



**PARKWAY NORTH  
HIGH SCHOOL**



**STUDENT HANDBOOK 2016 - 2017**

*12860 Fee Fee Road*

*Creve Coeur, Missouri 63146*

*Phone 314.415.7600*

*Fax 314.415.7634*

**[www.parkwayschools.net/north](http://www.parkwayschools.net/north)**

*Home of the Vikings*

**THIS AGENDA BELONGS TO:**

**Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Academic Lab Teacher:** \_\_\_\_\_

**Principal:** \_\_\_\_\_

## FREQUENTLY CALLED NUMBERS

<b>Principal</b>	Jenny Marquart	415-7601
<b>Secretary</b>	Karen Wood	415-7602

### **Assistant Principal Offices:**

<b>9<sup>th</sup> Grade</b>	Greg Wagener	415-7607
<b>10<sup>th</sup> Grade</b>	Rhonda Page	415-7603
<b>11<sup>th</sup> Grade</b>	Tori Cain	415-7609
<b>12<sup>th</sup> Grade</b>	Mike Rizzo	415-7605

### **Special Education:**

<b>Area Coordinator</b>	Artondria Bentley	415-7635
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### **Activites Director**

<b>Secretary</b>	Kris Kellams	415-7637
	Pat Farley	415-7638

### **Attendance:**

<b>9<sup>th</sup> Grade</b>	Marie Jones Smith	415-7608
<b>10<sup>th</sup> Grade</b>	Wendi Lucchesi	415-7604
<b>11<sup>th</sup> Grade</b>	Robyn Rennard	415-7610
<b>12<sup>th</sup> Grade</b>	Danielle Dixon	415-7606

### **Counselors:**

<b>9<sup>th</sup> Grade</b>	Anne Kraus	415-7618
<b>10<sup>th</sup> Grade</b>	Chandra Brown	415-7619
<b>11<sup>th</sup> Grade</b>	Paul Arthur	415-7617
<b>12<sup>th</sup> Grade</b>	Jamesell Kee	415-7616

### **College, Career & Transition**

	Christy Wills	415-7621
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### **Guidance Office:**

	LaToya Barry	415-7615
	Jen Larson	415-7681

### **Social Worker**

	Alyssa Herrera	415-7623
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### **Nurse**

	Therese Beilsmith	415-7630
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### **School Resource Officer**

	Officer Ezra White	415-7662
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### **Bus Issues:**

	Parkway--Late Bus	415-8409
	Parkway--Routes	415-8406
	VST (MO Central)	415-8065

### **North High Switchboard (7:30 - 3:30)**

		415-7600
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### **Parkway SAFELINE**

		415-SAFE
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### **Parkway Administration Building**

		415-8100
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### **Inclement Weather Hotline**

		415-SNOW
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# PARKWAY NORTH HIGH SCHOOL PHILOSOPHY

## Mission

The mission of Parkway North High School is to develop self-directed, creative, critical thinkers who are socially responsible people prepared for an ever-changing world.

## Vision

We succeed when our students:

- request opportunities to learn beyond what is required and transfer their learning to new situations
- recognize patterns and connections in order to create thoughtful solutions
- read, listen and respond as critical consumers to information and ideas
- communicate effectively using verbal, written, and technological means for various audiences and purposes
- seek to understand multiple perspectives
- act upon their responsibility to others
- create a climate of non-violence, peace and social justice
- make choices that support a healthy and responsible lifestyle

## 2016-2017 Daily Schedule

<u>Time</u>	<u>A Day</u>	<u>B Day</u>
7:35 – 9:05	1 <sup>st</sup> Block	5 <sup>th</sup> Block
9:10 – 10:40	2 <sup>nd</sup> Block	6 <sup>th</sup> Block (Ac Lab) (Announcements)
10:45 – 12:55	3 <sup>rd</sup> Block & Lunch	7 <sup>th</sup> Block & Lunch
1:00 – 2:30	4 <sup>th</sup> Block	8 <sup>th</sup> Block

## Lunch Schedules (3rd Block & 7th Block)

- **1<sup>st</sup> Lunch** 11:15-11:45 Communication Arts and Social Studies
- **2<sup>nd</sup> Lunch** 11:50-12:20 Business, Math, Modern and Classical Languages, Special Education, Technology Education
- **3<sup>rd</sup> Lunch** 12:25 – 12:55 Drama, Family & Consumer Sciences, Music, PE, Health, Driver's Education, Science and Visual Arts

## Activity/Athletic Bus Schedule

Activity Buses: Monday – Thursday at 4:00 pm

Athletic Buses: Fall Season: Monday – Friday at 5:30 pm  
Winter Season: Monday – Thursday at 5:45 pm  
Spring Season: Monday – Friday at 5:15 pm

**Delayed Start Schedule & Dates**  
**(First Wednesday of every month except May)**

A Days		B Days	
Jan. 11, Feb. 1, March 1		Sept. 7, Oct. 5, Nov. 2, Dec. 7, April 5	
9:35 – 10:35	1st Block	9:35 – 11:00	5th Block
10:40 – 12:20	2nd Block	11:05 – 1:00	7th block
11:10 – 11:40	1st Lunch**	11:30 – 12:00	1st Lunch*
11:50 – 12:20	2nd Lunch**	12:00 – 12:30	2nd Lunch*
12:25 – 1:25	3rd Block	12:30 – 1:00	3rd Lunch*
1:30 – 2:30	4th Block	1:05 – 2:30	8th Block

**Delayed Start Lunch Schedule**

** 1st Lunch	ELA, Social Studies, Math, Tech Ed, Special Ed,
**2nd Lunch	Drama, FACS, Music, PE/Health, Driver's Ed, Science, Visual Arts, Business, MCL
*1st Lunch	ELA and Social Studies
*2nd Lunch	Business, Math, MCL, Special Education, Tech Ed,
*3rd Lunch	Drama, FACS, Music, PE, Health, Driver's Education, Science and Visual Arts

**Early Release Schedule & Dates**

August 31, September 21, February 8, April 19

7:35 - 9:05	5th Block
9:10 - 10:40	7th Block
10:45 - 12:55	8th Block and Lunch
12:55	Dismissal

**Early Release Lunch Schedule**

1st Lunch	ELA and Social Studies
2nd Lunch	Business, Math, MCL, Special Education, Tech Ed
3rd Lunch	Drama, FACS, Music, PE, Health, Driver's Education, Science and Visual Arts.

## WEBSITE INFORMATION

In an effort to enhance our students' educational experiences and better communicate with the North community, Parkway North has a web page on the school district's domain. Parkway's web page is [www.parkwayschools.net](http://www.parkwayschools.net) North High's web page is [www.parkwayschools.net/north](http://www.parkwayschools.net/north)

## ATTENDANCE GUIDELINES

Your success at North will depend heavily upon regular school attendance. Students, parents, and the school all have responsibilities in this area.

### **Student Responsibilities**

1. Students are expected to be in school every day and on time for each block.
2. Students must remain on campus the entire day. This includes lunch periods and academic Lab. Students are not to go to the parking lots or leave campus at any time.
3. Students arriving late must report to the Attendance Office/Welcome Center near the main entrance to sign in. Students arriving on a late bus are to report there for a late bus admittance pass.
4. Students needing to leave campus during the day must obtain a dismissal slip from the Attendance Office prior to leaving campus. Obtaining the pass requires a phone call from a parent stating the reason for the early dismissal. The dismissal slip must be presented to teachers when the students leave and when they return.

### **Parental Responsibilities**

1. Absences are excused only when a parent or guardian calls the grade level office within 24 hours of the child's absence. These calls are answered by the grade level secretary. **Voice Mail is available 24 hours a day for parents to leave such messages after regular school hours.**

By board policy, the following are considered excused absences :

- a) Illness of the student
  - b) Death in the student's immediate family
  - c) Certain days for religious observance
  - d) Medical or dental appointments
  - e) Court appearance
  - f) Quarantine or hospital confinement
  - g) Field trips or other school-initiated absences
  - h) Emergency or set of circumstances that, in the judgment of the principal, constitutes a reasonable cause of absence from school. **(Oversleeping, car trouble, missing the bus, running parental errands, babysitting, etc. are NOT emergencies)**
2. If students are on a school trip (either for the day or for several days), parents do not need to report their absence, as their teacher will have reported them being on the trip.
  3. Parents must call the grade level office when their child will arrive after the start of the day due to an appointment or emergency or must leave early for these reasons.

**Grade level administrators will follow up with students who are frequently tardy**

### **LONG TERM ILLNESS PROCEDURES**

Parents communicate with the grade level office. The secretary will then notify teachers, counselor and grade level administrator. If a student is absent for two weeks or longer, please notify the nurse. Following such an extended absence, a doctor's letter or hospital discharge papers will be needed to return to school.

## FIELD TRIP GUIDELINES

Students who go on field trips must complete a parental permission slip. Students are responsible for making up work from classes missed and must follow ALL school policies on field trips.

## STUDENT PARKING

**Students are permitted to park on school premises as a matter of privilege - not a right.**

- The Parkway School District retains authority to conduct routine patrols of student parking lots and inspections of the exterior of student automobiles on school property.
- The Parkway School District may inspect the interior of student automobiles whenever a school official has reasonable suspicion to believe illegal or unauthorized materials are contained inside the automobiles.
- If a student fails to provide access to the interior of a car upon request by a school official, the student will be subject to school disciplinary action.
- Students must possess a valid driver's license and have their cars properly insured.
- A student may not return to the parking lot during school hours without a pass from a teacher or an administrator.

## USE OF STUDENT PARKING LOTS

Juniors & Seniors who have an intermediate license are eligible to purchase a parking permit (parking permits will not be sold to students who have a driver's permit). Parking permits cost \$85.00 each. Permits are property of North High and may not be sold, given or loaned to other students for any reason. Students must adhere to the following rules:

- Only juniors and seniors may obtain parking permits. Students who park illegally on campus may not be eligible to purchase a parking permit in later years.
- Student parking will be by assigned space. Student parking is not allowed on the staff lot.
- If you arrive at school and someone is parked in your space, park in visitor parking and notify the staff member at the Attendance window immediately upon entering school.
- Students may not return to the parking lot during school hours without a pass from a teacher or administrator.
- Parking in a location other than your assigned spot will result in a \$15.00 fine per incidence.
- Lost parking permits will be replaced for a \$15.00 fee.
- The Parkway School District retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student vehicles on school property.
- The Parkway School District may inspect the interiors of student vehicles whenever a school official has reasonable suspicion to believe illegal or unauthorized materials are contained inside the vehicle.
- Students engaging in behavior which is unsafe (i.e. speeding, disregarding driving rules, etc.) may have their parking permit revoked on the first offense.
- Any student caught leaving campus without proper authorization during school hours will be warned once. On the second offense, the student's parking permit will be revoked.
- Repeated violations of these conditions shall result in increasingly severe consequences, including revocation of parking privileges or suspension from school.

## BUSES

Students must board buses at designated bus stops and demonstrate good behavior while on the buses.

1. Activity and athletic buses are provided for students remaining after school for activities.
2. Activity buses leave North at 4:00 p.m. on Monday through Thursday. These buses depart from the south side of the school near the tennis courts.
3. Athletic buses depart daily at approximately 5:30 p.m., also from the south side of the school. See details on Page 3.

## STUDENT DRESS

We believe that the school has an obligation to encourage desirable standards in dress and grooming. Teacher expectations for their classrooms will be supported. Please follow these guidelines:

1. No caps/hats/hoods/bandanas or fashion head attire may be worn or carried during the school day.
2. No bare feet and/or socks only. Shoes are required at all times for safety and sanitation.
3. No risque or distracting apparel (including sagging pants, bare midriiffs, spaghetti straps and strapless tops). This applies to all students.
4. No clothes that are suggestive, obscene, contain inappropriate writing, or make reference to illegal substances, (alcohol, tobacco and other drugs).

## ELECTRONIC DEVICES

Our goal is to maintain a respectful and productive learning environment in classrooms at all times therefore the use of electronics during class time is strictly prohibited unless permitted by the teacher as part of the instructional process. Students who use cell phones, Ipods, or other electronic devices during the instructional time, including academic lab, without staff authorization are subject to disciplinary consequences. Electronic devices being used at inappropriate times may be confiscated by staff members and are subject to being searched if the situation warrants it.

## STUDENT GUIDELINES FOR CAMPUS TECHNOLOGY ACCESS

### **PURPOSE**

The Parkway School District recognizes the value that internet connected technology devices add to the educational experience of all students. Therefore, the use of personally owned technology devices is permitted for students when designated appropriate by Staff, the Building Administrator and Technology Department on the Campus Technology Access (CTA) network. In addition to what is outlined in these guidelines, the Network Access Policy (IJNDBC.BP and IJNDBC.G) applies to personally owned technology devices.

### **Terms of Use**

1. Maintenance, upkeep and technical support of personally owned technology devices shall be at the sole responsibility of the owner. No technical support will be provided by the Parkway School District.
2. The district is not responsible for any damage, loss or theft of personally owned technology devices but students should report lost or stolen devices to school administrators as soon as they are aware of such an event.
3. There is **NO EXPECTATION OF PRIVACY** when using personally owned technology devices. The district reserves the right to monitor, log and review all activity on personally owned technology devices.
4. There is no guarantee of Internet service and/or quality for personally owned technology devices connected to the CTA wireless network.
5. Students connected to the CTA wireless network will have filtered Internet access for educational use only. Any attempt to bypass network filtering or otherwise alter the CTA wireless network is prohibited.
6. The district reserves the right to make determinations on whether specific uses of personally owned technology devices are consistent with the district's Network Access Policy (IJNDBC.BP and IJNDBC.G).
7. Using a personally owned technology device for illegal or prohibited reasons, to disrupt the educational process, to bully, harass, or threaten others, or to endanger the health or safety of the user or any other user is forbidden.
8. Students are prohibited from using personally owned technology devices in dressing rooms, locker rooms, bathrooms, and other locations that are deemed private in nature by the Building Administrator.

9. Students are responsible for good behavior on personally owned technology devices just as they are in a classroom or school hallway. Students agree to act in a considerate and responsible manner, use good judgment, show respect for people and property and demonstrate ethical decision-making.

### **Disciplinary Action**

Disciplinary action for students utilizing personally owned technology devices on district property shall be consistent with disciplinary action as stipulated by Policy JK, Student Discipline, and may result in the loss of network access privileges. Some violations could involve legal action. Exact disciplinary measures will be determined on a case-by-case basis. These guidelines and Policy JK are subject to change without notice.

### **Frequently Asked Questions**

**Q: What is Campus Technology Access (CTA)?**

**A:** Campus Technology Access, also referred to as CTA, is a wireless or WiFi network setup to give limited internet access to personally owned technology devices for students, staff and guests.

**Q: When will CTA be available at my school?**

**A:** Student access to CTA will be piloted at North High School and Central Middle School at the start of the 2012 school year. The purpose of the pilot is to assess the impact of CTA on the network infrastructure and device management in the classroom. Pending the results of the pilot phase, the rest of Parkway's schools will be given access in October 2012.

**Q: How do I get access to CTA?**

**A:** Specific instructions will be available starting fall 2012. In general, students will connect their device to a specified CTA access point. Once connected, the student will launch a web browser and be prompted to enter their student username and password. The student will also have to acknowledge that they have read and understand the CTA Guidelines before getting access to the internet.

**Q: Will the Parkway School District pay for my personal device if it is damaged, lost, or stolen?**

**A:** Per the CTA Guidelines, "The district is not responsible for any damage, loss or theft of personally owned technology devices but students should report lost or stolen devices to school administrators as soon as they are aware of such an event."

**Q: Will I be able to print from my personal device?**

**A:** Personally owned technology devices will not be allowed to print to Parkway printers. Students should utilize email or personal storage devices to transfer materials that need to be printed to Parkway owned computers.

**Q: Will I be able to access my Parkway network drive from my personal device?**

**A:** Parkway is implementing a new resource this summer that should allow students to access their Parkway network drive from their personally owned technology devices. More information will be available fall 2012.

## **SECURITY OF PERSONAL PROPERTY**

Personal property that is lost or stolen can cause students a good deal of grief. Personal articles "disappear" most often when students are careless. We ask that you protect your property by securing your locker and PE locker with a lock and not leaving your possessions lying around unattended.

**Remember, the school is not responsible  
for lost or stolen articles.**

### **LOCKERS**

1. Student lockers are the property of the Parkway School District and remain at all times under the control of the Parkway School District.
2. Students are expected to assume full responsibility for their school locker.
3. Parkway retains the right to inspect student lockers for any reason, at any time.
4. Students are required to have a lock on their locker at all times or it will be emptied and removed from student use. A separate lock should be used for P.E. lockers.



## VISITORS AND SCHOOL DISRUPTIONS

### **VISITORS**

To minimize disruption to the educational process, and to ensure the safety of student and staff, visitors are not permitted during school hours. Former students or other visitors are encouraged to visit teachers after school or by appointment. Anyone wishing to visit school should make an appointment with the person whom they wish to visit. Upon arrival at school, visitors should enter the building on the **south end of campus near the tennis courts and check-in at the attendance window**. Visitors will receive a visitor's badge and a staff member will escort them to their destination.

### **SALES BY STUDENTS**

Board of Education policy states that soliciting or selling of merchandise, tickets, or subscriptions by pupils shall be limited to activities sponsored by the school.

### **MESSAGES TO STUDENTS**

If parents find it essential to contact a student during the school day, they should call the student's grade level office. A message will be delivered at the earliest convenient time so that classes will not be disrupted. These calls should be held to an absolute minimum.

We understand that parents often use electronic devices to communicate with students throughout the school day. Please be aware that students need to be supported if/when upsetting news is shared with them. It is best for students to be with trusted adults to process the news. We ask that parent/guardians call a counselor or administrator before sharing potentially upsetting news with a student during school hours.

## ACADEMIC ISSUES

### **GRADES AND CREDITS**

Credits are granted by the semester. Most courses carry a 1/2 credit per semester. Grades, which have assigned point values, are used to determine the grade point average (GPA). Point values for regular and honor courses are as follows:

<u>Grade</u>	<u>Regular</u>	<u>Honor</u>
H	n/a	5.0
A	4	4.5
B	3	3.5
C	2	2.5
D	1	1.5
F	0	0
I	Incomplete:	credit is held until all course requirements are completed
X	Medical Excuse:	does not affect your average
AU	Audit:	student audits course, doing all work, but receives no credit

*Prior to the second week of the semester, a student desiring to take a course on a **pass/fail** or **audit** basis shall submit request to his/her counselor and the building level principal.*

## CITIZENSHIP GRADES

One of four grades will be given for each class:

O	Outstanding	Exemplary contributions to the class activities and discussions.
S	Satisfactory	Student's behavior meets teacher expectation.
I	Improvement Needed	Student's behavior does not meet teacher expectation.
U	Unsatisfactory	Student's behavior is well below expectation.

## DUAL ENROLLMENT

It is possible for students to enroll at both North and a local college if this arrangement best serves their educational needs. **Seniors only** who believe this may be appropriate for them should discuss it with their counselor and obtain the approval of the principal. Requirements for Seniors to be dual enrolled: must be enrolled in 3 classes at Parkway North High.

## CORRESPONDENCE COURSES

Within 4 years, seniors only may take a maximum of 2.0 credits of correspondence courses. No skill-related courses are to be taken through correspondence (keyboarding, P.E., etc.). Required courses may not be taken through correspondence.

## ACADEMIC LAB

Academic Lab (6th Block, B Day) provides an opportunity for students to work on class assignments and study under teacher supervision. Students also have the opportunity to "travel" to meet and confer with their teachers for clarification or help with assignments. Traveling may be restricted at times to accommodate class/school assemblies and/or facilitate school business (such as student government elections and registration). Additionally, individual students may be restricted from traveling if they abuse the privilege or if students are required to participate in academic interventions as requested by school staff.

## CLC (Curriculum Learning Center)

The CLC provides FREE tutoring before, and after school and during academic lab in math, english, social studies and science. Cadet teachers may also be available for tutoring. Students are also encouraged to study independently in the CLC provided they have a pass from their teacher and there is supervision of the CLC.

## ACADEMIC HONESTY

Students who share their work with others, as well as those who misrepresent the work of others as their own (*including work taken from the Internet*), may be considered to be cheating. In cases of cheating, appropriate disciplinary action will be taken. The following guidelines have been set down for use by the teachers:

1. Students cheating on tests or assignments may receive a zero for the test or assignment in question and may be requested to complete an additional assignment.
2. Students who cheat may receive an unsatisfactory citizenship mark.
3. The teacher will notify parents.
4. In some cases, more severe consequences may be deemed necessary by the teacher. If this is so, the teacher will confer with a principal.

## GRADUATION REQUIREMENTS

Parkway School District requires a total of 24.0 credits for graduation according to the chart shown below. Most students at North elect to take extra units of math, social studies and science. Students must also pass the U.S. Constitution test and the Missouri Constitution test.

<u>Subject Area</u>	<u>Credits</u>
English	4.0
Social Studies	3.0
Science	3.0
Math	3.0
Fine Arts	1.0
Practical Arts	1.0
Physical Education	1.0
Health	0.5
Personal Finance	0.5
Electives	<u>7.0</u>
<b>Total:</b>	<b>24.0</b>

NOTE: In order for seniors to participate in the Senior Farewell Ceremony and Commencement Ceremony, they must have completed all but one (1) credit required for graduation and have an approved plan for completing the remaining requirements by the end of the following summer. This plan will be made with the counselor.

### **EARLY GRADUATION**

Parkway North High students will attend high school eight semesters in order to round out their high school experience and preparation for college and careers. In rare cases, extenuating circumstances may be considered for students demonstrating a need for early graduation. Students demonstrating such extenuating circumstances may appeal to their counselor and to the building principal for consideration. North High considers the 24 credit requirement for graduation to be a minimum expectation for students, not a maximum expectation. Circumstances considered are:

1. Foreign exchange students needing a year of college before returning home.
2. Students experiencing emotional or psychological needs to the extent that they need to leave the high school environment as soon as possible.
3. Seniors who are moving out of the district and want a Parkway diploma.
4. Students given a medical recommendation.
5. Students who want to attend college full-time.

## GUIDANCE SERVICES

### **COUNSELING**

North's counselors help students with educational, vocational and personal decision-making issues. You are assigned a counselor who remains with you until graduation. Your counselor works closely with your grade level principal, who also remains with you through graduation.

The school counselors are:

9 <sup>th</sup> Grade	Anne Kraus	415-7618
10 <sup>th</sup> Grade	Chandra Brown	415-7619
11 <sup>th</sup> Grade	Paul Arthur	415-7617
12 <sup>th</sup> Grade	Jamesell Kee	415-7616
College, Career & Transition	Christy Wills	415-7621

Additionally, North has a social worker who helps all students with family and life problems.

Social Worker	Alyssa Herrera	415-7623
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### **REGISTRATION & ENROLLMENT**

All enrollment, withdrawal and academic record issues are coordinated by the district registrar at 314-415-9900.

### **SCHEDULE CHANGING GUIDELINES**

Students may request a change to their schedule to one of their alternate courses if they have failed a class, have not had a prerequisite class, need a class to meet graduation requirements or have completed a class in summer school. See your counselor to request a change to your schedule. Students will have until 3pm on August 9th to make schedule changes. Schedule changes will not be permitted after the semester begins.

**Requests to change *teachers, class periods, or semesters* will not be accepted.**

### **Naviance/Family Connections**

Naviance/Family Connections is a website that contains information about colleges, careers, personality inventories, and organizational tools. Students will use this to request transcripts, letters of recommendation and to submit college applications. You can reach the site through the Parkway North Counseling website. When accessing the site, the username is the student's Parkway email address and the password is the student number. If you have any questions, please contact your counselor.

### **NATIONAL TEST DATES FOR COLLEGE ADMISSION**

The Preliminary Scholastic Aptitude Test (PSAT) is given to interested sophomores and juniors in October. It is the qualifying test for National Merit Scholarships. The American College Testing (ACT) and Scholastic Aptitude Test (SAT) are each given several times during the school year. All juniors enrolled at North will take the ACT in April as part of our District Assessment Plan. Registration forms for the National ACT and SAT test dates are provided in the Guidance and Counseling Center and on the Guidance website. ACT prep classes are offered free to students throughout the year. Information will be posted on the guidance web page.

## **COPIES OF RECORDS**

Eligible students or parents/guardians may request free of charge up to 10 copies of their records. Any request exceeding ten (10) copies will be charged \$3.00 per copy. Report cards and diplomas will be held if you have failed to pay fines.

## **WITHDRAWAL**

A parent who wishes to withdraw his/her child from school must sign a withdrawal form. Forms are available on the website or from the registrar in Guidance and Counseling Center.

## **HEALTH SERVICES**

The nurse's office is located on the east side of the Commons. The nurse is assisted by a health assistant. The nurse knows about common teenage health problems and is ready to consult with students and parents, providing information and referrals. **A student who feels ill or has a minor injury and requests to see the nurse during class time must obtain a pass from his/her teacher.** Occasionally, parents receive calls from a classroom or cell phone with complaints of illness or injury. Students are required to call parents from the nurse's office regarding health issues. Please have the student come to the nurse's office for evaluation. We will discuss the symptoms with the student, check their health status, and provide the appropriate care. The nurse will contact the parent/guardian regarding any illness or injury that requires the student to be sent home. In order to meet the needs of your child, the nurse needs to know any change in your child's health. It is very important to keep telephone numbers and other emergency information up to date. Also, please notify the school nurse if your child has any contagious illness. This will assist the school personnel to help monitor and limit the spread of contagious disease.

### **Emergencies**

The nurse or other staff member will call an ambulance for any illness or injury they deem life threatening and will send the student to the nearest hospital. The caller will make every attempt to locate the parent/guardian using the information from the Infinite Campus system. The Infinite Campus system should be updated by parents at the start of the school year. The Infinite Campus system must have the current names and phone numbers of other individuals besides parent/guardian who can be available to pick up the student. Health Information forms are available from the nurse to be completed by the parent/guardian yearly. This form is essential for the nurse and school staff to meet the health care needs of any student with health problems that may impact the student's activities at school. If you have any questions, please call the nurse at 314-415-7630.

If parents go out of town, they should leave the temporary guardian's name and number with the nurse and grade level office accompanied by any important instructions.

### **Immunizations**

Students are required by the State of Missouri to be current with all immunizations. **All immunizations must be up to date before students will be permitted to attend classes.**

Students must present documentation from their doctor or clinic verifying immunizations are current. **These must include month, day and year.** Religious and medical exemptions will be allowed but must be on Missouri official forms available from the nurse. Immunization records and/or exemptions must be in the nurse's office on the 1st day of school or the student will be excluded from school.

Parents, please note that the most frequent immunization required in high school is Tetanus/Diphtheria booster shot. This is due every 10 years. Please provide records of all immunizations to the school nurse at the time they are given.

**Medication at School** (Consent forms can be found on the North High Website)

**All prescription medication must be administered by the school nurse.** All prescription medications are to be given to the nurse by the student or parent at the beginning of the school day. All prescribed medications are kept in a locked cabinet in the nurse's office. Students are not allowed to carry prescription medicine. The medication must be in its original container with a pharmacy label affixed. The pharmacy label must show the following information:

1. The name of the student.
2. The dosage and the schedule of administration.
3. The prescription name.
4. The most recent date purchased.
5. The physician's name.

In addition, a written request from the student's parent/guardian is needed for the nurse to give each medication. This is required for each and every medication. The statement should indicate the reason the medication is given and any circumstances of which the nurse should be aware. If the prescription is discontinued or the dosage is changed, please notify the nurse in writing as soon as possible. Please call for immediate changes. If your child is on long-term medication at school, please call periodically to discuss his/her progress with the medication procedure.

**Emergency Prescription Medications**

Epi-pen injection and Asthma inhalers may be carried by students and must be accompanied by a written note from the parents/guardians. A form letter authorizing students to self-administer their medication can be obtained from the nurse for the parents/guardians to sign. An extra emergency inhaler/epi-pen should also be kept in the nurse's office as a back-up.

**Non-prescription (Over the Counter) Medicine**

The parent/guardian must provide all non-prescription medication required by the student. The parent has two options.

- (1) Students may carry their own non-prescription medicine in the high school under the following requirements:
  - (a) The medicine should be in its original container with no other medicines mixed in the bottle (smallest size possible).
  - (b) A written note from the parent/guardian giving permission for the student to carry and take the stated medication.
  - (c) The student must not share his/her medicine with anyone else, under any circumstances.
- (2) Student may keep over the counter medicine in the Nurse's Office, but must have a written request from their physician and a written consent from their parent/guardian. The written request from the physician must include the name of the student, name of the drug, dosage, frequency of administration, route of administration, and prescriber's name.

## ATHLETICS

If you have any questions about our sports program, contact our Athletic Administrator, Ms. Kris Kellams (415-7637) or see one of the coaches.

### SPORTS

#### Fall

Football	Boys Soccer	Girls Volleyball
Boys Swimming & Diving	Girls Softball	Girls Golf
Cross Country	Girls Tennis	

#### Winter

Basketball	Wrestling	Girls Swimming & Diving
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#### Spring

Baseball	Boys Volleyball	Girls Soccer
Track	Boys Tennis	Water Polo
Boys Golf	Girls Lacrosse	

In order to play on a North High athletic squad, you must:

1. Take a physical examination after February 1st.
2. Have your doctor and parents complete the Athletic Participation Packet.
3. Satisfy the MSHSAA residency requirement.
4. Be presently enrolled in 3.0 units of credit and have passed 3.0 units of credit the semester preceding competition.
5. Exhibit good school citizenship to maintain eligibility for athletics.
6. Not have reached the age of 16 prior to July 1 preceding the opening of school for freshman competition.
7. Not have reached the age of 19 prior to July 1 preceding the opening of school for upper level teams.

Academic citizenship requirements must be met for all MSHSAA Activities, which include: Sports, Cheerleading, Vikesettes, Speech & Debate, Drama Competition, Academic Team, Music Competition and Chess. Some programs may require a 2.0 GPA.

## ACTIVITES PROGRAMS

At North we offer a full range of co-curricular activities to meet the needs and interests of our students. Some of the clubs have special membership requirements, but many are open to all students.

If you and your friends have a special interest that is not being promoted by one of our present clubs, feel free to organize a new club. Your club must have a worthwhile purpose, a faculty sponsor, and approval by the administration. If you would like to organize a new club, see Ms. Kellams. Please visit the Parkway North website for a complete listing of co-curricular activities.

## LIBRARY

The library serves the educational needs of students by providing instruction, materials, and technologies. Members of the library staff work closely with classroom teachers in order to facilitate and enhance student learning. The library is open for student use before and after school.

Monday - Thursday:	7:00 AM – 3:30 PM
Friday:	7:00 AM -- 2:30 PM

## Parkway North High School 2016-17

### Username & Passwords for Remote Library Access

<http://www.edline.net/pages/ParkwayNorthHS/Departments/Library>

#### Academic/Scholarly Journals

##### Academic Search Elite

username: parkways password: parkways

##### JSTOR

Ask library for access token to set up account-must be done at school

#### Current Issues / Pro-Con Resources

##### CO Researcher

username: parkwayschools password: cq

##### Global Issues in Context

password: parkwayn

##### Issues and Controversies

username: pkwnorth password: vikings

##### SIRS Researcher

username: 579348H password: 63146

#### Magazines & Newspapers

##### MAS Ultra – School Edition

username: parkways password: parkways

##### MasterFile Premier

username: parkways password: parkways

##### National Geographic Magazine Archive (1888-1994)

password: parkwayn

##### Newspaper Source

username: parkways password: parkways

##### ProQuest Historical Newspapers

username: 18-5053REMOTE password: bigchalk

#### Reference Sources

##### Credo Reference

username: pkwynhs password: vikings

##### Gale Virtual Reference Library

password: parkwayn

##### Science Reference Center

username: parkways password: parkways

##### Student Resources in Context

password: parkwayn

##### World Book

username: pkwyhome password: pkwyhome

#### Discovery Education Streaming – educational videos and other media

username: your student login password: your student id

#### EBSCO Electronic Books – Gives access to over 7000 electronic books

username: 096-095 password: pkwy1

#### St. Louis County Library - <http://www.slcl.org>

Access the databases by entering your County Library card number.



### Library eBooks on Your Device

1. Download and install the BryteWave K-12 Edition app. Launch the app from your device.

2. **Location:** Missouri

3. **School:** Parkway North High School. (As you begin typing, Parkway North High School should appear.)

4. **Username:** Your student username for the computers.

5. **Password:** Your student ID number.

6. Check **Stay logged in**.

**Follett**

Search your Follett collection

Location  
Any Location

School  
Enter your school's name or FollettShelf URL

Username

Password

Stay logged in  
This is a trusted device.

Log In

Terms of Use  
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Version 3.0.1 2015-06-12 (rev. release/3.0.0-app.e20f80c)

### DANCES

Students must follow all school rules and policies while attending any North dance. Students wishing to bring an outside guest to a dance must get approval from an administrator. Students currently under suspension and/or expulsion will not be allowed to attend a dance. North High students must present their student ID when purchasing tickets to dances. Guest must present a photo id upon arrival at the dance. Once students leave a dance, they will not be allowed to return.

### FINES

Fines may be assessed for various reasons, and are paid in the bookstore. The most common are:

- parking violations
- damage to textbooks or loss of a textbook
- damage to school property

You must pay all fines before:

- obtaining a parking permit
- obtaining a diploma
- purchasing Homecoming or Prom tickets
- obtaining Graduation tickets

### USE OF TOBACCO

**Possession, use, or distribution of any tobacco products on school property or at school-sponsored activities is expressly prohibited. Electronic cigarettes, electronic smoking devices and smoking paraphernalia are also prohibited on school property or at school-sponsored activities.**

Restrictions apply to all district buildings and grounds. These restrictions also are applicable to all citizens and patrons as well as students and staff.

- Students who are found in violation of district policy will be subject to disciplinary action.
- Smoking on school property is also a violation of St. Louis County Ordinance #15247 and may carry substantial fines.

## SEXUAL HARASSMENT

The Board of Education is committed to maintaining an environment for its employees and students which is free from sexual harassment. Furthermore, the Board of Education strongly believes that no person in the Parkway School District shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity.

1. If a student believes he or she is being sexually harassed, the student should bring the concern to the attention of the building principal.
2. If the student feels that such contact with the building principal would be inappropriate, if the situation is not satisfactorily resolved by the building principal, or if the student simply feels more comfortable speaking to someone other than the building principal, the student should contact the appropriate Assistant Superintendent in the school district.
3. If neither the student's building principal nor the Assistant Superintendent is of the same sex as the student, or the student for any other reason would prefer to report the student's concern to another administrator within the District, the student may do so. However, it is essential that the report be made to someone with the authority and obligation to act upon the concern.
4. Following the receipt of the concern, District personnel will fully investigate the concern and notify the student of the results of the investigation. Investigations undertaken will be cognizant of the rights of all involved parties.
5. The district will maintain the confidentiality of the concern and details of the investigation to the fullest extent possible.
6. If the investigation substantiates the validity of sexual harassment, the District will take appropriate disciplinary action against the offender(s). If the offender is an employee of the school district, the disciplinary action could be as severe as termination of employment. If the offender is another student, disciplinary action will be taken in accordance with the Board established Policy JG.
7. If the offender is not an employee of the District, the District will take appropriate action within the scope of its authority to eliminate and redress the harassment.
8. There will be no retaliation or adverse treatment of any student who chooses to use this procedure to resolve a concern.
9. The responsible administrator should regularly follow up with the complaining student to insure that the harassment has stopped and that no retaliation has occurred.

## VIDEO & OTHER MONITORING ON PARKWAY NORTH PROPERTY

Parkway North High School utilizes monitoring equipment and other recording devices in accordance with the policy adopted on 10/19/05- ECAA.BP. For additional information, please review Parkway District Documents included in this handbook.

## PARENT ORGANIZATIONS

We encourage the parents of our students to be actively involved in North High School and District activities. We want you to visit North and attend as many co-curricular activities as you can. In addition, you may want to consider participation in one of these organizations.

1. The **North High PTO** initiates special projects and assists with various school functions throughout the year. Their meetings are held at North High. Dates of the meetings are listed on the enclosed calendar.
2. The **Booster Club** lends financial and fan support to our athletic program.
3. The **Parents Advisory Council for Children with Disabilities** has as its goal: mutual support, effective problem-solving and clear communication.
4. The **Project Parkway**, is a long range planning and community involved process. There are four meetings each year. Parents are encouraged to attend and give input about district programs.
5. The **Band-Backers** lend financial support to the band program.
6. The **PAMEE** (Parkway Parent Advocacy for Multicultural Excellence in Education) supports the Parkway School District's diversity efforts and initiatives. The meetings are at the ISC building, Room A. The Pupil Personnel website will have the meeting dates.

# August

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
July 28-29 – New Teacher Orientation July 29 – Counselors return	<b>1</b> Fall Sports Begin New Teacher Orientation Registration 9:30 and 1:30	<b>2</b> New Teacher Orientation Registration 9:30 and 1:30	<b>3</b> BOE Meeting 7pm Yearbook Distribution 12-2 Registration 9:30 and 1:30 Senior Schedule changes 8:30 - noon	<b>4</b> Teacher Workshops PALS Training 1-2 Registration 1:30 Jr. Schedule changes 1-3 Marching Band Parent Preview 7pm	<b>5</b> Teacher Workshops Band at Cardinals Game Registration 9:30 and 1:30 Fr-Soph. Schedule changes 8:30 - noon	<b>6</b>
7	<b>8</b> Football Picture Day 8am Registration 9:30 and 1:30 Schedule changes (all) 8:30am - noon and 1 - 3	<b>9</b> Teacher Workshops New Student Orientation Registration 9:30 and 1:30 Schedule changes (all) 9am - noon and 1-3 STUCCO Retreat (excess) 11:30	<b>10</b> A First Day of School	<b>11</b> B No Travel Lab Back to School Assembly and Lab Discussion Fall Play Auditions 2:30-4 Fall Sports Picture Day 2:45	<b>12</b> A Football Jamboree	<b>13</b>
<b>14</b>	<b>15</b> B No Travel Lab Fresh/Soph. Pictures Jr./Sr. Class Meetings	<b>16</b> A Mentors 4 College 7pm-8pm	<b>17</b> B No Travel Lab Jr./Sr. Pictures Fresh/Soph. Meetings	<b>18</b> A	<b>19</b> B No Travel Lab Drills-1 <sup>st</sup> priority Sr./Jr. Breakfast-2 <sup>nd</sup> priority	<b>20</b>
<b>21</b>	<b>22</b> A	<b>23</b> B 9 <sup>th</sup> Grade Skills - 1 <sup>st</sup> priority	<b>24</b> A	<b>25</b> B ASAP, both priorities in theater STUCCO (excess) 1-2 <sup>nd</sup> priority	Football vs. Central 7pm	<b>27</b> Mozingo Percussion Concert
<b>28</b>	<b>29</b> B 9 <sup>th</sup> Grade Skills - 1 <sup>st</sup> priority STUCCO (all) - 2 <sup>nd</sup> priority	<b>30</b> A Sr. Parent Mtg. 7pm	<b>31</b> B BOE Meeting 7pm Early Release Day 12:55 Faculty Mtg.	Open House 7pm	Football at Marquette 7pm	

2016

# September

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				<b>1</b>	<b>2</b>	<b>3</b>
				Ir. Sr. College Night 6:30-8:00	Football at U. City 4pm	Pom Kiddie Clinic
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	No School (Labor Day)	Sr. Naviance in ELA classes College, Career, Transition	<b>Delayed Start 9:35am</b> Sr. Naviance in ELA classes College, Career, Transition	Sr. Naviance in ELA classes College, Career, Transition	Sr. Naviance in ELA classes College, Career, Transition <i>ASMP – both priorities</i>	McKelvey Fin Run  ACT
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
	Sr. Naviance in ELA classes College, Career, Transition	Sr. Naviance in ELA classes College, Career, Transition <i>A+ Training – 1<sup>st</sup> priority</i> <i>STUCCO (all) – 2<sup>nd</sup> priority</i>		<i>Lab Discussion – 1<sup>st</sup> priority</i>	Football vs. Summit 7pm ITS Leadership Conference	Marching Band Competition in Farmington  Cheer Kiddie Clinic
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
	<i>9<sup>th</sup> Grade Skills – 1<sup>st</sup> priority</i> <i>STUCCO (excess) – 2<sup>nd</sup> priority</i>	Hearing/Vision Screening	<b>Early Release Day 12:55</b> End of Week Grading Period Hearing/Vision Screening Faculty Mtg.	Fall Play 7pm	Fall Play 7pm Football at Kirkwood 7pm	Marching Band Competition in Sullivan  PN – JV Volleyball Trn. both gyms
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	
	Project Parkway at South 7-9	<i>9<sup>th</sup> Grade Skills – 1<sup>st</sup> priority</i> <i>STUCCO (all) – 2<sup>nd</sup> priority</i> Variety Show Auditions 2:45-4:30	Variety Show Auditions 2:45 – 4:30	<i>Conc. Chorale – 2<sup>nd</sup> priority</i>	Football vs. Ritennour 7pm	Pop Rally 6:30 Soccer 7:30 Float Building 3-9
	Spirit Week Begins	Float Building 3-7	BOE Meeting 7pm Float Building 3-7	Float Building 3-7		
	Decorations 3-7					

2016



# November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<b>1</b> A	<b>2</b> B Delayed Start 9:35am	<b>3</b> A	<b>4</b> B End of 12 Week Grading Review ASAP – both priorities	<b>5</b> B Band Craft Fair Suburban Choir at Patonsville
<b>6</b> Band Craft Fair	<b>7</b> No School (Prof. Dev./Records) Girls Swim/Dive Begins	<b>8</b> No School (Professional Dev. Day) Election Day	<b>9</b> A	Fall Orchestra Concert 7pm Lower Gym <b>10</b> B <i>Soph. Labs – Guidance Curriculum</i>	Football Districts 7pm <b>11</b> A Marching Band Veteran's Day Assembly	<b>12</b> A
<b>13</b>	<b>14</b> B <i>Soph. Labs – Guidance Curriculum</i>	<b>15</b> A Faculty Mgt.	BOE Meeting 7pm <b>16</b> B <i>Soph. Labs – Guidance Curriculum STUCCO (all)-2<sup>nd</sup> priority</i>	<b>17</b> A	Football Quarterfinals <b>18</b> B <i>Fresh. Labs – Character Ed Theater ASAP – both priorities</i>	Football Quarterfinals <b>19</b>
<b>20</b>	Project Parkway at West 7-9 <b>21</b> A	<b>22</b> B <i>MOML Test – 1<sup>st</sup> priority Fresh. Labs – Character Ed Theater</i>	No School <b>23</b>	Varsity Show 7pm theater <b>24</b> No School (Thanksgiving)	Varsity Show 7pm theater Football Semifinals <b>25</b> No School	Football Semifinals <b>26</b>
<b>27</b>	<b>28</b> A	<b>29</b> B Spring Play Auditions Band – both priorities STUCCO (execs)-2 <sup>nd</sup> priority	<b>30</b> A BOE Meeting 7pm			

2016

# December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				<b>1</b> <i>Lab Discussion – 1<sup>st</sup> priority</i> <i>Band – 2<sup>nd</sup> priority</i>	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b> EOC window opens <i>9<sup>th</sup> Grade Skills – 1<sup>st</sup> priority</i> <i>Band – both priorities</i>	<b>6</b> Faculty Mgt.  North Area Band Concert 7:30 Main Gym	<b>7</b> Delayed Start 9:35am	<b>8</b>	<b>9</b> <i>Word Wright – 1<sup>st</sup> priority</i> <i>ASAP – both priorities</i>	<b>10</b> ACT
<b>11</b>	<b>12</b>  Winter Choir Rehearsal 6:30 – 9 Theater	<b>13</b> EOC window closes <i>9<sup>th</sup> Grade Skills – 1<sup>st</sup> priority</i> <i>Conc. Choir – 2<sup>nd</sup> priority</i>	<b>14</b>	<b>15</b> <i>MMML – 1<sup>st</sup> priority</i> <i>STUCCO (all) – 2<sup>nd</sup> priority</i>	<b>16</b>	<b>17</b> Theater Rehearsal for All-State Show 10-5
<b>18</b>	<b>19</b> Finals (Full Day) Schedule changes before or after school	<b>20</b> Finals (Half Day) Schedule changes before or after school	<b>21</b> Finals (Half Day) Schedule changes before or after school	<b>22</b> Finals (Half Day) Schedule changes before or after school	<b>23</b> No School (Winter Break)	<b>24</b>
<b>25</b>	<b>26</b> No School (Winter Break)	<b>27</b> No School (Winter Break)	<b>28</b> No School (Winter Break)	<b>29</b> No School (Winter Break)	<b>30</b> No School (Winter Break)	<b>31</b>

2016

# January

2017

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>	<i>Sat</i>
<b>1</b>	<b>2</b> No School (Winter Break)	<b>3</b> No School (Winter Break)	<b>4</b> No School (Winter Break)	<b>5</b> No School (Winter Break)	<b>6</b> No School (Records Day)	<b>7</b>
<b>8</b>	<b>9</b> School Resumes	<b>10</b> <i>No Travel Lab - Back to School Assembly/ Drills</i>	<b>11</b> <b>Delayed Start 9:35am</b> Plan Period Teacher Migs.	<b>12</b> 6-5-7-8 Senior Late Arrival <i>No Travel Lab- Course Registration</i> ITS State Conference	<b>13</b> ITS State Conference	<b>14</b> ITS State Conference
<b>15</b>	<b>16</b> No School - Martin Luther King Day	<b>17</b> <i>No Travel Lab-1<sup>st</sup> priority (Course Registration) MOML-2nd priority</i>	BOE Meeting 7pm <b>18</b>	<b>19</b> Curriculum Evening 6-8pm <i>Lab Discussion - 1<sup>st</sup> priority</i>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b> No School - 6-5-7-8 Senior Late Arrival <i>No Travel Lab- Course Requests Due</i>	<b>24</b> Faculty Mlg.	<b>25</b> STUCO (excess)-2 <sup>nd</sup> priority	<b>26</b>	<b>27</b> ASAP - 2 <sup>nd</sup> priority	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b> <i>9<sup>th</sup> Grade Skills - 1<sup>st</sup> priority A+ Training - 2<sup>nd</sup> priority</i>	Mentors 4 College 7pm-8pm			



# February

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			<b>1</b> Delayed Start 9:35am	<b>2</b> Word Wright – 1 <sup>st</sup> priority STUCO (all); 2 <sup>nd</sup> priority Sr. FAESA follow up – ELA classes Black History Celebration 7pm Theater	<b>3</b> Sr. FAESA follow up – ELA classes	<b>4</b>
<b>5</b>	<b>6</b> 9 <sup>th</sup> Grade Skills – 1 <sup>st</sup> priority Jr. Labs – Post Secondary Naviance – Library	<b>7</b>	<b>8</b> Early Release Day 12:55 Faculty Mtg.  BOE Meeting 7pm	<b>9</b>	<b>10</b> Jr. Labs – Post Secondary Naviance – Library ASAP – both priorities	<b>11</b> ACT Testing at North
<b>12</b>	<b>13</b>	<b>14</b> 9 <sup>th</sup> Grade Skills; 1 <sup>st</sup> priority Concert 2 Orab. - 1 <sup>st</sup> priority MOML – 2nd priority Jr. Labs – Post Secondary Naviance – Library	<b>15</b>	<b>16</b> End of 6 Week Grading Period STUCO (exes); 2 <sup>nd</sup> priority	<b>17</b> No School (Pro. Dev./Records Day)	<b>18</b>
	Project Parkway at Central 7-9		Winter Orchestra Concert 7pm Lower Gym	Spirit of Excellence Awards		
<b>19</b>	<b>20</b> No School - Presidents' Day	<b>21</b>	<b>22</b> Soph. Naviance in World History Classes – Guidance Curriculum; Pers. Profiler/Career Cluster STUCO (all); 2 <sup>nd</sup> priority	<b>23</b> Soph. Naviance in World History Classes – Guidance Curriculum; Pers. Profiler/Career Cluster STUCO (all); 2 <sup>nd</sup> priority	<b>24</b> Discussion – 1 <sup>st</sup> priority ASAP – 2 <sup>nd</sup> priority Soph. Naviance in World History Classes – Guidance Curriculum; Pers. Profiler/Career Cluster	<b>25</b>
<b>26</b>	<b>27</b> Soph. Naviance in World History Classes – Guidance Curriculum; Pers. Profiler/Career Cluster Spring Sports Begin	<b>28</b> Soph. Naviance in World History Classes – Guidance Curriculum; Pers. Profiler/Career Cluster Pre-Festival Choir Concert Main gym 7pm North Area Art Exhibit 6-8				

2017

# March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<b>1</b> A Delayed Start 9:35am Course Verification in Math	<b>2</b> B Course Verification in Math <i>Fr. Novitiate - Lab</i> Band - both priorities	<b>3</b> A Course Verification in Math MSHSAA Dist. Solo/Small Ensemble STUCCO (all) - 2 <sup>nd</sup> priority	<b>4</b>
	<b>6</b> B Course Verification in Math <i>Fr. Novitiate - Lab</i> Band - both priorities State Choir Contest (Tentative)	<b>7</b> A Course Verification in Math One Acts - Auditions State Choir Contest (Tentative) Band Concert at Logan 7:30pm	Spring Play 7pm	Spring Play 7pm	Spring Play 7pm	
<b>5</b>		<b>8</b> B Course Verification in Math <i>Fr. Novitiate - Lab</i> One Acts - Auditions State Choir Contest (Tentative) BOE Meeting 7pm	<b>9</b> A	<b>10</b> A No School	<b>11</b>	
<b>12</b>	<b>13</b> No School (Spring Break)	<b>14</b> No School (Spring Break)	<b>15</b> No School (Spring Break)	<b>16</b> No School (Spring Break)	<b>17</b> No School (Spring Break)	<b>18</b>
<b>19</b>	<b>20</b> B 9 <sup>th</sup> Grade Skills - 1 <sup>st</sup> priority MOML - 2 <sup>nd</sup> priority	<b>21</b> A Faculty Mtg.	<b>22</b> B A4 Training - 1 <sup>st</sup> priority STUCCO (excess) - 2 <sup>nd</sup> priority	<b>23</b> A	<b>24</b> B Lab Discussion - 1 <sup>st</sup> priority ASAP - 2 <sup>nd</sup> priority	<b>25</b>
<b>26</b>	<b>27</b> A	<b>28</b> B 9 <sup>th</sup> Grade Skills - 1 <sup>st</sup> priority Jr. Lab: ACT - Pre Admin. STUCCO (all) - 2 <sup>nd</sup> priority  All-District Orchestra Concert at Queeny 7:30	<b>29</b> A  Purple Pride Night 7pm	<b>30</b> B NHS Blood Drive Jr. Lab: ACT - Pre Admin.	<b>31</b> A	

2017

# April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						<b>1</b>
<b>2</b>	<b>3</b> 9 <sup>th</sup> Grade Skills-1 <sup>st</sup> priority Jr. Lab: ACT- Pre Admin.	<b>4</b> <b>A</b>	<b>5</b> <b>B</b> Delayed Start 9:35am	<b>6</b> <b>A</b>	<b>7</b> <b>B</b> Jr. Lab: ACT- Pre Admin. ASAP-both priorities	<b>8</b> ACT
<b>9</b>	<b>10</b> <b>A</b> Passover-sundown	<b>11</b> <b>B</b> Passover	<b>12</b> <b>A</b> Senior ELA Survey Completion in Library	<b>13</b> <b>A</b> Sr. Parent Mtg. 7pm End of 12 Week Grading Period Special Olympics Day of Service	<b>14</b> <b>B</b> No School Good Friday	<b>15</b>
<b>16</b> Easter	<b>17</b> <b>B</b> 9 <sup>th</sup> Grade Skills-1 <sup>st</sup> priority STUCO (all)-2 <sup>nd</sup> priority  Project Parkway at North 7-9	<b>18</b> <b>A</b>	<b>19</b> <b>A</b> ACT Test - Fr., So., Jr. Senior Picnic Early Release Day 12:55 Faculty Mtg.	<b>20</b> <b>B</b> Word Wright-1 <sup>st</sup> priority	<b>21</b> <b>A</b>	<b>22</b> All-District Art Show Queeny 10am-4pm Band Garage Sale 8am-1
<b>23</b> All-District Art Show Queeny noon-4	<b>24</b> <b>B</b> 9 <sup>th</sup> Grade Skills-1 <sup>st</sup> priority STUCO-Declaration Day  Parkway Appreciation Evening	<b>25</b> <b>A</b>	<b>26</b> <b>B</b> Symph. Orch.-1 <sup>st</sup> priority	<b>27</b> <b>A</b>	<b>28</b> <b>B</b> ASAP-both priorities	<b>29</b> MHSAAA State Music Contest
<b>30</b>						

2017

# May

<i>Sun</i>	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>	<i>Sat</i>
	<b>1</b> A AP Testing Percussion Concert Theatre 7pm	<b>2</b> B <i>6<sup>th</sup> Grade Skills - 1<sup>st</sup> priority</i> <i>Con. Closure - 2<sup>nd</sup> priority</i> AP Testing Choir Rehearsal 6:30-9 theater	<b>3</b> A AP Testing Spring Choir Concert 7pm 8:30 Theater	<b>4</b> B <i>Band - both priorities</i> AP Testing Honors Evening 7pm	<b>5</b> A AP Testing	<b>6</b> Prom
<b>7</b>	<b>8</b> B AP Testing <i>Band - both priorities</i> Spring Orchestra Concert 7pm main gym	<b>9</b> A Senior Finals AP Testing <i>Con. 2 Orch. - 1<sup>st</sup> priority</i> Band Concert at Logan 7pm	<b>10</b> B Senior Finals AP Testing <i>AP Training - 2nd priority</i> BOE Meeting 7pm	<b>11</b> A Senior Finals AP Testing	<b>12</b> B Seniors Last Day AP Testing <i>AP Testing Job</i> <i>Senior Walk</i> <i>STUCCO - Election Day</i>	<b>13</b>
<b>14</b>	<b>15</b> A	<b>16</b> B <i>Band - both priorities</i>	<b>17</b> A	<b>18</b> A <i>STUCCO (all), 2<sup>nd</sup> priority</i>	<b>19</b> A Theater Awards 7-8:30	<b>20</b>
<b>21</b>	<b>22</b> B Finals (Full Day) 8th Grade Celebration	<b>23</b> B Finals (Half Day)	<b>24</b> Finals (Half Day)	<b>25</b> Finals (Half Day) Last Day of School	<b>26</b> Last Day for Teachers	<b>27</b>
<b>28</b>	<b>29</b> Memorial Day	<b>30</b>	<b>31</b>			

2017

# June

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				<b>1</b>	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b> Summer School Begins	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> ACT
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> BOE Meeting 7pm	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>July 7 -</b> Summer School Ends <b>July 31 -</b> First Day of Fall Sports

**2017**

## Goal Setting-First Semester 2016-2017

### SMART Goals: Specific, Measurable, Achievable, Relevant, Time-sensitive

*Specific:* What exactly do you want to accomplish?

*Measurable:* How will you know when you have accomplished your goal?

*Achievable:* Is this a realistic goal? Do you have the resources to achieve the goal?

*Relevant:* Why is this goal important to you? What is the benefit of this goal?

*Time-sensitive:* When will this goal be achieved?

Sample 6 Week SMART goals and action steps:

- I will earn an 85% as a 6 week grade in biology.
  - Make biology flash cards and study them every night
  - Complete all assignments on time
- I will complete 100% of my homework assignments on time for all my classes during this marking period.
  - Use my planner to record all homework assignments
  - Schedule time after school/evenings for each class to do homework
- I will earn an A on all tests/quizzes for science, math, social studies and English.
  - Study vocabulary and review my class notes 10 min per class everyday
  - Use teacher webpages or other sites for practice problems for tests

My 6 Week SMART goal and action steps to achieve my goal:

- 
- 

My 12 Week SMART goal and action steps to achieve my goal:

- 
- 

My 18 Week SMART goal and action steps to achieve my goal:

- 
-

Name \_\_\_\_\_ Grade \_\_\_\_\_ Academic Lab Teacher \_\_\_\_\_

<b>Date:</b> 8/23		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> 8/25		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> 8/29		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

<b>Date:</b> <b>9/2</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> <b>9/9</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> <b>9/13</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>



Name \_\_\_\_\_ Grade \_\_\_\_\_ Academic Lab Teacher \_\_\_\_\_

<b>Date:</b> 9/15		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> 9/19		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> 9/23		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

<b>Date:</b> <b>9/27</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> <b>9/29</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> <b>10/3</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

<b>Date:</b> <b>10/11</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> <b>10/13</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> <b>10/17</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

<b>Date:</b> 10/19		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> 10/21		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> 10/25		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

<b>Date:</b> 10/27		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> 10/31		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> 11/4		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

<b>Date:</b> 11/10		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> 11/14		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> 11/16		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

Name \_\_\_\_\_ Grade \_\_\_\_\_ Academic Lab Teacher \_\_\_\_\_

<b>Date:</b> 11/18		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> 11/22		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> 11/29		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

<b>Date:</b> <b>12/1</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> <b>12/5</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> <b>12/9</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>



<b>Date:</b> <b>12/13</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> <b>12/15</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> <b>12/19</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

## Goal Setting- Second Semester 2016-2017

### SMART Goals: Specific, Measurable, Achievable, Relevant, Time-sensitive

*Specific:* What exactly do you want to accomplish?

*Measurable:* How will you know when you have accomplished your goal?

*Achievable:* Is this a realistic goal? Do you have the resources to achieve the goal?

*Relevant:* Why is this goal important to you? What is the benefit of this goal?

*Time-sensitive:* When will this goal be achieved?

Sample 6 Week SMART goals and action steps:

- I will earn an 85% as a 6 week grade in biology.
  - Make biology flash cards and study them every night
  - Complete all assignments on time
- I will complete 100% of my homework assignments on time for all my classes during this marking period.
  - Use my planner to record all homework assignments
  - Schedule time after school/evenings for each class to do homework
- I will earn an A on all tests/quizzes for science, math, social studies and English.
  - Study vocabulary and review my class notes 10 min per class everyday
  - Use teacher webpages or other sites for practice problems for tests

My 6 Week SMART goal and action steps to achieve my goal:

- 
- 

My 12 Week SMART goal and action steps to achieve my goal:

- 
- 

My 18 Week SMART goal and action steps to achieve my goal:

- 
-

<b>Date:</b> 1/17		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

<b>Date:</b> 1/19		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

<b>Date:</b> 1/25		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

<b>Date:</b> 1/27		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
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Ac Lab Teacher Initials	Time Leaving Lab	Destination	Arrival Time	Initials	Departure time	Initials	Ac Lab Return Time	Initials

<b>Date:</b> 1/31		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
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Ac Lab Teacher Initials	Time Leaving Lab	Destination	Arrival Time	Initials	Departure time	Initials	Ac Lab Return Time	Initials

<b>Date:</b> 2/2		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
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Ac Lab Teacher Initials	Time Leaving Lab	Destination	Arrival Time	Initials	Departure time	Initials	Ac Lab Return Time	Initials

<b>Date:</b> 2/6		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

<b>Date:</b> 2/10		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

<b>Date:</b> 2/14		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

<b>Date:</b> <b>2/16</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

<b>Date:</b> <b>2/22</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

<b>Date:</b> <b>2/24</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

<b>Date:</b> <b>2/28</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

<b>Date:</b> <b>3/2</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

<b>Date:</b> <b>3/6</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

<b>Date:</b> <b>3/8</b>	<b>Academic Lab Priorities:</b>	Sample: Finish creating outline for research paper for chemistry class. 1.  2.
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Ac Lab Teacher Initials	Time Leaving Lab	Destination	Arrival Time	Initials	Departure time	Initials	Ac Lab Return Time	Initials

<b>Date:</b> <b>3/20</b>	<b>Academic Lab Priorities:</b>	Sample: Finish creating outline for research paper for chemistry class. 1.  2.
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Ac Lab Teacher Initials	Time Leaving Lab	Destination	Arrival Time	Initials	Departure time	Initials	Ac Lab Return Time	Initials

<b>Date:</b> <b>3/22</b>	<b>Academic Lab Priorities:</b>	Sample: Finish creating outline for research paper for chemistry class. 1.  2.
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Ac Lab Teacher Initials	Time Leaving Lab	Destination	Arrival Time	Initials	Departure time	Initials	Ac Lab Return Time	Initials



<b>Date:</b> <b>3/24</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

<b>Date:</b> <b>3/28</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

<b>Date:</b> <b>3/30</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

<b>Date:</b> 4/3		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> 4/7		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> 4/11		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

<b>Date:</b> 4/17		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> 4/20		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> 4/24		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

<b>Date:</b> <b>4/26</b>	<b>Academic Lab Priorities:</b>	Sample: Finish creating outline for research paper for chemistry class.						
		1. 2.						

Ac Lab Teacher Initials	Time Leaving Lab	Destination	Arrival Time	Initials	Departure time	Initials	Ac Lab Return Time	Initials

<b>Date:</b> <b>4/28</b>	<b>Academic Lab Priorities:</b>	Sample: Finish creating outline for research paper for chemistry class.						
		1. 2.						

Ac Lab Teacher Initials	Time Leaving Lab	Destination	Arrival Time	Initials	Departure time	Initials	Ac Lab Return Time	Initials

<b>Date:</b> <b>5/2</b>	<b>Academic Lab Priorities:</b>	Sample: Finish creating outline for research paper for chemistry class.						
		1. 2.						

Ac Lab Teacher Initials	Time Leaving Lab	Destination	Arrival Time	Initials	Departure time	Initials	Ac Lab Return Time	Initials

<b>Date:</b> <b>5/4</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

<b>Date:</b> <b>5/8</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

<b>Date:</b> <b>5/10</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

<b>Date:</b> <b>5/16</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> <b>5/18</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>
<b>Date:</b> <b>5/22</b>		<b>Academic Lab Priorities:</b>		Sample: Finish creating outline for research paper for chemistry class. 1. 2.				
<b>Ac Lab Teacher Initials</b>	<b>Time Leaving Lab</b>	<b>Destination</b>	<b>Arrival Time</b>	<b>Initials</b>	<b>Departure time</b>	<b>Initials</b>	<b>Ac Lab Return Time</b>	<b>Initials</b>

# **PARKWAY SCHOOL DISTRICT**

455 North Woods Mill Rd.  
Chesterfield, Missouri 63017  
(314) 415-8100  
[www.parkwayschools.net](http://www.parkwayschools.net)

## **SUPERINTENDENT**

Dr. Keith Marty

## **BOARD OF EDUCATION MEMBERS**

Ms. Kim Appelbaum  
Mrs. Beth Feldman  
Mrs. Deborah Hopper  
Mr. Chris Jacob  
Mrs. Dee Mogerman  
Mr. Sudhir Rathod  
Dr. Sam Sciortino

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## **PARKWAY SCHOOL DISTRICT DOCUMENTS INCLUDED\***

- Policy JK, Student Discipline
- Code of Conduct for Participants in Parkway Athletics and Activities
- Family Educational Rights and Privacy Act Annual Notification
- Non-Discrimination/Accommodation Notice
- Special Education
- Services and Rights for Students with Disabilities
- Care Team
- Video & Other Monitoring on District Property
- Student Attendance

*\* Board and district policies are subject to change. The most current information is available on the website.*

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

### **Parkway's Code of Conduct**

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

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

Parkway schools serve many age groups whose needs and rights differ according to their levels of maturity. We believe that our schools must be an orderly environment in which learning is not jeopardized by disruptions. Within these limitations students must be given opportunities to bear responsibilities, to accept the reasonable exercise of authority and resist both oppression and license. One of the most important student responsibilities is to obey a school rule or policy until such a rule or policy is revoked. A necessary assumption is that students will accept their responsibilities and that parents and/or guardians will take an active role in monitoring their student's behavior. Parkway promotes, supports and facilitates parental and/or guardian understanding of its philosophy of education and discipline. Parental and/or guardian involvement is crucial to maintaining good order and discipline in the province of the school. Ultimately parents/guardians are responsible for their child's behavior.

For the purpose of this policy which is adopted under authority conferred by state law, 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. Also see Policy ECAC, Vandalism-Theft-Trespassing.

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

The district has authority to control student conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of pupils. School officials are authorized to hold students accountable for misconduct in school or on any property of the school, on any school bus going to or returning from school, during school-sponsored activities, during intermission or recess periods, 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 effect on the general welfare or reputation of the



school, its pupils, faculty, administration or staff. 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. (Approved June 18, 2008)

### **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 violating the standards of conduct set out herein. 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; 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 DRC should ensure that discipline is fairly and consistently applied to all students, regardless of race, ethnicity, disability, gender, school location or any other impermissible factors. The superintendent may accept or modify the recommendation of the DRC. The DRC recommendation and superintendent's decision normally shall be made prior to the end of the Principal Suspension. The student and the student's parent or guardian have the opportunity and are encouraged to attend all DRC meetings held to address their child's misconduct.

**Superintendent Suspension.** Any extension of the suspension by the superintendent should normally be made and communicated to the student's parent or guardian prior to the expiration of the Principal Suspension. In cases where the superintendent extends a Principal Suspension for up to 180 school days, the parent/guardian may appeal the decision to the board of education. When there is an appeal, the superintendent shall promptly transmit to the board a full report in writing of the facts relating to the suspension, the action taken, and the reasons for the action. The appeal shall be heard by the board of education or a committee thereof, which shall have full authority to act in lieu of the board. Procedures for the hearing are set out in Board Policy 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, 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 by use of violence, force, noise, coercion, threat, passive resistance, any device or item which disrupts learning or is prejudicial to good order and discipline, or any other conduct, cause the substantial and material disruption or obstruction of any classroom work, school activity or school function.

### **Standard 2. Damaging School Property or Property of Others**

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

### **Standard 3. Stealing or Possessing School Property or Property of Others without Authorization**

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

### **Standard 4. Fighting, Assaulting, or Acts of School Violence or Violent Behavior**

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

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

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 or District employees through unwelcome or inappropriate verbal or physical conduct of a sexual nature.

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

Standard 7. Possessing, Using, Distributing, Selling or Being under the Influence of Alcohol, Controlled Substances, or Imitation Controlled Substances or Tobacco Products

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

The possession, distribution, and sale of drug paraphernalia on school property or at school-sponsored activities are expressly prohibited. 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 Insubordinate or Disrespectful to Teachers, Administrators and/or Staff

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

Standard 9. Possessing Firearms and Weapons

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

1. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by action of an explosive, or
2. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one half inch in diameter, or

3. Any explosive, incendiary, or poison gas, such as: bombs; grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law, or
4. Any combination of parts either designed to or intended for use in converting any device into a device as described in the paragraphs above.

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

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

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

#### Standard 10. Posing a Threat of Harm to Himself/Herself or Others at School, as Evidenced by Prior Conduct

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

#### Standard 11. Possessing Bombs or Other Dangerous Substances

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

#### Standard 12. Making False Alarms or False Bomb Reports

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

#### Standard 13. Setting Fires

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

#### Standard 14. Misuse of Network Access, Internet Access, or Electronic Equipment

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

- a. Hacking and other unlawful activities
- b. Sending or displaying offensive messages or pictures
- c. Using obscene language
- d. Harassing, insulting, or attacking others
- e. Accessing material that advocates illegal acts or violence
- f. Damaging computers, computer systems, or computer networks
- g. Violating copyright laws
- h. Using another's password

- i. Trespassing in another's folders, work, or files
- j. Employing the network for commercial purposes
- k. Unauthorized disclosure, use, and dissemination of personally identifiable information
- l. Other inappropriate electronic-related actions as determined by the principal

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

Standard 15. Having Been Charged, Convicted or Pled Guilty to Commission of a Felony in a Court of General Jurisdiction or Having Been Registered on the Missouri Sex Offender Registry

A student who has been charged with, convicted or pled guilty in a court of general jurisdiction (i.e., an adult court, not a juvenile or family court) to commission of a felony criminal violation of state or federal law shall be in violation of this standard and may be suspended or expelled. 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 16. Being Charged, Convicted, or Pleading Guilty to Certain Serious Felonies

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

- a. First degree murder under Section 565.020, RSMo;
- b. Second degree murder under Section 565.021, RSMo;
- c. First degree assault under Section 565.050, RSMo;
- d. Forcible rape under Section 566.030, RSMo;
- e. Forcible sodomy under Section 566.060, RSMo;
- f. Robbery in the first degree under Section 569.020, RSMo;
- g. Distribution of drugs to a minor under Section 195.212, RSMo
- h. Arson in the first degree under Section 569.040, RSMo;
- i. Kidnapping when classified as a class A felony under Section 565.110, RSMo;
- j. Statutory rape under Section 566.032 RSMo;
- k. 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. This provision shall not apply to a student with a disability, as identified under state eligibility criteria, who is convicted as a result of an action related to the student's disability.

Standard 17. Other Serious Misconduct

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

**F. 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 violating Standard 4 (Acts of School Violence), 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 under Section 565.110, RSMo;
4. First degree assault under Section 565.050, RSMo;
5. Forcible rape under Section 566.030, RSMo;
6. Forcible sodomy 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 569.020, RSMo;
10. Distribution of drugs under Section 195.211, RSMo;
11. Distribution of drugs to a minor under Section 195.212, RSMo;
12. Arson in the first degree under Section 569.040, RSMo;
13. Voluntary manslaughter under Section 565.023, RSMo;
14. Involuntary manslaughter under Section 565.024, RSMo;
15. Second degree assault under Section 565.060, RSMo;
16. Sexual assault under Section 566.040, RSMo;
17. Felonious restraint 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 degree pursuant to Section 566.567, RSMo;
21. Deviate sexual assault pursuant to Section 566.070, RSMo;
22. Sexual misconduct involving a child pursuant to Section 566.083, RSMo;
23. Sexual abuse pursuant to Section 566.100, RSMo;
24. Harassment under Section 566.090, RSMo;
25. Stalking 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 district and who wish to enroll in or be readmitted to the Parkway schools.

1. Remedial Conference. Prior to the readmission or enrollment of any student who has been suspended for ten school days or more or expelled in accordance with this policy, a conference shall be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. District officials shall notify in writing the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference.
2. Students Currently Suspended or Expelled From Another School District. If a student currently suspended or expelled from another in-state or out-of-state school district, including a private or parochial school, attempts to enroll, the Parkway School District should enroll the student if the student would otherwise be eligible to enroll in and attend Parkway schools. At the request of the parent or guardian, a conference with the superintendent or the superintendent's designee may be held to consider if the conduct of the student would have resulted in a suspension or expulsion from Parkway. Irrespective of whether the parent or guardian requests a conference, the superintendent or his/her designee should determine whether the conduct would have resulted in a suspension or expulsion from Parkway. If the superintendent or his/her designee determines that it would have, the District may make the prior suspension or expulsion effective in Parkway. If the superintendent or the superintendent's designee determines the conduct would not have resulted in suspension or expulsion from Parkway, the student will be allowed to immediately attend the appropriate Parkway school. In the case of a student with a disability, the suspension or expulsion does not eliminate the obligation under federal law to provide the student with a free appropriate public education (FAPE).

## **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. Intervention Plan**

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

The Parkway Board of Education further recognizes that, despite the good intentions and best efforts of staff, some students will choose to not participate in the educational process. Over time, such students strain the educational resources of their school and the District; restricting the educational growth opportunities of the majority. When a student illustrates the lack of commitment to modify his/her academic and/or behavior performance, an intervention plan will be developed within the current resources of the school district. Continued lack of commitment or lack of improvement could lead to loss of privileges or an assignment to another program or school. A secondary student classified at Intervention Level 0 who misbehaves and/or shows little or no

academic improvement during the agreed upon monitoring period may be reassigned to an alternative educational setting. Students with disabilities should have access to and may be reassigned to alternative educational settings, provided their right to a free appropriate public education (FAPE) in the least restrictive environment and procedural safeguards are guaranteed.

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

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

POLICY ADOPTED: April 24, 2014

## **CODE OF CONDUCT FOR PARTICIPANTS IN PARKWAY ATHLETICS AND ACTIVITIES**

### **Rationale**

Secondary students who participate in athletics and co-curricular activities are thought of as school leaders. They represent the school in the eyes of the community. They serve as role models for other students. As such, these students should be held to a high standard of behavior. Such students need to maintain their physical and mental well-being not only while at school and school-sponsored activities, but at other times as well. In an effort to achieve these goals, Parkway has developed a prevention program which includes an Athletic and Activity Student Pledge. To participate in school sponsored athletics and designated school sponsored activities, an Athletic and Activity Student Pledge must be signed by the student.

### **The Code of Conduct**

The following Code of Conduct applies to secondary students who participate in sports teams sponsored by the Parkway School District and activities governed by MSHSAA. The activities will also include Student Government and National Honor Society. The Code is as follows:

1. **Drugs:** Students shall not use, possess or attempt to obtain any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance of any kind.
2. **Alcohol:** Students shall not use, possess or attempt to obtain any alcoholic beverage of any kind, including but not limited to beer, wine and hard liquor.

This Code applies to student athletes only during the athletic season and to students involved in MSHSAA activities only during that part of the school year when the activity is taking place. However, during that time period, the Code applies to students twenty-four hours a day whether or not students are at school.

### **Consequences of Violation**

Consequences for violation of the Code's prohibition of drug and alcohol use and possession during the season include the following:

The first violation shall result in the student being suspended from team competition or from all co-curricular activities for two weeks. During the two week suspension, students seeking reinstatement to a team or activity must attend, with their parent or guardian, two drug and alcohol



education meetings at the place of your choice. After completion of the two week suspension and the two required educational meetings, a reinstatement meeting will be held involving the student, his or her parents or guardian, the coach or sponsor, the building activities coordinator, and the principal to allow the student to recommit to being drug and alcohol free. If, in the judgment of the school officials, the student recommits, he or she will be allowed to again participate in team competition or the designated co-curricular activities governed by MSHSAA.

A second violation will result in the student being removed from all school-sponsored designated MSHSAA activities for a one-year period. Prior to reinstatement, the student must have attended at least two drug and alcohol education meetings and must have recommitted to being drug and alcohol free at a reinstatement meeting.

A third violation will result in the student being permanently disqualified from participation in all school sponsored designated MSHSAA activities. Exceptions must be approved in writing by the superintendent.

Violations of the Honor Code will be deemed authentic based on the word of an authorized adult, defined as a coach or sponsor, administrator, teacher, police officer, or the student's parent or guardian, or by the admission of the student.

Students in activities or athletics who violate the District's rules and regulations on drug or alcohol use or possession at school or during school activities, in addition to the consequences set out herein, are subject to established consequences in Parkway's discipline policy.

### **Implementation Procedures**

The following additional procedures shall apply in the implementation of the Code of Conduct: Prior to the suspension of a student from a team competition or co-curricular activity, the coach or sponsor shall hold an informal conference with the student wherein: (1) the student shall be informed of the alleged violation; (2) parents will be contacted immediately; (3) if the student denies the allegation, the student shall be given an explanation of the facts which form the basis for the proposed suspension; (4) the student shall be given an opportunity to present his or her version of the incident.

In determining whether there has been a violation of the Code of Conduct, coaches and sponsors should decide, based on statements of those individuals who have been interviewed whether they believe that a violation has occurred. Good judgment is an essential part of this process.

A student may appeal a suspension by writing to the building principal. The building principal shall investigate and make a ruling within 2 school days of the principal's receipt of the request for an appeal.

The decision by the building principal may be appealed in writing to the superintendent of schools. The student shall simultaneously send a copy of the appeal request to the District's Activities Director, who shall investigate and make a recommendation to the superintendent. Such an appeal shall be resolved within five school days of the superintendent's receipt of the appeal. The superintendent's judgment shall be final.

The time frames for resolving appeals, contained herein may be extended by mutual consent. During the appeal process, students are not eligible to compete.

Your son/daughter will be asked to sign the following pledge during a team meeting:

### **PARKWAY ATHLETICS AND ACTIVITIES HONOR CODE/STUDENT PLEDGE**

As a participant in designated sports/activities, I agree to abide by all laws and rules regarding the use of alcohol and other illegal drugs. Chemical dependency is a progressive, but treatable, disease characterized by continued drinking or other drug use in spite of recurring problems resulting from that use. Knowing that athletics and activities are a privilege, I accept and pledge to abide by the Code of Conduct attached hereto, and other rules established by my coach or sponsor.

To demonstrate my commitment, I pledge:

1. to abstain from the use and possession of alcohol and other illegal drugs;
2. to seek information and assistance in dealing with any chemical dependency problems;
3. to approach my parents, coach, or sponsor about my needs and problems;
4. to follow training rules established by my coach or sponsor to promote my health and well-being.

# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

## ANNUAL NOTIFICATION

### I. Notification of Rights

Each year the Parkway School District is required to give notice of the various rights accorded to parents or eligible students pursuant to the *Family Educational Rights and Privacy Act* (FERPA). Parents and eligible students have a right to be notified and informed. In accordance with the *Family Educational Rights and Privacy Act*, you are notified of the following:

### II. Rights of Parents

- 1. Right to Inspect:** You have the right to review and inspect substantially all of your education records maintained by or at the District. You should submit to the student's school principal or other appropriate school official a written request that identifies the record or records you wish to review and inspect. You may also wish to request a copy of the Student Records policy and guidelines, which contain additional information.
  
- 2. Right to Prevent Disclosures:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the District to limit the disclosure of information contained in your education records to those instances where prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of *Family Educational Rights and Privacy Act* (FERPA) which allow disclosure without prior written consent.
  
- 3. Right to Request Amendment:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if the District decides not to alter the education records according to your request. You may request an amendment of your child's records by (1) advising the appropriate Parkway official how you wish to amend the student's record and why, and (2) requesting a copy of the Student Records policy and guidelines, which contain additional information.
  
- 4. Right to File Complaint:** You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202, concerning the District's alleged failure to comply with *Family Educational Rights and Privacy Act*.
  
- 5. Right to Obtain Policy:** You have the right to obtain a copy of the written policy adopted by the Board of Education of the Parkway School District in compliance with *Family Educational Rights and Privacy Act*. A copy may be obtained in person or by mail from: Custodian of Records, Parkway School District, 455 North Woods Mill Road, Chesterfield, Missouri 63017.

### III. Sharing of Information:

1. The District will disclose information from a student's education and/or health records to Parkway School District school officials who have a legitimate educational interest in the records.

A school official is defined as:

- A person employed by the District as an administrator, supervisor, instructor, or support staff member including health medical staff and safety/security staff.
- A member of the board of education.
- A person employed by or under contract to the District to perform a special task, such as an attorney, auditor, medical consultants, or therapists.
- A person who is employed by the District's law enforcement unit.

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or by a contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
- Maintaining the safety and security of the school or school property.

2. The District has determined that the Voluntary Interdistrict Choice Corporation (VICC) and its officers, employees and agents are school officials with legitimate educational interests because they act for and on behalf of the District with respect to transfer students and the transfer program, and because they seek to advance the interests of both. A transfer student's attendance records and other educational records relevant to the student's participation in the program or to the program itself may accordingly be disclosed to VICC without obtaining written consent from the parent/guardian or eligible student.

3. The District will disclose information from a student's education and/or health records to officials of another public school, school district or post-secondary school in which a student seeks or intends to enroll. Parkway staff shares education/health records of students, both disabled and non-disabled, with Special School District staff at various times during a child's enrollment at Parkway. The Parkway School District will not further notify parents or eligible students prior to such transfer of records.

4. The District will disclose information from a student's education and/or health records to law enforcement and juvenile justice authorities, if the disclosure concerns either law enforcement's or juvenile justice authorities' ability to serve the student prior to adjudication. The entity receiving such information must comply with applicable federal confidentiality restrictions.

#### **IV. Directory Information**

The Parkway School District has designated certain information contained in the education records of 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 Name(s)
4. Electronic mail address of parent or eligible student
5. Address
6. Telephone number
7. Date of birth
8. Major field of study
9. 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.)
10. Weight and height of members of athletic teams
11. Dates of attendance
12. Degrees and awards received
13. Most recent school attended by student
14. Enrollment status (e.g., full-time or part-time)
15. Photographs including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

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

Any parent or student refusing to have any or all of the designated directory information disclosed must check specified box on the Pupil Information Form indicating that directory information shall not be released. This notification must be filed with the principal of the school that the student attends within thirty- (30) calendar days of the publication of this notice.

In the event a notification of refusal is not filed, the Parkway School District assumes that neither a parent of a student nor an eligible student objects to the release of the directory information designated. Upon request, the Parkway School District will release the names, addresses, and phone numbers of secondary school students to military recruiters and representatives from institutions of higher education unless a parent or eligible student contacts the District and requests otherwise. *PSD - May 2007*

### **NON-DISCRIMINATION/ ACCOMMODATION NOTICE**

The Parkway School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs or activities. **If anyone with a disability needs accommodations to attend or participate in a school or District activity, please contact the staff member responsible for that event at least four (4) business days in advance.** Questions, concerns, or requests for information/assistance can also be directed to the designated District coordinator for each applicable federal law. *PSD - May 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. *PSD - November 2007*

### **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, a §504 Plan. The rights of

students with disabilities and the roles/responsibilities for Parkway and the Special School District (SSD) of St. Louis County are described in:

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

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

Children under Parkway's jurisdiction between the ages of three (3) and twenty-one (21) may be eligible for special education and related services. The SSD provides services to students diagnosed with one of the following educational disabilities: Autism, Deaf/Blindness, Emotional Disturbance, Hearing Impairment and Deafness, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairments, Specific Learning Disabilities, Speech or Language Impairment, Traumatic Brain Injury, Visual Impairment/Blind, or Young Child with a Developmental Delay. Parkway provides accommodations and services to students with Section 504 disabilities who are not eligible under the IDEA.

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

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

All students with disabilities are served in the least restrictive environment and attend their neighborhood Parkway schools unless determined otherwise. A student's IEP or §504 Team determines what placement, program, special education and related services, supplemental aids, adaptations, curriculum modifications, or other accommodations are required. The opportunity to participate in the Parkway curriculum, earn "regular" or "modified curriculum" credit, and obtain a high school diploma is available to all students.

Questions and requests for assistance, information, or this notice in another language should be directed to Parkway's Special Services Department at the Instructional Services Center (@ 314-415-5002) or the school's "special education administrative team" (Parkway administrator and SSD area coordinator).

## **CARE TEAM / “Problem Solving”**

All Parkway schools utilize a Care Team and “problem solving” model for addressing concerns of any type that arise at school about a student. A Care Team is a group of professional staff representing a variety of disciplines. These may include general education, guidance and counseling, administration, school health/nursing, special education, speech/language pathology, school social work, and school psychology.

To the extent warranted, the “problem solving” process involves problem identification (i.e., definition and analysis), the development and implementation of supports/interventions, evaluation of their effectiveness, and, as needed, referral (e.g., for assistance, additional assessment, or services). This process is based on systematic data collection and analysis, documentation, consideration of all relevant and available information, and hypotheses development/testing. Care Teams rely on existing educational information and staff input, but also collect additional data through the intervention process and, when necessary, individual student assessment. Informed parent consent generally will be obtained before any student is individually assessed by a member of the school staff UNLESS the assessment is part of the District’s screening activities (i.e., something done with a particular group of students) or the normal instructional process (i.e., reading assessments).

Care Teams also encourage parents to provide any and all relevant information, including from outside professionals or agencies, about their children. Questions about Care Teams and the “problem solving” process should be directed to guidance counselors or school administrators.  
*PSD – May 2008*

## **VIDEO & OTHER MONITORING ON DISTRICT PROPERTY**

Parkway’s Board of Education authorizes the use of video cameras, monitoring equipment and other recording devices on school property. The specific purposes for the use of such equipment include:

1. Promoting the well-being of students, staff, and guests by taking proactive measures to create a safe learning environment and strengthen school security.
2. Providing a deterrent to students and others so they are less likely to commit acts of misbehavior, violence or vandalism with the knowledge their actions will be recorded.
3. Establishing a visual record of a violation of a school rule or participation in a criminal act.

Video surveillance may be used in locations including classrooms, hallways, cafeteria, gymnasiums, parking lots, offices, exits and entrances, vehicles, and school buses or in other locations where there should be no reasonable expectation of privacy. Video cameras will not be used for monitoring purposes in restrooms, swimming pools, locker rooms, changing areas or showers.

Video recording will be created and maintained by the Security Department and will be considered law enforcement records. As such, they are not “education records” under the Family Education Rights and Privacy Act (FERPA), even though students’ images may be on such recordings. Such records will be released to third parties only with the approval of the Superintendent or his/her designee.

## **STUDENT ATTENDANCE**

### **I. School Attendance**

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

The professional staff recognizes that a successful school experience is directly related to a sound pattern of attendance. Therefore, each teacher and administrator will expect regular and prompt daily attendance. In addition, Missouri law (section 167.031 RSMo) provides that a parent, guardian or other person having charge, control or custody of a child between the ages of seven (7) years and the compulsory attendance age shall cause the child to regularly attend some public, private, parochial, parish, home school, or a combination of such schools, not less than the entire school term. Certain exceptions may apply. The compulsory attendance age is defined as either seventeen (17) years of age, or the student having successfully completed sixteen (16) credits toward high school graduation. Failure to comply may constitute educational neglect on the part of the parent or guardian and may result in school officials contacting the Family Court or making a "hotline" call to the Children's Division of the Missouri Department of Social Services. Some students who fail to attend school regularly may be considered truant and referred to the Family Court.

## **II. School Attendance Responsibilities**

Each school will keep accurate records of student daily attendance as required by law. The building principal is responsible for supplying information to parents/guardians about student absences and for submitting accurate attendance information to district officials. Each school shall monitor student attendance and implement an attendance program that distinguishes between excused and unexcused absences. The building principal shall determine whether an absence is excused or unexcused based on this policy and on information provided by the student or the parent/guardian.

EXCUSED absences include the following:

1. Illness of the student (In some cases, documentation from appropriate licensed professionals may be required for an excused absence.)
2. Death in the student's immediate family
3. Days of religious observance
4. Medical or dental appointments
5. Court Appearance
6. Quarantine or hospital confinement
7. Medical, mental health/psychological, or substance abuse treatment when documented by appropriate licensed professionals
8. Field trips or other school initiated absences
9. An emergency that, in the judgment of the principal, constitutes a reasonable cause of absence from school  
(Oversleeping, car trouble, running parental /guardian errands, babysitting and other such circumstances do not constitute reasonable cause for being absent from school.)

10. Attendance at a district approved alternative educational setting/program such as the Alternative Discipline Center or GOLD Star (In cases where lack of transportation, illness, or other mitigating circumstances that prevent a student from attending a district program, the principal will determine whether a student shall receive credit.) UNEXCUSED absences are those that do not fall within the areas listed above and include vacations, visiting out-of-town relatives, or participating in non-school sponsored activities or events. Students are required to be in class on time. The student is responsible for being present and ready to learn when the class is scheduled to begin. Parents/guardians shall be notified of unexcused or excessive absences or excessive tardies through conferences, telephone calls, e-mails, letters, notices, and progress reports. In addition, school officials shall address such issues through the following: student-teacher conference, parent/guardian conference, support personnel assistance (i.e., school nurse, counselor, social worker, administrator, care team), reduction of citizenship mark, detentions and/or In-School Suspension, Family Court referral and/or hotline call to the Children's Division of the Missouri Department of Social Services (for students under age 16), reduction of course grade, or loss of course credit.

### **III. Teacher Responsibilities**

Each elementary teacher shall be responsible for taking and recording accurate daily attendance. Each secondary teacher shall be responsible for taking and recording accurate student attendance for each assigned period every day. Attendance is to be recorded by teachers in the District's student information system. Each teacher shall be responsible for monitoring student attendance and notifying parents/guardians when a student's course grade or credit is being adversely affected by excessive and/or unexcused absences/tardies. Each teacher shall implement classroom attendance procedures that are consistent with this policy as well as building attendance procedures. To the extent possible, each teacher shall allow students with EXCUSED absences to remain current in their class work, make up missed work, and earn credit for the work. However, it is not possible to make up many activities that occur during class time (i.e., discussions, films, lab work, music rehearsals, physical exercise). This may limit the ability of students to remain current in a course and affect their ability to earn certain grades and/or credit for the course. For some excused absences (i.e., long-term residential treatment), grades and/or credits may not be possible because of the length of the absence and the requirements of the course(s). In such cases, it may be determined that no course work will be provided to the student during the absence. In most cases when students have excused absences, the student or parent/guardian is responsible for initiating the request for make-up work according to individual school guidelines.

Teachers are NOT REQUIRED to provide work (or to grade or grant credit for work turned in) to a student who is voluntarily absent from school for UNEXCUSED reasons such as vacations, visiting out-of-town relatives or participating in non-school sponsored activities or events. Teachers have the prerogative to waive or compact missed assignments and/or other curriculum for students with excused absences.

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

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

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

Students whose parents/guardians inform the school that the student will not be returning to school shall be dropped from the rolls. The same is true of students who are absent for ten (10) days or more and school officials have inquired of parents/guardians as to the student's status but cannot determine whether the student will return to school. When the Principal has information that a student is going to be absent from school for ten (10) or more days but will be returning to school, the student shall be reassigned (i.e., for attendance tracking reasons) in the District's student information system until the student returns. The District will not guarantee the student can be kept in the same schedule/classes upon his/her return.

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

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

### **VII. Implementation**

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