trip." This includes chaperoning field trips.

Carman Trails offers a variety of programs for volunteers. Please see the visual below for options.

If you would like to begin the volunteer registration process, [please use this link](#).

Volunteers	Visitors
Anyone in the building to accomplish a specific task during school hours	Class reader
Chaperone field trip	Attend assembly
Anyone that has the potential to be left alone with a student.	Attend party
Tutors - Oasis	Support library during non school hours
Volunteer Coaches	Guest Speaker
3rd Party Vendors/Consultants: counselors from outside agencies, Chartwell employees, Athletic Trainers	Anyone coming into the building after students are gone to help work on a project with other adults only.

VOICE MAIL

To reach a staff member, you may directly dial their phone number. During class time, these calls will go to the teacher's voicemail. If you have an important message that is timely, such as a change in dismissal procedures, please call the main office to get the message to the teacher.

WITHDRAWAL AND TRANSFER

Notify the office as soon as possible prior to a move from the community or transfer to another Parkway school. We can then prepare transfer information enabling the new school to place your child in the proper program. Carman Trails sends records to the new school after their written request for records has been received. It is especially important that parents return all Carman Trails library books and other books prior to your student's last day.

UNWELCOME COMMENTS/BEHAVIOR FROM EMPLOYEES OR STUDENTS

The Parkway School District is committed to creating a welcoming school environment for all students. While part of our curriculum focuses on developing our elementary school students' social skills and peer interactions, the District recognizes that there are certain behaviors that cannot be tolerated. For example, students or adults making repeated inappropriate or unwelcome comments about another student's body or private areas, or an adult or student inappropriately touching another student. For more information and examples of unwelcome conduct or behavior, please see District Board Policy Guideline [ACA.BP](#), Sexual Harassment.

To report an incident of Sexual Harassment or Discrimination - please contact your counselor, building administrator or the Compliance Coordinator listed below:	
Title IX Student to Student Incidents <u>or</u> Student-to-Staff Incident	Dr. Greg Mathison , Asst. Superintendent of Student Services Title IX Coordinator 760 Woods Mill Road Manchester, MO 63011 314-415-5293
Title IX Staff to Staff Incidents <u>or</u> Staff to Student Incident	Dr. Michael Baugus , Chief Human Resources Officer Title IX Coordinator 455 N. Woods Mill Road Chesterfield, MO 63017 314-415-8017

Sometimes it is hard to recognize whether certain conduct is worth reporting to the counselor, principal, Dr. Baugus, or Dr. Mathison. The District encourages all students and parents to report **any** comment or behavior they see as a concern, even if it is based on a rumor.