

Parkway Central High School

Student Handbook 2021-2022

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Chesterfield, MO 63017-3388

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Web Page: www.parkwayschools.net

Principal

Timothy H. McCarthy, Ed. D. 314-415-7902

Assistant Principals

Chris Dallas, Ed. S. 314-415-7904

Travis M. Fast, Ed. S. 314-415-7980

Marvin Byrd, Ed. D. 314-415-7906

Sarah J. Power, Ed. D. 314-415-7908

Athletic & Activities Director

John Theobald
314-415-7938

Fax: 314-415-7913

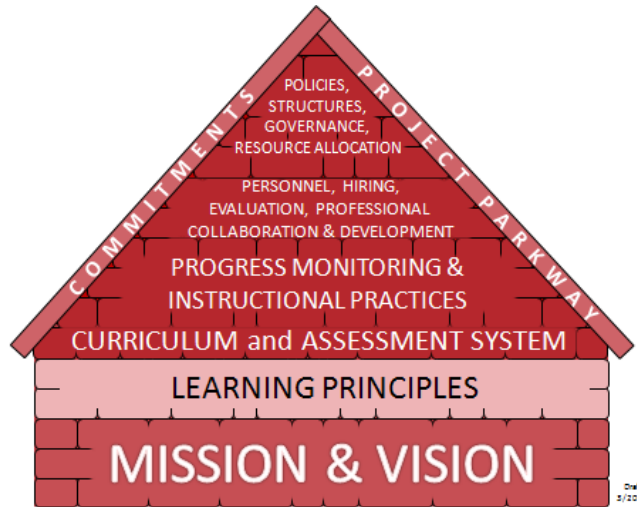
Special Education Administrator

Holly Redman 314-415-5972

The Main Office can be reached each day from 7:00 a.m. until 3:00 p.m. by calling 314-415-7900. The Student Activities Office can be reached each day from 7:00 a.m. until 3:30 p.m. by calling 314-415-7936.

INDEX

<u>Parkway Central High School Information</u>	3
Mission, Vision, Learning Principles	3
Commitments	4
Alumni Association	5
Calendar & Bell Schedules	5
Who to Call	5
Attendance Guidelines	6
Activity Opportunities	9
Activity/Athletics Program	9
Sports/Coaches	10
Academic Integrity	11
Academic Lab	11
Buses, Cafeteria, Counseling	13/14
Discipline, Dress	14
Student Use of Personal Devices	14
Electronic/Portable Communications	15
Field Trips, Grades/Credits	16
Health Services/Immunizations	16
Honor Societies	17
Internet Policy	17
Lockers	18
Library	18
Lost Books	19
Parent/Teacher Conferences	19
Parking Regulations	19
Religious Observations	20
Schedule Changes	20
School Dances	21
School Store	21
Sexual Harassment Bullying	21
Smoking	24
Students Fees, Fines & Charges	25
Visitors	25
<u>Parkway School District Information</u>	26



Project Parkway 2.0

Mission

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

Vision

We succeed when each student and each graduate:

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

Learning Principles

The conditions for optimal learning are observable in our classrooms and confirmed by educational research. As a learning institution, we want to ensure each student is successful in these areas:

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

Commitments

To accomplish our mission, we will implement the following action plan:

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

The Parkway Alumni Association

The Parkway Alumni Association was formed in 1992 to develop a reunion database. The Association has developed several programs, including: The Alumni Database (comprehensive database of all Parkway graduates); The Alumni News (published twice a year); & Granting Dreams (provides students with educational opportunities that are beyond the scope of the classroom). To find out more information, please contact Amy Buehler at (314) 415-8074 or e-mail abuehler@parkwayschools.net.

Calendar & Bell Schedules

Click on the links below to view Central High's 2021-2022 calendar and bell schedules.

- [PCH – 2021-2022 – Academic Calendar – 08-19-21](#)
- [PCH – 2021-2022 – Bell Schedules – Regular – 05-14-21](#)
- [PCH – 2021-2022 – Bell Schedules – Adjusted – 08-12-21](#)

Important Dates

- ✓ First Day of School: August 23
- ✓ Fall Break: October 15 - October 18
- ✓ Professional Development Days/Records Days: November 12, January 4, and February 18.
- ✓ Early Release Days 12:30 dismissal: Sept 15, October 14, November 17, December 15, February 2, March 2, April 14 and May 4.
- ✓ Half Days 11:35 dismissal: October 29, December 22, February 17, and April 1
- ✓ Winter Break: December 23-January 4
- ✓ Finals Semester One: January 10-January 13
- ✓ Spring Break: March 18-March 25
- ✓ Finals Semester Two: May 27-June 2

Who To Call

Activities/Scheduling Events/Use of Premises.....	Student Activities
Athletic Information/Scheduling.....	Mr. Theobald
Attendance Issues.....	Grade Level Principal
Bus Information.....	Mr. Dallas
Career Guidance Services/Financial Aid/G.E.D.....	Counseling Center
College Information & Early Graduation	Your Counselor
Emergency Messages.....	Receptionist
English for Students of Other Languages (ESOL).....	Ms. Rauch
Fines, Lost Books, Debts.....	Grade Level Principal
Graduation Information.....	Dr. Power
Immunizations.....	School Nurse
Insurance (school).....	Mr. Theobald
Lockers.....	Dr. Power
Lost & Found.....	Principal's Office
Lunch Program.....	Grade Level Principal
National Honor Society.....	Ms. J. Meyer
Newspaper/Yearbook/School Photos.....	Ms. Stricker
Parking/Use of Automobiles/Security.....	Mr. Dallas
Schedule Changes.....	Counseling Center
Transcripts.....	Registrar
Visitors Passes.....	Mr. Dallas

Attendance

AT Parkway Central High School, our goal is for each student to achieve at a high level. Regular attendance by students is an integral component to that goal. At the high school level, **students** have the primary responsibility for regular class attendance. Parents, teachers, counselors, and the school administration will monitor student attendance in order to help students develop positive habits while achieving success. Please schedule appointments, whenever possible, outside of school hours.

Attendance for students involved in extracurricular activities is particularly important. For students to be eligible to participate in extracurricular activities, including those on the weekend, students must attend all classes on the date of the scheduled contest or event. **If a student misses any class for an unauthorized reason on the day of a contest / event, the student will be ineligible to participate in that contest / event.** Authorization must come from the Athletic/Activities Director prior to absence (314-415-7938).

A. On the Day of an Absence

The parent / guardian of an absent student should call the school **BY 9:00 AM** on the day of the absence. Each grade level has its own attendance line:

9th grade: 314-415-7908
10th grade: 314-415-7906
11th grade: 314-415-7904
12th grade: 314-415-7910

Students who arrive late or leave early because of appointments should have their parent / guardian call in advance to provide permission. Any time a student arrives late, the student **MUST** sign in at their grade level office. They will be issued an “admit slip” for the student to show the teacher upon entering/returning to class. Teachers will not accept written notes from parents. Athletes need to notify the athletic office prior to the absence.

B. Reasons for Absences

Excused absences are absences resulting from student illness, death in the student’s immediate family, religious observance, medical or dental appointments that cannot be arranged before or after school, hospital confinement, planned absence with prior approval, field trips or other school-initiated absence, and emergency circumstances that, in the judgment of a school administrator, preclude the importance of being at school. *Examples of unexcused absences are: family vacation, oversleeping, missing a school bus, car problems, or truancy.* Students may complete missed school work when absent for a qualifying reason. If no excuse is presented for an absence, the absence is considered unexcused and the student may be subject to consequences, including a conference with the student’s grade level administrator, detention, and / or a grade of “U” in citizenship. Credit for school work missed due to the unexcused absence may also be withheld.

C. Students are Responsible for ALL Work Missed During an Absence

Usually, one day of absence does not release a student from completing any assignment or test on the day of return. Students are encouraged to call classmates or contact teachers directly through the district voice mail, e-mail or web page to keep up with assignments and course expectations.

D. Long Term Absences

Students with long term illnesses resulting in absences of more than three school days can request their assignments from their teachers through the grade level principal's office. Such requests take 24 hours to process. Students with long absences due to hospitalization should make arrangements for keeping up with their assignments or for suspending their school progress through the grade level principal or counselor.

E. Planned Absences

Students who know in advance they will be absent for a period of time should pick up a "planned absence" form from their grade level principal's office to be signed by a parent, by all the student's teachers, and by the supervising principal (as the last signature). The parent should call their student's grade level secretary to verify the absence.

F. Tardies

If a student is late to class and does not have a pass from a member of the PCH staff, the student will be considered tardy and may be subject to the following consequences:

- ✓ 1st tardy - verbal warning
- ✓ 2nd tardy - one detention assigned by teacher (appropriate form goes to detention monitor)
- ✓ 3rd tardy - two detentions and parent contact (appropriate form)
- ✓ 4th tardy - two detentions & referral to grade level principal for conference (4 tardies = 1 unexcused absence)
- ✓ 5th tardy - "U" in citizenship - contact parent, referral to grade level administrator.

G. Unexcused Tardies

If a student is tardy to school, a parent / guardian must call the grade level secretary to excuse the tardy within 48 hours. Example of an event that would excuse a tardy is a funeral, doctor appointment, or principal discretion. **A tardy WILL NOT be excused for oversleeping, car/traffic troubles, missing a school bus, etc. Students may not be allowed to make up any work if the tardy is unexcused.**

H. Truancy

Truancy is a continued absence which is not approved by a student's parent or the school; truancy is not condoned under any circumstances. **If no excuse is presented within 48 hours of an absence, the absence is considered unexcused and the student is subject to the following consequences, which may include a conference, detention, a grade of "U" in citizenship.**

I. Appeal

Students may appeal academic/disciplinary action for excessive/unexcused absences to their grade level principal. Appeals handled by the grade level principal may not require a formal hearing.

Activity Opportunities

The Activities Program at Central High School is designed to meet the needs and interests of all students. A full range of athletics exists and many organizations participate in various interscholastic contests. Numerous after school clubs and activities function daily. Clubs and other activities must have educational value, be sponsored by a Parkway Central High faculty member, and be approved by the Administration.

Eligibility Rules

In order to represent Central High School in any interscholastic competition or public performance, a student must meet all eligibility requirements of the Missouri State High School Activities Association (MSHSAA) as well as those at Central High School. Eligibility is a privilege to be granted by a school to a student which allows that student to participate in interscholastic activities. Eligibility is not a student's right by law.

- A. Your parents must have moved with you to your new school district when you transferred schools.
- B. Your enrollment must have been continuous for at least 365 days at your school if your parents have moved out of the school district.
- C. You cannot have been influenced by any person to transfer schools.
- D. You must successfully pass **six** courses during the semester preceding competition. You must currently be enrolled in at least **six** courses. Summer school courses may fulfill this requirement. Please check with your counselor.

Activity/Athletic Program Philosophy

The Activity/Athletic Program is an extension of the school. Our efforts in this area represent the philosophy of the school, demonstrating the application of what has been learned to performance-oriented/social-expressive/competitive opportunities. These efforts place students on display--representing themselves, their parents, the Parkway community, and most importantly, Parkway Central High School. The Activity/Athletic Program fosters school spirit, teamwork and high participant morale.

Sports & Coaches

FALL:

Cross Country (Boys)
Cross Country (Girls)
Field Hockey
Football
Golf (Girls)
Soccer (Boys)
Softball (Girls)
Swim & Dive (Boys)
Tennis (Girls)
Volleyball (Girls)

Mr. Brian Guilfoyle
Mr. Ryan Banta
Mr. Kurt Lehmann
Mr. Ryan King
Ms. Terri O'Leary
Mr. Brian Adam
Ms. Janie Sumner
Mr. Andrew Schonhoff
Mr. Lee Hays
Mr. Thomas Schaefer

WINTER:

Basketball (Boys)
Basketball (Girls)
Swim & Dive (Girls)
Wrestling

Mr. Aaron Mueller
Mr. Brian Guilfoyle
Ms. Stephanie Seidel
TBA

SPRING:

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

Mr. Scott Davis
TBA
Ms. Beth Karfs
Mr. Brian Adam
Mr. Lee Hays
Mr. Steve Warren
Mr. Ryan Banta
Mr. Thomas Schaefer
Mr. Andrew Schonhoff

ALL YEAR:

Dance Team - Varsity
Cheer - Varsity
Cheer - JV
Color Guard/Winter Guard

Ms. Meghan Monroe
Ms. Peyton Bond-Ives
Ms. Brittney Schaffer
Ms. Zoe Miller

Academic Integrity

The goal of the faculty and administration is to provide an educational environment for students that is conducive to learning and to the development of wholesome attitudes and habits. Honesty and integrity are of utmost importance. Cheating, whether inside or outside the classroom, does not show responsibility on the part of the individual and, therefore, should not occur. Faculty members are responsible for providing students with complete and proper instructions regarding academic expectations. Students are responsible for the honest response to these expectations. Students, who permit work to be used by others, as well as those who misrepresent the work of others as their own, may be considered to be cheating.

In case of cheating, appropriate action will be taken. The following guidelines have been established for use by teachers:

1. Students cheating on tests or assignments should receive a failing grade for the test or assignment in question which will be reflected in the academic grade.
2. Parents of students who cheat should be notified by the teacher.
3. Grade level principals will be notified by the teacher.
4. Additional action may be taken.

Academic Lab

Philosophy

Academic Lab is an important part of the school experience at Central High because it provides students and staff additional time during the school day for providing academic support and ensuring community connections. All students are assigned to an "Ac Lab," which meets during Block 4 on EVEN Days. Ac Labs remain together, students and teacher, for all four years of high school.

Academic Support

Academic Lab is valuable time during the school day for students to access supports needed for academic success, including...

- homework completion
- test and assignment makeup
- study sessions with teachers
- access to library resources
- meeting with counselors and/or administrators

The structure of Academic Lab may vary by student based on individual need. Some students may be expected to participate in interventions to support and improve their academic performance, including Directed

Travel. Students on Directed Travel will be assigned specific teachers to work with during one of two sessions within the Ac Lab block.

Community Connections

Academic Lab also provides time for students and staff to participate in other important, school related activities such as assemblies, class meetings, special presentations, and meetings of clubs and teams. Periodically, time may be set aside during Ac Lab for school-wide or class specific needs.

Finally, Academic Lab is an opportunity for students and staff to develop positive connections with each other over time. Through four years of high school, our goal is for students within an Ac Lab get to know and support one another, while receiving support, guidance, and encouragement from their Ac Lab teacher.

Guidelines

To ensure Academic Lab support students academically, the following guidelines and expectations have been developed:

1. Academic Lab teachers will take attendance daily and issue citizenship grades.
2. Ac Lab begins at **09:10 am** with a ten minute check-in period. During this time, teachers will take attendance, manage student travel requests, for the block and check in with students.
3. Each Ac Lab teacher will manage a student log in / log out system for their class to organize and record student travel. Students must indicate the teacher(s) / destinations they intend to visit on this class log before they leave the Ac Lab.
4. Students are expected to arrange visits with teachers prior to the Ac Lab period. The teacher will issue a signed pass verifying the arranged visit.
5. Students may begin to travel at **09:20 am**.
6. When traveling, students are expected to move quickly to their requested destination. Administrators and other staff will be located throughout the building to ensure student adherence to building guidelines.
7. Students who remain in their assigned Ac Lab classroom are expected to follow the guidelines and directives of their Ac Lab teacher.
8. For students on Directed Travel, the travel period will be organized into two sessions:
 - Session #1: 09:25 am - 09:55 am
 - Session #2: 10:00 am - 10:30 am

9. All students are expected to return to their assigned Ac Lab by **10:35 am**.
10. At the end of Ac Lab, teachers will review student attendance and the travel log for the day. Records will be kept for the duration of the school year.
11. Lab will end at **10:43** am following the announcement period.
12. Students who do not meet these guidelines/expectations may lose Ac Lab privileges.

Senior Colt Academic Lab Pass

The Colt Academic Lab Pass is a privilege which seniors earn by meeting academic and school citizenship expectations. To receive the Colt Academic Lab Pass, seniors must have a cumulative 3.0 GPA, have no unexcused absences, and satisfactory citizenship grades. Colt Academic Lab Pass holders are expected to follow all school rules while off campus and report on time to 6th block class.

The Colt Academic Lab Pass may be revoked if a Senior:

- ✓ Falls below a 3.0 GPA.
- ✓ Violates the school discipline code.
- ✓ Skips class.
- ✓ Leaves campus without permission or commits parking violations.
- ✓ Transports any student off campus who doesn't hold a Colt Academic Lab Pass.

Buses

Students must board buses at established bus stops. Good behavior is expected on the buses as well as in school. Activity and athletic buses will be provided for students remaining for after-school activities. Check with your sponsor/coach regarding departure time of athletic buses. Activity buses normally run Monday through Thursday at 3:30 p.m. Athletic buses run Monday through Friday at 5:30, Athletic buses are FOR ATHLETES ONLY.

Cafeteria

Students are to remain on campus during lunch, and must remain in the Commons to eat their lunch. If a student leaves during lunch, they are subject to consequences given by their grade level principal.

Breakfast should be eaten in the Commons.

Point of Sale

All students have been assigned a Personal Identification Number (PIN) which must be used to purchase meals at PCHS. Students must either

memorize their PIN or carry their PCHS ID card. Food or drinks are not to be taken from the cafeteria to any other part of the building. (If a teacher allows you to eat/drink in class, such food/drink must be taken to class in closed containers.)

Counseling Department

Parkway Central High School has five counselors to assist all students in career and educational planning, and to assist with any problems that may occur.

Counselors will be assigned for the 2021-2022 school year as follows:

Ms. Leila Flagg	A - E	Grades 9-12	415-7919
Ms. Jenny Lange	F – La	Grades 9-12	415-7917
Mr. Paul Hussmann	Lb - Ro	Grades 9-12	415-7916
Ms. Priscilla Greenwood	Ru - Z	Grades 9-12	415-7921
Ms. Nana Prange	Post Secondary and Assessment Counselor Grades 9-12		415-7918

Test Dates

PSAT (optional for 10th and 11th Grade): October 13

Practice ACT: November 11 (11th Grade) and April 5 (9th and 10th Grade)

Fall EOC Exams: December 13-21 (Course dependent)

Official ACT: April 5 (11th Grade)

AP Exams: The tentative window is May 2-13 (Optional; course dependent)

Spring EOC Exams: May 16-24 (Course dependent)

Discipline

The school environment should be safe, supportive, and conducive to teaching and learning. Student behavior which interferes with the learning environment or compromises the operation and/or reputation of the school will not be permitted. Behaviors which are illegal under the laws of the State of Missouri, St. Louis County, or the municipalities within the school district shall be referred to the Superintendent of Schools with possible recommendation for expulsion.

Dress

Although the mode of dress for students is primarily the responsibility of the students and parents, we expect students to dress in a manner that will not disrupt the educational process. **Teachers will refer questionable dress to the grade level principal.** Students should follow these guidelines:

- Footwear is to be worn at all times.

- Clothing should be clean and free of any suggestive, obscene, or inappropriate writing or pictures.
- Clothing which promotes the use of alcoholic or chemical products should not be worn.
- All students are expected to adhere to common practices of modesty, cleanliness, neatness, and to dress in a respectful manner.

Student Use of Personal Devices

Use of personal devices may vary both from classroom to classroom and from lesson to lesson. Use of technology in the classroom is encouraged, and students are expected to use their personal devices the way responsible adults would. When students use their devices during class time, they should be discreet, and they should not allow their use of the devices to conflict with their engagement in class activities.

It is recommended that teachers share their guidelines with students.

Electronic/Portable Communication

Electronic/portable communication devices may be used on school premises before school begins, during passing periods and at lunch. Use of these devices on school premises at other times during regular school hours is prohibited (except that use of these devices in the instructional areas may be approved by the teacher on a limited basis for instructional purposes only).

Use, display, or activation of these items at times other than described above may result in the following consequences:

- 1st Violation** Verbal warning
- 2nd Violation** Device turned into office
- 3rd Violation** Detention, Device turned into office
- Repeated Offenses** Discretion of grade level principal

If electronic items are used in a way as to substantially disrupt the school environment, the student may be suspended for up to ten (10) days out-of-school with a possible recommendation for a suspension up to 180 school days or expulsion. School administrators will investigate the reason for use of an electronic device by a student to determine if other district policies are also applicable, which could result in an increase in the discipline (i.e., using a cell phone for the purpose of cheating, harassment, etc).

Field Trips

It is the responsibility of the student who desires to participate in a field trip to do the following:

- Secure parental permission slip.
- Obey all time schedules set for the trip.
- Go only where the teachers say students may go.
- Make up work from classes missed.
- Obey all school rules.

Grades and Credit

Report cards will not be mailed this year. Grades will be accessible through Infinite Campus. Credits are granted by the semester; all courses carry 1/2 credit per semester. Each grade is given a numerical value to compute the student's Grade Point Average (GPA) as follows:

Honors Course	Grade Point	Standard Course	Grade Point
H	5	A	4
A	4.5	B	3
B	3.5	C	2
C	2.5	D	1
D	1.5	F	0
F		0	

The Citizenship Grade (O-Outstanding, S-Satisfactory, I-Needs Improvement, or U-Unsatisfactory) is an indication of student behavior in the classroom and reflects a student's effort and/or achievement in adding to the class through positive behaviors in class discussions and leadership roles.

Health Services / Immunization

The School Nurse's Office is located in the upper commons by the Front Office. The nurse is knowledgeable about teenage health problems and is ready to consult with students or parents and provide information and referrals. The nurse can be reached at 314-415-7930. A student who needs to see the nurse should get a pass from his/her teacher. **A student who feels ill SHOULD NOT leave school without permission from the nurse.** Students who must bring medication to school are required to speak with the nurse for the appropriate procedure regarding administration of medicine.

Immunization laws will be strictly enforced. Missouri State Law states it is unlawful for any child to attend school unless the child has been properly immunized and that those dates are on file at the school, unless a medical or religious exemption has been signed and placed on file. Parental exemptions for philosophical reasons have been eliminated. Please consult the school nurse at 314-415-7930 if you have any questions.

Honor Societies

- Art Honor Society—See Ms. Cara Deffenbaugh in the Art Department for Honor Society criteria.
- Beta Chi Pi—See Ms. Karfs in the Science Department for Honor Society criteria.
- Business Honor Society—Kim Carr in the Business Department
- Foreign Language Honor Roll—See Ms. Andrea Williamson in the Foreign Language Department for Honor Society criteria.
- International Thespian Society—See Ms. Nicole Voss for Thespian Honor Society criteria.
- Mu Alpha Theta—See Mr. Kurt Lehmann in the Math Department for Honor Society criteria.
- National English Honor Society—See Mr. Jason Lovera in the English Department for Honor Society criteria.
- National Forensic League—See TBA for Honor Society criteria.
- National Honor Society—See Ms. Jennifer Meyer in the Science Department for Honor Society criteria.
- Quill and Scroll—See Ms. Stricker for Honor Society criteria.
- Tri M Honor Society—See Mr. Hoover in Music for Honor Society criteria.

Internet Policy

Parkway District Network Access Standards

Students must have a signed User Agreement and Parent Permission as stated in the standards, the following are not permitted:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws.
- Using another's password.
- Trespassing in another's folders, work or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.
- Violating any other policies of the district which may apply.
- Violations may result in loss of access as well as other disciplinary or legal action as referenced in Policy JK, Student Discipline.

Accessing personal email accounts or visiting chat-rooms on Library, Computer Lab or any other school Internet terminals is a violation of Parkway District Network Access Standards which prohibits "...intentionally wasting limited resources." Playing or downloading games and music from the Internet is also not permitted. Because of virus concerns, students are prohibited from bringing their personal laptops to school.

Lockers

All students will be issued a locker, upon request, for their books, school supplies, coats and other school-related items.

One area of school experience that sometimes causes concern--and grief--is the loss or disappearance of personal property. In the vast majority of cases, carelessness on the part of students leads to their subsequent property loss. To prevent this from occurring, we recommend the following:

- ✓ Students SHOULD NOT bring a large sum of money to school.
- ✓ Hall and P.E. lockers should be secured with a **lock**.
- ✓ **Textbooks and other school materials stolen from a locker secured only by a combination lock will be the responsibility of the student to replace.**
- ✓ When students must use a locker without a lock, valuables should be left with a teacher or in the principal's office for that day.
- ✓ Any locker "decorations" must be removed at the end of the school year. Suggestive and obscene words, phrases, and pictures are expressly prohibited.

The student also needs to understand:

- ✓ All lockers are the property of the Parkway School District.
- ✓ Students are expected to assume full responsibility for lockers.
- ✓ Parkway retains the right to inspect student lockers for any reason at any time.

Library

The Parkway Central High Library is a "learning commons," and an information resource center for students and staff at PCH. The library supports the school's philosophy of instilling in students a lifelong love of learning.

The library houses a print collection of over 27,000 volumes. The library also provides 24/7 access to academic databases and other high-quality electronic resources through the PCH Library Website.

The library is intended as a research and information center designed for individual and quiet cooperative study and as a classroom for learning information skills. Students are expected to use library computers for academic purposes, and computers will be monitored by library staff.

The library is open to student use before and after school and during students' lunch periods. The library is open at 7:15 a.m. each school day and stays open until 3:30 p.m. on Monday, Tuesday, Wednesday, and Thursday. The library closes at 2:30 p.m. on Friday. Students may come

independently to the library during class time with a pass from their teacher. During Academic Lab, students must obtain an Academic Lab Library Pass from their classroom teacher whose research project they plan to work on.

Lost Books

The procedure for receiving a new book if the first book issued is lost:

- The student informs the teacher that he/she has lost the book.
- The teacher issues the student a new book.
- The teacher completes form #405 "Lost or Damaged Textbooks/Articles" and gives the form to School Store.
- The student returns a paid receipt for the lost book to his/her teacher. (Forms are available in the School Store.)

NOTE: NO REPORT CARDS, PARKING STICKERS, TICKETS FOR SPECIAL EVENTS (HOMECOMING, PROM), DIPLOMAS, OR TRANSCRIPTS WILL BE ISSUED UNTIL ALL STUDENT DEBTS ARE CLEARED.

Parent/Teacher Conferences

If a student feels the need, it is right and proper to request a conference with a teacher regarding grades, class atmosphere, homework, make-up work, or anything which will aid a student in becoming more successful.

The proper time for such a conference would be before school, after school, or during a teacher's conference period.

PCHS will host parent conferences during each semester. Details will be sent home via a separate letter. Dates will be listed in the Principal's Newsletter.

Parking Regulations

Students are permitted to park on school premises as a matter of privilege, not of right. There are not adequate parking facilities for all students wishing to drive to school. Students purchasing parking permits will need to fill out a parking pass and return it to the school store. No parking tag can be purchased by those with outstanding debts for lost books, fines, uniforms, etc. BASED ON AVAILABILITY, a limited number of sophomores may purchase a parking pass and start driving to school at the beginning of second semester.

Each car driven to school must display a tag for identification purposes. Stickers may be purchased in the School Store for \$85.00.

- ✓ Students are not to be on the parking lot during the school day unless they have permission from school personnel.
- ✓ Students are informed of policy at their grade level meeting.
- ✓ Students should report any theft or damage to a school administrator and/or to the police officer on duty.
- ✓ Students are not permitted to park in areas designated as Staff Parking.
- ✓ Reckless driving, failure to obey traffic signs, parking in an unauthorized area and the use of vehicles for the purpose of leaving school without authorization may result in the temporary loss of a student's driving privileges and/or other disciplinary measures.
- ✓ Students who continue to drive without a permit will be referred to their Grade Level Principal.
- ✓ **Students who continue to drive as a freshman/sophomore will be subject to suspension of privileges the following year.**

Repeated Offenses Discretion of grade level principal WHICH MAY INCLUDE REVOCATION OF PARKING PRIVILEGES.

- ✓ The Parkway School District may inspect the interiors of student automobiles whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside the automobiles. Police officers and the Chesterfield Fire Protection District are empowered to ticket illegally parked cars, and may do so at their discretion.
- ✓ Neither Parkway School District nor Parkway Central High School is responsible for damage or loss incurred on parking lots.

Religious Observances

It is the policy of Parkway Central High School to respect the religious beliefs of all people. When a student is required to miss school because of religious commitments, the parents should call their student's grade level office, and leave their student's name, grade, the date of absence.

No significant tests will be given on major religious/holy days or the day following such occasions. Teachers will make every reasonable effort to assist students in completing missed assignments so long as the grade level office has been properly notified of an absence because of religious reasons.

Schedule Changes

Under certain circumstances (lack of prerequisite, summer school adjustment) students may need to change schedules. A student needing such a schedule change should contact his/her counselor. Schedule changes need to take place the first week of school.

School Dances

The following guidelines will help you plan for school dances:

- Appropriate dress can range from semi-formal to formal; however, **no tennis shoes, athletic shoes, or jeans should ever be worn.** Check with the Student Activities Office for guidelines (314-415-7936).
- All PCHS dances end at 11:00 p.m.
- No refunds will be given after the dance has begun.
- No students are allowed from outside the Parkway Central student body without specific approval of the administration. Forms must be completed and turned into the School Store before purchase of tickets.
- No middle school students are allowed to attend.
- No one over the age of twenty (20) may attend.
- Once a student leaves the event, he/she cannot return.

School Store

The School Store is open from 7:20 a.m. to 2:40 p.m. and sells school supplies, athletic necessities and paperback books. It also serves as an agency for receipts of ticket sales, various collections and special sales. **NO PERSONAL CHECKS CAN BE ACCEPTED BY THE SCHOOL STORE WITHOUT PROPER IDENTIFICATION. WE DO ACCEPT CREDIT CARDS (Visa and Mastercard).**

Sexual Harassment / Bullying

The district will not tolerate students being bullied by others. Bullying means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral or written communications, including electronic messages, and any threat of retaliation for reporting of such acts. A student shall not harass, 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.

Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Parkway Board of Education to maintain a learning and working environment that is free from sexual harassment. Any concerns about

sexual harassment should be reported immediately to a teacher, counselor, or administrator. The Board of Education directs the Superintendent to develop administrative guidelines to implement this policy.

Prohibition on Discrimination or Harassment Based on Sex (Title IX)

The Parkway School District is committed to providing a welcoming school environment for all students. As part of this mission, the District prohibits conduct towards students that could be considered discriminatory or harassing behavior, including conduct based on the student’s gender, sexual orientation, or gender identity (referred to generally as “sex”). This includes sexual harassment as defined by Title IX. Discrimination or harassment based on someone’s sex can occur in many different ways, and it can originate from both adults and other students.

<p>To report an incident of Sexual Harassment or Discrimination - please contact your counselor, building administrator or the Compliance Coordinator listed below:</p>	
<p>Title IX</p> <p>Student to Student Incident <u>or</u></p> <p>Student to Staff Incident</p>	<p>Dr. Greg Mathison, Asst. Superintendent of Student Services</p> <p>Title IX Coordinator</p> <p>760 Woods Mill Road</p> <p>Manchester, MO 63011</p> <p>314-415-5293</p>

<p>Title IX</p> <p>Staff to Staff Incident <u>or</u></p> <p>Staff to Student Incident</p>	<p>Dr. Michael Baugus, Chief Human Resources Officer</p> <p>Title IX Coordinator</p> <p>455 N. Woods Mill Road</p> <p>Chesterfield, MO 63017</p> <p>314-415-8017</p>
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- **How do I know what sexual harassment looks like?**

Sexual harassment can occur in many different ways, and it is not always easy to recognize. It can sometimes look like bullying. It can look like someone making an inappropriate joke or comment. It can look like someone sending another person a graphic picture or video. It can sound like inappropriate generalized comments about males, females, LGBTQ+ students, etc. It can be someone inappropriately touching a student or making sexual gestures. It can sound like someone giving an unwanted “compliment.” These comments or behaviors can leave the other person feeling uncomfortable, embarrassed, or upset. For more examples and information, please see District Board Policy Guideline [JICA.G](#), Sexual Harassment.

However, there are certain behaviors that are never okay, especially if conducted by a teacher or other District employee. For example, a District teacher or employee should **never**:

- o Engage or attempt to engage in a romantic relationship with a student;
- o Discuss sexual topics or tell sexual jokes with students;
- o Be alone with a student in a vehicle (except in emergencies and only with prior permission from the employee’s supervisor);
- o Communicate with students via personal accounts on social media platforms that cannot be monitored; or

- o Communicate with students via personal devices without the employee's supervisor's permission.

If you see or hear about, or otherwise suspect, any of this described behavior occurring, please immediately contact the counselor, Dr. McCarthy, Dr. Baugus or Dr. Mathison.

- **How do I know if or when I should report something?**

If you have **any** concerns about any teacher's or student's behavior being sexual harassment or discrimination, you should report it. Trust your gut. Reporting inappropriate behavior, even based on suspicion, may not only help you but also other students. A report about something that turns out to be nothing is better than no report at all. If you are concerned about making a report, consider talking to your counselor or other trusted adult about your concerns.

- **What happens after I report something?**

Depending on the circumstances, the building principal or counselor may be able to address the issue, or the District's Title IX Coordinator may deem it necessary to investigate a report further. Each incident is unique and may require a different response. For more information, see District Board Policy Guideline [JICA.G](#), Sexual Harassment.

Smoking

Smoking or in the possession of any tobacco products or E-cigarettes will not be permitted at any time by anyone. 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 referred to their Grade Level Principal.

Smoking on school property is also a violation of St. Louis County Ordinance #15247 and may carry substantial fines.

Student Fees, Fines, and Charges

The following guidelines apply to fees and costs:

- A charge will be made for undue wear and tear on books. Any assembly, field trip, workbook or curricular project may have a fee attached to it if it is OPTIONAL to the student. Students are to finance normal class requirements such as paper, pencils, pens, and notebooks.
- Students are financially responsible, in full, for all damages resulting from malicious behavior or carelessness involving school property. Acts of vandalism will result in disciplinary action and full reparation for damages.
- When a student owes the district money or school-owned items, he/she is responsible for making restitution to Parkway Central High School through the School Store. When a student does not pay their fines the following sanctions will be imposed:
 - ✓ No tickets to special events (Homecoming, Prom, etc.) will be sold.
 - ✓ No parking stickers will be issued to 11th and 12th grade students.
 - ✓ Extracurricular activity participation may be denied (at principal's discretion).

Visitors

The PCH student who requests out-of-town guest(s)—friends or relatives—to attend classes during the school day should make a request **at least five days** prior to the date of the visit. Procedures are:

1. Get a “**Visitors Approval**” form from the front office,
2. Get each teacher's signature on the form approving the classroom visit, and,
3. Return the form to the front office for Principal's signature.
4. Carry approval form on the date of the visit.

Out-of-town visitors are welcome at Central almost any time except immediately before or after major holidays and during Final Exams.

All visitors MUST BE of high school age and live outside the metropolitan St. Louis area. Identification is required of all visitors.

PARKWAY SCHOOL DISTRICT

455 North Woods Mill Road
Chesterfield, Missouri 63017
(314) 415-8100
www.parkwayschools.net

SUPERINTENDENT

Dr. Keith Marty

BOARD OF EDUCATION MEMBERS

Mr. Jeff Todd, President
Mrs. Deborah Hopper, Vice President
Ms. Pam Hill, Director
Ms. Kristy Klein Davis, Director
Mr. Matthew Schindler, Director
Mr. Sam Sciortino, Director
Mr. Kevin Seltzer, Director

Table of Contents

Policy JK, Student Discipline	27
Code of Conduct for Participants in Parkway Athletics and Activities	38
Family Educational Rights and Privacy Act Annual Notification	40
Non-Discrimination	43
Student Bullying	44
Special Education	46
Services and Rights for Students with Disabilities	46
Care Team	47
Video & Other Monitoring on District Property	48
Student Attendance	49

Note: District information is subject to change. Please visit the Parkway website for the most current board and district policies.

Parkway School District **Policy JK, Student Discipline**

A. Philosophy of Education and Discipline

The board of education believes that each student is unique and has the potential for making positive contributions to society. In accordance with this belief and in alignment with Parkway's Mission and Vision, staff and students work proactively to encourage and develop responsible student behavior through instruction and practice. As a result, Parkway students will develop competencies in self-awareness, self-management, and self-advocacy skills. These skills equip and empower students to display respect and, when necessary, appropriately advocate for their own rights and the rights of others through their actions.

In working toward achieving these goals, it is essential that Parkway maintain a positive learning environment for all students. The board of education has created this discipline code to address the consequences for students whose conduct is prejudicial to the good order and discipline in the schools or impairs the morale or good conduct of other students. In addition to the consequences set forth below, which are not exhaustive, staff, students and parents may engage as appropriate in additional methods of addressing the conduct, including a respectful and equitable process of problem-solving, repairing relationships, offering restitution (righting wrongs), and implementing a personalized plan of support for behavioral improvement. The goal of this discipline policy is for students to develop strong character that will transfer to the world outside of school.

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

B. Province of the School

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

misconduct occurring on SSD property, SSD buses or at SSD activities.

C. Consequences of Misconduct

Students may be disciplined for conduct that is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of students, including, but not limited to, violating the standards of conduct set out herein. Prior disciplinary action shall not be used as a sole basis for removal, suspension or expulsion of a student.

Possible consequences include, but are not limited to, notifying parents/guardians by telephone or letter of student misconduct; change of class schedule; special work assignments; loss of class or school privileges; removal from bus; verbal reprimand; withdrawal of privileges (athletics, intramurals, before/after school activities, attending outside school events, etc.); the reassignment of the student to another school or site within the district; and 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 all appropriate due process protections in connection with such disciplinary action. Those protections include the following:

Principal Suspension. Prior to a Principal Suspension, an informal conference shall be held with the student wherein: (1) the student shall be given oral or written notice of charges against him/her; (2) if the student denies the charges, the student shall be given an oral or written explanation of the facts which form the basis of the proposed suspension; and (3) the student shall be given an opportunity to present his/her version of the incident. The superintendent may revoke a Principal Suspension at any time.

Discipline Review Committee. If a principal recommends that the superintendent extend a Principal Suspension beyond the initial ten (10) school days, the Discipline Review Committee (DRC) shall review the student misconduct and make a recommendation to the superintendent regarding the length of the suspension. The superintendent may accept or modify the recommendation of the DRC. The DRC recommendation and superintendent's decision normally shall be made prior to the end of the Principal Suspension. The student and the student's parent or guardian

have the opportunity and are encouraged to attend all DRC meetings held to address their child's misconduct.

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

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

E. Standards of Conduct

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

The standards of conduct are as follows:

Standard 1. Causing Disruption of School or Any School Function

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

Standard 2. Damaging School Property or Property of Others

A student shall not cause or attempt to cause damage to the property of the District (including defacing the school or school property) or property of other persons.

Repeated minor damage to school or personal property may be the basis for a Superintendent Suspension or an expulsion from school. Damage to school property may result in the student or parent/guardian being required to pay for the damage.

Standard 3. Stealing or Possessing the Property of the District or Others without Authorization

A student shall not steal, attempt to steal or be involved in the theft or possession of the property of the district or property of others. A student shall not have in his/her possession property belonging to the District, a school employee, or another student without the permission of the owner; nor shall a student have possession of stolen property. For the purpose of this policy, stealing shall be defined as the unauthorized taking of property belonging to someone else. Property may include, but is not limited to, physical items and work of students or staff, whether in physical, electronic, or other form.

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

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

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

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

Fighting is defined as two or more students engaged in physical contact with intent to harm. Students are prohibited from fighting or entering a fight in progress and from failing to disperse when instructed to do so.

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

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

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

Standard 6. Committing Sexual Harassment or Other Sexual Misconduct

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

A student shall not participate in any inappropriate sexual conduct including exposing sex organs or body parts toward other students, staff, community members or Parkway guests. Inappropriate behavior may include staring at another's body part or purposefully observing recording others in a state of undress. A student shall not 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 Disrespectful

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

gestures, written communication or communication through social media.

Standard 9. Being Insubordinate

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

Standard 10. Possessing Firearms and Weapons

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

1. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by action of an explosive, or
2. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one half inch in diameter, or
3. Any explosive, incendiary, or poison gas, such as: bombs; grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law, or
4. Any combination of parts either designed to or intended for use in converting any device into a device as described in the paragraphs above.

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

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

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

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

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

Standard 12. 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 district or contracted school bus during school-sponsored activities, or during intermission or recess periods.

Standard 13. Making False Alarms or False Bomb Reports

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

Standard 14. Setting Fires

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

Standard 15. Misuse of Network Access, Internet Access, or Electronic Equipment

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

1. Hacking, attempting to hack and other unlawful activities
2. Sending or displaying offensive messages or pictures
3. Using obscene language
4. Harassing, insulting, or attacking others
5. Accessing material that advocates illegal acts or violence or is otherwise inappropriate
6. Damaging computers, computer systems, or computer networks
7. Violating copyright laws
8. Using another's password
9. Trespassing in another's folders, work, or files
10. Employing the network for commercial purposes
11. Unauthorized disclosure, use, and dissemination of personally identifiable information
12. Other inappropriate electronic-related actions as determined by the principal

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

Standard 16. Being Charged, Convicted or Pleading Guilty to Commission of a Felony in a Court of General Jurisdiction or being Registered on the Missouri Sex Offender Registry

A student who has been charged with, convicted or pleads guilty in a court of general jurisdiction (i.e., an adult court, not a juvenile or family court) to commission of a felony criminal violation of state or federal law shall be in violation of this standard and may be suspended or expelled. A student who is on the Missouri Sex

Offender Registry shall be in violation of this standard, shall be suspended or expelled, and is prohibited from being present on school property for any reason. If the charges are subsequently dismissed or the student is acquitted, the student may be readmitted or enrolled. The student shall not be suspended until (1) notice of the proposed suspension and a hearing is given to the parents or others having custodial care of the student, and (2) the Board of Education, following a hearing, finds that a prosecutor has filed a formal complaint in court against the student for commission of a felony, or that a grand jury has indicted the student for the commission of a felony.

Standard 17. Being Charged, Convicted, or Pleading Guilty to Certain Serious Felonies

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

1. First degree murder under Section 565.020, RSMo;
2. Second degree murder under Section 565.021, RSMo;
3. First degree assault under Section 565.050, RSMo;
4. Rape in the first degree under Section 566.030, RSMo;
5. Sodomy in the first degree under Section 566.060, RSMo;
6. Robbery in the first degree under Section 570.023, RSMo;
7. Delivery of a controlled substance under Section 579.020, RSMo;
8. Arson in the first degree under Section 569.040, RSMo;
9. Kidnapping in the first degree under Section 565.110, RSMo;
10. Statutory rape under Section 566.032 RSMo;
11. Statutory sodomy under Section 566.062 RSMo.

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

Standard 18. Engaging in Other Serious Misconduct

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

- First degree murder under Section 565.020, RSMo;
- Second degree murder under Section 565.021, RSMo;
- Kidnapping in the first degree under Section 565.110, RSMo;
- First degree assault under Section 565.050, RSMo;
- Rape in the first degree under Section 566.030, RSMo;
- Sodomy in the first degree under Section 566.060, RSMo;
- Burglary in the first degree under Section 569.160, RSMo;
- Burglary in the second degree under Section 569.170, RSMo;
- Robbery in the first degree under Section 569.020, RSMo;
- Manufacture of a controlled substance under Section 579.055, RSMo;
- Delivery of a controlled substance under Section 579.020, RSMo;
- Arson in the first degree under Section 569.040, RSMo;
- Voluntary manslaughter under Section 565.023, RSMo;
- Involuntary manslaughter in the first degree under Section 565.024, RSMo or involuntary manslaughter in the second degree under section 565.027, RSMo;
- Second degree assault under Section 565.052, RSMo;
- Rape in the second degree under Section 566.031, RSMo;
- Kidnapping in the second degree under Section 565.120, RSMo;
- Property damage in the first degree under Section 569.100, RSMo;
- The possession of a weapon under chapter 571, RSMo;
- Child molestation in the first, second, or third degree pursuant to Sections 566.067, 566.068 or 566.069 RSMo;
- Sexual misconduct involving a child pursuant to Section 566.083, RSMo;
- Sexual abuse in the first degree pursuant to Section 566.100, RSMo;
- Harassment in the first degree under Section 566.090, RSMo;
- Stalking in the first degree under Section 565.225, RSMo;

The only EXCEPTIONS to this prohibition are as follows:

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

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

G. Notification To Family Court

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

H. Reenrolling Students Previously Suspended or Expelled

The following provisions apply to students who have been suspended or expelled from either the Parkway School District or another school 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 for an act of violence, a conference shall be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. District officials shall notify in writing the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference.

2. Students Currently Suspended or Expelled From Another School 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. Regardless of whether the parent or guardian requests a conference, the superintendent or his/her designee should determine whether the conduct would have resulted in a suspension or expulsion from Parkway. If the superintendent or his/her designee determines that it would have, the District may make the prior suspension or expulsion effective in Parkway. If the superintendent or the superintendent's designee determines the conduct would not have resulted in suspension or expulsion from Parkway, the student will be allowed to 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.

I. Support Plan

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

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

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

their needs and what is required in order to heal and put things as right as possible. 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.

K. Parent/Guardian and Student Notification

Students and parent/guardians should know in advance the standards of conduct which students are expected to observe in the schools and the probable consequences of their failure to obey these standards. A copy of this policy and any local school discipline policy will be sent by mail to all parents/guardians at the beginning of each school year.

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

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, **tobacco**, 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*

NOTICE OF NON-DISCRIMINATION

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

STUDENT BULLYING

As a public educational institution, the Board of Education believes all students need a safe learning environment. Accordingly, district staff will not tolerate bullying

behavior. This policy applies to behavior on all Parkway property, including Parkway and Special School District buses and bus stops, as well as Parkway events.

Bullying is intimidation, unwanted aggressive behavior or harassment that is repetitive or substantially likely to be repeated and causes a reasonable student to fear for his or her safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may occur when there is a real or perceived power imbalance including but not limited to position of control, physical strength, social status, manipulation, and/or age/size. Bullying also includes any threat of retaliation for reporting such acts.

Bullying generally does not include:

- single acts of social rejection or unintentional social exclusion
- mutual arguments, disagreements or fights

While these actions can cause great distress and may result in disciplinary consequences, they may not be examples of bullying as defined by the policy.

Types of Bullying:

Verbal or Nonverbal bullying is communicating damaging or malicious messages.

Verbal or nonverbal bullying may include but is not limited to:

- Teasing
- Namecalling
- Making inappropriate sexual comments
- Taunting
- Threatening to cause harm
- Making malicious gestures or expressions

Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying may include but is not limited to:

- Using peer pressure to coerce, gain compliance or demean another person
- Excluding someone with malicious intent
- Telling other students not to associate or be friends with someone with malicious intent
- Spreading rumors about someone, embarrassing someone in public

Physical bullying involves hurting a person's body or possessions. Physical bullying may include but is not limited to:

- Gestures
- Hitting/kicking/pinching/slapping
- Spitting
- Tripping/pushing
- Taking someone's things without permission
- Inappropriate touching or unwanted contact
- Intentionally getting in someone's personal space
- Defacing/destroying another person's work or property

Cyberbullying is a form of bullying committed by transmission of a communication, including but not limited to, a message, text, sound or image, by

means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, and/or via social media. The District has jurisdiction over cyberbullying that uses the District's technology resources or that originates on District property, at a District activity or on District or Special School District transportation. Even when cyberbullying does not involve District property, activities or technology resources, the District may impose consequences and discipline for those who engage in cyberbullying if there is a sufficient connection to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the District is otherwise allowed by law to address the behavior. Cyberbullying may include but is not limited to:

- Spreading rumors or personal information
- Posting or sharing embarrassing/inappropriate pictures or videos
- Creating fake profiles or websites intended to demean

The principal of each building is designated as the individual to receive and investigate reports of bullying. The principal may designate additional administrators and/or counselors to receive and investigate reports of bullying in the principal's absence or at the principal's discretion. Students shall report incidents of bullying to school staff so they can be investigated and resolved. Any district employee who has firsthand knowledge of bullying behavior is required to report such conduct as soon as possible but no more than two calendar days after becoming aware of the incident or reported allegation. The report must be in writing and must be made to the building principal or other designated school official. Following the reported allegation, the principal or designee will complete the investigation as soon as possible but no more than ten school days from the date of the written report unless good cause exists to extend the investigation. Depending on the age of the student(s) and the circumstances, the response to bullying can range from a restorative process for those involved to the offending student(s) being suspended from school. Bullying of students is prohibited under Standard 5 of Policy JK, Student Discipline.

The District shall provide information and appropriate training designed to assist employees and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying. Each school will provide education to all students so they are able to appropriately prevent, identify and respond to bullying. In addition to educating students about the content of this policy, the District will also inform students of the harmful effects of bullying; any initiatives the school or District has created to address bullying, including student peertopeer initiatives; and the consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying. Copies of the policy will be included in student handbooks and will be made available upon request to parents.

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.

SERVICES AND RIGHTS FOR STUDENTS WITH DISABILITIES

Students with disabilities have rights and safeguards under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and, when eligible, the Individuals with Disabilities Education Improvement Act (IDEA-2004). Students with disabilities are protected from discrimination and guaranteed a "free appropriate public education" (FAPE), which is defined by their Individualized Education Program (IEP) or, for Section 504, Individualized Accommodation Plan (IAP). The rights of students with disabilities and the roles/responsibilities for Parkway and the Special School District (SSD) of St. Louis County are described in:

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

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

Children under Parkway’s jurisdiction between the ages of three (3) and twenty-one (21) may be eligible for special education and related services. The SSD provides services to students diagnosed with one of the following educational disabilities: Autism, Deaf/Blindness, Emotional Disturbance, Hearing Impairment and Deafness, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairments, Specific Learning Disabilities, Speech or Language Impairment, Traumatic Brain Injury, Visual Impairment/Blind, or Young Child with a

Developmental Delay. Parkway provides accommodations and services to students with Section 504 disabilities who are not eligible under the IDEA.

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

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

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

Questions and requests for assistance, information, or this notice in another language should be directed to Parkway's Special Services Department at the Administrative Center (@ 314-415-8071) or the school's "special education administrative team" (Parkway administrator and SSD area coordinator).

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.

POLICY ADOPTED: May 10, 2017

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