



**PARKWAY NORTH  
HIGH SCHOOL**

**STUDENT HANDBOOK 2019 - 2020**

*12860 Fee Fee Road*

*Creve Coeur, Missouri 63146*

*Phone 314.415.7600*

*Fax 314.415.7614*

***[www.parkwayschools.net/Domain/33](http://www.parkwayschools.net/Domain/33)***

*Home of the Vikings*

## FREQUENTLY CALLED NUMBERS

<b>Principal</b>	Tori Cain	415-7601
<b>Secretary</b>	Karen Wood	415-7602

### **Assistant Principal Offices:**

9 <sup>th</sup> Grade	Rhonda Page	415-7603
10 <sup>th</sup> Grade	Jada Bell	415-7609
11 <sup>th</sup> Grade	Mike Rizzo	415-7605
12 <sup>th</sup> Grade	Ben Flunker	415-7607

### **Special Education:**

Area Coordinator	Artondria Bentley	415-7635
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<b>Activities Director:</b>	Corey Johnson	415-7637
<b>Secretary</b>	Michelle Mitchell	415-7685

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

### **Counselors:**

<b>9<sup>th</sup> Grade</b>	Lindsay Kerlin	415-7618
<b>10<sup>th</sup> Grade</b>	Chandra Brown	415-7619
<b>11<sup>th</sup> Grade</b>	Jamesell Kee	415-7616
<b>12<sup>th</sup> Grade</b>	Paul Arthur	415-7617
<b>College, Career &amp; Transition</b>	Stephanie Bluestein	415-7621
<b>Care Coordinator</b>	Caitlyn Tritch	415-7645
<b>Counseling Office</b>	Marlene Zitza	415-7615

<b>Social Worker</b>	Alyssa Herrera	415-7623
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<b>Nurse</b>	Therese Beilsmith	415-7630
<b>School Resource Officer</b>	Ezra White	415-7662

<b>Bus Issues</b>	Parkway--Late Bus	415-8409
	Parkway--Routes	415-8406
	VST (MO Central)	415-8065

<b>North High Switchboard (7:30 - 3:30)</b>	415-7600
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<b>Parkway SAFELINE</b>	415-SAFE
<b>Parkway Administration Building</b>	415-8100
<b>Inclement Weather Hotline</b>	415-SNOW

# PARKWAY NORTH HIGH SCHOOL PHILOSOPHY

## Mission

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

## Vision

We succeed when our students:

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

## 2019-2020 Daily Schedule

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

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

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

## Activity/Athletic Bus Schedule

**Activity Buses:** Monday – Thursday at 4:00 pm

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

## **Delayed Start Schedule & Dates**

(Last Wednesday of every month except Nov&Dec)

### A Days

Sept 25, March 25,  
April 29

### B Days

Aug 28, Oct 30,  
Nov 20, Jan 29, Feb 26

9:35 – 10:35	1st Block	9:35 – 11:00	5th Block
10:40 – 12:20	2nd Block	11:05 – 1:00	7th block
11:10 – 11:40	1st Lunch	11:30 – 12:00	1st Lunch
11:50 – 12:20	2nd Lunch	12:00 – 12:30	2nd Lunch
12:25 – 1:25	3rd Block	12:30 – 1:00	3rd Lunch
1:30 – 2:30	4th Block	1:05 – 2:30	8th Block

## **Delayed Start Lunch Schedule A-days**

1st Lunch ELA, Social Studies, Math, Tech Ed and Special Ed

2nd Lunch Drama, FACS, Music, PE/Health, Science,  
Visual Arts, Business and MCL

## **Delayed Start Lunch Schedule B-days**

1st Lunch ELA, Social Studies

2<sup>nd</sup> Lunch Business, Math, MCL, Special Ed and Tech Ed.

3<sup>rd</sup> Lunch Drama, FACS, Music, PE/Health, Science  
and Visual Arts

## **Early Release Schedule & Dates**

September 18, October 10, February 4, April 7

7:35 -9:00	5th Block
9:05 - 10:25	7th Block
10:30-12:25	8th Block and Lunch
12:25	Dismissal

## **Early Release Lunch Schedule**

1st Lunch ELA, Math, Social Studies, Special Ed, Tech Ed

2nd Lunch Business, Drama, ESOL, FACS, PE/Health, MCL  
Music, Science and Visual Arts

All students must be under adult supervision at all times while on campus. Students should conduct themselves in a manner that enhances and does not distract from the learning environment.

## **ATTENDANCE GUIDELINES**

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

### **Student Responsibilities**

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

### **Parental Responsibilities**

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

By board policy, the following are considered excused absences :

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

**Grade Level Administrators will follow-up with students who are frequently Tardy**

## **LONG TERM ILLNESS PROCEDURES**

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

## **FIELD TRIP GUIDELINES**

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

## **STUDENT PARKING**

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

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

## **USE OF STUDENT PARKING LOTS**

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

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

## **BUSES**

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

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

## STUDENT DRESS

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

1. No bare feet and/or socks only. Shoes are required at all times for safety and sanitation.
2. No risque or distracting apparel (including sagging pants, bare midriffs, spaghetti straps and strapless tops). This applies to all students.
3. No clothes that are suggestive, obscene, contain inappropriate writing, or make reference to illegal substances, (alcohol, tobacco and other drugs).

## ELECTRONIC DEVICES

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

## STUDENT GUIDELINES FOR CAMPUS TECHNOLOGY ACCESS

### **PURPOSE**

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

### **Terms of Use**

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

manner, use good judgment, show respect for people and property and demonstrate ethical decision-making.

### **Disciplinary Action**

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

### **Frequently Asked Questions**

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

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

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

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

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

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

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

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

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

**A:** Parkway is implementing a new resource this summer that should allow students to access their Parkway network drive from their personally owned technology devices.

## **SECURITY OF PERSONAL PROPERTY**

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

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

### **LOCKERS**

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



## VISITORS AND SCHOOL DISRUPTIONS

### VISITORS

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

### SALES BY STUDENTS

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

### MESSAGES TO STUDENTS

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

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

## ACADEMIC ISSUES

### GRADES AND CREDITS

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

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

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

## CITIZENSHIP GRADES

One of four grades will be given for each class:

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

## DUAL ENROLLMENT

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

## CORRESPONDENCE COURSES

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

## ACADEMIC LAB

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

## CLC (Curriculum Learning Center)

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

## ACADEMIC HONESTY

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

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

## GRADUATION REQUIREMENTS

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

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

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

### **EARLY GRADUATION**

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

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

## Counseling Services

### **COUNSELING**

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

The school counselors are:

9 <sup>th</sup> Grade	Lindsay Kerlin	415-7618
10 <sup>th</sup> Grade	Chandra Brown	415-7619
11 <sup>th</sup> Grade	Jamesell Kee	415-7616
12 <sup>th</sup> Grade	Paul Arthur	415-7617
College, Career & Transition	Stephanie Bluestein	415-7621
Care Coordinator	Caitlyn Tritch	415-7645
Social Worker	Alyssa Herrera	415-7623

### **REGISTRATION & ENROLLMENT**

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

### **SCHEDULE CHANGING GUIDELINES**

Students may request a change to their schedule to one of their alternate courses if they have failed a class, have not had a prerequisite class, need a class to meet graduation requirements or have completed a class in summer school. See your counselor to request a change to your schedule. Students will have until August 8th at 2:00pm to make schedule changes. Schedule changes will not be permitted after the semester begins.

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

### **Naviance/Family Connections**

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

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

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

## **COPIES OF RECORDS**

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

## **WITHDRAWAL**

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

## **HEALTH SERVICES**

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

### **Emergencies**

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

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

### **Immunizations**

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

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

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

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

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

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

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

**Emergency Prescription Medications**

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

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

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

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

## ATHLETICS

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

### SPORTS

#### Fall

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

#### Winter

Basketball	Wrestling	Girls Swimming & Diving
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#### Spring

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

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

1. You and your parents must complete all the Athletic Participation Information on Privit. All instructions and the link to Privit can be found on [www.pnorthvikings.com](http://www.pnorthvikings.com)
2. Get a physical examination after July 1st and upload the Physical Form signed by the Dr. to Privit.
3. Satisfy the MSHSAA residency requirement.
4. Be presently enrolled in 3.0 units of credit and have passed 3.0 units of credit the semester preceding competition.
5. Exhibit good school citizenship to maintain eligibility for athletics.
6. Not have reached the age of 16 prior to July 1 preceding the opening of school for freshman competition.
7. Not have reached the age of 19 prior to July 1 preceding the opening of school for upper level teams.

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

## ACTIVITIES PROGRAMS

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

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

## LIBRARY

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

Monday & Wednesday: 7:15 AM – 3:30 PM  
Tuesday, Thursday, Friday: 7:15 AM -- 2:45 PM

### Library eBooks and Audiobooks on Your Device

1. Download and install the **Destiny Discover** app. Launch the app from your device.
2. **Location:** Missouri
3. **School:** Parkway North High School. (As you begin typing, Parkway North High School should appear.)
4. Click **Go**.
5. **Username:** Your student username for the computers.
6. **Password:** Your student ID number.

**Follett**  
**Destiny Discover App**

Log in and search your Destiny Discover™ collection.  
Find your school to start your search.

**Location**  
Missouri (MO)

**Schools in Missouri (MO)**  
Parkway North High School, Saint Louis, MO

**Go!**

[+ Want More Information?](#)

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## DANCES

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

## FINES

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

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

You must pay all fines before:

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

## USE OF TOBACCO

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

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

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

## **SEXUAL HARASSMENT**

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

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

## **VIDEO & OTHER MONITORING ON PARKWAY NORTH PROPERTY**

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

## **PARENT ORGANIZATIONS**

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

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