

PARKWAY SOUTHWEST MIDDLE SCHOOL

701 Wren Avenue • Manchester, Missouri 63021

314-415-7300 (*press 1 for Attendance; press 2 to Leave a Voice Mail for a Teacher*)

314-415-7329 (*Nurse*) • 314-415-7327 (*Book Store*)

314-415-7326 (*Fax*)

Student Handbook • 2018-2019



Administrators

Mr. Aaron McPherson, Principal

Dr. Nedra Clark, Assistant Principal

Mrs. Susan Doering, Assistant Principal

Counselors

Mr. Jon-Pierre Mitchom-6th Grade

Mrs. Lindsay Hoff-7th Grade

Mrs. Mindy Grossman-8th Grade

ADVISORY

Student advisory programs provide an opportunity for middle schools to introduce an adult advocate into the life of every student in the school. Advisory activities allow students to connect with caring adults and other students to help them through the middle school transition years. Students are organized into multi-aged advisories of 10-15 students that meet from 8:17 to 8:37 during the first 20 minutes of our school day. Students will remain with the same advisory teacher throughout their middle school years. Schools with multiple grade advisories report the benefit of older students informing younger students about the culture of the school, modeling what to expect in future years and tutoring them in academics.

The purpose of advisory is to build relationships that support the whole child and to create a community of responsible citizens. The goals of advisory include promoting character development, strengthening community and creating self-directed learners.

AFTER SCHOOL ACTIVITIES

Much effort goes into seeing that students have an opportunity to take part in a variety of co-curricular activities. Students should watch the screens in the Peggy Terry Commons to find out what activities are available. They may also access the activity booklet from the Southwest Middle homepage. We offer a variety of clubs and intramural sports. Students may seek a staff sponsor and start their own club if they don't see something they are interested in. ALL students are encouraged to get involved!

Activities are held on Mondays, Wednesdays, and Thursdays from 3:15 to 4:25 p.m. Activity buses run on those days only. After school activities will begin September 10th and end on May 10th. Students should wait for their bus in front of school at 4:25 p.m. Activity bus routes are listed in the activities booklet. The stops for those routes are per neighborhood. The same expectations for bus behavior apply to after school activity busses. Students may be suspended from transportation if they do not meet expectations.

The safety and welfare of students is always our principal concern; therefore, students **MUST** sign up for an activity during their lunch shift on each day of the activity. Students remaining after school without sponsorship will face disciplinary action. Once students leave the building after dismissal, they may not go back in the building to attend an after school activity. Students remaining on campus after the regular school day must stay with their faculty supervisor until the activity bus arrives. Students not riding the activity bus home after an activity must be picked up by 4:25 p.m. Students may not leave the school grounds after school and return later to ride the activity bus home. It is important for students to make arrangements with parents in advance when planning to stay after school.

ANNOUNCEMENTS

Announcements will be shown during Advisory every day. In addition they will be posted online and on the monitors in the Commons.

ARRIVAL AND DISMISSAL

School begins at 8:20 a.m. with a connections period from 8:00-8:10 a.m.

In the event that it is necessary for a student to arrive late to school, he/she should report to the front office for an admit pass.

Regular dismissal is at 3:15. If an early dismissal is necessary, the parent/ guardian must come to the front office. At that time, the student will be dismissed from class.

Students who are leaving school due to illness should be dismissed to the front office from the nurse.

2018-2019 BELL SCHEDULE

8:00 – 8:10	Connections
8:17 – 8:20	Daily Announcements in Advisory
8:20 – 8:37	Advisory
8:40 – 9:23	First Hour
9:26 – 10:09	Second Hour
10:12 – 10:55	Third Hour

LUNCH ROTATIONS

Eighth Grade

10:55 – 11:25 Lunch
11:28 – 12:11 Fourth Hour
12:14 – 12:57 Fifth Hour

Sixth Grade

10:58 – 11:41 Fourth Hour
11:41 – 12:11 Lunch
12:14 – 12:57 Fifth Hour

Seventh Grade

10:58 – 11:41 Fourth Hour
11:44 – 12:27 Fifth Hour
12:27 – 12:57 Lunch

1:00 – 1:43	Sixth Hour
1:46 – 2:29	Seventh Hour
2:32 – 3:15	Eighth Hour

2018-2019 LATE START BELL SCHEDULE

Late Start Dates are the following: *August 29, September 26, October 31, November 28, January 30, February 27, March 27, April 24*

10:00 – 10:10	Connections Time in the Commons
10:10 – 10:13	Daily Announcements in Advisory
10:13 -- 10:23	Advisory
3:15	Dismissal of School

ASSEMBLIES

School assemblies are an opportunity for our school to come together as a community. Students should show respect to the assembly performers by giving them their full attention, participating at appropriate times and showing their appreciation. Visitors often form a lasting impression of our school and community based on our behavior at assemblies.

ATTENDANCE

Regular attendance is necessary if students are to receive the maximum educational benefits from their schooling. Missouri law states that all children between the ages of 7 and 16 must attend school or receive adequate private instruction. Illness, death in the immediate family, or religious observances are excusable reasons for an absence.

PARENTS, ON THE DAY OF YOUR CHILD’S ABSENCE, NOTIFY THE SCHOOL BEFORE 8:30 a.m. by calling 314-415-7300. Press 1 for the Dial Safe line. If the school is not notified, an attempt will be made to call you at home or at work. A parental note following an absence is required ONLY if no phone contact was made.

If it is absolutely necessary for a student to be out of school for a vacation or a trip, a parent/guardian should email the grade level counselor and the child’s teachers one week prior to the planned absence. The student and parent should work with the teachers to gather missed assignments and to arrange for completing any make-up tests upon his/her return.

BEHAVIORAL EXPECTATIONS

Student Rights and Responsibilities

After learning about universal human rights, students gave input on the rights and responsibilities that all students should have at our school.

Rights:

- To be educated
- To express yourself
- To have a safe, positive learning environment
- To be respected

Responsibilities:

- To do your best
- To be kind to others and to be an upstander
- To create a safe, positive learning environment
- To respect others

Restorative Practices

Restorative Practices is a form of discipline that addresses behavior in relation to our core values of compassion, integrity, perseverance and respect in a way that strengthens relationships and focuses on repairing the harm done rather than only the rule broken.

At Southwest Middle we believe that utilizing restorative practices allows us to do the following:

1. Acknowledge that relationships are central to building community.
 - Considerable effort and time is spent on building and sustaining positive, trusting relationships among ALL members of the school community.
 - Every student, teacher, administrator, staff member and parent/guardian is a valued member of the school community.
2. Ensure equity of voice among all members of the community. All voices are valued and everyone is heard.
 - Systems and structures are established to ensure that all members of the school community have equal opportunities for meaningful participation.
 - A culture of non-judgmental, authentic listening and sharing is encouraged and reinforced.

3. Establish a culture of high expectations with high support.
 - Supports high standards and expectations for both learning and behavior in the school and classroom community, AND offers high levels of support to create positive change.
4. Engage in collaborative problem-solving.
 - Misbehavior can become a teachable moment and the community can be restored when all those impacted by an incident are involved in the solution.
 - Every student, teacher, administrator, staff member and parent/guardian is a valued member of the school community.

The following restorative questions lay the foundation for and act as the building blocks for all forms of restorative processes that seek to discover the root cause(s) of challenging behavior, determine impact, repair harm, and ultimately restore damaged relationships.

The basic questions for responding to challenging behavior are the following:

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you think you need to do to make things right?

The basic questions for helping those harmed by the actions of others are these:

- What did you think when you realized what had happened?
- What impact has this incident had on you and others?
- What has been the hardest thing for you?
- What do you think needs to happen to make things right?

Restorative Practices are used in conjunction with Parkway policy to help maintain a safe and positive learning environment.

Parkway Policy related to behavior

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. **(Board policy JK.BP)**

Standards of Conduct

Violations of the following standards of conduct represent misbehavior that will result in disciplinary action. Upon investigation and consideration of all relevant facts, including any extenuating circumstances, the Principal shall determine whether the misconduct in question is classified as misbehavior that should result in a Superintendent Suspension or a Principal Suspension. Students who engage in less serious misconduct shall be subject to one or more of several consequences which may include, but are not limited to, a Principal Suspension of ten (10) school days or fewer, lunch or after school detention, in-school suspension / intervention, notifying parents/guardians by telephone or letter of student misconduct, change of class schedule, loss of class or school privileges, and verbal reprimand. Serious misconduct may result in a Superintendent Suspension of 11 to 180 school days or permanent expulsion. The exact discipline administered rests with the discretion of the school official. The standards and "Discipline Policy" are as follows and can be accessed on the Parkway School District website under the "parent" tab:

Standard 1. Causing Disruption of School or Any School Function

Standard 2. Damaging School Property or Property of Others

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

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

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

Standard 6. Committing Sexual Harassment or Other Sexual Misconduct

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

Standard 8. Being Insubordinate or Disrespectful to Teachers, Administrators, and/or Staff

Standard 9. Possessing Firearms and Weapons

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

Standard 11. Possessing Bombs or Other Dangerous Substances

Standard 12. Making False Alarms or False Bomb Reports

Standard 13. Setting Fires

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

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

Standard 16. Being Charged, Convicted, or Pleading Guilty to Certain Serious Felonies

Standard 17. Other Serious Misconduct

BULLYING

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 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. If your child feels as if he or she is being bullied or witnesses bullying taking place, he/she should report this information immediately to a staff member at the school. **Board policy JBC.BP**

BUS CONDUCT AND SAFETY RULES

The school bus is an extension of the classroom. All expectations in school apply to riding the bus. Drivers will report bus behavior to the supervisor of transportation and the school principal. Riding a school bus is a privilege which may be taken away. Depending on the severity of student misconduct, additional consequences may be applied at the discretion of the administration.

Expected Consequences for Bus Violations

1. **Misconduct Report #1: Conference with principal. Parent/Guardian is contacted. School disciplinary consequence may be assigned.**
2. **Misconduct Report #2: Bus Suspension. Parent is contacted.**
3. **Misconduct Report #3: Extended Bus Suspension. Student and Parent meet with administrator and bus driver.**
4. **Misconduct Report #4: Possible suspension from the bus until the end of term. Parent is contacted.**

BUS PASSES

Students must ride their assigned bus and get off at their assigned stop, unless they have a **prearranged** bus pass. Bus passes are for **emergency transportation only** and may not be obtained for social reasons. If there is an emergency, and it becomes necessary for a student to ride a different Parkway bus, *the student must present a note to the secretary in the front office **before Advisory*** on the day needed. The note, written by the parent/guardian, must include the reason, the regular bus number, and the requested bus number. There **must also** be a note from the parent/guardian of the student on the requested bus run, indicating approval for the student to come to their home.

CHARACTER COUNCIL

The goal of Character Council is to demonstrate and encourage good character at school. Character Council promotes service as a lifelong habit by planning school-wide projects that impact our community. Members of Character Council meet with their sponsors during advisory time each morning to plan and prepare events for the school such as advisory lessons, spirit days, mixers and the carnival. Students complete an application that includes teacher recommendations to become a part of Character Council.

CHARACTER EDUCATION

“Character education is the intentional effort to develop in young people core ethical and performance values that are widely affirmed across all cultures.” -Character Education Partnership, 2010. We are proud to be a National School of Character!

Character education includes an expansive range of concepts such as positive school climate, social emotional learning, positive youth development and service learning. These approaches promote the social, emotional, academic and ethical development of students and help them become responsible, caring and contributing members of our communities. For further information about character education in Parkway, please refer to the Parkway website, Student Services Department.

Southwest Middle has adopted four core values that are used to promote citizenship in the classroom and across the building. These values are Compassion, Integrity, Perseverance and Respect. These values are infused in curriculum, taught through advisory lessons and serve as an integral part of our Restorative Practices. Teachers will utilize the following core value rubric as a guide for reporting on citizenship:

	Outstanding	Satisfactory	Improvement Needed	Unsatisfactory
<p>Compassion—I notice others' challenges, and I help because I care.</p> <ul style="list-style-type: none"> Do I think about others when I speak and act? Would I want someone to do/say that to me? Do I help others even if it doesn't help me? 	<p>Consistently treats others with kindness.</p> <p>Acknowledges other people's feelings and offers comfort when appropriate.</p> <p>Chooses to help others even when there is a personal "cost."</p>	<p>Consistently treats others with kindness.</p> <p>Is aware of others' feelings and responds to their needs.</p>	<p>At times does not treat others with kindness.</p> <p>Ignores others' feelings.</p>	<p>Does not treat others with kindness.</p> <p>Is hurtful with little or no regard for how others feel.</p>
<p>Integrity—Although the choice may be difficult, I do what I know is right even when no one is looking.</p> <ul style="list-style-type: none"> Do I make decisions based on our core values? Am I honest? Am I a good role model for others? Am I on time and prepared for class? Do I use class time wisely? Do I give my best? Do I do what I say I will do? Do I take responsibility for my actions? 	<p>Acts truthfully and encourages others to do the same.</p> <p>Consistently comes to class on time and prepared for class.</p> <p>Consistently uses class time wisely.</p> <p>Consistently gives best effort.</p> <p>Consistently keeps his/her word.</p> <p>Consistently takes responsibility for personal decisions and actions.</p> <p>Takes a leadership role in school activities that encourages others to make good decisions.</p>	<p>Is truthful regardless of consequences.</p> <p>Consistently comes to class on time and prepared for class.</p> <p>Consistently uses class time wisely.</p> <p>Consistently gives best effort.</p> <p>Consistently keeps his/her word.</p> <p>Takes responsibility for personal decisions and actions.</p>	<p>Chooses to tell the truth only when asked.</p> <p>Sometimes comes to class on time and prepared for class.</p> <p>Sometimes uses class time wisely.</p> <p>Sometimes give best effort. Sometimes keeps his/her word.</p> <p>Sometimes takes responsibility for personal decisions and actions.</p>	<p>Truthful when there are no personal consequences and/or is not truthful.</p> <p>Frequently does not come to class on time and prepared for class.</p> <p>Frequently does not use class time wisely.</p> <p>Frequently does not give best effort.</p> <p>Frequently does not keep his/her word.</p> <p>Does not take responsibility for personal decisions and actions.</p>

<p>Perseverance—I will keep trying even when things are difficult; I will stay hopeful.</p> <ul style="list-style-type: none"> Do I keep trying and believe I can do it, even when it gets hard? Do I take responsibility for my learning? Do I complete my work to the best of my ability? Do I work hard the entire class period? Do I set challenging goals for myself? 	<p>Perseveres to achieve beyond what is expected.</p> <p>Sets challenging goals and sustains a strong commitment to them.</p> <p>Encourages others to meet their goals.</p> <p>Seeks feedback when solving a problem.</p>	<p>Consistently completes assigned tasks (e.g., classwork, homework).</p> <p>Accepts and utilizes feedback when solving a problem.</p>	<p>Assumes some responsibility for completing assigned tasks (e.g., classwork, homework).</p> <p>Has difficulty accepting feedback when solving a problem.</p>	<p>Has difficulty following through on tasks (e.g., classwork, homework)</p> <p>Rejects feedback when solving a problem.</p>
<ul style="list-style-type: none"> Respect— My words and actions show that I value the worth of the people and the property around me. Do I respect ALL people? Do I take care of personal, school, and others' property? Do I respect people even if they are different from me? Do I dress appropriately for school? 	<p>Protects and defends the rights of others.</p> <p>Consistently interacts using words, body language, tone, and volume appropriate to the setting.</p> <p>Consistently listens when others are speaking and responds appropriately.</p> <p>Consistently takes care of personal, school, and others' property and encourages others to do the same.</p> <p>Always dresses appropriately for school.</p>	<p>Values the rights of others.</p> <p>Consistently interacts using words, body language, tone, and volume appropriate to the setting.</p> <p>Consistently listens when others are speaking and responds appropriately.</p> <p>Consistently takes care of personal, school, and others' property.</p> <p>Consistently dresses appropriately for school.</p>	<p>Needs guidance to recognize/ acknowledge the rights of others.</p> <p>Needs reminders to interact using words, body language, tone, and volume appropriate to the setting.</p> <p>Needs reminders to listen when others are speaking.</p> <p>Needs reminders to take care of personal, school, and others' property</p> <p>Needs reminders to dress appropriately for school.</p>	<p>Has difficulty valuing the rights of others.</p> <p>Interacts using words, body language, tone, and volume inappropriate to the setting.</p> <p>Does not listen when others speak.</p> <p>Does not take care of personal, school, and others' property.</p> <p>Needs frequent reminders to dress appropriately for school.</p>

COUNSELING AND GUIDANCE

All students have a full-time guidance counselor assigned to them. Counselors are ready to help students find out more about themselves in relation to the middle school program and to assist them with any concerns. The counselor's name is on the student's schedule. Parents may call to talk to a counselor or to arrange a conference. For the 2018-19 school year, students in Grade 6 will work with Mr. Jon-Pierre Mitchom, students in Grade 7 will work with Mrs. Lindsay Hoff and students in Grade 8 will work with Mrs. Mindy Grossman.

DRINKS

Students may bring a water bottle with a lid for hydration during the school day. We have water fountains in every hallway and two stations where water bottles may be filled. These will need to stay sealed and away from Chromebooks in the classroom. Any other drinks that are brought into school will need to be disposed of before entering the hallways.

EMERGENCY PROCEDURES

Students should treat all safety drills as a serious matter and follow evacuation routes posted in each classroom along with teacher directions.

Student Procedures - Fire

- The fire alarm is a loud, continuous noise from the alarm buzzers.
- Upon hearing the alarm, students should follow these procedures in evacuating the building:
 - Walk (no running or horseplay) in an orderly manner to the designated fire exit for your room. The teacher will follow the last student from the room.
 - If the alarm sounds during passing time, report to your advisory's designated number on the blacktop outside.
 - If your exit area is blocked, proceed to the nearest exit in an orderly manner. If you are in a restroom or the hall, proceed to the nearest exit and locate your advisory immediately after you have cleared the building.

- d. Students are to leave all books and project materials in the classroom. Students should take their purses and wallets with them.
 - e. If a room door is blocked by fire, the teacher will open a window for the safe exit of all students. This procedure will only be followed in an extreme emergency.
3. Following a fire drill, teachers will notify students of the all-clear signal to return to the building. Students are to return to their classrooms in an orderly and timely fashion and follow the directives of the teacher.

Student Procedures - Tornado

1. Students will be notified of a tornado alert over the public address system.
2. Upon hearing this announcement, students should respond in the following manner:
 - a. All students should move and line up against the wall designated by the classroom teacher.
 - b. All students should line up as close to the solid wall as possible. Each student should face the wall and place his/her head down, touching his/her knees. Each student should place his/her arms around his/her head for protection. If students have a hardback notebook, they should take it with them to hold over their head for additional protection.
 - c. Students should remain in this position until the all-clear is given over the public address system. At this time, teachers will instruct students to return to the classroom and resume lessons.
3. Everyone should stay clear of entrances, doorways, windows, and glassed-in areas. In those classroom locations next to an end of the hall window or entrance, teachers should exercise discretion in moving the class to a safer distance from this type of hazard.
4. If the threat of a tornado occurs while students are outside, students will come into the building and take cover in the halls. Students should not, under any circumstances, remain outdoors.
5. Emergency first-aid will be administered by designated individuals in the building.

Student Procedures - Earthquake

1. There is no alarm signal for an earthquake. When the building shakes or the floor/ ground trembles, this is your signal to take appropriate action.
2. IF INDOORS, take cover under heavy desks or tables, in doorways, or against an inside wall. Stay away from windows or other glass. Avoid high bookcases, cabinets, or other furniture or structures which might topple or collapse.
3. IF OUTDOORS, move to an open area, away from buildings and utility wires. The greatest danger is from falling debris just outside doorways and close to outer walls.
4. IF IN A SCHOOL BUS OR OTHER VEHICLE, remain in the vehicle away from buildings and wires.
5. Students in the library, passing between classes, in the cafeteria, or in the halls should take cover immediately.
6. Be prepared for additional earthquake shocks called "after-shocks."
7. Above all, REMAIN CALM. Think through the consequences of actions you take.

Student Procedures - Lockdown/Intruder

AN INTRUDER is a person who is unknown to staff or students, or a student, staff member, or visitor who is known but has suddenly displayed threatening or violent conduct, is uncontrollable, possibly armed, and places the building and its occupants in great danger of physical injury and/or structural damage.

Report to an adult for immediate building lockdown.

1. Listen to the directions of the adult in charge.
2. Once a lockdown has been initiated, think through the options you have to provide safety to yourself and others. Staff members and students may choose to remain sheltered in place, ESCAPE the building, if prudent, or ENGAGE the Intruder if direct contact occurs.
3. If you are in a safe, lockable room, secure the classroom or office door and cover the door window. Attempt to reinforce the door by securing the door closure, the door knob or barricading the door to restrict entry.
4. Go to the rear of the room and SHELTER IN PLACE. If an auxiliary door exists in the room, consider using this exit as an option, if practical, to flee the building (ESCAPE). In the event the door is breached, you may elect to ENGAGE the intruder with physical force, by throwing objects to distract him/her or by using any means possible to protect your life and the lives of others.
5. Stay quiet until an "All Clear" is announced by police or school officials.
6. An Alert Now will come via email, voice messages and text message providing updates as soon as they are available.

EMERGENCY SCHOOL CLOSING

School closings will be broadcast on the local radio and TV stations. You will also receive an automated call at home and/or on your cell phone using numbers listed in Infinite Campus. Southwest middle will also send out communication via our Social Media pages. You may also call 314-415-SNOW or check the Parkway website, www.parkwayschools.net.

FIELD TRIPS

Field trips are an extension of the school learning experience. Students are expected to adhere to school expectations when representing Southwest Middle School in the community.

FINES

Some school activities and classroom materials may have an associated cost. The school will make every effort to work with families to pay these fees..

If a student has an unpaid fee, the following sanctions may be imposed:

- Denial of extracurricular activity participation (8th graders with fines may not purchase tickets to dance or Six Flags.)
- Refusal to accept checks
- Referral to collection agency (School Board Policy JQ.G)

FOOD SAFETY EXPECTATIONS

Students may bring an individual snack for their own consumption, especially students with an individual health plan. Students are encouraged to bring healthy snacks to promote health and wellness. Parents may be advised to send in snacks without a particular allergen, if needed, to prevent cross-contamination, which could impact safety for food allergic students. (School Board policy JLCFA.G) Any students who bring a snack are expected to clean up after themselves.

GRADING AND REPORTING

The purpose of a grade is to clearly communicate a student's achievement of the standards/learning goals of a course. Parents/guardians are encouraged to communicate with teachers and counselors throughout the school year and monitor their child's progress by accessing the Infinite Campus portal.

HALL PASSES

If a student is kept after class by a classroom teacher, he/she should obtain a pass from that teacher and present it to the next period teacher upon entering class. Students must always be in possession of a hall pass when outside of the classroom.

HALL SAFETY

Students may NOT be in the hallway without a pass nor without permission of a teacher. Truancy from class is a safety issue and will be taken seriously. Students should show respect in the hallways by speaking in a conversational volume, keeping their hands to themselves, walking on the right side of the hallway and arriving to class on time. Running and horseplay are not acceptable behavior. While in the building, students are not to yell or otherwise disturb classes.

HEALTH/NURSE

If a student is not feeling well, he/she must go to the school nurse. Students should have a hall pass to the nurse unless it is an emergency. If the illness is considered to be serious enough for the student to go home, the student's parent/guardian will be contacted by the nurse. If a student does leave school for a medical reason, **he/she must be seen by the nurse before leaving school.**

Every student must have a Family Profile updated in Infinite Campus. Parents/guardians are responsible for updating immunizations records and contact information. This will insure that all health records are current. It is imperative to have a phone number at which parents/guardians can be reached.

HELP SESSIONS

Many teachers provide extra help to students in need of additional instruction. If you need extra help, see your teacher and sign up during lunch to attend a help session.

HOMEWORK AND FEEDBACK

Formative assessments, such as homework, pre-assessments and quizzes, provide students the opportunity for practice and feedback and are an important part of the learning process. Teachers will work with students who are struggling with or are not completing formative work by communicating with parents, having students attend help sessions or assigning students to mandatory work recovery.

Students are required to adopt a time management schedule to fulfill the homework requirements in all classes. Assignments should be neat, properly organized, completed according to directions, and turned in on time.

The amount of homework assigned is based on the teacher's awareness that the student has eight class obligations.

Teachers and administrators will be sensitive in allowing students to make-up homework assignments when the student has an excused absence. Individual teachers will establish appropriate procedures and due dates and inform students of the policy. It is the responsibility of the students to be aware of and comply with the procedures.

Field trips, assemblies, and practices are integral parts of the educational program. Any homework missed because of student absences from the classroom is the responsibility of the student to make-up the assignment or request it in advance. There may be times when the student has to stay after school to make-up the missed work. Contacting dependable classmates/teammates is encouraged.

Suggestions for Students

Organize by:

- utilizing student planner and referring to teacher websites for assignments
- having all materials needed
- working when you do your best studying
- eliminating distractions, i.e., TV, radio, stereo, telephone, clutter

Prioritize by:

- starting most involved assignments first
- dividing your time with lengthy projects

Suggestions for Parents

- refer to student planners and teacher websites
- feel free to email or call a teacher if you have concerns about your child's homework completion

INTERDISCIPLINARY TEAMING

Southwest Middle uses interdisciplinary teaming to organize teachers and students in a cooperative effort to create a more personal and effective learning environment. Team teachers share the same students and have a daily "team planning" period. Administrators, counselors and support staff also work closely with the team teachers.

LEADERSHIP OPPORTUNITIES

Students are encouraged to take on leadership roles throughout the building. Information about opportunities to serve as leaders will be shared with students early in the school year, and they can sign up for those opportunities that interest them.

LIBRARY

The library is an essential part of instruction at Southwest Middle. Students may use the library before school and at lunch time to select materials needed for leisure reading, as well as time to complete assignments. Students should consider others as they use the library, be respectful of the materials, and return them by the due date. If students wish to use the library during school hours, they will need a pass from a teacher.

The library has many print and online resources. All students were issued library cards, so they can access online Ebooks through Southwest Middle and The Saint Louis Public Library. To access the Southwest Middle's databases, go to <https://mo01931486.schoolwires.net/Page/2650>. See the librarian for usernames and passwords to access the databases from home.

LOCKS AND LOCKERS

For the convenience of all middle school students, a locker is assigned for the storage of coats, books, and other materials.

Students are responsible for the security and contents in their assigned lockers. **Students may not share lockers.** Students should keep their locker locked at all times. They should be sure to check that the lock is secure before walking away. Students may purchase a lock from the school store or bring one from home. The school assumes no responsibility for lost items.

Students may use lockers before school, after school, and during passing time. Students should plan locker visits to avoid tardies.

All student lockers are the property of the Parkway School District, and PARKWAY RETAINS THE RIGHT TO INSPECT LOCKERS FOR ANY REASON AT ANY TIME.

LOST AND FOUND

The student's name should be written, stamped, or attached to all personal articles and books. Items of clothing or property that are found around the building and grounds and DO NOT have a student's name should be taken to the Lost and Found located in the Commons. Electronic devices, textbooks, notebooks, glasses, folders, jewelry or other valuables should be taken to the front office or given to a teacher immediately.

LUNCH EXPECTATIONS

1. Students sit 8 to a table and wait to be dismissed to the lunch line.
2. Students who are going to work with a teacher should have a pass and can go immediately to the lunch line.
3. After 20 minutes, students can remain at the table and socialize or wait to be dismissed by a lunch supervisor to go outside
4. Students will show lunchroom etiquette by:
 - a. Engaging in conversation with those at the table.
 - b. Keeping the floor and table areas around their seat clean.
 - c. Keeping their hands, feet and other objects to themselves.
5. Lunch supervisors will know students are ready to be dismissed when:
 - a. All trash from the table is gathered in front of a student and sorted on their trays.
 - b. A representative from the table has his/her hand raised and waits for a lunch supervisor to dismiss them.
6. At dismissal, all waste should be put into the appropriate containers:
 - a. Compostable food-- yellow compost bins,
 - b. Recyclables-- blue recycling bins
 - c. Trash--gray trash bins
 - d. Trays and food boats--stacked on the center table.

MEDICATION

PRESCRIPTION MEDICINE must be taken to the nurse's office by a parent before school, accompanied by a label affixed by a pharmacy or physician showing the name of the child, the dosage and schedule of administering the prescription, what the prescription contains, the date purchased, and the physician's name. Also, the parent must send a note stating when to administer the medication.

NON-PRESCRIPTION MEDICINE, INCLUDING ASPIRIN, must be accompanied by a written request from the physician AND the parent/guardian that states the name of the medicine, dosage, schedule of administering medication, and directions for giving. Students may not distribute prescription or non-prescription medication. (School Board Policy JLCD)

NON-DISCRIMINATION POLICY

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Parkway School District ("School District") are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

**COMPLIANCE COORDINATOR: Charlotte Ijei, Director of Pupil Personnel and Diversity
12657 Fee Fee Road, St. Louis, MO 63146, (314) 415-5061**

PHYSICAL EDUCATION PROCEDURES

Most students will participate in **daily** Health / Physical Education class. Students should dress appropriately to participate in the activities, which includes wearing a safe pair of tied tennis shoes. We know that physical activity is beneficial to students, and we want them to participate as often and as safely as possible. Per Parkway policy, parent excuse notes for a student to refrain from physical activity are good for two days. If the injury/illness persists longer, **please give the school nurse a doctor's note** that will be passed on to the PE teacher. To promote our core value of perseverance, students are expected to give full effort even when it makes them uncomfortable. Students who refuse to participate will face disciplinary consequences.

A small locker is available for student use and is his/her own responsibility. Each student must provide his/her own lock and register it with his/her teacher. Students should exercise great care in making certain ALL personal belongings are safely locked in the locker.

SALE OR SOLICITING OF ARTICLES IN SCHOOL

The sale of articles by a student in school is prohibited. Soliciting of money or articles of any kind is not permitted without the approval of the Principal. This would include the sale of candy by various service and athletic organizations or by individuals. Articles sold without authorization will be confiscated and violators will be subject to disciplinary action.

SCHOOL DRESS

Students' health and safety and respect for the learning environment are always factors used in establishing dress guidelines. In an effort to keep students safe and to offer the best positive learning environment, we expect students to follow these guidelines:

- Once in the building, students are not allowed to wear coats or hats during school hours. These items and all book bags should be secured in their lockers.
- Clothing and accessories promoting and/or displaying illegal drugs, alcoholic beverages, or obscene language or material are not allowed.
- For reasons of health and safety, shoes must be worn at all times.
- Clothing should cover all undergarments and not be too revealing. Pajamas are not allowed.
- Pants must be pulled up and secured at the waist.

Students who choose not to comply with the dress code will be offered alternate clothing to wear during the day and/or receive other consequences.

SCHOOL STORE

The primary purpose of the school store is to sell basic supplies to students and to collect forms and fees for student activities, including field trips and ticket sales. It is open from 8:00 a.m.- 12:00 p.m., and 12:30 p.m.-2:15 p.m. daily. Students may purchase items before school, during passing time, or during their lunch shift. The store will not make change.

SPECIAL SERVICES

The Parkway Special Services Department works with schools and district departments to provide appropriate accommodations for all individuals with disabilities to enable their participation in district-related programs and activities. The department also serves as the liaison with the Special School District (SSD) of St. Louis County. In conjunction with the SSD, Parkway ensures that all students with educational disabilities receive a free, appropriate public education (FAPE) in the least restrictive environment (LRE). Parkway is responsible for making accommodations for students with disabilities under Section 504.

STUDENT AFFECTION

Public displays of affection are not permitted.

STUDENT RECOGNITION

We value the unique characteristics and accomplishments of all of our students. Throughout the year students will be recognized for character, academic achievement, service, and involvement in school and community. If there is something for which you feel your child should be recognized, please contact his or her advisor.

TARDIES

Learning to be on time for class, appointments, deadlines, etc., is an important life skill. Students are expected to arrive at school and to each class on time. Excessive tardies will result in consequences.

TECHNOLOGY USAGE

Technology enhances the opportunity for learning and is an integral part of instruction. Students must follow the expectation given by staff when using any technological equipment. The privilege to use electronic devices can be taken away.

Students will be issued a Chromebook for educational purposes and should bring their charged Chromebook in the carrying case to classes as directed. When not in use, the Chromebook should be with the student or secured in a locked locker. The policies outlined in the ALT [Handbook](#) should be followed at all times.

Cell phones should be placed in a locked locker at the beginning of the day and remain in lockers until the student leaves school for the day. If a student has his or her cell phone during school hours, he/she will be asked to place it in the locker. After having been reminded, the teacher will take the cell phone and the student can pick it up at the front office by the end of the day. The next offense will result in the parent having to come to school to pick up the cell phone from the front office.

TRANSFER OF STUDENT RECORDS

Under Federal statutes, the school cannot transfer records to any person or agency outside the Parkway School District without written permission. Forms are available in Student Services. Notify the guidance office several days in advance for a transfer.

VALUABLES

Valuables should not be left unattended at any time. All items should be clearly marked with the owner's name. Students should report any theft to an adult immediately. A student caught stealing will face serious consequences. Students should NEVER take someone's property as a "joke." If a student finds something, he or she should give it to a staff member immediately.

VISITORS

For safety reasons, **ALL** visitors and parents must enter through the front door and sign in at the front office and wear a name badge. They should sign out when leaving. (School Board Policy KI)

WITHDRAWAL FROM SCHOOL

Students moving during the school year must get a check-out sheet from Student Services. The office should be notified in writing at least the day before the student is to leave. Each of the student's teachers must initial the sheet. The student should meet with his / her grade level counselor at the end of the day and turn in the sheet. After all books and materials are turned in and any fines are paid, the student is cleared from school.