

Student Handbook 2016 - 2017
Parkway Central
High School
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Chris Dallas, Ed. S. 314-415-7904

Travis M. Fast 314-415-7980

Shenita Mayes, Ed. D. 314-415-7906

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

Athletic/Activities Director

John Theobald 314-415-7938

Fax: 314-415-7994

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

This Student Handbook belongs to:

Name: _____

Address: _____

City: _____ State: _____

Telephone: () _____



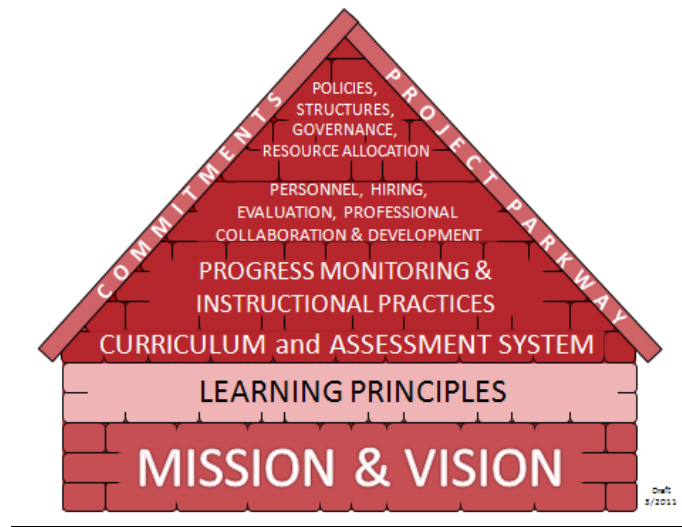
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“Home of the Colts”



Mission

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

Vision

We succeed when all our students and graduates are:

- able to transfer their prior learning to new demands, in and out of school
- fully prepared for their next educational challenges
- creative, thoughtful and effective problem solvers
- increasingly self-directed, skilled and persistent as learners
- literate and critical consumers of information and ideas
- articulate speakers and effective listeners
- acting out of a strong sense of personal, social and civic responsibility
- always seeking to understand the views, values and cultures of others
- working skillfully with others to achieve common goals
- pursuing a personal direction based on an understanding of their talents and interests

Learning Principles

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

- understand the purpose and outcomes of their learning as well as the standards required for success
- transfer their learning to new situations beyond the classroom and school
- make meaning of content within helpful conceptual frameworks and multiple contexts
- use feedback to improve products, performances, key skills and transfer of learning

- self-assess and self-adjust their learning through reflection against rigorous goals
- construct new knowledge by building on prior knowledge and activating earlier ideas
- test ideas, take intellectual risks and learn from mistakes in pursuit of understanding
- experience learning challenges that match their abilities, needs and interests
- realize that the capacity to learn is not fixed; ability and understanding can always improve

Commitments

To accomplish our mission, the Parkway School District will:

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

The Parkway Alumni Association

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

Daily Class Schedule

<u>A Day</u>		<u>B Day</u>		<u>C Day</u>
1 st Block	7:35 – 9:05	2 nd Block		1 7:35 – 8:25
3 rd Block *	9:12 – 10:46	4 th Block *		2 8:31 – 9:21
5 th Block **	10:53 – 12:53	6 th Block **		3 9:27 – 10:17
7 th Block	1:00 – 2:30	8 th Block		4 Does not meet
				5 10:23 – 11:17
				6 11:23 – 12:38**
				7 12:44 – 1:34
				8 1:40 – 2:30

* Includes announcements

** Includes lunch

Important Dates to Remember

- ✓ Open House: August 18, 2016
- ✓ Parent Teacher Conferences: September 22, 2016 and February 22, 2017
- ✓ Professional Development Days/Records Days:
- ✓ November 7 and 8, 2016, January 6, 2017, and February 17, 2017
- ✓ Early Release Days: November 16, 2016, December 6, 2016, January 31, 2017, and April 4, 2017
- ✓ Late Arrival Days: September 7, 2016, October 5, 2016, November 2, 2016, December 7, 2016, January 11, 2017, February 1, 2017, March 1, 2017 and April 5, 2017
- ✓ Finals Semester One: December 19, 20, 21, and 22, 2016
- ✓ Winter Break: December 23, 2016 – January 6, 2017
- ✓ Spring Break: March 13 – March 17, 2017
- ✓ Finals Semester Two: May 22, 23, 24, and 25, 2017

To Get Answers

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

Central's Guidelines for Attendance

Parkway Central wants each student to experience a quality education. Regular attendance by students helps assure that such quality is achieved. At the high school level, **students** have the primary responsibility for regular class attendance. Parents, teachers, counselors, and the school administration will monitor student attendance in order to help students demonstrate responsible behavior. While unusual circumstances will be taken into consideration, students missing school without significant reason will suffer academic and disciplinary consequences. Students involved in extracurricular activities must attend all classes all day on the date of a scheduled athletic or contest performance (weekend events included). Please schedule appointments, whenever possible, on "non-game" days. **If a student misses any class for an unauthorized reason on the day of a contest, he/she will be ineligible to participate in that contest.**

Authorization must come from the Athletic/Activities Director prior to absence (314-415-7938).

A. On the Day of an Absence

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

9th grade: 314-415-7980
10th grade: 314-415-7904
11th grade: 314-415-7906
12th grade: 314-415-7908

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

B. Reasons for Absences

Students may complete missed work and avoid disciplinary action by having excused absences. Excused absences are absences resulting from student illness, death in the student's immediate family, religious observance, medical or dental appointments that cannot be arranged before or after school, hospital confinement, planned absence with prior approval, field trips or other school-initiated absence, and emergency circumstances that, in the judgment of the principal, preclude the importance of being at school. **Examples of unexcused absences are: family vacation, oversleeping, missing a school bus, car problems, or truant.** If no excuse is presented for an absence, the absence is considered unexcused and the student may be subject to the following

consequences, including a conference, detention, a grade of “U” in citizenship, and/or in-school suspension. Credit for makeup work will not be given for unexcused absences.

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

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

D. Long Term Absences

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

E. Planned Absences

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

F. Tardies

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

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

G. Unexcused Tardies

If a student is tardy to school, a parent must call the grade level secretary to excuse the tardy within 48 hours. Example of an event that would excuse a tardy is a funeral, doctor appointment, or principal discretion. **A tardy WILL NOT be excused for oversleeping, car/traffic troubles, missing a school bus, etc.** Unexcused tardies are subject to the

disciplinary consequences listed on the table in section F. **Students are not allowed to make up any work if the tardy is unexcused.**

H. Truancy

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

I. Appeal

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

Activity Opportunities

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

Eligibility Rules

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

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

Activity/Athletic Program Philosophy

The Activity/Athletic Program is an extension of the school. Our efforts in this area represent the philosophy of the school, demonstrating the application of what has been learned to performance-oriented/social-

expressive/competitive opportunities. These efforts place students on display--representing themselves, their parents, the Parkway community, and, most importantly, Parkway Central High School. The Activity/Athletic Program fosters school spirit, teamwork, and high participant morale.

Suburban Central Athletic Conference

Parkway Central High School is a member of the Suburban Central Athletic Conference. Should you ever need directions to an “away” contest, please call the host school or call the Central High Student Activities Office at 314-415-7936. Admission to an athletic event is \$5.00 for adults and \$3.00 for students with a valid student I.D. MSHSAA tournament admission charges are controlled by MSHSAA and range from \$4.00 to \$7.00 depending upon the level of the tournament.

Sports & Coaches (As of May, 2016)

FALL:

Cross Country (Boys) Mr. Brian Guilfoyle
 Cross Country (Girls)..... Mr. Ryan Banta
 Football Mr. Mark Goldenberg
 Softball (Girls) Ms. Sommerfield
 Soccer (Boys) Mr. Brian Adam
 Tennis (Girls)..... Mr. Lee Hays
 Volleyball (Girls) Mr. Thomas Schaefer
 Golf (Girls) Mr. Todd Pannett
 Swimming (Boys)..... Mr. Jeff Spector

WINTER:

Basketball (Boys) Mr. Rick Kirby
 Basketball (Girls) Mr. Brian Guilfoyle
 Swimming (Girls) Ms. Jen Meyer
 Wrestling Mr. Jeff Bolin

SPRING:

Baseball Mr. Scott Davis
 Golf (Boys) Mr. Rick Kirby
 Soccer (Girls) Ms. Meghan Meyer
 Tennis (Boys)..... Mr. Lee Hays
 Track (Boys) Mr. Steven Warren
 Track (Girls) Mr. Ryan Banta
 Volleyball (Boys) Mr. Thomas Schaefer
 Water Polo..... Mr. Andrew Schonhoff
 Lacrosse (Girls)..... Ms. Beth Karfs

ALL YEAR:

Dance Team - Varsity Ms. Emily Jung
 Dance Team - JV Ms. Lindsay Brockmeier
 Cheerleaders - Varsity..... Ms. Peyton Bond
 Cheerleaders - JV Ms. Jennifer Bunton & Ms. Samantha Seligsohn
 Sparklers..... Ms. Lindsay Weatherby & Ms. Jacques Scowen

Organizations (As of May, 2016)

Academic Team.....	Mr. Pikaard
Anime.....	TBA
Authors Ink.....	Ms. Anderson
Beta Chi Pi.....	Ms. Karfs
Chess Club.....	Mr. Kelty
Corral/PCH Newspaper.....	Ms. Stepanek
DECA (marketing club).....	Ms. Lueken
Future Business Leaders of America.....	Ms. Maloney and Mrs. Piening
Family, Career and Community Leaders of America ...	Ms. Trecker & Ms. Grabow
Fellowship of Christian Athletes	Mr. Adam
FLYSPACE (improv team).....	Ms. Voss
Foreign Language Honors Society	Ms. Williamson
Gender Sexuality Alliance	Mr. Gunasingham and Ms. Greenwood
German Club	Ms. McMahon
High School Heroes	Ms. O'Leary and Mr. Adam
High Steppers.....	Ms. Gamble
International Club	Ms. Rauch
International Thespian Society (Theatre Honorary Society).....	Ms. Voss
Jewish Student Union Club.....	Dr. King
Latin Club	Mr. Pikaard
Leaders of Educational and Athletic Discipline.....	Ms. Caruso
Library Advisory Council	Ms. Watson
Mu Alpha Theta	Mr. Lehmann
National Art Honor Society	Ms. Deffenbaugh
National English Honor Society	Mr. Lovera
National Forensic League	Mr. Proffitt
National Honors Society	Ms. J. Meyer
Operation 350 (environmental club)	Ms. Karfs
Peer Mediation (SSJLAC members)	Ms. Mayes
Peer Teaching	Ms. O'Leary
PCH Players (drama club)	Mrs. Voss
Project Help	Ms. Lukowski
Rho Kappa (Social Studies Honor Society).....	Ms. Dobkin and Ms. Patton
Robotics Club.....	Mr. Gunasingham and Mr. Papulis
Superintendent's Social Justice Leadership Advisory Council	Ms. Mayes
Senior Men	Mr. Schaefer and Mr. Wilson
Senior Women	Ms. Caruso
Science Olympiad	TBA
Spanish Club	Mr. Kelty
Speech & Debate	Mr. Proffitt
Students Teaching About Resiliency Skills	Ms. O'Leary
Student Council.....	Ms. Lueken
Technology Student Association	Mr. Pannett
Teens Talk Books Club	Ms. Watson
UC Help.....	Ms. O'Leary
USA Computing Olympiad.....	Mrs. Schwent
Vocal Chorus (Men's/Women's).....	Mr. Silvermintz

Vocal Chorus (Women's).....	Mr. Silvermintz
World Awareness Club	Ms. Dobkin
Yearbook	Ms. Stepanek
Youth Leadership St. Louis	Mr. Johnson and Ms. Weatherby

Academic Integrity

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

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

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

Academic Lab

Philosophy

One feature of the schedule at Central High is that all students are assigned an Academic Lab. Students attend the Academic Lab during Block 4 (periods 3 and 4 on the student's schedule) on "B" days.

Academic Lab provides time during the school day that affords students better access to resources needed for academic success. Opportunities available to students during this Lab include:

- making up assignments or tests
- getting help from teachers
- meeting with counselors and/or administrators
- studying and doing other school work
- utilizing resources of the library and computer labs

Academic Lab may also be used to complete tasks which are not related to classroom work, yet had previously taken time away from regular classes. Examples include meetings, assemblies, special presentations and standardized testing.

Academic Lab structure may vary based on a review of student performance. Students may be required to participate in interventions to help improve their academics.

Guidelines

To ensure that Academic Lab assists students' academic success, the following guidelines and expectations have been developed:

1. Academic Lab teachers will take attendance and issue citizenship grades.
2. Students must remain in their Academic Labs for the first thirteen (13) minutes, and must report back no later than 10:40 a.m.
3. Teachers will keep a daily log of students' use of Academic Lab time. Students must indicate the teacher(s) they plan to visit on this class log before they leave the Lab.
4. Academic Lab movement will be determined by student/teacher collaboration for all students in the 9th through 11th grade. Students will approach teachers prior to academic lab, and will receive a specialized academic lab pass to visit the instructor. To honor the efforts of our seniors who are in good standing, they will not be required to prearrange teacher appointments. They will receive a gold academic lab log which will act as the specialized academic lab pass.
5. Students must go directly to their requested destinations. They are not to go to lockers, vending machines, restrooms, other parts of the school, or other teachers' rooms unless noted on their appropriate pass. Academic Lab hall monitors will be located throughout the building to ensure student adherence to building guidelines.
6. Students will be expected to reach their scheduled destination within five (5) minutes.
7. Students who remain in their Lab classrooms must work quietly and respect others' need to do the same.
8. Students who do not meet these guidelines/expectations risk losing their Academic Lab privileges.
9. Teachers will collect and store all Academic Lab logs and passes at the end of each lab, and will keep them for the duration of the semester.

Senior Colt Academic Lab Pass

The Colt Academic Lab Pass is a privilege which seniors earn through appropriate behavior, attendance, and academic progress. To receive the Colt Academic Lab Pass for a 6-week grading period, seniors must have a 3.0 GPA for the most recent grading period, have no unexcused absences, and maintain satisfactory citizenship. Colt Academic Lab Pass holders are expected to follow all school rules while off campus and return from academic lab in time for 6th block class.

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

- ✓ Skips any class.
- ✓ Leaves campus without permission or commits parking violations.
- ✓ Transports any student off campus who doesn't hold a Colt Academic Lab Pass.
- ✓ Falls below a 3.0 GPA at the last grading period.
- ✓ Violates school rules (done by administrative review).

Buses

Students must board buses at established bus stops. Good behavior is expected on the buses as well as in school. Activity and athletic buses will be provided for students remaining for after-school activities. ALL STUDENTS MUST HAVE A PASS TO RIDE AN ACTIVITY OR ATHLETIC BUS. Check with your sponsor/coach regarding departure time of athletic buses. Activity buses normally run Monday through Thursday at 3:30 p.m. Athletic buses are FOR ATHLETES ONLY.

Cafeteria

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

Breakfast should be eaten in the lower Commons.

Point of Sale

All students have been assigned a Personal Identification Number (PIN) which must be used to purchase meals at PCHS. Students must either memorize their PIN or carry their PCHS ID card. Food or drinks are not to be taken from the cafeteria to any other part of the building. (If a teacher allows you to eat/drink in class, such food/drink must be taken to class in closed containers.)

Counseling Department

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

Counselors will be assigned for the 2016 - 2017 school year as follows:

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

Test Dates

- * The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test will be given on October 19, 2016. PSAT is available for all Sophomores and Juniors.
- * The ACT test will be given on October 22, 2016 and February 11, 2017 at Central High. All juniors will take the ACT at Central High on April 19, 2017.
- * End-of-Course Assessments: Dates TBA for Fall Semester, 2016 and Spring Semester, 2017.

Discipline

Student behavior which interferes with the lawful mission of the Parkway School District or compromises the operation and/or reputation of the District will not be permitted. Behaviors which are illegal under the laws of the State of Missouri, St. Louis County, or the municipalities within the school district shall be referred to the Superintendent of Schools with possible recommendation for expulsion.

Dress

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

- Footwear is to be worn at all times.
- Clothing should be clean and free of any suggestive, obscene, or inappropriate writing or pictures.
- Apparel should not be risqué, outlandish, or distracting.
- Clothing which promotes the use of alcoholic or chemical products should not be worn.
- Tank tops, short shorts, and tube tops are inappropriate.

Student Use of Personal Devices

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

It is recommended that teachers share their guidelines with students.

Electronic/Portable Communication

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

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

1st Violation Verbal warning

2nd Violation Detention

3rd Violation (2 days) In-School Suspension

Repeated Offenses Discretion of grade level principal

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

Field Trips

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

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

Grades and Credit

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

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

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

Health Services / Immunization

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

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

Honor Societies

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

Internet Policy

Parkway District Network Access Standards

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

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

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

Lockers

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

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

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

The student also needs to understand:

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

Library

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

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

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

The library is open to student use before and after school and during students’ lunch periods. The library is open at 7:15 a.m. each school day and stays open until 3:30 p.m. on Monday, Tuesday, Wednesday, and Thursday. The library closes at 2:30 p.m. on Friday. Students may come independently to the library during class time with a pass from their teacher. During Academic Lab, students must obtain an Academic Lab Library Pass from their classroom teacher whose research project they plan to work on.

Lost Textbooks

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

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

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

Parent/Teacher Conferences

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

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

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

Parking Regulations

Students are permitted to park on school premises as a matter of privilege, not of right. There are not adequate parking facilities for all students wishing to drive to school. STUDENTS PURCHASING PARKING PERMITS WILL NEED A VALID LICENSE PLATE NUMBER AND PINK STATE REGISTRATION FORM TO COMPLETE THE APPLICATION. NO PARKING TAG CAN BE PURCHASED BY THOSE WITH OUTSTANDING DEBTS FOR LOST BOOKS, FINES, UNIFORMS, ETC. Only Juniors and Seniors may drive to school. **Sophomores and Freshmen are not permitted to drive to school at any time for any reason.** Sophomores with a valid drivers' license will be able to purchase a sophomore parking permit for use the Monday after the senior's last day in May.

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

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

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

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

Religious Observances

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

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

Schedule Changes

Under certain circumstances (lack of prerequisite, schedule error, summer school adjustment, or graduation requirement deficiency) students may wish to change schedules. A student needing such a schedule change should make an appointment with his/her counselor. If a student wishes to change his/her schedule for any other reason, he/she must remain in his/her initial class until the designated day to make all other types of schedule changes. This designated day will be held one week after the beginning of each semester.

School Dances

The following guidelines will help you plan for school dances:

- Appropriate dress can range from semi-formal to formal; however, **no tennis shoes, athletic shoes, or jeans should ever be worn.** Check with the Student Activities Office for guidelines (314-415-7936).
- All PCHS dances end at 11:00 p.m.
- No refunds will be given after the dance has begun.

- No students are allowed from outside the Parkway Central student body without specific approval of the administration. Forms must be completed and turned into the School Store before purchase of tickets.
- No middle school students are allowed to attend.
- No one over the age of twenty (20) may attend.
- Once a student leaves the event, he/she cannot return.

School Store

The School Store is open from 7:00 a.m. to 1:30 p.m. and sells school supplies, athletic necessities and paperback books. It also serves as an agency for receipts of ticket sales, various collections and special sales. NO PERSONAL CHECKS CAN BE ACCEPTED BY THE SCHOOL STORE WITHOUT PROPER IDENTIFICATION. WE DO ACCEPT CREDIT CARDS (Visa and Mastercard).

Sexual Harassment / Bullying

The district will not tolerate students being bullied by others. Bullying means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral or written communications, including electronic messages, and any threat of retaliation for reporting of such acts. A student shall not harass, threaten, haze or intimidate others for any reason. Threatening others for the purpose of obtaining money or anything of value (i.e., extortion) is prohibited.

Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Parkway Board of Education to maintain a learning and working environment that is free from sexual harassment. Any concerns about sexual harassment should be reported immediately to a teacher, counselor, or administrator. The Board of Education directs the Superintendent to develop administrative guidelines to implement this policy.

Smoking

Smoking or in the possession of any tobacco products or E-cigarettes will not be permitted at any time by anyone. Restrictions apply to all district buildings and grounds. These restrictions also are applicable to all citizens and patrons as well as students and staff.

Students who are found in violation of district policy will be referred to their Grade Level Principal.

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

Student Fees, Fines, and Charges

The following guidelines apply to fees and costs:

- A charge will be made for undue wear and tear on books. Any assembly, field trip, workbook or curricular project may have a fee attached to it if it is OPTIONAL to the student. Students are to finance normal class requirements such as paper, pencils, pens, and notebooks.
- Students are financially responsible, in full, for all damages resulting from malicious behavior or carelessness involving school property. Acts of vandalism will result in disciplinary action and full reparation for damages.
- When a student owes the district money or school-owned items, he/she is responsible for making restitution to Parkway Central High School through the School Store. When amounts owed to the district become delinquent (60 days) the following sanctions will be imposed:
 - ✓ No grades (report cards), diplomas, or transcripts will be awarded or sent.
 - ✓ No tickets to special events (Homecoming, Prom, etc.) will be sold.
 - ✓ No parking stickers will be issued to 11th and 12th grade students.
 - ✓ Extracurricular activity participation may be denied (at principal's discretion).

Visitors

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

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

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

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

PARKWAY SCHOOL DISTRICT

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

SUPERINTENDENT

Dr. Keith Marty

BOARD OF EDUCATION MEMBERS

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

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

A. Philosophy of Education and Discipline

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

Parkway's Code of Conduct

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

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

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

For the purpose of this policy which is adopted under authority conferred by state law, student misconduct is separated into two classifications: Superintendent Suspension, for conduct that is considered serious, and Principal Suspension, for conduct that is less serious but nevertheless disruptive and, therefore, unacceptable. A Superintendent Suspension may also result in a referral to the Board of Education for Expulsion, i.e., permanent removal from school. Teachers and administrators are expected to hold students strictly accountable for their

failure to obey standards of conduct set out herein, and may impose lesser consequences than suspension. *Also see Policy ECAC, Vandalism-Theft-Trespassing.*

B. Province of the School

The district has authority to control student conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of pupils. School officials are authorized to hold students accountable for misconduct in school or on any property of the school, on any school bus going to or returning from school, during school-sponsored activities, during intermission or recess periods, or at a bus stop. Student misconduct which occurs at non-school related activities and/or off-campus may be the subject of discipline if the conduct causes or could cause a substantial disruption at school or has an effect on the general welfare or reputation of the school, its pupils, faculty, administration or staff. The district also has the authority to discipline Parkway students who are receiving services from Special School District of St. Louis County ("SSD") for misconduct occurring on SSD property, SSD buses or at SSD activities. (Approved June 18, 2008)

C. Consequences of Misconduct

Students may be disciplined for conduct that is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of students, including violating the standards of conduct set out herein.

Possible consequences include, but are not limited to, notifying parents/guardians by telephone or letter of student misconduct; change of class schedule; special work assignments; loss of class or school privileges; verbal reprimand; withdrawal of privileges (athletics, intramurals, before/after school activities, attending outside school events, etc.); the reassignment of the student to another school or site within the district; an in-school suspension; the principal's removal of the student from school for a period of one to ten school days ("Principal Suspension"); the superintendent's extension of the Principal Suspension for a period of up to 180 school days ("Superintendent Suspension"); the board's removal of the student from school for a definite period of time; or the board's permanent removal of the student from school ("Expulsion"). Corporal punishment is not an option, as the board of education prohibits its use in the schools. *See Policy JKA, Corporal Punishment.*

Upon investigation and consideration of all relevant facts, including any extenuating circumstances, the principal shall determine whether the misconduct in question is classified as misbehavior that should result in a lesser disciplinary consequence, a Principal Suspension, or referral for extension of the Principal Suspension for a Superintendent Suspension. The Superintendent may also refer a matter to the Board of Education for removal in excess of 180 days or Expulsion. The exact discipline administered rests with the discretion of the school officials.

D. Due Process Protections

Students and parents/guardians shall be accorded all appropriate due process protections in connection with such disciplinary action. Those protections include the following:

Principal Suspension. Prior to a Principal Suspension, an informal conference shall be held with the student wherein: (1) the student shall be given oral or written

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

Discipline Review Committee. If a principal recommends that the superintendent extend a Principal Suspension beyond the initial ten (10) school days, the Discipline Review Committee (DRC) shall review the student misconduct and make a recommendation to the superintendent regarding the length of the suspension. The DRC should ensure that discipline is fairly and consistently applied to all students, regardless of race, ethnicity, disability, gender, school location or any other impermissible factors. The superintendent may accept or modify the recommendation of the DRC. The DRC recommendation and superintendent's decision normally shall be made prior to the end of the Principal Suspension. The student and the student's parent or guardian have the opportunity and are encouraged to attend all DRC meetings held to address their child's misconduct.

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

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

E. Standards of Conduct

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

The standards of conduct are as follows:

Standard 1. Causing Disruption of School or Any School Function

A student shall not by use of violence, force, noise, coercion, threat, passive resistance, any device or item which disrupts learning or is prejudicial to good order and discipline, or any other conduct, cause the substantial and material disruption or obstruction of any classroom work, school activity or school function.

Standard 2. Damaging School Property or Property of Others

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

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

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

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

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

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

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

Standard 6. Committing Sexual Harassment or Other Sexual Misconduct

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

such conduct is likely to be offensive or otherwise inappropriate.

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

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

The possession, distribution, and sale of drug paraphernalia on school property or at school-sponsored activities are expressly prohibited. Paraphernalia may include any device used to inhale. Any attempt to possess, use, transfer, distribute, buy, or sell alcohol or a controlled substance or imitation controlled substance, whether completed or not will be considered a violation of this standard.

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

Use of a drug authorized for a student with a medical prescription from a registered physician or over-the-counter medication shall not be considered a violation of this standard so long as the student complies with Policy JLCD, Administration of Medicine to Pupils.

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

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

Standard 9. Possessing Firearms and Weapons

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

1. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may be readily converted to, expel a

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

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

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

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

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

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

Standard 11. Possessing Bombs or Other Dangerous Substances

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

Standard 12. Making False Alarms or False Bomb Reports

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

Standard 13. Setting Fires

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

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

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

- a. Hacking and other unlawful activities
- b. Sending or displaying offensive messages or pictures
- c. Using obscene language
- d. Harassing, insulting, or attacking others
- e. Accessing material that advocates illegal acts or violence
- f. Damaging computers, computer systems, or computer networks
- g. Violating copyright laws
- h. Using another's password
- i. Trespassing in another's folders, work, or files
- j. Employing the network for commercial purposes
- k. Unauthorized disclosure, use, and dissemination of personally identifiable information
- l. Other inappropriate electronic-related actions as determined by the principal

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

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

A student who has been charged with, convicted or pled guilty in a court of general jurisdiction (i.e., an adult court, not a juvenile or family court) to commission of a felony criminal violation of state or federal law shall be in violation of this standard and may be suspended or expelled. A student who is on the Missouri Sex Offender Registry shall be in violation of this standard, shall be suspended or expelled, and is prohibited from being present on school property for any reason. If the charges are subsequently dismissed or the student is acquitted, the student may be readmitted or enrolled.

The student shall not be suspended until (1) notice of the proposed suspension and a hearing is given to the parents or others having custodial care of the student, and (2) the Board of Education, following a hearing, finds that a prosecutor has filed a formal complaint in court against the student for commission of a felony, or that a grand jury has indicted the student for the commission of a felony.

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

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

enrollment. The enumerated crimes are as follows:

- a. First degree murder under Section 565.020, RSMo;
- b. Second degree murder under Section 565.021, RSMo;
- c. First degree assault under Section 565.050, RSMo;
- d. Forcible rape under Section 566.030, RSMo;
- e. Forcible sodomy under Section 566.060, RSMo;
- f. Robbery in the first degree under Section 569.020, RSMo;
- g. Distribution of drugs to a minor under Section 195.212, RSMo;
- h. Arson in the first degree under Section 569.040, RSMo;
- i. Kidnapping when classified as a class A felony under Section 565.110, RSMo;
- j. Statutory rape under Section 566.032 RSMo;
- k. Statutory sodomy under Section 566.062 RSMo.

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

Standard 17. Other Serious Misconduct

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

F. Prohibition against Being On or Within 1,000 feet of School Property during Suspension

All students who are SUSPENDED OR EXPELLED are prohibited from being ON SCHOOL PROPERTY for any reason unless permission is granted by the superintendent, designee or building principal. In addition, any student who is suspended for violating Standard 4 (Acts of School Violence), Standard 7 (Drug or illegal substance-related Activities), or for any of the following offenses committed on school property, any school bus, or while involved in school activities shall not be WITHIN 1,000 FEET OF ANY PUBLIC SCHOOL in the district during the suspension:

- First degree murder under Section 565.020, RSMo;
- Second degree murder under Section 565.021, RSMo;
- Kidnapping under Section 565.110, RSMo;
- First degree assault under Section 565.050, RSMo;
- Forcible rape under Section 566.030, RSMo;
- Forcible sodomy under Section 566.060, RSMo;
- Burglary in the first degree under Section 569.160, RSMo;
- Burglary in the second degree under Section 569.170, RSMo;
- Robbery in the first degree under Section 569.020, RSMo;
- Distribution of drugs under Section 195.211, RSMo;

- Distribution of drugs to a minor under Section 195.212, RSMo;
- Arson in the first degree under Section 569.040, RSMo;
- Voluntary manslaughter under Section 565.023, RSMo;
- Involuntary manslaughter under Section 565.024, RSMo;
- Second degree assault under Section 565.060, RSMo;
- Sexual assault under Section 566.040, RSMo;
- Felonious restraint under Section 565.120, RSMo;
- Property damage in the first degree under Section 569.100, RSMo;
- The possession of a weapon under chapter 571, RSMo;
- Child molestation in the first degree pursuant to Section 566.567, RSMo;
- Deviate sexual assault pursuant to Section 566.070, RSMo;
- Sexual misconduct involving a child pursuant to Section 566.083, RSMo;
- Sexual abuse pursuant to Section 566.100, RSMo;
- Harassment under Section 566.090, RSMo;
- Stalking under Section 565.225, RSMo;

The only EXCEPTIONS to this prohibition are as follows:

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

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

G. Notification To Family Court

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

H. Reenrolling Students Previously Suspended or Expelled

The following provisions apply to students who have been suspended or expelled from either the Parkway School District or another school district and who wish to enroll in or be readmitted to the Parkway schools.

1. Remedial Conference. Prior to the readmission or enrollment of any student who has been suspended for ten school days or more or expelled in accordance with this policy, a conference shall be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. District officials shall notify in writing the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference.

2. Students Currently Suspended or Expelled From Another School District. If a student currently suspended or expelled from another in-state or out-of-state school district, including a private or parochial school, attempts to enroll, the Parkway School District should enroll the student if the student would otherwise be eligible to enroll in and attend Parkway schools. At the request of the parent or guardian, a conference with the superintendent or the superintendent's designee may be held to consider if the conduct of the student would have resulted in a suspension or expulsion from Parkway. Irrespective of whether the parent or guardian requests a conference, the superintendent or his/her designee should determine whether the conduct would have resulted in a suspension or expulsion from Parkway. If the superintendent or his/her designee determines that it would have, the District may make the prior suspension or expulsion effective in Parkway. If the superintendent or the superintendent's designee determines the conduct would not have resulted in suspension or expulsion from Parkway, the student will be allowed to immediately attend the appropriate Parkway school. In the case of a student with a disability, the suspension or expulsion does not eliminate the obligation under federal law to provide the student with a free appropriate public education (FAPE).

I. Student Discipline Records

The Board of Education directs the superintendent or his/her designee to compile and maintain records of any serious violation of this Student Discipline Policy for each student enrolled in the District. Such records shall be made available to teachers and other school district employees with a need to know, and shall be provided in accordance with state law to any school district in which the student subsequently attempts to enroll within five business days of receiving the request. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

J. Intervention Plan

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

The Parkway Board of Education further recognizes that, despite the good intentions and best efforts of staff, some students will choose to not participate in the educational process. Over time, such students strain the educational resources of their school and the District; restricting the educational growth opportunities of the majority. When a student illustrates the lack of commitment to modify his/her academic and/or behavior performance, an intervention plan will be developed within the current resources of the school district. Continued lack of commitment or lack of improvement could lead to loss of privileges or an assignment to another program or school. A secondary student classified at Intervention Level 0 who misbehaves and/or shows little or no academic improvement during the agreed upon monitoring period may be reassigned to an alternative educational setting. Students with disabilities should have access to and may be reassigned to alternative educational settings, provided their right to a free appropriate public education (FAPE) in the least restrictive environment and procedural safeguards are guaranteed.

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

K. Parent/Guardian and Student Notification

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

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

CODE OF CONDUCT FOR PARTICIPANTS IN PARKWAY ATHLETICS AND ACTIVITIES

Rationale

Secondary students who participate in athletics and co-curricular activities are thought of as school leaders. They represent the school in the eyes of the community. They serve as role models for other students. As such, these students

should be held to a high standard of behavior. Such students need to maintain their physical and mental well-being not only while at school and school-sponsored activities, but at other times as well. In an effort to achieve these goals, Parkway has developed a prevention program which includes an Athletic and Activity Student Pledge. To participate in school sponsored athletics and designated school sponsored activities, an Athletic and Activity Student Pledge must be signed by the student.

The Code of Conduct

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

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

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

Consequences of Violation

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

The first violation shall result in the student being suspended from team competition or from all co-curricular activities for two weeks. During the two week suspension, students seeking reinstatement to a team or activity must attend, with their parent or guardian, two drug and alcohol education meetings at the place of your choice. After completion of the two week suspension and the two required educational meetings, a reinstatement meeting will be held involving the student, his or her parents or guardian, the coach or sponsor, the building activities coordinator, and the principal to allow the student to recommit to being drug and alcohol free. If, in the judgment of the school officials, the student recommits, he or she will be allowed to again participate in team competition or the designated co-curricular activities governed by MSHSAA.

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

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

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

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

Implementation Procedures

The following additional procedures shall apply in the implementation of the Code of Conduct:

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

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

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

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

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

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

PARKWAY ATHLETICS AND ACTIVITIES HONOR CODE STUDENT PLEDGE

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTIFICATION

I. Notification of Rights

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

II. Rights of Parents

1. Right to Inspect: You have the right to review and inspect substantially all of your education records maintained by or at the District. You should submit to the student's school principal or other appropriate school official a written request that identifies the record or records you wish to review and inspect. You may also wish to request a copy of the Student Records policy and guidelines, which contain additional information.

2. Right to Prevent Disclosures: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the District to limit the disclosure of information contained in your education records to those instances where prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of *Family Educational Rights and Privacy Act* (FERPA) which allow disclosure without prior written consent.

3. Right to Request Amendment: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if the District decides not to alter the education records according to your request. You may request an amendment of your child's records by (1) advising the appropriate Parkway official how you wish to amend the student's record and why, and (2) requesting a copy of the Student Records policy and guidelines, which contain additional information.

4. Right to File Complaint: You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202, concerning the District's alleged failure to comply with *Family Educational Rights and Privacy Act*.

5. Right to Obtain Policy: You have the right to obtain a copy of the written policy adopted by the Board of Education of the Parkway School District in compliance with *Family Educational Rights and Privacy Act*. A copy may be obtained in person or by mail from: Custodian of Records, Parkway School District, 455 North Woods Mill Road, Chesterfield, Missouri 63017.

III. Sharing of Information:

1. The District will disclose information from a student's education and/or health records to Parkway School District school officials who have a legitimate educational interest in the records. A school official is defined as:
 - A person employed by the District as an administrator, supervisor, instructor, or support staff member including health medical staff and safety/security staff.
 - A member of the board of education.
 - A person employed by or under contract to the District to perform a special task, such as an attorney, auditor, medical consultants, or therapists.
 - A person who is employed by the District's law enforcement unit.

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

- Performing a task that is specified in his or her position description or by a contract agreement.
 - Performing a task related to a student's education.
 - Performing a task related to the discipline of a student.
 - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
 - Maintaining the safety and security of the school or school property.
2. The District has determined that the Voluntary Interdistrict Choice Corporation (VICC) and its officers, employees and agents are school officials with legitimate educational interests because they act for and on behalf of the District with respect to transfer students and the transfer program, and because they seek to advance the interests of both. A transfer student's attendance records and other educational records relevant to the student's participation in the program or to the program itself may accordingly be disclosed to VICC without obtaining written consent from the parent/guardian or eligible student.
 3. The District will disclose information from a student's education and/or health records to officials of another public school, school district or post-secondary school in which a student seeks or intends to enroll. Parkway staff shares education/health records of students, both disabled and non-disabled, with Special School District staff at various times during a child's enrollment at Parkway. The Parkway School District will not further notify parents or eligible students prior to such transfer of records.
 4. The District will disclose information from a student's education and/or health records to law enforcement and juvenile justice authorities, if the disclosure concerns either law enforcement's or juvenile justice authorities' ability to serve the student prior to adjudication. The entity receiving such information must

comply with applicable federal confidentiality restrictions.

IV. Directory Information

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

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

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

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

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

NON-DISCRIMINATION/ ACCOMMODATION NOTICE

The Parkway School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs or activities. **If anyone with a disability needs accommodations to attend or participate in a school or District activity, please contact the staff member responsible for that event at least four (4) business days in advance.** Questions, concerns, or requests for information/assistance can also be directed to the designated District coordinator for each applicable federal law. *PSD - May 2008*

SPECIAL EDUCATION

In conjunction with the Parkway School District, the Special School District (SSD) of St. Louis County provides special education staff, services, and programs for Parkway students with disabilities. A student qualifies for special education and related services when it is determined through evaluation that there is an educational disability which "adversely affects educational performance" and requires special education services.

All decisions regarding a student's "free appropriate public education" (FAPE) and "individualized education program" (IEP) are to be made by the student's IEP Team, which includes the student's parent(s) and, as appropriate, the student. Emphasis is on keeping the student in the "least restrictive environment" (LRE) and supporting the student in Parkway's general education curriculum. The types and amounts of special education and related services, service delivery models, settings in which the services are delivered, curriculum modifications, necessary adaptations, and all other instructional decisions related to the student's disability are to be made by the IEP Team. Certain procedural safeguards, which include the right to appeal diagnostic and IEP decisions, are available to students with disabilities and their parents.

SERVICES AND RIGHTS FOR STUDENTS WITH DISABILITIES

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

- Missouri Department of Elementary and Secondary Education's (DESE) *State Plan for Special Education* and *IDEA-2004 Procedural Safeguards for Children and Parents* brochure
- the SSD's Compliance Plan
- the St. Louis County *General Assurance Document*

- the U.S. General Education Provision Act (GEPA)
- Parkway's policies/guidelines and Section 504 rights handout.

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

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

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

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

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

Questions and requests for assistance, information, or this notice in another language should be directed to Parkway's Special Services Department at the

Administrative Center (@ 314-415-8071) or the school's "special education administrative team" (Parkway administrator and SSD area coordinator).

CARE TEAM / "Problem Solving"

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

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

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

PSD – May 2008

VIDEO & OTHER MONITORING ON DISTRICT PROPERTY

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

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

Video surveillance may be used in locations including classrooms, hallways, cafeteria, gymnasiums, parking lots, offices, exits and entrances, vehicles, and school buses or in other locations where there should be no reasonable

expectation of privacy. Video cameras will not be used for monitoring purposes in restrooms, swimming pools, locker rooms, changing areas or showers.

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

STUDENT ATTENDANCE

I. School Attendance

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

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

II. School Attendance Responsibilities

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

EXCUSED absences include the following:

1. Illness of the student (In some cases, documentation from appropriate licensed professionals may be required for an excused absence.)
2. Death in the student's immediate family
3. Days of religious observance
4. Medical or dental appointments
5. Court Appearance
6. Quarantine or hospital confinement
7. Medical, mental health/psychological, or substance abuse treatment when documented by appropriate licensed professionals
8. Field trips or other school initiated absences
9. An emergency that, in the judgment of the principal, constitutes a reasonable cause of absence from school
(Oversleeping, car trouble, running parental /guardian errands, babysitting and other such circumstances do not constitute reasonable cause for being absent from school.)
10. Attendance at a district approved alternative educational setting/program such as the Alternative Discipline Center or GOLD Star (In cases where lack of transportation, illness, or other mitigating circumstances that prevent a student from attending a district program, the principal will determine whether a student shall receive credit.) UNEXCUSED absences are those that do not fall within the areas listed above and include vacations, visiting out-of-town relatives, or participating in non-school sponsored activities or events. Students are required to be in class on time. The student is responsible for being present and ready to learn when the class is scheduled to begin. Parents/guardians shall be notified of unexcused or excessive absences or excessive tardies through conferences, telephone calls, e-mails, letters, notices, and progress reports. In addition, school officials shall address such issues through the following: student-teacher conference, parent/guardian conference, support personnel assistance (i.e., school nurse, counselor, social worker, administrator, care team), reduction of citizenship mark, detentions and/or In-School Suspension, Family Court referral and/or hotline call to the Children's Division of the Missouri Department of Social Services (for students under age 16), reduction of course grade, or loss of course credit.

III. Teacher Responsibilities

Each elementary teacher shall be responsible for taking and recording accurate daily attendance. Each secondary teacher shall be responsible for taking and recording accurate student attendance for each assigned period every day. Attendance is to be recorded by teachers in the District's student information system. Each teacher shall be responsible for monitoring student attendance and notifying parents/guardians when a student's course grade or credit is being adversely affected by excessive and/or unexcused absences/tardies. Each teacher shall implement classroom attendance procedures that are consistent with this policy as well as building attendance procedures. To the extent possible, each teacher shall allow students with EXCUSED absences to remain current in their class work, make up missed work, and earn credit for the work. However, it is not possible to make up many activities that occur during class time (i.e., discussions, films, lab work, music rehearsals, physical exercise). This may limit the ability of students to remain current in a course and affect their ability to earn certain grades and/or credit for the course. For some excused absences (i.e., long-term

residential treatment), grades and/or credits may not be possible because of the length of the absence and the requirements of the course(s). In such cases, it may be determined that no course work will be provided to the student during the absence. In most cases when students have excused absences, the student or parent/guardian is responsible for initiating the request for make-up work according to individual school guidelines.

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

IV. Parent/Guardian Responsibilities

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

V. Enrollment Status of Absent Students

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

VI. Communication to Parents/Guardians

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

VII. Implementation

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

POLICY ADOPTED: January 27, 2010