



# PARKWAY NORTHEAST MIDDLE SCHOOL

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

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Team: \_\_\_\_\_

181 Coeur De Ville Drive  
Creve Coeur, Missouri 63141  
Phone: 314.415.7100  
Fax: 314.415.7113

**Website & Homework Information:**  
[www.edline.net/pages/Northeast\\_Middle](http://www.edline.net/pages/Northeast_Middle)

**Safe Line:**  
Calling 314.415.SAFE is always appropriate for reporting safety concerns.

**School Entrance:**  
Enter through Door #2 on the south side of the building after 8:20am.

# **Northeast Middle School Contacts**

Website: [www.edline.net/pages/Northeast\\_Middle](http://www.edline.net/pages/Northeast_Middle)

## **Principal**

Dr. Kashina Bell  
314.415.7101

## **Assistant Principal**

6<sup>th</sup> Grade  
Mr. Micheal Hazelton  
314.415.7105

## **Assistant Principal**

7<sup>th</sup> Grade  
Dr. Joseph Kneer  
314.415.7103

## **Assistant Principal**

8<sup>th</sup> Grade  
Dr. Grace Lee  
314.415.7107

## **Counselor**

6<sup>th</sup> Grade  
Mrs. Scharma Banks  
314.415.7117

## **Counselor**

7<sup>th</sup> Grade  
Mrs. Jami Theodosiou  
314.415.7116

## **Counselor**

8<sup>th</sup> Grade  
Mrs. Nikki Goldfeder  
314.415.7118

## **School Nurse**

Mrs. Natalie Wilson  
314.415.7130

## **School Resource Officer**

Officer Ed Davis  
314.415.7190

## **Attendance Reporting**

Mrs. Kenyatta Williams  
314.415.7100, press 1

## **Library Media Specialist**

Mrs. Kira Landolt  
314.415.7131

## **School Store**

Mrs. Maggie Kline  
314.415.7127

## **SSD Area Coordinator**

Ms. Holly Redman  
314.989.8478

## **Activities Director**

Mrs. Gina Covington-James  
314.415.5140

## **Principal's Secretary**

Mrs. Cindi Hanson  
314.415.7102

## **Assistant Principals' Secretary**

Mrs. Kenyatta Williams  
314.415.7106

# **Our Viking Values**

## **Responsibility**

I will follow through with and be accountable for school and community expectations

## **Respect**

I will be considerate of others, their beliefs, and their values

## **Integrity**

I will stand up for and do what is right no matter what

## **Compassion**

I will empathize with the feelings of others and demonstrate a genuine desire to help by taking action

## **Grit**

I will work hard to persevere and bounce back from challenges despite obstacles

2016-2017

## **Student Handbook**

### **After School Activities & Help Sessions**

**Philosophy:** The After School Activities Program at Northeast Middle School is designed to help connect students with school and provide safe opportunities for students to grow and explore their interests. Intramurals are one component of the After School Activities Program. The goals of the Intramural program include: improved physical fitness, experience playing on a competitive team, and connection to/success at school

Please see the after school activities website for more information on specific activities.

**Procedures:** Students may stay after school on Mondays, Wednesdays, and Thursdays for school sponsored activities. Students staying after school must sign up for both an activity and an activity bus if transportation is necessary. Students not riding an activity bus should be picked up by 4:30 p.m. Sign up for activities and activity busses in the Great Hall unless otherwise noted.

Students must remain in the activity for which they signed up. Activity busses are reserved for students participating in supervised school sponsored activities. All other students should ride their assigned bus home upon dismissal from school or be picked up by a parent or guardian by 3:30pm.

**Eligibility:** All students are eligible to participate in all after school activities and extracurricular activities designated for their grade level. For those activities that require a group of students to be selected, the following criteria will be considered in the selection process:

- Behavior/citizenship during the activity itself
- Attendance at the activity (any reason)
- Performance/skill

Student behavior outside the activity itself may be considered as part of the student's eligibility when the student demonstrates a pattern of behavior that disrupts the safety of self and others. If a teacher/sponsor has concerns about a student's pattern of behavior prior to the initial introduction/beginning of the activity, these will be communicated to the student, parent, and principal. A contact or agreement will be developed. If behaviors occur after the activity has commenced that might be the start of a pattern, then the same process will then be followed.

For activities that require an extensive time commitment (i.e. multiple practices per week), the activity sponsor may establish expectations for the maintenance of academic standards. All participation guidelines and expectations will be sent home with students at the beginning of the activity and shared with the Activities Director.

**Impact of ISS/OSS on Activity Participation:** Students will not participate in any after school and extracurricular activities when assigned to ISS and OSS. (Students assigned to OSS may not be on any Parkway property.) Student ineligibility includes the following time windows:

- ISS: The actual days assigned to ISS.
- OSS: From the time the student/parent is notified of the suspension through the end of the regular school day on the last day of the suspension (not return date to school).

**After School Events, Mixers & Other School Events**

Only Northeast Middle School students may attend school mixers, dances, and non-curricular field trips. Fines and fees must be paid in order for students to attend these events.

**Attendance**

There is a positive correlation between good attendance and academic success. Missouri law states that all children between the ages of 7 and 16 must attend school or receive adequate private instruction. Illness, death in the immediate family, or religious observances are excusable reasons, but students should be here if at all possible.

**Parents, if your child will be absent, notify the school by calling our attendance hotline 314-415-7100, press 1 by 8:30 a.m. This hotline may be reached around the clock.**

If the school is not notified, an attempt will be made to call you at home or at work. A parental note following an absence is required if there has been no phone contact.

Absences can be excused by phone call or letter. Students and parents should work with teachers to make up any tests or other class work upon the student's return to school.

Special Circumstances: If it is necessary for your student to be out of school for three or more consecutive days, please call your student's teachers, principal, or counselor to arrange for any work to be sent, in advance when possible (in addition to reporting the absence to the attendance hotline).

**Accounts and Fines**

Student fees and fines are tracked at the School Store. Students will pay all fees (for field trips, class projects, etc.) to the school store. Students will be assessed fines for lost or damaged textbooks and for any damaged school items (see Vandalism). Students are not eligible to participate in field trips or special after school activities if there is a balance on their account. Payment plans can be discussed with the school store clerk and the grade level principal.

## **Arriving at School**

Students arriving by car should be dropped off on the North Side of the building at door 6. This entrance is accessed via parking lot on the “back” of the building (further away from Ladue Rd.). The south parking lot entrance is reserved for buses during drop-off and pick-up to maintain a safe environment for all.

The doors of the school will open at 7:55 am each day. Students enter through doors 2 and 6 beginning at 7:55 am. Students will not be admitted to the building before 7:55 am due to the fact that there is no supervision before that time.

Students arriving between 7:55 and 8:15 am should report to the following designated areas:

- 6<sup>th</sup> Grade: Small Gym
- 7<sup>th</sup> & 8<sup>th</sup> Grade: Large Gym

Students are dismissed to their lockers and classrooms at 8:15 am. Students arriving after 8:15 am should go directly to their lockers and to first period.

Students who eat breakfast at school should immediately enter the cafeteria line and then move to the Great Hall, the designated breakfast area for all grade levels, before going to lockers or to classrooms.

First period begins at 8:20 am. Students arriving after 8:20 am must sign in at student services. A note from the parent or guardian is necessary to excuse this tardy.

On late start days, all times listed above shift two hours later.

## **Bus Conduct & Safety**

Students must be at the bus stop five minutes before the scheduled pick-up time. Students must follow safety rules when riding the bus. Bus violations include:

- Eating or drinking on the bus
- Unnecessary movement while the bus is in motion.
- Arms, legs, or head out the window.
- Objects thrown from windows.
- Loud talking or undue noise.
- Tampering with the bus or equipment.
- Smoking on the bus or at the bus stop.
- Scuffling or fighting on the bus or at the bus stop.
- Obscene language.
- Littering or vandalizing.
- Dangerous items or controlled substances on the bus.
- Disrespectful to the driver.

Drivers will report infractions to the supervisor of transportation and the school principal. Riding a school bus is a privilege which may be taken away. Continued bus violations may result in consequences as determined by an administrator.

## **Bus Passes**

Students must ride their assigned buses and get off at their assigned stops. As a general rule, bus passes are not granted. In a hardship situation, a bus pass is necessary to ride a different bus. Please plan in advance and contact the Northeast receptionist at 415.7100. If approved, written permission will be needed from the parents of the student riding a different bus and the student with whom the student will be riding. Students not on their assigned bus will be asked to get off the bus unless they have an appropriate pass.

**Cheating**

Cheating does not show the character development which Northeast Middle School continually strives to promote. We assume partial responsibility for the total development of our students, including their perspective of what is acceptable. The student who allows the cheating to take place is as guilty as the student who copies. Because the work done from cheating is not a true reflection of a student's ability, cheating will not be tolerated by the faculty and may result in the total loss of credit on the test or assignment for the students involved, as well as a lowering of the students' citizenship grades. Parents will be notified by the teacher. Additional disciplinary action, up to and including out of school suspension, may follow by the teacher or an administrator.

**Classroom Expectations**

Each teacher will establish reasonable classroom expectations for behavior and citizenship. Students who do not uphold these expectations may receive consequences assigned by the teacher including parent contact, lunch detention, after school detention, and other loss of privileges. Repeated or severe violations of classroom expectations will be referred to the grade-level administrator.

**Communications from School**

School announcements are read over the intercom and posted on the school Website along with the school calendar. The Northeast Middle Twitter account and Facebook page also will have current information regarding school events and procedures.

Occasionally, school announcements will be made using the Connect5 system. This system will send a message directly to your phone and/or e-mail. If your personal phone numbers change during the school year, please call 314.415.7104 to update your records.

The school newsletter is published periodically online. You may request a paper copy as well.

**Dismissal from School**

Students leaving by car are picked up from the rear playground lot closest to the 6<sup>th</sup> grade wing of the building. Parents enter through the North parking lot entrance and proceed past the morning drop-off location and onward to the rear lot. Parents should form two carpool lanes around the exterior of the lot. Students will exit from door 4 but will await direction from staff before proceeding to cars.

Student safety and welfare are always our main concern; therefore, students MUST be under the supervision of a teacher or administrator if they remain in the building after 3:15 pm. Students remaining after school without sponsorship may face disciplinary action.

If it is necessary to take a student out early, the parent/guardian must come to the Visitor Check-In to have the student released. If possible, alert the office so that a pass can be issued and your student can be ready when you arrive. If pick up is near dismissal time, parents should not park in the bus driveway.

If a student is ill, parents or guardians must sign the student out in the nurse's office.

**Dress Code**

Students are expected to present a “proper and appropriate” appearance and should “dress for success” (i.e. no pajamas or pajama pants). A student’s attire should not disrupt the educational process. Clothing should not be revealing or provocative.

Clothing that is inappropriately revealing (e.g. tank tops, short shorts, short skirts, sagging pants, extremely tight clothing, etc.) or displaying/promoting in words or symbols subject matter inappropriate for school (e.g. drugs, alcohol, tobacco, profanity, sexual innuendoes, or weapons) are not allowed. Displaying/promoting in words or symbols negative messages or subject matter inappropriate for school (e.g. drugs, alcohol, tobacco, profanity, sexual innuendoes, or weapons) are not allowed.

The following should not be worn in the building and should be kept in a student’s locker: hats, bandanas, and sunglasses. Students are asked not to wear hoods over their heads while in the building.

If a teacher or administrator determines that a student’s dress is inappropriate, he/she will ask the student to change or call a parent to bring more appropriate clothing to school. If a teacher addresses repeated violations of the dress code with the same student, he/she will write a discipline referral to the appropriate grade-level principal. These repeated violations will result in consequences up to and including suspension from school.

**Fight Free**

Northeast Middle is a Fight Free School. Students will have differences from time to time, but fighting is not acceptable. Students are expected to talk out differences or seek out conflict mediation by stopping by the counseling office. Students are also encouraged to see a counselor or administrator if they are having problems with other students or if they suspect other students are angry enough to need mediation.

“Play fighting” is also unacceptable because it can lead to more serious actions and because it disrupts the good order of school.

Regardless of who “starts the fight,” students fighting should expect a suspension. We expect peaceful coexistence and the safety of all students.

**Food & Drink**

No food or drink should be removed from the Great Hall. No food or drink can be consumed in the hallways or common school areas except the Great Hall, or in the classrooms except for special occasions with teacher permission. The exceptions are (1) water and (2) sealed/unopened items that students may buy for consumption after school (must be stored in lockers).

**Grading System** At the end of each trimester, computerized grade reports are posted online (Infinite Campus), giving an academic and citizenship grade for each student.

**Academic:**

A - Superior  
B - Above Average  
C – Average  
D - Below Average  
F – Failure

**Citizenship:**

O - Outstanding  
S - Satisfactory  
I - Improvement Needed  
U - Unsatisfactory

**Hall Passes** Students are given a hall pass at the beginning of each trimester. Students should not be in the hallway without a pass.

**Hallways** Students should move through the hallways as efficiently as possible, using appropriate speed and volume levels. Students should follow the directions of hallway supervisors.

Students are encouraged to walk on the right side of halls, sidewalks, and stairways. Never run. While in the building, students are not to yell or otherwise disturb classes. Please do not stop to talk to friends in congested areas. By doing so, other students are delayed.

**Homework** Students may buy a planner in the school store to keep track of assignments. At minimum, learning an effective method (paper or electronic) for tracking assignments and projects is an essential skill to learn in middle school. Students can access homework information from teacher webpages through the Northeast Middle website. For make-up work, they may work with teachers and/or their counselor, or they can visit their teacher websites.

**Library Media Center** The Northeast Middle Library Media Center is a place for students to quietly engage in reading, writing, research, and academic conversation. Students have regularly scheduled Library Media Center visits through their English Language Arts classes. They are welcome to visit at other times as long as they have a pass from their teacher. Students can also sign up to stay after school in the Library Media Center on Mondays, Wednesdays, and Thursdays. The online catalog and research databases can be accessed 24/7 from the Library Media Center website. Students are expected to return materials in a timely manner out of consideration for others that are waiting for them. Fines are assessed for lost or damaged items.

**Lockers** **6<sup>th</sup> Graders:** 6<sup>th</sup> grade students are each assigned one locker. Students must purchase a combination lock for their lockers.

**7<sup>th</sup> & 8<sup>th</sup> Graders:** 7<sup>th</sup> and 8<sup>th</sup> grade students are assigned a hall locker (two students to each locker).

Lockers will also be available for use in PE, and an additional lock is recommended. A copy of each combination must be kept on file at the school.



**Lockers**  
(continued)

All student lockers are the property of the Parkway School District, and Parkway retains the right to inspect lockers at any time.

Students may go to their lockers before and after school and during passing times. Students will not be allowed to go to a locker during lunch without permission.

Please leave all valuables at home; let school lockers store school things.

**Lost and Found**

The student's name should be written, stamped, or attached to all personal articles and books. Items of clothing or property that are found around the building and grounds should be taken immediately to the Lost and Found area or turned over to an adult. Students should check with the P.E. teachers for lost gym clothes.

**Lunch**

Students have 30 minutes for lunch. Arriving late to lunch is similar to arriving late to class. Students should not go to their lockers or to the Library Media Center during these times unless they have a pass.

All students can enjoy lunch in a safe, pleasant and clean area by responding to the following expectations:

- Walk--not run--to, from and in the Great Hall.
- Talk quietly.
- Wait your turn in line. No cutting in front of others, pushing, shoving or horseplay.
- Treat all food service workers and lunch supervisors with respect.
- Only one person seated per stool.
- Remain seated while eating or drinking. Remain seated unless you have a reasonable purpose to be out of your seat. Do not move seats during the lunch period.
- Throw away your own trash in appropriate containers in the trash and recycling containers when you are finished eating. Pick up trash around your table.
- All food and drink must be consumed in the Great Hall and not removed from the Great Hall.

**Sale or Soliciting  
of Articles in  
School**

Since all necessary school supplies are made available to our students through the school store, the sale of articles by a student in school is prohibited. Soliciting of money or articles of any kind is not permitted without the approval of the building principal. This includes the sale of candy by various service and athletic organizations, as well as individuals.

Articles sold without authorization will be confiscated, and violators will be subject to disciplinary action.

**School Store**

Students must have a pass to visit the school store except for before school and during lunch. School store hours are from 8:00am-1:45pm daily.

## Stealing

Show respect for your property and the property of others. Mark your belongings. Always check to see that your locker is closed and that your lock is securely shut. Do not leave your belongings unattended. Report any suspected theft to the principal's office immediately.

A student caught stealing will face serious consequences. Do not take someone's property as a "joke." Being "in possession of stolen property" is a serious offense. If you find articles which do not belong to you, give them to a teacher or staff member immediately.

## Tardiness to Class

Learning to be on time for class, appointments, and deadlines is an important life skill. We expect students to arrive at school and to each class on time. Students have four minutes between classes. Most teachers expect students to be in their assigned seats at the time designated for class to begin. Teachers will explain their specific expectations and consequences for not abiding by such expectations.

### Consequences:

For each six-week grading period, students who continue to be tardy to class will receive:

- "I" (Improvement needed) in citizenship for three unexcused tardies.
- "U" (Unsatisfactory) in citizenship for four unexcused tardies.

Any additional unexcused tardies will also be brought to the attention of an administrator. Repeated tardiness can result in detentions, In School Suspension, or Out of School Suspension for up to 10 days.

## Technology

### **Personal Electronic Devices**

At Northeast Middle School, our goal is to maintain a respectful and productive learning environment, therefore the use of electronics during class time is only allowed when permitted by the teacher and **part of the instructional process**.

Students will be held accountable to the Network Access Policy. Violating the terms of the NAP would be a student code of conduct violation. For a complete guide to Parkway's Campus Technology Access: <http://bit.ly/Vb7jiR>. These policies also apply to the use of Northeast Middle School Electronic Equipment.

Students are also responsible for the security of their electronic devices. The district assumes no responsibility for loss, theft or damage to any personal device while at school. Students are required to take their own devices home every day after school. The district is not liable for the content already existing on student-owned devices.

Students may use their electronic devices, including earbuds, before school until **8:20 am, during lunch periods, during passing periods, and after the final bell of the school day** as long as they do not create a disruption and/or distraction.

Electronic devices being used inappropriately or at inappropriate times will be confiscated by staff members. **Photographing and recording without the subjects' knowledge and permission is prohibited.**

## Technology (continued)

### Consequences:

- 1<sup>st</sup> offense: electronic device returned to student at the end of the day and a slip is sent home for parent signature.
- 2<sup>nd</sup> offense (same or different electronic device): parent/guardian must pick up electronic device

Continued offenses may result in the loss of electronic privileges and/or consequences as determined by the administrators.

### **Northeast Middle School Electronic Equipment**

- Computers and other electronic equipment are expensive learning tools which should be used by students only when an adult is directly supervising.
- Purposeful damage to equipment and damage as a result of negligence/horseplay will have consequences that may include, but are not limited to, reimbursement by the student. Student handbook rules will apply.
  - Purposeful damage will result in the student being required to reimburse the school for the entire cost of the device replacement or repair.
  - Unintentional damage as a result of negligence, horseplay, or similar behavior will result in the student being required to reimburse the school for fifty percent of the cost of the device replacement or repair.
  - In cases of financial need, service hours to the community or the school may be required in lieu of reimbursement.
- Students have permission to use only the application software authorized by the teacher.
- Students are not to save files on the network or hard drive without permission from the teacher.
- Students may not bring food, gum, candy, and/or drink (even unopened) into computer labs or the Library Media Center.
- Students are to clean up their work area at the end of class, properly close out files and software programs, and log out of their user accounts.
- Students are expected to report immediately any problems with the computer or work station to the teacher or the Library Media Specialist.
- Students who engage in plagiarism and/or cheating, including academic dishonesty in regards to shared/collaborative documents and digital assessments, will be handled according to the student handbook and/or classroom guidelines.

### **Internet Guidelines**

- Students shall use their parkwayschools.net email account for school-related communication. The use of email and any other forms of online communication and collaboration should comply with all school rules and regulations.
- Students shall not engage in open-ended browsing (i.e. surfing) the Internet on school electronic devices without teacher approval.
- Students shall not attempt to purchase anything over the Internet.
- Students shall not download or print information unless a teacher has given permission.
- Students shall not provide any personal information over the Internet, including names, home addresses, telephone numbers, or any personal information about themselves or others.
- Students shall inform their teacher immediately if they see anything on the

**Technology**  
(continued)

computer screen which makes them uncomfortable or if they sense it may be inappropriate in any way.

- Students who consciously access, store, and/or print pornographic or potentially illegal information will lose all Internet privileges for as long as they attend Parkway Northeast Middle School. Furthermore, the matter will be referred to the administration for disciplinary action and notification of parents.

**Telephones**

Students may use the main office or classroom telephone with permission. Parents should contact the receptionist at 415.7100 if they wish to contact a student or send a message to a student during school hours.

**Valuables**

PLEASE DO NOT BRING VALUABLE ITEMS TO SCHOOL, including large sums of money. Distracting items are subject to confiscation.

Purses and other valuable items should not be left unattended at any time. All items should be clearly marked with the owner's name.

**Vandalism**

Thoughtful students treat property with care and respect. Students are held responsible for any intentional or accidental damage to school property. A fair price is assigned to any item damaged and payment for such items is expected. Other disciplinary action may also occur.

**Withdrawal from School**

Students moving during the school year must complete a check-out sheet from the Counseling Office. After all books and materials are returned and any fines are paid, the student is cleared from school.

## Student Services

### **Counseling**

A full-time guidance counselor is assigned to each grade level. Students may stop by the counseling office before school or between classes within the allotted passing time to make an appointment. They also may ask a teacher for a pass to make an appointment with the counselor or to see the counselor immediately in an emergency situation. Parents may call the grade-level counselor for their student to arrange a meeting time.

### **Nurse & Health Services**

Every student must have updated health/medical information and emergency contact information on file through the Infinite Campus Parent Portal. Parents are responsible for verifying this information annually and updating as needed. Updated immunization records should be submitted to the school nurse. A TDap (Tetanus booster with Pertussis) immunization is required for 8<sup>th</sup> grade students; students will not be permitted to begin 8<sup>th</sup> grade without this immunization record on file with the school nurse.

Students may not go to the nurse without a pass unless it is an emergency. If the illness is considered to be serious enough for the student to go home, the student's parents will be telephoned from the nurse's office. If a student is ill, parents or guardians must sign the student out in the nurse's office.

### **Medication: Prescription**

**Prescription medicine must be taken to the nurse's office before school in a properly labeled container.** The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and prescriber's name. The diagnosis/indication for use of the medication shall be provided. When possible, the prescriber should state potential adverse effects and applicable emergency instructions. In lieu of the prescriber's written request, the District may accept a prescription label properly affixed to the medication in question. Said label must contain the name of drug, dosage, frequency of administration, route of administration, diagnosis and prescriber's name. A parent/guardian shall provide a written request that Parkway School District comply with the authorized prescriber's request to give medication. The District will not administer the first dose of an initial prescription except in an emergency.

### **Medication: Over-the-Counter**

**All over-the-counter non-prescription medicine (including Tylenol, Advil, etc.) should be kept in the nurse's office.** A student shall not be permitted to have over-the-counter medication administered at school unless the medication is accompanied by a written request from the student's authorized prescriber. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and prescriber's name. The diagnosis for use of the medication shall be provided. When possible, the prescriber should state potential adverse side effects and applicable emergency instruction.

## **Medication: Storage and Administration**

A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over-the-counter, must be in a pharmacy or manufacturer labeled container. The District shall provide secure, locked storage for medication to restrict access to authorized personnel only. A protocol for inventory of Schedule II controlled substances (e.g., Ritalin) is in place. The administration of medication, including over-the-counter medications, is a nursing activity, governed by the State of Missouri Nursing Practice Act. **Students may not possess or distribute prescription or non-prescription medication.**

## **Release of Educational Records and Transcripts**

### **What is an “educational record”?**

“Educational Records” are records which contain information which is directly related to a student and maintained by a school. Medical or health records are considered part of the “Educational Record.” Exceptions to educational records include:

- **Records kept in the sole possession of the maker of the record and not revealed to anyone but a temporary substitute, e.g. personal notes.**
- Records created and maintained by a law enforcement unit for a law enforcement purpose.

### **What documents should be sent when student records are requested?**

- The records that are specific to the request should be sent. We are required by state law to send Superintendent Discipline Records to other schools.
- Following are the type of records that should be sent to new school:
  - Copy cumulative folder, all sides, and inserts
  - Immunization records
  - Discipline files (Superintendent Suspension/Expulsion)

### **Should student records be sent without a written request?**

Student records should not be sent unless a school receives a written request. It is NOT recommended that records be sent after just a verbal request. The written request should be kept in the student’s cumulative folder.

### **How long after records have been requested by a school does current school have to send out records?**

The Missouri Safe Schools Act, (HB1301/1298) Section 167.020.7 states, **within forty-eight hours of enrolling a pupil**, the school official enrolling the pupil, including any special education pupil, shall request records required by district policy for student transfer and those discipline records required by subsection 9 of section 160.261 RSMo, from all schools previously attended by the student within the last twelve months. Any public school district that receives a request for records from another school shall respond to such request **five (5) business days upon receiving a request. Based on the language of the Act, the district may not hold the records until fees are paid.**

### **Does Parkway need a letter of release from parent/guardian of student to release records to a public school?**

Student records may be released to another PUBLIC school without parent/guardian's permission. Parental permission is required in order to release records to a private school.

**Release of Educational Records and Transcripts**  
(continued)

**Are Private/Parochial Schools required by law to release records?**

Private/Parochial schools are required by law to release Discipline Records only. Private/Parochial schools have a right to withhold records (except discipline records) if they choose because of fines owed. Private/Parochial Schools may require a letter of release from parent/guardian.

**How should subpoenas for Education Records be processed?**

- A subpoena must be delivered. A faxed or mailed subpoena is not acceptable.
- Parents are to be notified of any subpoenas (or requests from courts or social agencies) for student records BEFORE sending the requested records in response to the subpoena. All education records requested, except for a special education student's current IEP and most recent evaluation report, are to be sent by the school to the address indicated on the subpoena along with a note that additional records are available from the Special School District when a student receives special education services. If the student is receiving Special School District services, a copy of the subpoena for records is to be sent/faxed to the Special School District records department.

**Who is the "Custodian of Records" in each school?**

The principal of the school is the Custodian of Records according to Board Policy JRA, Student Records.

**How must requests for transcripts of former students be handled?**

- Direct all inquiries of a former student whose record is no longer located in a Parkway school for a copy of the transcript and/or health information to District Student Records Office Transcript Line (5-5065). District Student Records Office charges \$3.00 for each transcript.
- The district registrar at the school is to request all records of former students who are returning to Parkway or for updating record from District Student Records Office by e-mailing Whitney Cameron ([wcameron@parkwayschools.net](mailto:wcameron@parkwayschools.net)) a request with the required information.
- **School districts are no longer allowed to withhold school records from other PUBLIC schools/school districts if student owes money.**
- Graduation Verification requests of former students should be referred to Jessica White, District Student Records. (5-5063)

**Who may inspect student records?**

- Parents and eligible students may inspect and review the student's education/health records and shall upon request be given an interpretation of such records by a school official. District Policy JRA.BP
- Parents and eligible students may receive copies of education/health records upon payment of any copying costs. Policy JRA.BP

**NOTE:** This statement applies to copies of records over and beyond **ten** copies at the school level and all copies obtained from the District Student Records Office.

- **Divorced and noncustodial parents have the same rights as custodial parent unless the school receives evidence that a court order or a legally binding instrument provides otherwise. School should request proof of parenthood. A court order (a divorce decree, etc.) or birth certificate can be used to establish identity of noncustodial parent requesting access to records. Parent should also provide photo identification.**
- Missouri law provides that a noncustodial parent has the right to receive any

**Release of Educational Records and Transcripts**  
(continued)

deficiency slips, report cards or pertinent progress reports regarding his/her child's progress in school. The statute also requires that the parent pay an administrative fee sufficient to cover the cost of preparing, copying, and mailing the information, if the school so chooses.

- Parents have the right to inspect and review their child's educational records within a reasonable time, which is not to exceed 45 days. In addition, the school must respond to reasonable requests for explanations and interpretations of the student's educational records.
- **A school can refuse a parent access to their child's educational records only** upon evidence that there is a court order that specifically revokes the parent's rights under the act.
- A school may refuse to release records if there is a court restraining order that specifies that student's records are not to be released.
- A school may refuse to send records or copies of records to parents, if there are fines or fees due, but the school must allow the parent to inspect and review the records.

**Who has access to confidential special education information?**

- Schools are required to maintain a list of employees authorized in advance to review special education information and a *Record of Access* for others (not previously authorized) who review such records.
- Each school shall maintain a *Record of Access* list of all individuals who have received access to confidential records. The *Record of Access* shall be maintained in each student's file, which contains confidential information. This file will include: (1) Name(s) of such individual(s); (2) Data reviewed and (3) Purpose for which the data was reviewed.
- Authorized school employees and staff are not required to be listed on the *Record of Access* form. However, the district and school will maintain a list of those employees who may have access to confidential records. This list must be posted in a central location, preferably by the files. Authorized employees are employees of the district who have a legitimate need to review confidential records for the purpose of providing a free appropriate public education.

**Must a school notify parents of their rights under FERPA?**

Each school must notify parents of students in attendance of their [Rights under FERPA](#) annually. This notification must be included in one or more of the following: principal newsletter, student handbook, registration packet, etc.

**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, a 504 Plan. 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



**Services and Rights for Students with Disabilities**  
(continued)

- 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 families in transition), 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 504 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 Instructional Services Center (@ 314-415-5002) or the school's "special education administrative team" (Parkway administrator and SSD area coordinator).

## Parkway School District Discipline Policy

The "Standards of Conduct" and the academic/behavior intervention plan defined in Policy JK, student discipline, apply to all students. Specific consequences for violations of these standards by students with disabilities will be determined in accordance with Policy JK, disciplining students with disabilities.

**Standards of Conduct** Violation of the following standards represents misbehavior which normally will result in more severe disciplinary action, including suspension and/or expulsion. Upon investigation and consideration of all relevant facts, including any extenuating circumstances, the principal shall determine whether the misconduct in question is classified as a Principal's or a Superintendent's Suspension. The standards are as follows:

**Standard 1** Causing Disruption of School or Any School Function

**Standard 2** Damaging School Property or Property of Others

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

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

**Standard 5** Harassing, Bullying, Threatening, Hazing or Intimidating Others or Engaging in Hate Acts/Remarks

**Standard 6** Committing Sexual Harassment or Other Sexual Misconduct

**Standard 7** Possessing, Using, Distributing, Selling or Being Under the Influence of Alcohol, Controlled Substances, or Imitation Controlled Substances

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

**Standard 9** Possessing Firearms and Weapons

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

**Standard 11** Possessing Bombs or Other Dangerous Substances

**Standard 12** Making False Alarms or False Bomb Reports

**Standard 13** Setting Fires

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

**Standard 15** Having Been Charged, Convicted or Pled Guilty to Commission of a Felony in a Court of General Jurisdiction

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

**Standard 17** Other Serious Misconduct

Students who engage in other conduct not expressly covered by the foregoing standards but which is disruptive and detrimental to good order and discipline may also be guilty of Principal Suspension Level misbehavior and may be subject to severe disciplinary action up to and including suspension and/or expulsion

## **Emergency School Closing**

### **Early morning school closing:**

Broadcast school closing information begins at 6:00am on the following stations:

📻 KMOX 1120 AM    📻 KTRS 550 AM    📻 KHIY 93.3 FM    📻 THE BEAT 100.3 FM  
📻 KLOU 103.3 FM    📻 WRTH 1430 AM    📻 WRTH 1430 AM

📺 Channel 2    📺 Channel 4    📺 Channel 5    📺 Channel 30

You will also be able to call: 314.415.SNOW or 314.415.7669. Parkway's weather site is at:  
[www.edline.net/pages/ParkwayC2](http://www.edline.net/pages/ParkwayC2)

### **During the day school closing:**

Schools will be dismissed in the following order: high schools, middle schools and elementary schools. Radio and television stations will carry early dismissal announcements. Parkway School District will also contact you by phone.

