

**PARKWAY WEST MIDDLE SCHOOL
STUDENT HANDBOOK
2018 – 2019
2312 BAXTER ROAD
CHESTERFIELD, MISSOURI 63017**

**PHONE: 314/415-7400
ABSENCE REPORTING: 314/415-7426
PARKWAY SAFE LINE: 314/415-SAFE**

www.parkwayschools.net/wms

Follow us on Facebook & Twitter @pkwywestmiddle

Dr. Anne Miller, Principal

annemiller@parkwayschools.net 314/415-7401

Mr. Steve Gerace, Assistant Principal, Grade 6

sgerace@parkwayschools.net 314/415-7405

Mrs. Christine White, Counselor, Grade 6

cwhite@parkwayschools.net 314/415-7417

Mrs. Carrie Lawton, Assistant Principal, Grade 7

clawton@parkwayschools.net 314/415-7407

Mrs. Leigh Klawiter, Counselor, Grade 7

lkawiter@parkwayschools.net 314/415-7416

Mr. Jason Kozdron, Assistant Principal, Grade 8

jkozdrone@parkwayschools.net 314/415-7403

Mrs. Lisa Burks, Counselor, Grade 8

lburks@parkwayschools.net 314/415-7418

This handbook belongs to:

Name _____
Address _____
City _____
Zip Code _____ Phone _____
Team _____ LEAD Time Teacher _____

TABLE OF CONTENTS

Longhorn Way:	
Introduction	2
District Mission and Vision Statement	2
Learning Principles and Commitments	3
LEAD Time	3
PRICE Values	4
Core Values	5
Expectations:	
Attendance	5
Arrival and Dismissal	5
Dress Code	5
Tardies	6
Communication:	
Announcements	
Open Houses and Parent-Teacher Conferences	6
School Closing	6
Technology:	
ALT Program (Chromebook)	
Cell Phone Use	6
Digital Citizenship Pledge	6
Academics:	
2018-19 Teams	6
Academic Honor Roll	7
Academic Integrity	7
Academic Support	7
Counselors	7
Homework	7
Library	7
Physical Education	7
Student Progress/Grades	7
Transfer of Student Records	7
Withdrawal from School	8
Longhorn Day to Day:	
After-School Activities	8
Activity Bus	8
Care of Personal and School Property	8
Illness/Injuries/Medicine	8
Locks and Lockers	8
Lost and Found	9
Lunch	9
School Store	9
Transportation:	
Bus Conduct and Safety	9
Bus Passes	9
Personal Care:	
Drug-Free Environment	9
Fight-Free Environment	9
Personal Items and Valuables	9
Emergency Procedures:	
Drills	9-10
Parkway Safe Line	10
District and Special Education Information:	
Parkway School District Policy JK, Student Discipline	10-17
Family Educational Rights and Privacy Act (FERPA)	18-20
Non-Discrimination/Accommodation Notice	20
Special Education Information	20-22



LONGHORN WAY INTRODUCTION

Welcome to West Middle School! We are looking forward to a wonderful year and we hope you are too. At West Middle we strive to create an environment where everyone stands together with a purpose, place, and voice. We also focus on applying the 7 habits to our life and our PRICE Values

Our community is important. All actions and words have an impact on the West community. This handbook is designed to help students and parents understand the policies and procedures that enable us to work together effectively. Using this information will be to your advantage and will also help maintain the high standards we have at our school.

Please read this carefully and keep it for easy reference. Your teachers, counselors, and administrators will be available to clarify any questions you may have. Together we'll make great things happen!

PARKWAY SCHOOL DISTRICT MISSION STATEMENT

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.

WEST MIDDLE MISSION STATEMENT

The mission of the Parkway West Middle School is to create capable, curious, caring and confident learners in a community where everyone stands together with a purpose, place, and voice.

VISION STATEMENT

We succeed when each student and each graduate:

- transfers prior learning to new demands, in and out of school
- is fully prepared for future educational challenges
- is a creative, thoughtful and effective problem solver
- is increasingly a self-directed, skilled and persistent learner
- is a literate and critical consumer of information and ideas
- speaks articulately and listens effectively
- acts out of a strong sense of personal, social and civic responsibility
- seeks to understand the views, values and cultures of others
- works skillfully with others to achieve common goals
- pursues a personal direction based on individual talents and interests

LEARNING PRINCIPLES

The conditions under which optimal learning takes place are observable in our classrooms and confirmed by educational research. Therefore, as a learning institution, we commit to ensuring learners:

- understand the purpose and outcomes of their learning as well as the standards required for success
- transfer their learning to new situations beyond the classroom and school
- make meaning of content within helpful conceptual frameworks and multiple contexts
- use feedback to improve products, performances, key skills and transfer of learning
- self-assess and self-adjust their learning through reflection against rigorous goals
- construct new knowledge by building on prior knowledge and activating earlier ideas
- test ideas, take intellectual risks and learn from mistakes in pursuit of understanding
- experience learning challenges that match their abilities, needs and interests
- realize that the capacity to learn is not fixed; ability and understanding can always improve

COMMITMENTS

To accomplish our mission, the Parkway School District will:

- value the uniqueness of students and believe in their ability to learn and succeed
- engage students in meaningful learning through a guaranteed, viable district curriculum that is rigorous and relevant
- ensure students experience respectful learning environments that are safe, welcoming, and well-designed
- support the health, well-being, integrity, and character development of students
- maintain a culture of accountability in which all departments, schools and programs collect and report relevant data on their progress toward Mission-driven goals
- develop and support strong professional communities that utilize data, knowledge, experience and research to improve practice and accomplish goals
- build positive relationships among students, families, staff, and the broader community
- responsibly and efficiently allocate resources including finances, facilities, personnel, and time
- cultivate the creativity and diversity of talents within each student
- recruit, employ, develop, and retain an exceptional staff dedicated to and representative of Parkway's diverse community

LEAD TIME

Our school believes that everyone can be a leader. The Lead initiative is geared toward “helping students and staff lead their own lives (personal leadership), work effectively with others (interpersonal leadership), and make a positive contribution to their surroundings (civic leadership).”


Students are being “leaders” when they use skills such as teamwork, empathy, communication, time management, and initiative -- all of which are embedded in the 7 Habits and PRICE core values.

Students will have at least 3 different opportunities during the school year to develop their leadership skills: (1) as members of a Lead Time group, (2) volunteering for a schoolwide leadership role, and (3) classroom leadership roles.

I AM WEST

PRICE: Perseverance, Responsibility, Integrity, Cooperation, Empathy

How do we display the core values during the school day?

Core Values	Classroom	Lunchroom	Bus	Restrooms and locker room	Hallway
Perseverance Responsibility Integrity Cooperation Empathy 	<ul style="list-style-type: none"> *Work/try hard on assignments and goals *Advocate for yourself when you need extra help *Finish your work *Participate and pay attention *Clean up after yourself *Be respectful to others learning *Do what's right when the teacher is not looking *Help others *Work together 	<ul style="list-style-type: none"> *Always work to include others and make them feel welcome *Wait in line *Throw away your trash *Respect food allergies *Stay seated until dismissed *Say please and thank you *Walk and be aware of your surroundings 	<ul style="list-style-type: none"> *Be nice! *Stay in your seat *Use appropriate language and conversation *Listen to the driver *Take care of the bus seats *Respect other's space *Use inside voices *Clean up after yourself **Respect other's space. Keep arms and feet to yourself 	<ul style="list-style-type: none"> *Put paper towels in trash *Clean up; flush the toilet *Wash your hands *Respect people's privacy *Close the stall door *Use self-control 	<ul style="list-style-type: none"> *Get to class on time *Be understanding of people who unintentionally bump into you *Walk with a purpose. *Use low voices *Watch where you are going *Stay to the right and use the correct stairs. *Ask friends not to block neighbors' lockers *Be safe and respectful to environment around you *Keep hallways clean *Avoid using phones (They cause traffic jams.) *Make an adult aware if there is an issue (see something - say something!)

WEST: Where Everyone Stands Together

When we stand together, all students, staff, and stakeholders have a **purpose**, **place**, and **voice** in our community.

My actions have an impact. How do I create a positive impact?

How do we live the core values of West Middle?

WEST MIDDLE SCHOOL STUDENT CORE VALUES

West Middle School core values are perseverance, responsibility, integrity, cooperation and empathy.

Below is the list of responsibilities and expectations that should guide students' actions, efforts, and behaviors to achieve the success and accomplishments they deserve. Students should let their teachers, counselors, and principals know when they need help.

Students are expected to work to the best of their ability. This includes:

- Attending all classes and being punctual.
- Being prepared with all needed materials.
- Completing all assignments, homework, and projects in a timely manner.
- Doing quality work at all times.
- Reviewing and studying course material on a regular basis.

Students are expected to maintain a positive relationship with others. This includes:

- Treating everyone, peers and adults, with kindness and concern.
- Demonstrating a willingness to help others.
- Communicating with appropriate language and comments.
- Safeguarding the well-being of others.
- Solving disagreements and conflicts in a positive manner.
- Responding in a positive way to adult requests, both in words and actions.

Students are expected to follow all the expectations and rules of the school and their teachers. These include:

- Following classroom responsibilities and expectations.
- Cooperating and working in harmony with peers and adults.
- Creating a disruption-free school and classroom.
- Protecting the property of others and the school.
- Cooperating with substitute teachers and guests.
- Riding the school bus in a safe and non-disruptive manner.
- Keeping our campus clean.
- Representing our school in an outstanding manner.

EXPECTATIONS:

ATTENDANCE

Regular attendance is an absolute must for student success. Missouri Law states that all children between the ages of seven (7) years and either seventeen (17) years of age or having successfully completed sixteen (16) credits towards high school graduation must attend school or receive adequate private instruction.

Absences must be reported to the school by calling 314/415-7426 by 8:30 a.m. or email to wmsattendance@parkwayschools.net. A parent note following an absence is expected unless there has been phone contact.

After an absence, it is the student's responsibility to make arrangements with teachers and to make up the work promptly. Students are encouraged to email teachers, check teacher websites or ask a friend.

Approximately every 6 weeks, parents will be notified of their child's attendance via email. Additionally, parents/guardians shall be notified of excessive absences or excessive tardies through conferences, support personnel assistance (e.g. school nurse, counselor, social worker, or administrator) Family Court referral and/or hotline call to the Children's Division of the Missouri Department of Social Services.

ARRIVAL AND DISMISSAL

Students who arrive before **8:05 a.m.** must wait in the cafeteria until the bell rings. Students should report to their first hour class at **8:15 a.m.** to prepare for the school day. Students, who arrive after **8:20 a.m.**, must "sign in" with the secretary in the front office. Students should arrive no earlier than **7:45 a.m.**

If students have to leave school early for any reason during the school day, a note from the parent/guardian is required. Students should take the note to the office **before** school begins and a permit to leave will be issued. A parent/guardian must come in the school to sign a student out. No student may leave school without properly signing out.

DRESS CODE

All students are expected to wear appropriate school clothing and to be neat, clean, and modest.

Expectations are as follows:

- Shoes must be worn at all times for reasons of health and safety.
- Students may not wear clothing that bears obscene or suggestive words or pictures.
- Items advertising drugs, alcohol, or tobacco products are inappropriate.
- Hats, caps, sweatbands, hoods, and sunglasses may not be worn in the building.

- Pajama like clothing, slippers, short-shorts, short skirts, halter tops, and spaghetti strap tops are inappropriate.
- Pants and jeans must be worn appropriately.
- Undergarments should not be exposed.
- Coats intended for outdoor use must be kept in a locker during school time.
- Hair color and styles that create school or class disruptions are considered inappropriate.

If a teacher or administrator determines a student's attire to be inappropriate, it will result in consequences.

TARDIES

Learning to be on time for class, appointments, or deadlines is an important life skill. Students are expected to arrive at school and to each class on time.

Late arrivers to class are marked tardy by the teacher. **The policy for tardiness is:**

- 1) Verbal warning,
- 2) Parent called,
- 3) Detention and parent called,
- 4) Referral to principal for further consequences and to seek solution and parent called.

COMMUNICATION:

ANNOUNCEMENTS

Announcements are read daily by a student over the P.A. at the beginning of **1st period**. Announcements are also posted outside each grade level administrator's office as well as on the West Middle website.

OPEN HOUSES AND PARENT-TEACHER CONFERENCES

Open Houses are designed for parents to become familiar with teachers and course content. West Middle will hold evening parent-teacher conferences in the fall and spring. Sign up will be online. Conferences will be with the core teachers during a 20-minute block of time. (Actual time to talk with each teacher is 5 minutes.) You may also set up a 5-minute conference with encore teachers. If a more in depth conference is needed, please contact the team leader/teacher. Parents are encouraged to call for appointments to meet individually with teachers as needed throughout the year.

SCHOOL CLOSINGS

Parkway Connect is our automated communications system for general information, announcements, school closings, snow days and emergency messages. You can set your own delivery preferences for school and district messages inside the Parkway mobile app.

School closing information is also provided to all local TV and radio media outlets who report closings. Closings will also be announced on Parkway's website at www.parkwayschools.net. Closings are also posted on

Parkway's mobile app, as well as Facebook, Twitter and Instagram.

TECHNOLOGY:

ALT PROGRAM AND CELL PHONES

The Parkway School District will initiate the ALT Project (Access Learning for Today) to springboard to transforming teaching and learning in the digital age. At the start of school, students will be issued a Chromebook to use in class and at home.

Digital Citizenship Pledge

1. I will use my technology for education and learning as directed by my teacher.
2. I will be honest and truthful with what I am doing when I use my technology.
3. I will be responsible for the care of my own device at all times.
4. I will remember to protect myself and others when I use my technology.
5. I will be conscious of all of the choices that I make when I use my technology.

Please see ALT handbook for additional expectations. Handbooks will be distributed in the beginning of the school year with the Chromebooks.

If you bring a cell phone to school, **it must be turned off or to silent**. We ask students to leave phones in their locker except at lunch. Cell phones used in-appropriately during the school day will be confiscated and be subject to discipline guidelines.

ACADEMICS:

2018-19 TEAMS

West Middle uses teaming to organize teachers and students in a cooperative effort to create a more personal and effective learning environment. A typical team consists of five teachers who cover the core curriculum subjects of mathematics, science, English/Language Arts, and social studies. The teachers share the same students and have a daily "team planning" period.

Team 6-Red: Mrs. Collop, Mrs. Helm, *Mrs. Milholland, Mrs. Oliver, Mr. Swihart

Team 6-White: Ms. Broadway, Mrs. Davis, Ms. Lundy, Ms. Major, *Mr. Schulze

Team 6-Blue: Ms. Babb, Mrs. Chaney, Mrs. Hagle, Mrs. Marcum, *Mr. Wallace

Team 7-Red: * Mrs. Lieser, Mr. Stricklin, Mrs. Wilmas, Ms. Wilson, Mrs. Wright

Team 7-White: Ms. LaFever, Mr. Jackson, Mrs. Ramirez,
*Mr. Rule, Mrs. Schoenfeld

Team 7-Blue: *Mr. Dwiggin, Mrs. Heilich,
Mrs. Jenkerson, Ms. Leach, Mr. May

Team 8-Red: Mrs. Boedeker, *Mrs. Byrd,
Mrs. Cantoni, Mr. Glasson, Ms. HawkerSelf

Team 8-White: Ms. Atz, Mrs. Cordy, *Ms. Kraner,
Mrs. Litteken, Mr. Unland

Team 8-Blue: Ms. Bouslog, Mrs. Curran, Mrs. House,
*Mrs. Schloeman, Mr. Schmidt

* **Team Leader**

ACADEMIC HONOR ROLL

Students should strive to do their academic best. Students are recognized for 4.0, 3.5, and 3.0 grade point averages. Three or more outstanding citizenship grades (with no I's or U's) are required for the citizenship honor roll. Students names are posted on our website and in the display case in the front hall.

ACADEMIC INTEGRITY

Each student is expected to do his or her best and work to their fullest potential at all times. Students, who permit their work to be used by others, as well as those who misrepresent the work of others as their own, may be considered to be cheating. Students found to be cheating may receive a failing grade for the test or assignment in question. Parents will be notified by the teacher.

Additional disciplinary action by the teacher or grade level administrator may follow.

ACADEMIC SUPPORT

When additional instruction is needed, teachers are available to provide extra support. Students should see their teacher and make an appointment to schedule a help session. They should not hesitate to ask for help when needed.

COUNSELORS

Our counselors are here to help students, parents, and staff. They are assigned by grade level. Counselors can help with questions about school programs, careers, relationships with friends and family, and personal issues. They are also available to consult with parents about student progress, growth, and development.

HOMEWORK

Students should expect to have homework each evening. The amount of homework will depend upon the courses the student is taking, the specific units being covered, and the individual student's skill level. This student handbook serves as an organizational tool to track assignments. If students are absent, they need to visit the Parkway West Middle

website www.parkwayschools.net/wms and visit their teacher's websites. Students need to check with their teachers on the day they return to be sure they have all assignments and due dates.

LIBRARY

The library is a tremendous resource. There is a full-time Multi-Media Specialist to assist students with their research and exploration of topics. The library has a variety of multimedia resources to meet curriculum needs. In order to accommodate all students' needs, be sure to follow the Multi-Media Specialist's guidelines for effective use of the center.

PHYSICAL EDUCATION

Students are encouraged to maintain a healthy lifestyle, and our physical education/health education classes provide an essential part in the development of that process. All students participate in physical education. The seventh and eighth grade students are expected to dress out for class in appropriate attire suitable for daily activities. Students not dressing for activity more than three days per trimester will be assigned a make-up assignment in the fitness room during the after school activity period session assigned by their physical education teacher. Sixth grade students are not required to dress out, but are expected to wear proper shoes for activity. Students may be excused from activity with a written parental note. A note from a physician is required if the student is to be excused for more than three days in succession.

STUDENT PROGRESS/GRADES

Student grades will be available online through Parkway's Infinite Campus. This may be accessed through the Parkway District and West Middle websites. Parents need to contact IC Parent Help for the access code by emailing ic-parenthelp@parkwayschools.net.

Progress reports are completed every six weeks in the semester and report cards are completed at the end of the semester. Grade reports are available online through Infinite Campus.

Academic

A - Excellent
B - Superior
C - Average
D - Below Average
F - Failure

Citizenship

O - Outstanding
S - Satisfactory
I - Improvement Needed
U - Unsatisfactory

Parents are encouraged to stay in close communication with teachers and counselors.

TRANSFER OF STUDENT RECORDS

Under Federal statutes, the school cannot transfer records to any person or agency outside the Parkway School District without written permission from parents. Forms are

available in the school office. Notify the registrar liaison several days in advance for a transfer.

WITHDRAWAL FROM SCHOOL

Parents must notify the grade level counselor or administrator if their child is withdrawing from West Middle. Students moving during the school year must get a school release form from the office. Each of the student's teachers will initial the form after chromebook, books and materials are turned in. At this time, the student is cleared from school.

LONGHORN DAY TO DAY:

AFTER-SCHOOL ACTIVITIES

West Middle believes extracurricular activities are an important part of the middle school years. Participation in activities, clubs, intramurals, and mixers can help enhance academics, physical development, and/or social skills in our students. After-school activities help students develop school spirit, cooperation, and strengthen our community.

Teachers provide a wide variety of extracurricular activities for all students to enjoy. The activity period runs until **4:20 p.m.** on Monday, Wednesday, and Thursday. **Students who choose to remain on campus after the regular school day must stay with their faculty sponsor until the activity bus departs.** An activity bus slip will be filled out by each student riding an after-school activity bus. These will be handed out by the activity sponsor. **Students may not leave the school grounds after school and return later to ride the activity bus home.** Students must make arrangements with parents in advance when they plan to stay after school. Students should check the Activity Booklet and listen to the daily announcements for information regarding activities. Activities are updated each semester.

ACTIVITY BUS

Activity buses serving all of our students are available Mondays, Wednesdays, and Thursdays. (There are no activity buses on Tuesdays and Fridays.) Students should report to the cafeteria immediately following the activity period for bus dismissal. Activity bus routes are posted in the cafeteria and the West Middle School website. An administrator or activity sponsor is available each day if you have any questions.

CARE OF PERSONAL AND SCHOOL PROPERTY

Students are expected to treat all personal property and school property with care and respect. Students are held responsible for any intentional or accidental damage to another's property. A fair price is assigned to any item damaged or lost and payment for such items is expected. Other disciplinary action may also occur. A student involved in theft will face serious consequences. It is considered

inappropriate to take someone's property as a "joke." Report any suspicions of theft to an administrator or a counselor immediately.

ILLNESS/INJURIES/MEDICINE

The nurse is available to help students in the event of illness or injury. All accidents must be reported to the nurse. Students must obtain a pass from their teacher or counselor to see the nurse unless it is an emergency. If the illness or injury is considered to be serious, the student's parent/guardian will be notified by the nurse.

We request that parents advise the nurse if their child develops a communicable disease or serious illness or injury. This benefits all the students and ensures the nurse will better serve the student on his/her return to school.

Results of all screenings, (vision, scoliosis, heights, and weights) are recorded for all students each year. Hearing screening is done in seventh grade and for all new sixth and eighth grade students. Parents are advised of any concerns.

Please remember that the nurse does not supply medication of any type to students, including Tylenol and related medications. Prescription medicine must be taken to the nurse's office before school and must be accompanied with a label affixed by a pharmacy or physician showing the name of the child, the dosage and schedule of administration, what the prescription contains, date purchased, and the physician's name. Parents must complete a request for giving prescription or non-prescription medicine form available from the nurse. **Students may not distribute prescription or non-prescription medication to others.** (School Board Policy JK)

Parents/Guardians must annually update Emergency Authorization and Health Information Forms in Infinite Campus.

Parents are requested to have all immunization records updated before the school year begins and as needed thereafter. Please advise the nurse of any health concerns you have for your child.

LOCKS AND LOCKERS

Each student will be assigned a hall locker. Seventh and eighth grade students will be assigned a gym locker. Students are responsible for furnishing locks that may be purchased at the school store or brought from home. Combination Master locks are recommended.

All student lockers are the property of the Parkway School District, and **Parkway retains the right to inspect lockers for any reason at any time.** Students assume full responsibility for the condition and contents of their assigned locker. Do not share lockers or change lockers without proper permission from a teacher, counselor, or administrator.

LOST AND FOUND

Students who find lost property are expected to turn it in to an administrator or counselor. Students missing items should check in the hallway across from the library, P.E. Offices, Front Office, Cafeteria and with their Grade Level Administrator.

LUNCH

All students have a 30-minute lunch. The lunch schedule will be explained on the first day of school.

Students may buy lunch at school or bring a lunch from home. Students are not allowed to order food to be delivered to school or to bring in food to share. Due to allergy concerns, students are not allowed to share food with other students.

Students must be in the cafeteria during lunch and will not be permitted to leave without a pass from a teacher. If the weather permits, students will go outside during each lunch. Students are responsible for maintaining appropriate behavior at all times. This includes remaining seated, talking quietly, and cleaning up after themselves.

THE SCHOOL STORE

The school store, located on the second level near the cafeteria, sells school supplies, gym clothes, mixer tickets, yearbooks, F.A.C.S. kits, technology projects, and other items. It is open daily from **7:45 a.m.** until **2:15 p.m.** Students may purchase items before school, during passing times, and during their lunch.

TRANSPORTATION:

BUS CONDUCT AND SAFETY

Students must be at the bus stop five minutes before scheduled pick-up time. Safety procedures are:

- Staying seated.
- Keeping arms, legs, and/or head in the bus.
- Not throwing objects from windows.
- Talking quietly.
- Leaving bus equipment alone.
- Not smoking on the bus or at the bus stop.
- Not scuffling or fighting.
- Using only appropriate language.
- Not littering or vandalizing.
- Showing respect to the bus driver and other passengers.

Drivers will report infractions to the supervisor of transportation and the grade level principal. **Riding a school bus is a privilege which may be taken away.** Bus violations may result in a Principal's or Superintendent's Suspension. (School Board Policy JK)

The policy for bus infractions are:

- 1) Verbal warning and parent called,
- 2) Detention and parent called,
- 3) Detention or Saturday School and parent called,
- 4) Bus suspension and parent called.

BUS PASSES

Students must ride their assigned buses and get off at their assigned stops. To ride a different bus, both students must present a signed note from a parent to their grade level secretary. There is no guarantee that the request can be accommodated due to the number of riders on any particular bus.

PERSONAL CARE:

DRUG-FREE ENVIRONMENT

The possession, use, purchase, or distribution of controlled substances or imitation controlled substances and/or drug paraphernalia on school property or at school-sponsored activities are expressly prohibited. (School Board Policy JK)

FIGHT-FREE ENVIRONMENT

West Middle provides students with numerous avenues to resolve their differences with peers. Fighting is never acceptable; and pushing and shoving is not considered simply horseplay. When students encounter a potential physical altercation with other students, **they should seek assistance from an adult in the school.** Students can mediate and resolve conflicts with the help of teachers, counselors, and administrators. Regardless of who "starts the fight," students involved in fighting should expect disciplinary consequences. Our goal is to ensure the safety of everyone in our school. (School Board Policy JK)

PERSONAL ITEMS AND VALUABLES

Students are asked not to bring valuable items to school. This includes large sums of money, iPods, iPads, MP3 players, skateboards, cameras, jewelry, expensive pieces of clothing, and so forth. **The school assumes no responsibility for lost, stolen or damaged items of this nature.** Purses and other personal items should not be left unattended at any time. All items should be clearly marked with the owner's name. **Personal items that result in school or class disruptions may be confiscated.**

EMERGENCY PROCEDURES:

EARTHQUAKE DRILL

In accordance with the Missouri State Law governing public buildings, earthquake drills will be held several times during the school year. Since earthquakes happen without warning, drills will be announced in three ways: public address system, by office runners, or by the classroom teacher. The following plan will go into effect:

When an Earthquake Occurs

Take action at the first indication of ground shaking.

If Indoors:

- Stay inside. DROP, COVER and HOLD! Then Look UP!
- Move away from windows, shelves and heavy objects or furniture that may fall.
- Watch out for falling plaster or ceiling tiles.
- Take cover under a table or desk. Hold onto the desk or table. If it moves, move with it.
- Stay under cover until the shaking stops.
- In hallways, stairways or other areas where no cover is available, move to an interior wall.
- Students turn away from window, kneel alongside the wall, bend their head close to their knees, cover the sides of their head with their elbows and clasp their hands firmly behind their neck.
- In the Multimedia Center, move away from bookshelves and take appropriate cover.
- In laboratories and kitchens, all burners should be extinguished (if possible) before taking cover. Stay clear of hazardous chemicals that may spill.
- Be silent and listen for evacuation instructions.
- If exiting the building, look up to make sure you will not be hit by falling debris.

If Outdoors:

- Move to an open space, away from buildings and overhead power lines. Lie down or crouch low to the ground. Keep alert to be aware of dangers that may necessitate movement.

On The School Bus Or In A Car:

- Stop the bus/car away from power lines, bridges, overpasses, and buildings.
- Remain seated and hold on.

FIRE DRILL

In the event of an actual fire or drill, teachers will instruct students to leave according to the emergency plan. Students will line up by their LEAD Time teacher when outside. It is important for students to be calm and to leave quietly without pushing. It is imperative to follow teacher directives when exiting and entering the building.

INTRUDER DRILL

Intruder drills occur a minimum of two times a year. The drills simulate emergency procedures that would be implemented under such conditions.

The intruder training program in Parkway emphasizes:

- A greater awareness of your surroundings,

- Building the confidence to consider the best options for students and yourself in a potentially dangerous situation.

All Parkway employees will participate in intruder training drills.

TORNADO DRILL

In the event of an actual tornado or drill, the following plan will go into operation:

- Each teacher will go to the door.
- Students file quietly into the hall, and position themselves along the walls of the corridor, just outside the room. An aisle should be left down the center of the hall.
- Students kneel alongside the wall, bend head close to their knees, cover sides of their head with their elbows and clasp their hands firmly behind their neck.
- Students are to remain absolutely quiet so further instructions can be heard.
- Students should take their purses and wallets with them.
- Avoid any position which is opposite a window because of the danger of broken glass.
- An announcement will be made over the P.A. system at the end of the drill.

PARKWAY SAFE LINE

If you have a question or wish to address a concern regarding school safety, you may anonymously contact the Parkway School District by dialing

314/415-SAFE.

DISTRICT AND SPECIAL EDUCATION: PARKWAY SCHOOL DISTRICT POLICY JK, STUDENT DISCIPLINE 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. In accordance with this belief and in alignment with Parkway's Mission and Vision, staff and students work proactively to encourage and develop responsible student behavior through instruction and practice. As a result, Parkway students will develop competencies in self-awareness, self-management, and self-advocacy skills. These skills equip and empower students to display respect and, when necessary, appropriately advocate for their own rights and the rights of others through their actions.

In working toward achieving these goals, it is essential that Parkway maintain a positive learning environment for all students. The board of education has created this discipline code to address the consequences for students whose conduct

is prejudicial to the good order and discipline in the schools or impairs the morale or good conduct of other students. In addition to the consequences set forth below, which are not exhaustive, staff, students and parents may engage as appropriate in additional methods of addressing the conduct, including a respectful and equitable process of problem-solving, repairing relationships, offering restitution (righting wrongs), and implementing a personalized plan of support for behavioral improvement. The goal of this discipline policy is for students to develop strong character that will transfer to the world outside of school.

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

B. Province of the School

The district has authority to discipline students for conduct that 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 district schools or on any property of the school, on any district or contracted school bus, during school-sponsored activities, or at a bus stop. Student misconduct which occurs at non-school related activities and/or off-campus may be the subject of discipline if the conduct causes or could cause a substantial disruption at school or has an adverse impact on the educational environment at the school. The district also has the authority to discipline Parkway students who are receiving services from Special School District of St. Louis County ("SSD") for misconduct occurring on SSD property, SSD buses or at SSD activities.

C. Consequences of Misconduct

Students may be disciplined for 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 but not limited to, violations of the standards of conduct set out herein. Prior disciplinary actions shall not be used as the sole basis for removal, suspension or expulsion of a student.

Possible consequences include, but are not limited to, notifying parents/guardians by telephone or letter of student misconduct; change of class schedule; special work assignments; loss of class or school privileges; removal from the bus; verbal reprimand; 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; an in-school suspension; 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 Principal 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 ("Expulsion"). Corporal punishment is not an option, as the board of education prohibits its use in the schools. See Policy JKA, Corporal Punishment.

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 lesser disciplinary consequence, a Principal Suspension, or referral for extension of the Principal Suspension for a Superintendent Suspension. The Superintendent may also refer a matter to the Board of Education for removal in excess of 180 days or Expulsion. The exact discipline administered rests with the discretion of the school officials.

D. Due Process Protections

Students and parents/guardians shall be accorded 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. 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 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. The appeal must be filed prior to the end of the period of suspension, unless otherwise required by law. 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 BEF. 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 pending the decision of the board, 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 BEF. 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

No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this policy to list certain offenses which, if committed by a student, will result in the imposition of disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences as determined by the principal, superintendent and/or Board of Education.

The standards of conduct are as follows:

Standard 1. Causing Disruption of School or Any School Function

A student shall not in any way cause the substantial disruption or obstruction of any classroom, learning environment, or school-sponsored activity. Students may also receive disciplinary consequences if they are involved in organizing or inciting a disruption.

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 may 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 the Property of the District or Others without Authorization

A student shall not steal, attempt to steal, or be involved in the theft or possession of 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, stealing shall be defined as the unauthorized taking of property belonging to someone else. Property may include, but is not limited to, physical items and work of students or staff, whether in physical, electronic, or other form.

Standard 4. Making Inappropriate Physical Contact, Inciting a Fight, Fighting or Assaulting Others

A student shall not make inappropriate physical contact with, fight, or assault another person; nor shall a student commit an act of school violence toward another person or group.

Inappropriate physical contact is defined as any contact which is unwanted or disruptive. Horseplay, play fighting, throwing objects or other behaviors may be defined as inappropriate physical contact.

Inciting or organizing a fight is defined as causing, attempting to cause or promoting others to act in an angry, harmful or violent manner. This would include students who are verbally or physically posturing to fight.

Fighting is defined as two or more students engaged in physical contact with intent to harm. Students are prohibited

from fighting or entering a fight in progress and from failing to disperse when instructed to do so.

Assault is defined as causing or attempting to cause serious bodily injury; recklessly causing serious bodily injury to another person; using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; recklessly engaging in conduct that creates a grave risk of serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the first, second or third degree.

Standard 5. Harassing, Bullying, Threatening, Hazing or Intimidating Others

A student shall not harass, bully, threaten, haze or intimidate others for any reason. Threatening others for the purpose of obtaining money or anything of value (i.e., extortion) is prohibited.

Standard 6. Committing Sexual Harassment or Other Sexual Misconduct

A student shall not harass other students, staff, community members or Parkway guests through inappropriate verbal or physical conduct of a sexual nature. Sexual harassment may also include written or visual images, physical gestures, as well as communication through social or electronic media.

A student shall not participate in any inappropriate sexual conduct, including exposing sex organs or body parts, toward other students, staff, community members or Parkway guests. Inappropriate behavior may include staring at another's body part or purposefully observing/recording others in a state of undress. A student shall not 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. Paraphernalia may include any device used to inhale. 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 are expressly prohibited. Electronic cigarettes, electronic smoking devices and smoking paraphernalia are also prohibited on school property or at school-sponsored activities.

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 Disrespectful

A student shall not be disrespectful. Disrespectful behavior is defined as verbal or non-verbal actions which insult, harm, embarrass, degrade, offend, or defame other students, staff, community members or Parkway guests. These actions may include gestures, written communication or communication through social media

Standard 9. Being Insubordinate

A student shall not be insubordinate. Insubordination is the refusal to comply with adult directives or directions. Adults include all Parkway and Special School District staff. Insubordination also includes the repeated refusal to follow school rules or the refusal to abide by support/behavior plans developed for students.

Standard 10. 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 (collectively, “replica weapon”) is not considered a firearm or weapon under this standard. However, possession of any replica weapon is prohibited. Additionally, a student will be subject to discipline under this Standard 10 if it is determined that the student used a replica weapon in a threatening manner or misrepresented a replica weapon as a real weapon.

Standard 11. Posing a Threat of Harm to Himself/Herself or Others at School, as Evidenced by Prior Conduct

A student who poses a threat of harm to himself/herself or to others, as evidenced by the prior conduct of such student, may be immediately removed from school. Prior disciplinary actions shall not be used as the sole basis for removal, suspension or expulsion of a student.

Standard 12. Possessing Bombs or Other Dangerous Substances

- 1) 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 district or contracted school bus, during school-sponsored activities, or during intermission or recess periods.

Standard 13. 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 14. 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 15. 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:
 Hacking, attempting to hack, and other unlawful activities
 Sending or displaying offensive messages or pictures
 Using obscene language
 Harassing, insulting, or attacking others
 Accessing material that advocates illegal acts or violence or is otherwise inappropriate
 Damaging computers, computer systems, or computer networks
 Violating copyright laws
 Using another’s password
 Trespassing in another’s folders, work, or files
 Employing the network for commercial purposes
 Unauthorized disclosure, use, and dissemination of personally identifiable information
 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 16. Being Charged, Convicted or Pleading Guilty to Commission of a Felony in a Court of General Jurisdiction or Being Registered on the Missouri Sex Offender Registry

A student who is charged with, convicted or

pleads 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. A student who is on the Missouri Sex Offender Registry shall be in violation of this standard, shall be suspended or expelled, and is prohibited from being present on school property for any reason. 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 17. 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:

1. First degree murder under section 565.020, RSMo;
2. Second degree murder under section 565.021, RSMo;
3. First degree assault under section 565.050, RSMo;
4. Rape in the first degree under section 566.030, RSMo;
5. Sodomy in the first degree under section 566.060, RSMo;
6. Robbery in the first degree under section 570.023, RSMo;
7. Delivery of a controlled substance under section 579.020, RSMo;
8. Arson in the first degree under section 569.040, RSMo;
9. Kidnapping in the first degree under section 565.110, RSMo;
10. Statutory rape under section 566.032 RSMo;
11. Statutory sodomy under section 566.062 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, unless another basis for suspension and/or expulsion exists. This provision shall not apply to a student with a disability, as identified under state eligibility criteria, who is convicted or adjudicated guilty as a result of an action related to the student's disability.

Standard 18. Engaging in Other Serious Misconduct

Students who engage in other misconduct not expressly covered by the foregoing standards but that 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. Prohibition against Being On or Within 1,000 feet of School Property during Suspension

All students who are SUSPENDED OR EXPELLED are prohibited from being ON SCHOOL PROPERTY for any reason unless permission is granted by the superintendent, designee or building principal.

In addition, any student who is suspended for an act of violence (defined as the exertion of physical force or other act by a student with the intent to do serious bodily harm to another person or group, including but not limited to the conduct under Standard 4), Standard 7 (drug or illegal substance-related activities), or for any of the following offenses committed on school property, any school bus, or while involved in school activities shall not be WITHIN 1,000 FEET OF ANY PUBLIC SCHOOL in the district during the suspension:

1. First degree murder under section 565.020, RSMo;
2. Second degree murder under section 565.021, RSMo;
3. Kidnapping in the first degree under section 565.110, RSMo;
4. First degree assault under section 565.050, RSMo;
5. Rape in the first degree under section 566.030, RSMo;
6. Sodomy in the first degree under section 566.060, RSMo;
7. Burglary in the first degree under section 569.160, RSMo;
8. Burglary in the second degree under section 569.170, RSMo;
9. Robbery in the first degree under section 570.023, RSMo;
10. Manufacture of a controlled substance under section 579.055, RSMo;

11. Delivery of a controlled substance under section 579.020, RSMo;
12. Arson in the first degree under section 569.040, RSMo;
13. Voluntary manslaughter under section 565.023, RSMo;
14. Involuntary manslaughter in the first degree under section 565.024, RSMo or involuntary manslaughter in the second degree under section 565.027, RSMo;
15. Second degree assault under section 565.052, RSMo;
16. Rape in the second degree under section 566.031, RSMo;
17. Kidnapping in the second degree under section 565.120, RSMo;
18. Property damage in the first degree under section 569.100, RSMo;
19. The possession of a weapon under chapter 571, RSMo;
20. Child molestation in the first, second, or third degree pursuant to sections 566.067, 566.068 or 566.069, RSMo;
21. Sodomy in the second degree pursuant to section 566.061, RSMo;
22. Sexual misconduct involving a child pursuant to section 566.083, RSMo;
23. Sexual abuse in the first degree pursuant to section 566.100, RSMo;
24. Harassment in the first degree under section 565.090, RSMo; or
25. Stalking in the first degree under section 565.225, RSMo

The only EXCEPTIONS to this prohibition are as follows:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian and has pre-approved permission granted by the suspending principal, the superintendent or designee.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian. The designation must be made in advance and in writing to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition, his or her suspension may be extended, or in the case of serious misconduct, the

student may be expelled. In making this determination, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether such student's unsupervised presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

G. 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.

H. 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 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 for an act of school violence, 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.** 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. Regardless 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 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).

I. 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.

J. Support Plan

The Parkway School District believes students develop into citizens who act out of a strong sense of personal, social and civic responsibility and who seek to understand the views, values and cultures of others. To aid in this development, school staff work to help students develop self-awareness and self-management skills, use social-awareness and interpersonal skills and demonstrate responsible behaviors in personal, school and community contexts.

Although schools have character development plans in place, stakeholders in the Parkway School District community realize students make mistakes. A student support plan may be needed to help students learn from their behaviors and support them as they strive to meet Parkway's Character Competencies. The support plan will be created when student data indicates the need for additional assistance in meeting identified competencies.

Each school will use a collaborative process to create a support plan. Members of the collaborative team developing the plan may include, but is not limited to: the student, the student's family/guardians, teachers, administrators, counselors, School Resource Officers, district personnel and special education staff. Appropriate support from community-based agencies may also be included in developing a support plan if parent/guardian permission is granted. The plan may include ways to restore relationships and repair harm. During the creation of the plan, the team may identify and address those harmed by the student misconduct, their needs and what is required in order to heal and put things as right as possible.

K. 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. 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 10, 2017

SUPERSEDES: JK: 04/22/15, 04/23/14, 04/21/10, 01/24/07, 05/24/06, 08/10/05, 04/23/03, 06/5/02, 07/2/99,

05/6/98

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 Support 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.

**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 enforcement's or juvenile justice authorities' ability to serve the student prior to adjudication. The entity receiving such information must comply with applicable federal confidentiality restrictions.

IV. DIRECTORY INFORMATION

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

The following information regarding students is considered directory information:

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

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

Any parent or student refusing to have any or all of the designated directory information disclosed must notify the student's school indicating that directory information shall not be released. This notification must be filed with the principal of the school that the student attends within thirty (30) calendar days of the publication of this notice.

In the event a notification of refusal is not filed, the Parkway School District assumes that neither a parent of a student nor an eligible student objects to the release of the directory information designated. Upon request, the Parkway School District will release the names, addresses, and phone numbers of secondary school students to military recruiters and representatives from institutions of higher education unless a parent or eligible student contacts the district and requests otherwise.

PLEASE CALL YOUR DISTRICT REGISTRAR IF YOU WOULD LIKE YOUR STUDENT'S RECORD CHANGED REGARDING THE FOLLOWING (Previously you have indicated your wishes for the following information on the "New Student Information Questionnaire."):

- ***Parkway MAY NOT release my child's directory information.*** Under Federal Education Rights and Privacy Act, public school districts are allowed to release basic directory information, which is student's name, grade level, parent/guardian names, address, telephone number, date of birth, major field of study, participation in activities and sports including audiovisual or photographic records of the openly visible activities thereof, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent school attended by student, enrollment status, photographs including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.
- ***My child's name MAY NOT be included in the school Buzz Book.*** You do not wish for your child's name to be included in the school buzz book. If you chose in the previous statement to deny release of directory information and did not choose this statement, then your child's name will be included in the buzz book.
- ***My child MAY NOT be photographed and/or taped for publication or public use. I understand this includes SCHOOL PICTURES & YEARBOOK. Denial of permission does not affect the district's authority to use video cameras for law***

enforcement and discipline purposes. You do not wish your student to be photographed or taped at school or during school activities. **This includes annual school pictures and electronic images to be published in school/district publications or electronic media. This means your child will not appear in the yearbook and on Parkway websites.**

- ***Medical/health concerns related to my child MAY NOT be disclosed to district staff.*** You do not wish the school nurse to report your child's health issues/problems to the administrators/ teachers and other district staff who work with him/her. Please be aware denial of this information to the staff working with your child could cause serious consequences in the event of an emergency.

Rev. 7/12

NON-DISCRIMINATION/ ACCOMMODATION NOTICE

It is the policy of the Parkway School District not to discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs, activities or employment practices. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups. PSD May 2017

If an otherwise qualified person with a disability needs accommodations to attend or participate in a school or District activity, please contact a 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.
PSD – November 2008

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) 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 works 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:" These courses follow specific curricula to teach studying, writing, note taking, outlining, test preparation, test taking, and other skills designed to meet students' individual goals. Students receive a grade (letter grade or pass/fail) for such courses.

Individualized Instruction: These IEP determined areas of instruction and support could include:

"Learning Support:" special education support in and the application of "Learning Strategies" skills to content area course work - an asterisk (*) appears on grade reports and the transcript to reflect that this is not a standard Parkway content area course.

"Alternative..." (e.g., Alt. Math, Alt. Eng.): direct instruction from a special education teacher in content areas (e.g., math, reading, writing, English, science) tailored to student needs – modified curriculum credit is awarded UNLESS the standard Parkway curriculum is taught (an asterisk [*] appears on grade reports and the transcript to reflect modified curriculum).

"Individualized Instruction" (Ind. Instr.): a curriculum which is individualized for a student by the IEP Team (for example, to address an IEP goal), does not relate to a specific content area or Parkway course, and is based on an alternative curriculum or on materials or activities adapted by the special education teacher (does NOT mean 1-to-1

instruction) - will include an asterisk (*) on grade reports and transcript to reflect the modified curriculum.

“Community Access” (Comm. Acc.): special education supervised work or community experiences as determined by a student’s IEP Team at specific work or community sites – will include an asterisk (*) on grade reports and transcript to reflect the modified curriculum.

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:

Co-Teaching/Collaborative Instruction: Special education services are provided through collaborative planning and co-teaching involving a Parkway content area teacher and a special education teacher. Co-teaching 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 participate in general education classes but work on course requirements, objectives, and competencies that are significantly reduced and/or altered. The student’s record (i.e., grade reports, transcript) will document such modifications with an asterisk (*), but a traditional grade will usually be given. See below for additional information about 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** he/she is **“inside the regular classroom”** (i.e., participating in general education settings/activities). 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 Parkway schools. The levels of service (i.e., Missouri Department of Elementary and Secondary Education “special education placements”) offered in Parkway schools are:

- “Students with disabilities who are inside the regular classroom for 80 percent or more of the school day. (These are children who receive special education and related services outside the regular classroom for less than 21 percent of the school day.)”
- “Students with disabilities who are inside the regular classroom between 40 percent and 79 percent of the day. (These are children who received special education and related services outside the regular classroom for at least 21 percent but no more than 60 percent of the school day.)”
- “Students with disabilities who are inside the regular classroom less than 40 percent of the day. (These are children who received special education and related services outside the regular classroom for more than 60 percent of the school day.)”

MODIFIED CURRICULUM/COURSES

The opportunity to participate in a Parkway content area classroom and earn credit for their work is available to all students, regardless of the nature and severity of their disabilities. With appropriate adaptations and support, most students are able to meet curriculum objectives, be graded on the same expectations as other students, and receive credit. Modified curricula/courses are intended for use when, despite adaptations and support, students are unable to achieve the minimal outcomes defined for a course and therefore require the essence of the Parkway course to be changed (modified) to accommodate their needs.

When curriculum is modified, a **course title will include an asterisk (*)** and, possibly, a different course number. The following notation will appear on Parkway transcripts: *** or IEP = Modified Curriculum.** Use of an asterisk (*) on progress reports and transcripts to indicate that curriculum has been modified is **determined by the content and nature of the work attempted** by the student and **NOT** by who teaches the student (course) or in what setting (i.e., general or special education) the student spends a given period.

An asterisk (*) will appear next to “courses” when:

- the “essence” of a traditional, approved Parkway course has been changed (usually by significantly modifying the course content, objectives, and competencies) to meet the individual needs of a student
- students are doing content (e.g., math, English, science, history) related work in a special education setting where the content taught by the special education teacher is modified and based on individualized expectations
- students are working on "daily living," vocational, or other "alternative" curricula (including community access activities) which are determined

by the IEP Team and do not relate to traditional, approved Parkway courses.

For students working on significantly modified content/competencies in Parkway general education classrooms, Parkway instructors are able to give such students appropriate grades and credit without compromising those for students working on traditional coursework.

No asterisk (*) will be used when the essence of a Parkway course's content, curriculum, objectives and competencies is maintained. This is true even when a student is in a general education classroom setting involving co-teaching, direct support from special education staff (i.e., teacher, interpreter, assistant), and/or adaptations to instruction, testing, or materials. When a student is in a special education setting, but is working on the traditional or established content, requirements, and competencies for an approved general education Parkway course, no asterisk (*) will appear if his/her curriculum is the same as for other students taking the same Parkway course.

For students receiving special education services, their IEP Team must determine and document all adaptations, curricular modifications, and how grades will be determined when there are differences from those provided for students without disabilities. For students with Section 504 disabilities, the Individualized Accommodation Plan (IAP) Team must determine and document changes from what is comparable for students without disabilities. For students who do not have disabilities, the student's parent(s)/guardian(s) must agree to modifications and how the modification will be documented in the student's record.

Grades for students whose course/program is modified will be based on the same criteria used to grade other students. Therefore, **grades are to be based on the extent to which the modified requirements, expectations, and competencies/ skills are met, not met, or exceeded by the student, as well as other variables** (i.e., class participation, homework completion and performance) used by teachers to determine grades. The teacher(s) responsible for a student's primary instruction in a given area is to determine the student's grade. **Grading can also be modified by switching to a pass/fail criterion or determining that no grade will be given (i.e., audit).**

4/09

SERVICES AND RIGHTS FOR STUDENTS WITH DISABILITIES

Students with disabilities have rights and safeguards under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and, when eligible, the

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

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

School District 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 acts 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 PACCD representative(s), special education Administrative Team (West Middle administrator and SSD area coordinator), or Parkway's Special Services Department at the Instructional Service Center (314-415-5002). The PACCD website is www.paccd.org. The email for the organization is info@paccd.org. PSD – July 2013