

PARKWAY SOUTHWEST MIDDLE SCHOOL

Student Handbook

701 Wren Avenue * Manchester, Missouri 63021
314-415-7303 (*press 1 for attendance; press 2 to leave a voicemail*)
314-415-7329 (*Nurse*) 314-415-7327 (*Book Store*)
314-415-7326 (*Fax*)



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Letter from the Principal

Dear Southwest Middle Students and Families,

Welcome to Southwest Middle School! I am glad that you are a part of our school community. At Southwest, our core values drive all aspects of our school life. While academics are our number one focus, developing students who are well-rounded citizens of our community by showing our core values of Respect, Integrity, Compassion, and Perseverance is our overall goal. As Southwest Middle School students, we encourage you to be active learners and active participants in all that you do. Be involved in the school and its activities. Take pride and ownership in our school. Be proud to say, "I am a Southwest Middle School Sentinel!" We want your time here at Southwest to be fun, fulfilling, and challenging.

The following pages in this handbook are provided for you as a quick and easy reference guide to help explain some of the procedures here at Southwest Middle. Take time to go over these pages with your parents. The opportunity to work with you as a team as you prepare for your future is an opportunity that is important to all of us at Southwest. I am excited about the plans for this school year and look forward to meeting with each of you as we strive to make the school year a successful experience for all associated with Southwest Middle School.

Sincerely,

A handwritten signature in black ink, appearing to read "A. J. McPherson". The signature is fluid and cursive, with a long horizontal stroke at the end.

Mr. Aaron McPherson, Principal

PARKWAY MISSION STATEMENT

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

SOUTHWEST MIDDLE MISSION STATEMENT

At Southwest Middle School, we believe in academic rigor with high expectations, in creating a place where children know they are cared about and grow socially and emotionally, and in encouraging a desire to learn while valuing others' perspective.

SOUTHWEST MIDDLE CORE VALUES

COMPASSION
RESPECT
INTEGRITY
PERSEVERANCE

IMPORTANT PHONE NUMBERS

Mr. Aaron McPherson, Principal	314-415-7301
Dr. Nedra Clark, Assistant Principal to Grade 6 Navigators and Grade 8	314-415-7307
Mrs. Susan Doering, Assistant Principal to Grade 6 Explorers and Grade 7	314-415-7303
Mrs. Mindy Grossman, Counselor, Grade 6 Navigators and Grade 8	314-415-7317
Mrs. Lindsay Hoff, Counselor,	314-415-7316
Mrs. Courtney Shaw, Counselor, Grade 6 Explorers and Grade 7	314-415-7318
Mrs. Amanda Wenzel, Attendance Secretary	314-415-7351
Mrs. Shanda Jacobs, School Nurse	314-415-7329
Mrs. Dianna Hill, School Store	314-415-7327
Officer Matt Ahal, SRO	314-415-7335
Mrs. Peggy Crabtree, Cafeteria Manager	314-415-7342
Parkway SAFE line	314-415-SAFE

IMPORTANT DATES

August 13:	First Day of School
August 27:	Curriculum Night
August 28:	Two Hour Late Start
September 2:	No School
September 11:	Interstate Studio Photos 6th Grade Outdoor School Parent Meeting
September 25:	Two Hour Late Start
October 10:	Parent Teacher Conferences Tower Grove
October 17:	Parent Teacher Conferences SWM
October 18, 21:	No School
October 24:	Interstate Photo Retakes
October 29:	Outdoor School begins for Explorers
October 30:	Two Hour Late Start
November 8:	No School
November 12:	Outdoor School begins for Navigators
November 20:	Two Hour Late Start
November 21,22	Fall Play
November 27:	Fall Break begins
December 3:	Choir Concerts
December 10:	Jazz Band Concert
December 17:	Orchestra Concert
December 20:	Early Dismissal; Winter Break begins
January 6:	School Resumes
January 20:	No School
January 29:	Two Hour Late Start
February 7:	Fine Arts Night
February 13:	Parent Teacher Conferences SWM
February 14,17	No School
February 20:	Parent Teacher Conferences Tower Grove
February 26:	Two Hour Late Start
March 12:	Jazz Band Concert
March 16:	Spring Break begins
March 25:	Two Hour Late Start
April 2,3:	Musical
April 10:	No School; makeup day
April 24:	Branson Music Trip
April 27-May 8:	MAP Testing window
April 29:	Two Hour Late Start
May 5:	Choir Concert
May 7:	Orchestra Concert
May 12:	Band Concert
May 21:	Last Day of School
May 22, 26-29	Possible Makeup days

BELL SCHEDULES

DAILY 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

LATE START BELL SCHEDULE

Late Start Dates are the following: *August 28, September 25, October 30, November 20, January 29, February 26, March 25, April 29*

10:00 – 10:10	Connections Time in the Commons
10:10 – 10:13	Daily Announcements in Advisory
10:13 -- 10:23	Advisory
10:26 -- 10:56	First Hour
10:59 -- 11:29	Second Hour
11:32-- 12:02	Third Hour

LUNCH ROTATIONS

Eighth Grade

12:02 -- 12:31	Lunch
12:34 --1:04	Fourth Hour
1:07--1:37	Fifth Hour

Sixth Grade

12:05--12:35	Fourth Hour
12:35--1:04	Lunch
1:07--1:37	Fifth Hour

Seventh Grade

12:05--12:35	Fourth Hour
12:38-1:08	Fifth Hour
1:08--1:37	Lunch

3:15	Dismissal of School
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ACADEMIC INTEGRITY

Students are expected to complete their own work. They should never copy the work of another student, nor should they copy the words of another person and submit them as their own. They should never allow someone to copy their work. Students who are caught cheating or copying will be required to do the work on their own in order to earn credit. They may also have disciplinary consequences.

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. Parents are encouraged to communicate with their child's advisor as well as his or her teachers.

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!

After school activities will begin September 9th and end on May 8th. Activities are held on Mondays, Wednesdays, and Thursdays when school is in session. We will not hold activities on these Thursdays when we are off school the next day: October 17th, November 7th, February 13th or April 9th. Activities begin at 3:20 and last until 4:25 p.m. Activity busses will transport students home on after-school activity days. 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. This allows us to quickly locate students who are in the building after normal school hours. Students should report directly to their activities, arriving no later than 3:20. They may NOT leave the school building and return. 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 must be picked up by 4:25 p.m. It is important for students to make arrangements with parents in advance when planning to stay after school. Students who fail to meet these expectations will not be allowed to stay for after school activities.

ANNOUNCEMENTS

Announcements will be shown during Advisory every day. In addition, they will be posted online at the SWM homepage and on the monitors in the Peggy Terry Commons.

ARRIVAL AND DISMISSAL

School begins at 8:20 a.m. with a connections period when students gather in the large commons from 8:00-8:10 a.m. Parents who drop their students off should use the side parking lot near the gymnasium.

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. It is not necessary for a parent to accompany a child into the school building when arriving late.

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 **MUST** be dismissed to the front office from the nurse.

Parent pick up also happens in the side lot. Parents should follow the flow of traffic as well as the direction of staff in the lot. If your son or daughter hasn't exited the building and the traffic is moving, you should circle back around into the line. Once you are in a line, do not move out of that line into another one.

In order to fully comply with any Court orders or parenting plans related to agreements for school pick-up, the District requests a copy of the current order or plan to be shared with the school. If parents have agreed to deviate from a Court order, the District may be able to accommodate the agreed-upon request, so long as a copy of the agreement is provided to the District in writing. However, if a Court order specifically bars an individual from picking up a child, the District cannot deviate from such an order. If you have any questions related to the procedures for picking up your child from school, please contact the principal directly.

ASSEMBLIES

School assemblies are an opportunity for our school to come together as a community. Students should demonstrate SWM core values of compassion, respect, integrity and perseverance during assemblies. Students are expected to give assembly performers their full attention, participate at appropriate times and show their appreciation. Visitors often form a lasting impression of our school and community based on our behavior at assemblies. Each fall, we hold a Veteran's Day Assembly to honor those members of our SWM community who served in our nation's armed forces. If you are interested in having a family member participate, please contact Julianne Auberry in our front office.

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

Students are expected to focus on learning at school. Behavior that detracts from a learning environment is not permitted. At Southwest Middle, restorative Practices are used in conjunction with Parkway policy to help maintain a safe and positive learning environment. See Appendix A for Parkway policy as it relates to discipline.

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 on the rule that was broken and the disciplinary consequence that follows.

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?

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. See Appendix D

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.

BUZZ BOOK

Southwest Middle PTO has an electronic Buzz Book that is distributed to anyone who contributes to the PTO fundraising campaign.

CAFETERIA

Both breakfast and lunch can be purchased in the cafeteria. Prices listed below are subject to change:

Breakfast 8:00-8:10 \$2.35

Lunch 10:55-12:57 \$3.10 regular \$4.25 Sentinel Line

Snack bar items are available for purchase at lunch time.

All students have pin numbers to purchase food in the cafeteria. For pin number information, see the cafeteria manager, Mrs. Peggy Crabtree. To deposit money into an account, drop it off at the school store or cafeteria. You may also manage payments from the Parkway Food Services website.

Students who do not have money in their accounts may charge up to \$9.30. After that point they can receive a modified lunch of a cheese sandwich, cheese and crackers, sunbutter with veggies or crackers with a fruit, vegetable and a choice of milk or juice.

Students who participate in the free/reduced lunch program must have money in their account or cash to purchase the Sentinel line.

CELL PHONES

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 already reminded a student, the teacher will take the cell phone and the student can pick it up at the front office at 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 and/or students having to check their cell phone in at the front desk each day.

CHANGE OF ADDRESS OR CONTACT INFORMATION

Please contact our school secretary, Amanda Wenzel, with information regarding a change of address or phone number. This should be done as soon as possible. To initiate the change, Mrs. Wenzel will need a copy of a lease agreement or mortgage statement. **It is imperative to have a phone number at which parents/guardians can be reached.** In order to update your information in Infinite Campus, sign in to the Parent Portal--Choose Household Information--Choose Update--make your changes--Choose Send Update.

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

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.

COUNSELING AND GUIDANCE

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. Students can communicate a need to meet with a counselor by filling out a form on their Chromebook. Parents may call to talk to a counselor or to arrange a conference. All students have a full-time guidance counselor assigned to them. The counselor's name is on the student's schedule. For the 2019-20 school year, students in Grade 6 on the Explorers team will work with Mrs. Courtney Shaw and the Navigators team will work with Mrs. Mindy Grossman. Students in Grade 7 will work with Mrs. Courtney Shaw 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.

EARPHONES and EARBUDS

Students will sometimes use earphones / earbuds in class to listen to videos on their Chromebooks. These should be kept in the Chromebook case or in a locked locker when not in use. Please be sure to label these as well as ALL your personal items. Earphones / earbuds should NOT be worn in the hallways. They should only be worn in class with the teacher's permission. Wireless earbuds, such as AirPods, should not be brought to school due to their high value. Earbuds are available for a small cost at the school store.

EMAIL

Students are able to check email throughout the day. Teachers and other staff may use student email to communicate important information. This is also a way that you can communicate with your student if needed.

EMERGENCY PROCEDURES

Students should treat all safety drills as a serious matter and follow evacuation routes posted in each classroom along with teacher directions. Specific emergency procedures can be found in Appendix C.

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. If students need financial assistance in order to attend a field trip, please contact their grade level counselor. Field trip permission slips are turned in at the school store along with any associated fees. We are often in need of parent chaperones for field trips. If you are interested in being a chaperone, please visit the SWM website and look under the Parents tab, to locate an application for parent volunteers.

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. Students in need of financial assistance should let their counselor know.

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, especially those with an individual health plan, may bring an individual snack for their **own** consumption. 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. If you need assistance with setting up an account in Infinite Campus, visit the Parkway Schools website and click on the Parents tab.

HALL PASSES

Students must have permission of a teacher to be in the hallway outside of normal passing time. 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 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 making their way to class on time. Running, loitering and horseplay are not acceptable behavior.

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 leaves school for a medical reason, **he/she must be seen by the nurse before leaving school.**

If a student requires the use of a wheelchair, crutches, or an orthopedic boot or brace at school, a note from his/her physician must be given to the school nurse before the student attends classes. A parent may excuse a student from PE for up to 2 days by writing a note to the PE teacher. If the student needs to be excused for more than 2 days, we will need a note from their physician to be sent to the school nurse.

If your student needs medication while at school, please complete both the parent authorization form and the physician authorization form. Middle school students are **NOT** allowed to carry their own medications at school; the only exceptions are for emergency asthma inhalers, emergency Epi-Pens and diabetes supplies if we have the proper self-carry paperwork. Contact the nurse if you have any questions.

If your student is diagnosed with a contagious disease, such as strep throat or influenza, please inform the school nurse.

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.** The school nurse fax number for medical records and permission forms is 314-415-7311

HELP SESSIONS

Many teachers provide extra help to students in need of additional instruction. If students need extra help, they should see their teacher to make arrangements. They must be sure to sign up during lunch to attend after school help sessions.

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. Contacting dependable classmates/teammates is encouraged. Students may have to stay after school to make-up the missed work.

Suggestions for Students

Organize by:

- utilizing student planner and referring to teacher websites for assignments
- bringing home any materials needed to complete the work
- 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
- 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 "teaming" period. The 6th grade teams meet during 7th period (1:46-2:29), 7th grade teams during 3rd period at (10:12-10:55) and 8th grade teams during 1st period at (8:40-9:23). Administrators, counselors, encore teachers, special school district case managers and support staff also work closely with the team teachers.

LEADERSHIP OPPORTUNITIES

Students will have the opportunity to serve in various leadership roles throughout the school year. These will include greeting guests, providing tours to prospective students and their families, and other opportunities as they arise.

LIBRARY

The library is an essential part of instruction at Southwest Middle. Students will visit the Southwest Middle library with their classes for research, book talks and checkout, and much more. Students may use the library on their own before school and at lunch time as needed to select reading material, complete assignments or use any of our makerspace materials. Students are asked to be respectful of others and materials as they use the library, and return books by the due date. If students wish to use the library during school hours without a class, they will need a pass from a teacher.

The Southwest Middle library has many print and online resources. Students may checkout up to four books. Books need to be renewed or returned two weeks from the checkout date. Students attending Parkway also have virtual access to St. Louis County Library resources. These include their extensive collection of databases and e-media (ebooks and eaudiobooks.)

To learn more about the Southwest Middle library and its resources visit <http://tinyurl.com/libraryswm>.

LOCKS AND LOCKERS

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 and should not share locker combinations.** 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 being late to class. 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 (jackets, sweatshirts, coats, water bottles, lunchboxes, notebooks, folders and books). Items of clothing or property that are found around the building and grounds and DO NOT have a student's name will be taken to the Lost and Found located in the Commons. Those items that are left unclaimed are donated periodically throughout the year. Electronic devices, textbooks, glasses, jewelry or other valuables will be taken to the front office.

LUNCH EXPECTATIONS

1. Students who are going to work with a teacher or who have a lunch detention should have a pass and can go immediately to the lunch line.
2. All other students should take a seat quickly and quietly (8 to a table) and wait to be dismissed to the lunch line.
3. Students should ONLY eat their own food. They should not ask for food or offer food to others.
4. After 20 minutes, students can remain at the table and socialize or wait to be dismissed by a lunch supervisor to go outside.
5. All food and drink must remain in the cafeteria.
6. Students who choose to go outside must remain outside for the rest of the lunch period.
7. Students will show lunchroom etiquette through the following behaviors:
 - a. Engaging in quiet conversation with those at their table.
 - b. Keeping the area around their seat clean. This includes the floor and the table.
 - c. Remaining seated and keeping their hands, feet and other objects to themselves. Food should NEVER be thrown.

8. Lunch supervisors will know students are ready to be dismissed when
 - a. Tables and floor are free of trash and food.
 - b. A representative from the table has his/her hand raised and waits for a lunch supervisor to dismiss them.
9. 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)

PARENT-TEACHER CONFERENCES

Southwest Middle holds parent-teacher conferences in the Fall and Spring at two separate locations: our school building (October 17 and February 13 from 3:30-9:00) and Tower Grove Christian Academy (October 10 and February 20 from 5:30-7:30.) Parents are encouraged to attend conferences at one of these places. Sign up information will be shared prior to each conference. Parents can also set appointments to meet with individual teachers or teacher teams during teaming time throughout the year.

PARENT-TEACHER-ORGANIZATION

The Southwest Middle PTO is engaged in various projects that support the school community. Please get involved! There will be opportunities for sign-up at our supply drop off and during Curriculum Night. Our current PTO Board is the following:

President--Sue Parra
 Vice-President--OPEN
 Treasurer--Sara Lovegreen
 Recording Secretary--Kim Mitaksov
 Communications Secretary--Kristi Mattison

PERSONAL ITEMS

Students should not carry money, toys, game controls, or art supplies with them. Valuables should NOT be brought to school. Students should have any **necessary** items in their possession or locked securely in their lockers. 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.

PHYSICAL EDUCATION PROCEDURES

Most students will participate in **daily** Health / Physical Education class. Students should dress appropriately to participate in the activities. This 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 in HPE 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.

SAFE HOTLINE

We encourage students, parents, and residents to report safety and security issues and to feel assured that their information will be immediately evaluated, responded to and held in the strictest confidence.

You can send a tip using the [Tip Line](#) or by calling 314-415-SAFE (7233).

The online Tip Line and the 415-SAFE phone line are available 24 hours a day, 365 days a year to anyone wishing to report any information. All reports and calls are handled confidentially.

Tips by phone are received on a recorded telephone line that is continuously monitored by the district's security department. This line is not immediately answered but goes directly to voicemail. After the call is completed, Parkway reviews and evaluates the recording and notifies the appropriate school, department or administrator of the complaint or information.

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 Mr. McPherson. 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, hair coverings (except for religious purposes) or hats nor to carry backpacks or bags. These items 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.
- Hoods should be down while in the school building.
- For reasons of health and safety, shoes must be worn at all times.
- Clothing should cover bellies, buttocks, and bras. Strapless or backless tops are not permitted.
- Pajamas, onesies, costumes or blankets 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 parents will be called to come to school and provide acceptable clothing for them to change into.

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.

SENTINEL STAR

The Sentinel Star is awarded to students at the end of their 8th grade year for having achieved a cumulative 3.5 grade point average over the course of their first 7 semesters of middle school. Students who achieve the Sentinel Star will be recognized during the 8th grade celebration.

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.

SOCIAL MEDIA

Students should treat each other kindly while utilizing social media. Parents are encouraged to monitor student usage of social media at home. Many conflicts that create disruption at school begin when students are irresponsible on social media outside of school.. If interactions between students over social media create a disruption to the learning environment, those students involved can be disciplined by the school. Google Hangouts should NOT be utilized for anything other than educational purposes and can be turned off if abused or at the request of parents or staff.

SPIRIT OF EXCELLENCE

The Spirit of Excellence is awarded to students of color who achieve a 3.5 during the fall semester of any given school year. Students who achieve the Spirit of Excellence are recognized at a special ceremony in February.

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. 5 tardies will result in a phone call home and a lunch detention; 10 tardies will result in an after school detention; 15 tardies will lead to a half-day of in-school suspension. Students who have more than 15 tardies will have an individual hallway plan that may include restricted access to unstructured time during the day.

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.

When students utilize district technology, we receive Go Guardian alerts if there is any indication of a desire to harm oneself or others. If such an alert happens during the school day, students are called to the counselor for a wellness check. If this occurs outside of school hours, parents will be contacted by an administrator or counselor as soon as possible. We also receive alerts if students access content that would be considered obscene. Students and parents will be notified and discipline consequences may result if we receive an obscenity alerts.

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.

VISITORS

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

WEB LEADERS

Students in 8th grade have the opportunity to serve as WEB leaders. This program, Where Everyone Belongs, offers our 8th graders a leadership role in welcoming our incoming 6th graders. Students apply and submit teacher recommendations in order to be considered for this position. They are required to attend summer training and are in charge of the WEB orientation that occurs in the summer for our 6th graders as well as offering opportunities for 6th graders to socialize with them throughout the school year.

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.

APPENDIX A: 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

APPENDIX B: 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**

APPENDIX C: EMERGENCY PROCEDURES

Student Procedures - Fire

1. The fire alarm is a loud, continuous noise from the alarm buzzers.
2. Upon hearing the alarm, students should follow these procedures in evacuating the building:
 - a. Walk quickly (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.
 - b. If the alarm sounds during passing time, report to your advisory's designated number on the blacktop outside.
 - c. 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 should leave all books and project materials in the classroom and 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. 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.

1. Report to an adult for immediate building lockdown. 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 EVADE by remaining 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.

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
- Name-calling
- 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