

This student handbook belongs to:

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: (        ) \_\_\_\_\_

MY SCHEDULE				
1 <sup>st</sup> Semester				
Period	Subject	Room #	Teacher	Voicemail
1				
2				
3				
4				
5				
6				
7				
MY SCHEDULE				
2 <sup>nd</sup> Semester				
Period	Subject	Room #	Teacher	Voicemail
1				
2				
3				
4				
5				
6				
7				

**Student Handbook  
2016 ~ 2017**

**Parkway West High School  
14653 Clayton Rd.  
Ballwin, MO 63011**

Telephone: (314) 415-7500  
Fax: (314) 415-7534  
[www.edline.net/pages/west\\_high](http://www.edline.net/pages/west_high)

**Principal**

Dr. Jeremy Mitchell 314-415-7501

**Assistant Principals**

Dr. Beth Middendorf 314-415-7507  
Dr. Kate Piffel 314-415-7505  
Dr. Jenn Sebold 314-415-7537  
Mario Pupillo 314-415-7503

**Activities Directors**

Brian Kessler 314-415-7535  
Susan Dean, Asst. 314-415-5551  
Fax 314-415-7570

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## **PARKWAY SCHOOLS MISSION**

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

## **PARKWAY WEST HIGH SCHOOL MISSION**

Teaching and learning are why we are here. The mission of the Parkway West High School community is to foster lifelong learning and good citizenship by developing critical thinking, altruism, and responsibility.

## **COMBINED MISSION STATEMENT**

Teaching and learning are why we are here. The Parkway West High School community consists of capable, curious, confident, altruistic, and responsible individuals who collectively understand and respond to the challenges of an ever-changing world.

## PHONE NUMBERS

(All area codes 314)

Dr. Jeremy Mitchell, Principal	415-7501
Susan Lowenstein, Secretary	415-7502
Dr. Beth Middendorf, Assistant Principal, Class of 2017	415-7507
Betsy Niswonger, Secretary	415-7508
Dr. Kate Piffel, Assistant Principal, Class of 2018	415-7505
Sandy FitzWilliam, Secretary	415-7506
Dr. Jenn Sebold, Assistant Principal, Class of 2019	415-7537
Joyce Weis, Secretary	415-7536
Mario Pupillo, Assistant Principal, Class of 2020	415-7503
Kitty Strong, Secretary	415-7504
Brian Kessler, Activities Director	415-7535
Susan Dean, Assistant Activities Director	415-5551
Joyce Debenport, Secretary	415-7556
Scott Bollmann, Building Manager	415-7557
Officer Scott Scoggins, School Resource Officer	415-7574
Lois Burch, Nurse	415-7530
Denise Heinle, School Store	415-7527

### **Counselors**      Assignment (first letter of student's last name)

Carly Roach	A - Da	415-7519
Chris Lorenz	De - H	415-7521
Jennifer Wibbenmeyer	I - Mi	415-7517
Jennifer McLane	Mo- Se	415-7512
Jennifer Spotanski	Sh - Z	415-7523

Judy Babitz, Counseling Receptionist	415-7515
Katie Christensen, Secretary - College & Career Center	415-7587
Main Office	415-7500
Activities Hotline	415-7500 then # 4
Parkway Transportation	415-8409
VST Transportation	721-8657
SAFE Hotline	415-SAFE

### **Attendance**

Senior Students	415-7508
Junior Students	415-7506
Sophomore Students	415-7536
Freshmen Students	415-7504

### **West High Fax Numbers**

Library	415-7534
Counseling Office	415-7572
Athletic/Activities Office	415-7570
Nurse	415-9530
Senior Office	415-7591
Junior Office	415-9539
Sophomore Office	415-9500
Freshmen Office	415-9533

## 2016 ~ 2017 CALENDAR

### August

10 First Day of School  
 11 School Meeting  
 12 Red & Blue Night 5:00 – 9:15 pm  
 17 School Picture Day  
 17 Common Ground  
 18 Open House 6:30 – 8:30 pm  
 19 Last Day to Add a Class  
 30 Parent Coffee 9:00 – 10:30 am  
 31 Common Ground

### September

2 Last Day to Drop Class w/o Penalty  
 5 No School – Labor Day  
 6 Common Ground  
 7 District Late Start 9:35 am  
 11 Start Homecoming Week  
 15 Taste of West 5:30 pm  
 15 Powder Puff Game 7:30 pm  
 16 Pep Rally 1:30 pm  
 16 Homecoming Parade 5:00 pm  
 16 Homecoming Football Game 7:00 pm  
 17 Homecoming Dance 7:30 – 10:00 pm  
 21 End of 6 Weeks  
 21 School Picture Re-Take Day  
 21 Senior Parent Meeting 6:30 – 7:30 pm  
 28 School Late Start 9:45 am

### October

5 District Late Start 9:35 am  
 7 No School – Fall Break  
 10 No School – Fall Break  
 13 Parent/Teacher Conf. 3:00 – 8:00 pm  
 19 PSAT Test 7:30-11:20 am  
 26 Common Ground  
 31 1<sup>st</sup> Day of Winter Practices

### November

2 District Late Start 9:35 am  
 4 End of 12 Weeks  
 7 No School – PD & Records Day  
 8 No School – PD Day  
 15 Parent Coffee 9:00 -10:30 am  
 23-25 Thanksgiving Break  
 30 Common Ground

### December

7 District Late Start 9:35 am  
 8-9 Gov't EOC Exams  
 19 1<sup>st</sup> Hr Final - Modified A Day  
 20 2<sup>nd</sup> & 3<sup>rd</sup> Hour Finals - ½ day  
 21 4<sup>th</sup> & 5<sup>th</sup> Hour Finals - ½ day  
 22 6<sup>th</sup> & 7<sup>th</sup> Hour Finals - ½ day  
 23-31 Winter Break

### January

1-5 Winter Break  
 6 No School – Records Day  
 9 School Resumes  
 11 District Late Start Day 9:35 am

16 No School – Dr. MLK Jr. Day  
 17 Common Ground  
 17 Curriculum Night 7:00 -8:30 pm  
 18 Common Ground  
 19 Curriculum Night Make-Up Date  
 20 Last Day to Add a Class  
 25 Common Ground  
 31 Parent Coffee 9:00 – 10:30 am

### February

1 District Late Start Day 9:35 am  
 3 Last Day to Drop Class w/o Penalty  
 4 Sr/Faculty Basketball Game 7:00 pm  
 8 Common Ground  
 13 Special Olympics  
 16 End of 6 Weeks  
 17 No School – PD & Records Day  
 20 No School – President's Day  
 23 Parent/Teacher Conf. 3:00-8:00 pm  
 27 1<sup>st</sup> Day of Spring Practices

### March

1 District Late Start Day 9:35 am  
 1 Mr. Longhorn 7:00 pm  
 10-19 Spring Break  
 22 School Late Start 9:45 am  
 24 Spring Pep Rally 1:30 pm  
 24 Spring Dance 7:30 – 10:00 pm  
 29 Common Ground

### April

5 District Late Start 9:35 am  
 5 ACT Pre-Test for Juniors  
 13 End of 12 Weeks  
 14 No School  
 19 ACT Practice Test – Fr. & Soph.  
 19 ACT for Juniors 7:20 am – 12:10 pm  
 19 Early Release 1:00 pm  
 19 Senior Day  
 24 English II EOC Exams  
 25 Biology 2 EOC Exams  
 26 Algebra EOC Exams  
 27-28 Gov't EOC Exams  
 29 Prom 6:30-11:00 pm

### May

1-12 AP Exams  
 3 ACT Make-Up  
 9-12 Senior Finals  
 17 Honors Ceremony 9:00 am  
 19 Graduation Practice 8:30 am  
 19 Senior Reflection Ceremony 7:30 p.m.  
 20 Graduation 7:30 p.m.  
 22 1<sup>st</sup> Hr Final - Modified A Day  
 23 2<sup>nd</sup> & 3<sup>rd</sup> Hour Finals - ½ day  
 24 4<sup>th</sup> & 5<sup>th</sup> Hour Finals - ½ day  
 25 6<sup>th</sup> & 7<sup>th</sup> Hour Finals - ½ day

### June

5 Summer School Begins

# FIRST SEMESTER FINAL EXAM SCHEDULE

## **1<sup>st</sup> period final**

(110 minute final)

7:35 – 9:25	1 <sup>st</sup> period final
9:30 – 10:10	2 <sup>nd</sup> period
10:15 – 10:55	3 <sup>rd</sup> period
11:00 – 11:40	4 <sup>th</sup> period
11:40 – 11:45	Announcements
11:50 – 1:00	5 <sup>th</sup> period & lunch

### **Lunch Schedule**

11:50 – 12:20	1 <sup>st</sup> lunch
12:20 – 1:00	Class (1 <sup>st</sup> lunch)
11:50 – 12:30	Class (2 <sup>nd</sup> lunch)
12:30 – 1:00	2 <sup>nd</sup> lunch

1:05 – 1:45	6 <sup>th</sup> period
1:50 – 2:30	7 <sup>th</sup> period
2:40	Buses depart

3:30	Activity Buses
5:30	Athletic Buses

## **2<sup>nd</sup> & 3<sup>rd</sup> period finals**

(110 minute finals)

7:35 – 9:25	2 <sup>nd</sup> period final
9:25 – 9:35	Break
9:35 – 11:25	3 <sup>rd</sup> period final

No Lunch

11:30	Buses depart
1:45	Athletic buses

No Activity Buses

## **4<sup>th</sup> & 5<sup>th</sup> period finals**

(110 minute finals)

7:35 – 9:25	4 <sup>th</sup> period final
9:25 – 9:35	Break
9:35 – 11:25	5 <sup>th</sup> period final

No Lunch

11:30	Buses depart
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1:45	Athletic Buses
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No Activity Buses

## **6<sup>th</sup> & 7<sup>th</sup> period finals**

(110 minute finals)

7:35 – 9:25	6 <sup>th</sup> period final
9:25 – 9:35	Break
9:35 – 11:25	7 <sup>th</sup> period final

No Lunch

11:30	Buses depart
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1:45	Athletic buses
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No Activity Buses



# SECOND SEMESTER FINAL EXAM SCHEDULE

## 1<sup>st</sup> period final

(110 minute final)

7:35 – 9:25	1 <sup>st</sup> period final
9:30 – 10:10	2 <sup>nd</sup> period
10:15 – 10:55	3 <sup>rd</sup> period
11:00 – 11:40	4 <sup>th</sup> period
11:40 – 11:45	Announcements
11:50 – 1:00	5 <sup>th</sup> period & lunch

### Lunch Schedule

11:50 – 12:20	1 <sup>st</sup> lunch
12:20 – 1:00	Class (1 <sup>st</sup> lunch)
11:50 – 12:30	Class (2 <sup>nd</sup> lunch)
12:30 – 1:00	2 <sup>nd</sup> lunch

1:05 – 1:43	6 <sup>th</sup> period
1:43 – 1:52	Locker Clean Out
1:52 – 2:30	7 <sup>th</sup> period
2:35	Buses depart

3:30	Activity Buses
5:30	Athletic Buses

## 2<sup>nd</sup> & 3<sup>rd</sup> period finals

(110 minute finals)

7:35 – 9:25	2 <sup>nd</sup> period final
9:25 – 9:35	Break
9:35 – 11:25	3 <sup>rd</sup> period final

No Lunch

11:30	Buses depart
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No Activity or Athletic Buses

## 4<sup>th</sup> & 5<sup>th</sup> period finals

(110 minute finals)

7:35 – 9:25	4 <sup>th</sup> period final
9:25 – 9:35	Break
9:35 – 11:25	5 <sup>th</sup> period final

No Lunch

11:30	Buses depart
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No Activity or Athletic Buses

## 6<sup>th</sup> & 7<sup>th</sup> period finals

(110 minute finals)

7:35 – 9:25	6 <sup>th</sup> period final
9:25 – 9:35	Break
9:35 – 11:25	7 <sup>th</sup> period final

No Lunch

11:30	Buses depart
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No Activity or Athletic Buses

## CRITICAL THINKING CUES

<b>Adapt</b>	Adjust or modify to meet requirements or specifications.
<b>Analyze</b>	Examine closely by finding examples (quotations or details from the literature). categorizing the examples, <b>interpreting</b> , then <b>explaining</b> how each part contributes to the overall concept.
<b>Argue</b>	Present a case for or against something. Use evidence and reasoning. (NOTE: You may see <b>convince</b> or <b>persuade</b> as alternate terms for the same response required.)
<b>Categorize</b>	Arrange items into groups/classes; label or name each group/class.
<b>Compare</b>	Show similarities between two ideas, characters, or things. Set up a chart using the components of the question.
<b>Contrast</b>	Show differences between two ideas, characters or things. Set up a chart using the components of the question.
<b>Create</b>	Make or invent something new or original.
<b>Criticize</b>	Give the pro's and con's of the subject, including both the merits and faults. Be careful not to dwell on the negative or to go beyond the intent of the question.
<b>Defend</b>	Maintain a stance by providing evidence. Prove validity by responding to critics.
<b>Define</b>	Give the precise meaning of a term.
<b>Describe</b>	Provide many details about something. Draw a picture using words.
<b>Develop</b>	Elaborate or expand by providing details.
<b>Dramatize</b>	Put into a form suitable for acting out.
<b>Explain</b>	Make the meaning of a concept or idea clear and understandable by offering reasons for or <b>identifying</b> the causes of.
<b>Evaluate</b>	Give the positive and negative points of the subject and then carefully judge which outweighs the other and <b>explain</b> why.
<b>Fix</b>	Repair or adjust.
<b>Formulate</b>	Make, create, or develop a plan.
<b>Identify</b>	Briefly <b>describe</b> the individual characteristics by which a person, place, or thing is known.
<b>Illustrate</b>	<b>Explain</b> by giving examples or quotations from the literature.
<b>Infer</b>	Draw a conclusion based on evidence and your reasoning. Determine what is implied.
<b>Interpret</b>	<b>Explain</b> the meaning of something by paraphrasing and then pointing out its significance in terms of the main concept.
<b>Justify</b>	<b>Explain</b> the reasons why actions occurred or a decision was made.
<b>List</b>	Give a bullet-point series of items or examples.
<b>Modify</b>	Change or alter something to meet specifications or requirements.
<b>Predict</b>	Guess what will happen next.
<b>Propose</b>	Make an offer or suggestion to be considered.
<b>Prove</b>	Show to be true by giving evidence and reasons.
<b>Recommend</b>	Advise or suggest a favorable option.
<b>Relate</b>	<b>Explain</b> connections among ideas. Set up a chart using the components of the question
<b>Revise</b>	Improve a text by making changes such as corrections, altering its content, or updating it.
<b>Summarize</b>	Give a condensed account of the main points. Tell the story using only the most important details.
<b>Support</b>	Give reasons; back up your ideas with evidence.
<b>Trace</b>	State the steps in the development of a subject in chronological order. Give a timeline and number the steps 1, 2, 3, etc.

## ACTIVITIES

West offers a variety of activities dedicated to student interest.

Steps necessary to form a new organization:

1. A satisfactory number of students must have an interest.
2. A faculty member(s), approved by the Athletic Director, must agree to serve as a sponsor.
3. The organization's purpose must be of such that it will contribute to the general objectives of the school.
4. A copy of the organization's constitution should be on file with the Athletic/Activities Director.
5. Specific requirements (academic and citizenship) should be approved by the Athletic/Activities Director.

### Anime Club - Brian Welch

This group appreciates the art of anime while watching and discussing anime.

### Art Club – Peggy Dunsworth

Students discuss their art, share ideas, and look at different styles of art that have been created in the past by great artists. They do a small art display at Chesterfield Mall at the end of the year.

### Badminton Club - TBD

To gather and play badminton

### Best Buddies – Darla Maynard, Amie Gossett, Amy Thornhill

<https://bestbudies.org/what-we-do/videos/>

### Beta Chi Pi – Sally Soulier & Ellen Wilke

This science honor society is a group of selected students who must meet departmental criteria. Students in grades 10-12 are eligible. The group has monthly meetings.

### Book Club – Lauren Reusch

Students read for fun and discussion; books cross grade and ability levels. All students are welcome.

### Captain's Council/Drug Free Council - Susan Dean & Annie Wayland

This council is made up of coach-nominated team leaders who work in conjunction with Drug-Free Council students to promote good sportsmanship and drug and alcohol free activities.

### Chess Club - Brian Welch

This club exists for students to come and learn the game of chess, as well as hone their skills at a more advanced level. This club does some competitions but they are not required. This club meets Tuesdays after school in the library.

### DDR – Dance Dance Revolution Club – Tim Corteville

A casual after school workout set to music that meets in the weight room.

### DECA - Distributive Education Club of America - Glen Sutton

DECA members participate in activities and work directly with businesses. Members participate in local, state and national competitions, in civic community activities, and leadership conferences.

### Digital Animation & Graphics Creation – Amie Gossett & Emanuel Young

Teach and practice digital animation & graphic creation for school use.

### District Step Team – District Sponsor - BJ James, 314-415-5772. West contact: Carly Roach

The District Step Team performs at school/athletic events, district events, & Mizzou Volleyball games. We also compete at various competitions including the annual UMSL Step Competition & Best In The Midwest. Tryouts are Sept 2<sup>nd</sup> through Sept 26<sup>th</sup>.

### Drama Club - Amie Gossett & Patrick Mooney

A variety of productions are staged throughout the year, with students participating both on stage and backstage. Students who complete one hundred hours of theatrical works may join the International Thespian Society. Club activities include workshops, field trips, improvisation, and more.

#### Dr. Who Club – Sally Soulier

To watch and talk to fellow Whovians & to express our opinions.

#### Dungeon and Dragons Club – Brian Welch

This club aims to create a shared storytelling experience centered around a made up fantasy world. Members do not have to know how to play the game prior to joining.

#### Feminist Club - Lara Boles

The club advocates for equality, specifically but not exclusively in regards to women. Goal is to inform our members about the true definition of feminism and to eliminate some of the stereotypes that are inaccurate and harm this movement. We will discuss feminism in regards to how women are treated in other countries.

#### FBLA Future Business Leaders of America – Emanuel Young

FBLA brings business and education together in a positive working relationship through innovative leadership and career development programs.

#### FCCLA - Family, Career & Community Leaders – Katie Hashley & Jaclyn Deelo

This club promotes personal growth and leadership development through family and consumer education focusing on the multiple roles of family members, wage earners, and community leaders. Members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and vocational preparation.

#### FIDM (Parkway West Fashion Club) – Renee Broemmelsick

This fashion club is affiliated with the Fashion Institute of Design and Merchandising. Members will have the opportunity to learn about and be involved in fashion activities, community events, and current expertise from the fashion industry.

#### French Club - Nabila Harig

French 3, 4, and 5 students are invited to speak French and do cultural activities.

#### Fun Size Film Club – Dan Barnes, Laura Glenn & Amie Gossett

Students write, direct, film, edit and act in short films.

#### Gender Sexuality Alliance – Amy Vanmatre-Woodward

A place for students to meet, support each other, and talk about issues related to gender identity and sexual orientation, and work to end homophobia in our communities.

#### German Club - Michael Kloster

This club is for students interested in the German culture and language.

#### High School Heroes – Tommie Rowe

This is a tobacco prevention program presented by high school students who have made the commitment to model a tobacco free lifestyle. Sophomores apply to be high school heroes in the fall, and if they are selected, they are required to attend a day of training. The heroes then teach two upbeat lessons to sixth graders that focus on the health risks of tobacco use and the development of resistance skills.

#### International Thespians Society - Amie Gossett

This drama honor society of selected students must meet departmental criteria.

#### iSign – Zach Jodlowski

All levels of signing students are invited to sign and be involved with deaf cultural events.

#### Key Club – (formerly Community Outreach at West C.O.W.) - TBD

Students of all GPSs and grades are welcome to participate in volunteer opportunities around the school and community.

#### Latin Club - Tom Herpel

To facilitate interest in the Latin language, Roman culture, and Roman/Greek mythology.

#### Link Crew – Kate Piffel, Patrick Mooney, Jennifer Spotanski, Jennifer Wibbenmeyer, Chris Lorenz, Carly Roach & Jen McLane.

This group welcomes and helps incoming freshmen and new students get acclimated to the West High environment. Membership is by application only.

LoCo - Longhorn Council – Annie Wayland & Susan Anderson

LoCo plans events and activities at West High, such as homecoming, pep assemblies, and school dances. This club is designed for those who want to be part of the West social life.

Math Contests - Patrick Mooney

Missouri Math League, Atlantic/Pacific Math League, Continental Math League: Euclid Division, Pythagoras Division, Calculus Division, Excellence in Mathematics Contest, American Mathematics Competition and Math Madness.

Mu Alpha Theta (Math Honor Society) - Ruth Knop

We celebrate mathematics through service activities and contest participation. Requirements for membership include completion of algebra II/trig with a high math GPA.

National Honor Society - Eileen Rodriguez-Kiser & Francisco Navarro

This group creates an enthusiasm for scholarship, fosters the habit of service to others, promotes worthy leadership, and encourages character development. Students with a career GPA of 3.6 are invited to seek membership during the second semester of 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade. Applicants provide evidence of extra-curricular involvement, service to the school, and leadership. Inducted students must continue to uphold the standards of leadership, scholarship, character, and service.

National Speech & Debate Association NSDA - Speech and Debate - Cara Borgsmiller

NFL empowers students to become effective communicators, ethical individuals, critical thinkers, & leaders in a democratic society. We promote secondary school speech & debate activities & interscholastic competition to develop lifelong skills & values & to increase the public's awareness of the value of speech, debate, and communication education.

Parkway Outdoor School Program-6<sup>th</sup> Grade Camp Counselors – Ron Ramspott (Vickie Hankammer)

High school students (grades 10-12) serve as cabin leaders; supervising and leading a group of eight to twelve 6<sup>th</sup> grade students throughout the 4-day/3-night week.

Pathfinder (Newspaper) - Debra Klevens

This group of students publishes the online school newspaper, updated daily. Must be enrolled in Newspaper and/or Beginning Journalism class. However, if you have a passion & wish to blog about it see Ms. Klevens.

PAWESEHI - Debra Klevens

This group of students publishes the school yearbook. Must be enrolled in Yearbook class, however, if you are interested in photographing an event, see Debra Klevens.

Peer Teachers - Charlie Cutelli, Colleen O'Toole, Jennifer Wibbenmeyer, Ryan Pietsch, & Chris Lorenz.

The application and interview process are prerequisites for Peer Teaching. Twenty five students, 11<sup>th</sup> & 12<sup>th</sup> grade, are chosen and trained to work with 7<sup>th</sup> grade students as role models in areas such as integrity, responsibility, and uniqueness. Students must commit to being drug, alcohol, and smoke free.

Physics Club – Ellen Wilke

Preparation for AP Physics exam in May. Short practice tests for AP Physics 1 & 2 will be put together & the problems will be worked out as a group.

PWSCE (Parkway West Student Committee for Equality) - TBD

Group meets to discuss Vivian's Pledge, discrimination, & prejudice at West. All are welcome.

Quill & Scroll (Journalism Honor Society) - Debra Klevens

Members are selected by teachers for their writing skills and their commitment to publications. Students must meet the criteria of the Quill & Scroll.

Reflections (Literary Magazine) – Dan Barnes

Creation & publication of the literary magazine Reflections, a collection of student produced writing & artwork.

Samena Society – Zaven Nalbandian

To raise cultural awareness about countries in & around the Middle East & Southeast Asia.

Scholar Bowl – Patrick Troy

Students compete in quiz-bowl challenges.

#### Science Olympiad Team – Tony Piccinni

Starts in October and consists of a series of 23 team events in the areas of genetics, earth science, chemistry, anatomy, physics, geology, mechanical engineering and technology. Emphasis is placed on active, hands-on group participation. Regional competition is in February.

#### Sew West – Renee Broemmelsick

Meet with friends to sew community projects and to sew for yourself. Students need sewing experience.

#### Social Justice League (SJL) - Carly Roach & Lara Boles

This is a school-level student leadership club, which mirrors the Superintendent's Social Justice Leadership Advisory, offering more students opportunities to get involved at the school level.

#### Spanish Club - Lauren Bernstein

Spanish Club is for students that are interested in the Hispanic language and culture as represented by the 21 different Spanish-speaking countries.

#### St. Louis Model United Nations – Kristen Collins

The Model United Nations program provides a structure for students to work with pressing international issues outside of the classroom and to broaden their awareness of world diplomatic actions and public policies. Each school is assigned nations to represent. Students sit on either the political/social committee or the economic/social committee. Students research issues provided by topic papers created by the secretariat committee. These issues are then debated during the two or three sessions that SLAMUN holds each year. Students from all grade levels are welcome to participate.

#### Superintendent's Social Justice Leadership Advisory (SSJLAC) - Carly Roach & Lara Boles

SSJLAC is a district-wide student leadership organization whose purpose is to provide its members the opportunity to regularly study and discuss social justice issues with the expectation that they will develop and implement social justice initiatives in their schools. There are a limited number of students from each high school involved.

#### Stand Up 9 – Tommie Rowe

Freshmen students are trained to serve as teen tutors & drug free advocates for their school community.

#### Students On The Go – Katie Hashley & Tommie Rowe

Fitness goals/ wellness program goal setting, discipline, teamwork, & improved student health. Those who follow the 20 week training program will be eligible to run the Go St. Louis Half Marathon in April 2017.

#### Teen Voice For Change – Ken McManus, (Tommie Rowe)

The group is run by teenage members and supervised by one sponsor, focusing on community projects and zeroing in on issues like diversity awareness. Contact Ms. Rowe in the P.E. Dept. or Ken McManus at [kmcmamus@parkwayschools.net](mailto:kmcmamus@parkwayschools.net)

#### Titration Team - Jan Keller

Students compete in teams of two. They are given a solution of unknown concentration. Using burets, solutions, and a procedure called titration, they determine how concentrated the unknown solution is. The team that gets the closest to the actual concentration wins!

#### Tri-M – Eric Anthony

This international honor society recognizes secondary music students for their musical ability, academic excellence, school involvement, and community service.

#### Tri-POD -Try putting off drinking. – Tim Corteville

Senior Peer Teachers are trained by the National Coalition for Alcohol and Drug abuse, then teach three lessons to sophomore health classes about the physiological effects of alcohol on the teenage brain.

#### TSA Robotics Design Team - Cliff Amen

TSA promotes the study of technology, and the robotics team is included in this group.

#### Women of West (W.O.W.) - Erica Rogers, Carly Roach, Lauren Bernstein

This group raises awareness of women's issues through communication and education and fosters programs that serve, support, and empower the women of West High and the community as a whole.

**ACTIVITIES/ATHLETICS HOTLINE**

Call 314-415-7500 then # 4 to hear current information on activities and athletics.

**ACTIVITY/ATHLETIC BUSES**

Activity buses depart at 3:30 p.m. for VST and at 4:00 for Parkway and are available Monday, Tuesday, Wednesday, and Thursday. Athletic buses depart at 5:30 p.m. daily for Winter sports and 5:45 p.m. for fall and spring sports. Only those students participating in a sports or activity program or with permission from an administrator will be allowed to ride this bus.

**ANNOUNCEMENTS**

During 4<sup>th</sup> period, the daily announcements are read. The marquee and bulletin boards are also used to disseminate information. Signs and posters are displayed with the approval of the Athletic/Activities Director.

**ASSEMBLIES/FIELD TRIPS**

Students are responsible for classroom activities and assignments that take place while attending an assembly or field trip.

## ATHLETICS

Mike Roth, CAA – Athletic & Activities Director, Parkway School District  
Brian Kessler – Athletic & Activities Director, Parkway West High  
Susan Dean– Assistant Athletic & Activities Director, Parkway West High

Parkway West High School is a member of the Missouri State High School Activities Association and the St. Louis Suburban Central League. The Suburban Central League consists of the following schools:

Parkway West High School  
Clayton High School  
University City High School

Parkway Central High School  
Ladue High School

### Eligibility Standards

To represent West in any inter-scholastic competition, students must meet all eligibility requirements of the Missouri State High School Activities Association. To be eligible to participate in MSHSAA sponsored activities, students must...

- \* be enrolled in courses that equal a minimum of 3.0 units of credit.
- \* earn at least 3.0 units of credit the semester preceding the day one of the season; summer school credits may count - see your counselor
- \* must be 18 or younger on July 1 preceding participation

NOTE: All incoming 9th grade students are automatically eligible their first semester in high school.

For complete rules and regulations, see the Missouri Coach's Handbook or call Mr. Kessler, West High's Athletic/Activities Director, at (314) 415-7535.

### Sportsmanship

Fair play, integrity, school pride, ethics, citizenship, understanding rules, respect for opponents, coaches, and officials are concepts that define sportsmanship. Good citizenship is the foundation of our society, and West High School students are expected to model this behavior at all times.

Students are encouraged to contact the coaches/sponsors of the activities for specific information. **Before any student can practice with a team and in order to participate on West High athletic teams, he/she must have the following:** A Physical Examination Form completed and signed by your doctor dated after February 1, 2016, as well as the remainder of the athletic participation packet. Once an athlete has a participation packet on file in the athletic office, he/she is issued a practice card. The athlete will then give this card to his/her coach in order to participate in practice/tryouts. Without this card, an athlete will not be able to participate. Practice cards may only be picked up one week prior to the first day of team practice. Forms are available online, from the coaches, or can be picked up in the main office and athletic office. For additional information, please call Mr. Kessler at 415-7535 or the varsity coach of the sport.

## **Parkway West Fight Song** *Stand Up and Cheer!*

Stand Up and Cheer

Stand Up and Cheer For Parkway West

For Today We Raise, the Red and Blue Above The Rest We Are The Best

The Longhorns Are Fighting, For We are Bound To Win This Game

We Got The Team, We Got The Steam

For It's Parkway West Day, Hey!



**FALL SPORT PROGRAMS (AUGUST - SEPTEMBER - OCTOBER - NOVEMBER)**

The earliest possible practice date for fall sports is Monday, August 1, 2016. The first practice date may vary depending upon the sport and level of competition. Detailed information can be found on our school website, [http://www.edline.net/pages/west\\_high](http://www.edline.net/pages/west_high) or in the summer 2016 Principal's Newsletter.

<b>Sport</b>	<b>Varsity Coach</b>	<b>Level(s)</b>	<b>Phone Numbers</b>
Football	Jeff Duncan jduncan@parkwayschools.net	Fr/Soph/Varsity	314-415-7547 (W)
Boys Soccer	Mike Skordos mskordos@parkwayschools.net	Fr/JV/Varsity	314-415-7520
Boys Swimming	TBA	Varsity	314-415-7535
Girls Tennis	Jason Townsend jtownsend@parkwayschools.net	JV/Varsity	314-415-5566 (W)
Girls Volleyball	Susan Dean sdean@parkwayschools.net	Fr/JV/Varsity	314-415-5551 (W)
Boys Cross Country	Kevin John kjohn@parkwayschools.net	Fr/JV/Varsity	314-415-5580 (W)
Girls Cross Country	Charlie Cutelli ccutelli@parkwayschools.net	JV/Varsity	314-415-5516 (W)
Girls Softball	Jeff Chazen jchazen@parkwayschools.net	Fr/JV/Varsity	314-415-5503 (W)
Girls Golf	Greg Schade gschade@parkwayschools.net	Varsity	314- 415-5533 (W)
Field Hockey	Dawn Callahan dcallahan1@parkwayschools.net	Fr/JV/Varsity	314-415-7535
Cheerleading	Pam Mueller pmueller@parkwayschools.net	JV/Varsity	314-415-7535
Poms	Meghan McCreary mmccreary@parkwayschools.net	Varsity	314-415-7535

**WINTER SPORT PROGRAMS (NOVEMBER, DECEMBER, JANUARY, FEBRUARY, MARCH)**

The earliest possible practice dates for this season are as follows: Wrestling and Basketball - October 31, 2016 and Swimming - November 7, 2016. The first practice date may vary depending upon the sport and level of competition.

<b>Sport</b>	<b>Varsity Coach</b>	<b>Level(s)</b>	<b>Phone Numbers</b>
Boys Basketball	John Wright jwright@parkwayschools.net	Fr/JV/Varsity	314-415-5550 (W)
Girls Basketball	Allie Boedeker aboedeker@parkwayschools.net	Fr/JV/Varsity	314-415-7535
Girls Swimming	Allison Zeller azeller@parkwayschools.net	Varsity	314-415-7535
Wrestling	TBA	Fr/JV/ Varsity	314-415-7535

**SPRING SPORT PROGRAMS (FEBRUARY - MARCH - APRIL - MAY)** February 27, 2017 is the earliest possible practice date for all spring sports. The first practice date may vary depending upon the sport and level of competition.

<b>Sport</b>	<b>Varsity Coach</b>	<b>Level(s)</b>	<b>Phone Numbers</b>
Boys Baseball	Tony McNabb	Fr/JV/Varsity	314- 415-7535 (W)
	tmcnabb@parkwayschools.net		
Boys Volleyball	Susan Anderson	Fr/JV/Varsity	314 – 415-7562 (W)
	Sanderson1@parkwayschools.net		
Water Polo	Charlie Cutelli	JV/Varsity	314-415-5516 (W)
	ccutelli@parkwayschools.net		
Boys Tennis	Katelyn McCreary	JV/Varsity	314-415-7556 (W)
	kmccreary@parkwayschools.net		
Boys Track & Field	Kevin John	Fr/JV/Varsity	314-415-5580 (W)
	kjohn@parkwayschools.net		
Girls Track & Field	Nancy Sachtleben	JV/Varsity	314-415-5528 (W)
	nsachtleben@parkwayschools.net		
Girls Soccer	Annie Wayland	Fr/JV/Varsity	314-415-7594 (W)
	awayland@parkwayschools.net		
Boys Golf	Greg Schade	JV/Varsity	314-415-5533 (W)
	gschade@parkwayschools.net		
Girls Lacrosse	Emily Lovercheck	Fr/JV/Varsity	314-435-9443 (C)
	elovercheck@parkwayschools.net		

## **ATTENDANCE**

Academic success at West depends upon regular school attendance.

**STUDENTS MUST PICK UP THEIR PASS IN THEIR GRADE LEVEL OFFICE. PASSES WILL NOT BE DELIVERED.**

**Absence Calls** Parents must call (please no notes) their Grade Level Principal Office as soon as they know of the appointment or within **24 hours** following the absence. The grade level office accepts calls 24 hours a day. Notes and faxes will not be accepted.

**Absences – Unexcused** Oversleeping, car trouble, unexpected traffic, missing bus, etc. are not considered excused absences. Teachers are not expected to accept work for these absences. Chronic unexcused absences can result in detentions, suspensions, or referral to Juvenile Court for truancy.

**Early Dismissal** A parent must call their grade level principal's office before school begins if the student needs to be dismissed early. The student must obtain a pass from their grade level principal's office and sign out in the office at the requested time before leaving campus. Students must not leave campus without signing out in their grade level office and the grade level office must have a parent/guardian's permission for the student to leave.

If your student feels ill at school they should go to the nurse and call parent from that office to be picked up.

**Late Arrival** If arriving late, students should obtain a late pass by signing in at their grade level principal's office.

**Make-Up Work** It is the responsibility of the student (with excused absences) to secure any assignments from the teacher and establish time lines for completion.

**Planned Absences** A Request for Planned Absence form should be obtained from their grade level principal's office, signed by parent, teachers, and grade-level principal, and then returned to their grade level office **at least five days** prior to the absence.

## **BUZZ BOOK**

The WPO annually publishes a Buzz Book that contains school and district phone numbers as well as student and parent information. The Buzz Book can be purchased in the school store.

## **CAFETERIA**

Breakfast & lunch may be purchased in the cafeteria. Prices are subject to change.

Breakfast: 7:00 a.m. to 7:30 a.m. student \$2.35, adult \$2.60

Lunch: 11:15 a.m. to 12:40 p.m. student \$3.10, adult \$3.35

Additional side items are \$.75. Extra milk or juice is \$.50. Extra Entrée for breakfast is \$1.50, extra entrée for lunch \$2.00.

All students have pin numbers to purchase food in the cafeteria. For pin number information, see the cafeteria manager. To deposit money into an account, drop it in a red box in the school store or cafeteria. Money can also be deposited via the Parkway Food Service website. Students' lunch shifts are determined by the subject of their 5<sup>th</sup> period class.

## **CANCELLATION OF SCHOOL**

Cancellation of school due to inclement weather will be announced on local TV and radio stations, as well as via Blackboard Connect 5.

## **CHANGE OF ADDRESS**

The registrar must be informed of any changes in address, telephone numbers, or other information required to keep student records current.

## **CLOSED CAMPUS POLICY**

Students are expected to remain on campus for the entire school day. Students are not to return to the parking lot once their cars are parked in the morning. If leaving for a pre-approved appointment, follow instructions for early dismissal.

## **COLLEGE AND CAREER CENTER**

The College and Career Center offers a wide variety of information for planning and choosing the appropriate post high school opportunities, whether it is college, trade/technical school, or the military. The guidance curriculum is also facilitated in the College and Career Center to aid in this process by using the online program Family Collection, which allows both students and parents to access information relative to students' development stages as they progress towards graduation and beyond. Resources include self-assessment and career inventories, college exploration tools, standardized test prep, and many other features to guide students to meet their individual goals.

## **COLLEGE APPLICATIONS**

Begin the application process during the first semester of your senior year.

1) It is your responsibility to complete your college application(s). To have West High send your transcript and test scores to the college destination(s) of your choice, you must fill out both the Blue Consent Form and the Pink Transcript Request Form, both of which are located in the Counseling Department.

2) If your college application requires a letter of recommendation, you must submit your request to PWHS a specific number of days prior to any college deadline. Depending on the type of application, follow the timetable guidelines below:

- 2 school days in advance for general applications that ONLY require an official transcript and test scores
- 10 school days in advance for applications requiring additional paperwork (e.g., letters of recommendation)

See your counselor for more information.

## **COMMON GROUND**

Common Ground is an opportunity for students and staff to come together to discuss issues and activities at West High as well as societal issues facing teens today. Common Ground takes place a between 3<sup>rd</sup> and 4<sup>th</sup> hour periodically throughout the year.

## **COMPUTER LAB EXPECTATIONS**

- Use computers for class work only.
- Protect your password, and log on with your account only.
- Do not tamper with computers and lab equipment.
- Log off before leaving.
- Respect students and staff.
- Use classroom-appropriate language at an acceptable volume level.
- Throw away or put away food and drink before entering.
- Turn off and put away cell phones.

## **COUNSELORS**

It is the goal of the West counselors to aid students in reaching their academic and human potential. A counselor is assigned to a student by using the first letter of the student's last name (see page 6). Students may obtain a pass from the counseling receptionist before or after school, between classes or during lunch. The student's teacher should approve the appointment if it is during class time. Parents may make an appointment with their child's counselor by calling Judy Babitz at 415-7515.

## **CURRICULUM**

A Curriculum Guide of courses offered is available in the Guidance Office and on our school website, [http://www.edline.net/pages/west\\_high](http://www.edline.net/pages/west_high)

## **CURRICULUM NIGHT**

Curriculum Night will be held at West on January 17, 2017, with a snow date of January 19, 2017. Representatives from each department will be available to answer questions regarding course content and offer recommendations for the coming year's scheduling. Activity representatives will also be present.

## **DANCES**

West has three major dances: homecoming, the glow dance, and the junior/senior prom. If a student would like to bring a guest, permission forms are available in the grade level principal's office. Tickets cannot be sold at the door. A student may not attend a school dance if fines are owed. Once a student leaves a dance, he/she may not return.

## **DETENTIONS**

After School Detention: Students may be assigned after school detentions by administrators, classroom teachers, or activity supervisors for discipline infractions or academic concerns. Detentions may be served on Monday, Tuesday, Wednesday, or Thursday from 2:40 p.m. - 3:25 p.m. Students arriving late to detention will not be admitted and will be referred to the grade level administrator.

Long Detention: Students may be assigned a Long Detention by an administrator for discipline infractions or academic concerns. Long Detentions may be served on Monday, Tuesday, Wednesday, or Thursday. Students will report to the assigned classroom at 2:40 p.m. Students are dismissed at 5:25 p.m. and are permitted to take the athletic bus home.

## **DISTRICT DISCIPLINE POLICY (JK)**

The Parkway School District Discipline Policy is published annually and made available to each family. Students and parents/guardians, upon initial entry into the school district, receive a copy of the policy.

## **DRESS CODE**

Students are expected to wear appropriate clothing to school. Clothing should support the educational environment. Therefore, tank tops, muscle shirts, rib-type undershirts, low neck lines, strapless shirts or dresses, bare mid-riffs and inappropriate slogans or graphics are not acceptable. Pants must be worn at the waist, no sagging is allowed. For safety reasons, shoes must be worn at all times. Teachers determine if hats are appropriate for their class. Anyone with questions regarding specific attire should consult a grade level administrator.

## **ELECTRONIC EQUIPMENT**

To ensure a productive educational environment, iPods, cell phones, and other electronic communication devices are not to be turned on or used during class time.

## EMAIL

School personnel may be contacted via email using the first letter of their first name and their full last name followed by Parkway Schools' domain name. For example the email address for Jeremy Mitchell is [jmitchell@parkwayschools.net](mailto:jmitchell@parkwayschools.net).

## FINAL EXAMS

Final exams are required to be given at the end of each semester (see pages 8-9). Only second semester seniors may be exempt from a final exam, and this is at the discretion of the teacher.

## GRADE APPEAL PROCESS

Students and parents have the right to appeal the process by which a grade was determined. Questions about the grading process should first be directed to the individual teacher and then to the head of the department. Unresolved issues should then be taken to the grade level principal.

## GRADE POINT AVERAGE (GPA)

The numerical values assigned for grade point averages are:

	<u>Regular</u>	<u>Honors</u>
H	NA	5.0
A	4	4.5
B	3	3.5
C	2	2.5
D	1	1.5
F	0	0.0

Honors/AP courses are preceded by (+) on the transcript. All semester grades are included in computing the GPA.

## GRADUATION REQUIREMENTS (24.0 units)

English	4.0 units
Social Studies	3.0 units
Mathematics	3.0 units
Science	3.0 units
Practical Arts	1.0 unit
Fine Arts	1.0 unit
Physical Ed	1.0 unit
Health	.5 unit
Personal Finance	.5 unit
Electives	7.0 units

*All students must pass the Missouri Constitution Test and the U.S. Constitution Test.*

## IMMUNIZATION

In accordance with Missouri Law, school health records must reflect current immunization information or the student will be excluded from school attendance. Call Lois Burch, RN with questions 415-7530.

## **INTERNET POLICY**

The Internet is to be used for school-related work only. Playing games, streaming music, etc. are not permitted. Additionally, according to Parkway's Network Access Standards, the following are not permitted:

- 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 or is otherwise inappropriate
- 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

Violations may result in loss of access as well as other disciplinary or legal action as referenced in Policy JK, Student Discipline.

## **LIBRARY MEDIA CENTER**

Our librarians collaborate with teachers to provide students with information skills instruction. The library contains materials and technology for education, information, and recreation. Student ID's are required to check out material.

### **Library Hours:**

7:00 a.m. - 3:30 p.m. Monday-Thursday

7:00 a.m. - 2:30 p.m. Friday

9:30 a.m. - 3:30 p.m. Late Start Days

West High Library Home Page including Catalog and Databases:

[http://www.edline.net/pages/west\\_high/whs\\_library](http://www.edline.net/pages/west_high/whs_library)

## **LOCKERS**

Parkway Schools retain the right to inspect lockers for any reason at any time. The assignment of lockers is through the grade level principal's office. Students cannot switch lockers without prior approval of their grade level principal.

## **LOST AND STOLEN ARTICLES**

Missing items should be reported to the grade level principal and a theft report should be completed. Any article that is returned can be claimed in the Main Office. Items remaining at the end of the school year will be donated to charity. The school is not responsible for lost or stolen articles.

## **MEDICATION**

Prescription medicine must be taken to the nurse's office at the beginning of the school day. Disbursement of aspirin or other medication to students without written instructions from a physician is not permitted. Students may carry their own over-the-counter medication and consume or apply the medication as directed. This medication must be in its original container and the student must carry a note from the parent or guardian requesting self-administration.

## **NURSE**

Lois Burch, RN, 314-415-7530, is on duty from 7:20 a.m. to 2:45 p.m. Students must obtain a pass prior to reporting to the nurse's office. If your student feels ill at school they should go to the nurse and call their parent from that office to be picked up.

## **PARKING PERMITS**

Because of space limitations, parking is restricted to juniors and seniors only. Parking applications are available in the junior and senior offices. Parkway Schools consider driving to school and parking on West's campus a privilege and not a right. Those authorized to drive to school are expected to drive safely and to park in designated areas. Parkway Schools reserve the right to search any car parked on school district property at any time. Please refer to the parking application for a full list of parking/driving expectations and consequences for infractions.

## **PERFORMANCE GROUPS**

### Band – Brad Wallace

Band includes marching band, symphonic band, and pep band. Symphonic band is a class, while marching band performs at varsity home football games during the fall, as well as participating in a vigorous competition schedule. The pep band performs at varsity home basketball games during the winter season.

### Cheerleading - Pam Mueller –Varsity, Caroline Ayers - JV

Varsity and junior varsity squads cheer at various athletic events. Tryouts are in the spring and again in the fall, if necessary.

### Choir - Eric Anthony & Brian Parrish

Choir includes chamber choir, concert choir treble, chamber choir, concert choir mixed, concert chorale, West a cappella, spectrum, and show/jazz choir. Students must be enrolled in choir class/music ensemble to participate.

### Color Guard and Winter Guard – Cayte Brier

Flag, dance, and prop routines are performed at football games, parades, pep assemblies, and competitions. Tryouts are in the spring for color guard and in the late fall for winter guard.

### Improv Team - Amie Gossett and Patrick Mooney

See sponsors for information.

### Orchestras - Ed Sandheinrich

Orchestra includes concert orchestra, chamber orchestra, and symphonic orchestra. Students must be enrolled in orchestra/band class to participate.

### Poms – Meaghan McCreary, Teresa America and Danah McCreary

This dance group performs at varsity home football and basketball games during the fall and winter seasons. Tryouts are in the spring.

### West Dramatics Company - Amie Gossett and Patrick Mooney

See sponsors for information.

## **PLAGIARISM**

Plagiarism, a word derived from Latin meaning “kidnapping,” is failing to acknowledge the source of words, facts, statistics, or ideas you have borrowed to use in your own work (Axelrod and Cooper 550). The writer who fails to cite the sources used and list the sources cited is guilty of plagiarism. Plagiarism may result in a failing grade. You must cite information that you find in all sources, including the Internet! Remember that changing a few words or phrases from another writer’s work is not enough to make the writing your own. If you change words around, add or delete words, you still must document the source. Below are rules you must follow at all times to avoid plagiarism.

You must cite the source:	No need to cite the source:
<ul style="list-style-type: none"><li>• If the idea or information borrowed from another source is not common knowledge, even if you have paraphrased or summarized the material rather than copying it word for word</li><li>• When you are using or referring to somebody else’s words or ideas from any source</li><li>• When you paraphrase or summarize the words or ideas from any source</li><li>• When you copy the exact words or a “unique phrase” from any source</li><li>• When you reprint any statistics, dates, diagrams, illustrations, charts, and pictures</li><li>• When you use ideas or information that others have given you in conversations or over emails</li></ul>	<ul style="list-style-type: none"><li>• If the idea of information borrowed from another source is common knowledge; in other words, the facts can be found in numerous places or are likely to be known by the majority of your audience.</li><li>• When you are writing your own experiences, observations, insights, thoughts, or conclusions about a subject</li><li>• When you are compiling generally accepted facts</li><li>• When you are writing up your own experimental results</li></ul>

This information is taken from: Parkway Schools English Department’s A Guide to the Research Process. Chesterfield, MO: Parkway School District, 2006.



## REPORT CARDS

Progress reports are designed not only to keep parents informed, but to afford students an opportunity to take whatever corrective measures they must if grades are slipping. Progress report grades will be posted in Infinite Campus at the sixth and twelfth week of each semester, and final grades will be posted in Infinite Campus at the end of each semester.

Information on Report:

1. Grades indicate the level of mastery to date (cumulative, not averaged).
2. Citizenship grades:
  - O - Outstanding
  - S - Satisfactory
  - I - Improvement needed
  - U - Unsatisfactory
3. Absences per class period during the current six-week period.
4. Absences per class year-to-date.
5. Up to three comment codes for each class, describing specific behaviors. Code numbers appear next to the course title and the description is printed at the bottom.
6. Eighteen-week grade indicates the level of mastery at semester's end.

## SAFE HOTLINE

Call 314-415-SAFE to anonymously report bullying, harassment, theft, suicide threats, violence, physical abuse, emotional abuse and substance abuse. If you call, a recorded message will take your information. State the problem and who you think should know about it; for example, the principal or a counselor at your school.

## SCHEDULE CHANGES

No schedule changes will be allowed after school begins unless one of the following conditions is present:

- graduation requirement needed
- prerequisite not fulfilled
- incorrect placement
- summer school results alter needs
- IEP requirement
- technical/processing error
- course previously passed

If a student feels a schedule change is necessary, he/she should discuss this with his/her classroom teacher. The teacher completes a Schedule Change Form and the student turns it into the Counseling Department. The student remains in the original class until a decision is made.

- New classes cannot be added after August 19, 2016 (first semester) and January 20, 2017 (second semester).
- Last day to Drop a class without Penalty is Sept 2, 2016 (first semester) and February 3 2017 (second semester)
- Courses dropped after Sept 2 (first semester) and February 3 (second semester) will receive a grade of F.

## SCHOLASTIC RECOGNITION

West's Honor Wall of Fame is located in the lobby of the main entrance. Recognition is given each semester to those students who have maintained high scholastic work and exemplify good citizenship.

Blue Honor Roll	semester GPA 4.00 or above
Red Honor Roll	semester GPA 3.50 - 3.99
White Honor Roll	semester grades all A's and B's
Most Improved Honor Roll	semester GPA is .50 higher than cumulative GPA
Citizenship Honor Roll	at least 4 "O" citizenship grades at semester

## SCHOOL STORE

The school store is located on the 2<sup>nd</sup> floor near the gym entrance. It is open from 7:15 a.m. to 2:45 p.m. daily.

## SNACK & BEVERAGE MACHINES

Machines are turned on before school, during lunch, and after school.

## SOCIAL WORKER

Angie Deckert, 415-7524, is assigned to the West attendance area schools and is available to students and parents. She serves as a resource person for community referrals and support services.

## STANDARDIZED TESTS

Information about ACT & SAT testing is available in the counseling office. The Parkway West High School CEEB Code for ACT/SAT is 260128.

### West High's Test Dates

PSAT (Grade 10 & 11)	October	19, 2016
ACT (Grade 11)	April	19, 2017
Practice ACT (Grades 9 & 10)	April	19, 2017
Make up ACT (Grade 11)	May	03, 2017
EOCs	April	24 -28, 2017
AP Exams	May	1 – 12, 2017

### National ACT Test Dates. Register online for the ACT at [www.actstudent.org](http://www.actstudent.org)

September	10, 2016	February	11, 2017
October	22, 2016	April	08, 2017
December	10, 2016	June	10, 2017

### National SAT Test Dates. Register online for the SAT at [www.collegeboard.org](http://www.collegeboard.org).

October	01, 2016	March	11, 2017
November	05, 2016	May	06, 2017
December	03, 2016		
January	21, 2017		

## STUDENT ID CARDS

A photo identification card is issued to every student. This card will also serve as a library card and should be carried at all times.

## STUDENT MESSAGES

If parents need to contact students during the school day, they should call their grade level administrator's office.

## STUDY HELP

Students experiencing problems with grades may get help in many ways:

1. Appointment with teacher
2. Study hall teachers
3. Academic Support Centers
4. National Honor Society students

## **SUMMER SCHOOL**

Summer School provides a variety of traditional, enrichment, and recreational programs. Students receive information regarding summer school in early April.

## **TEXTBOOKS**

Textbooks, workbooks and materials issued for student use will be examined when turned in at completion of the unit/course. Students may be charged fees for lost or damaged materials. Non-payment of fees could result in the withholding of transcripts/diplomas, the loss of parking privileges, and the inability to attend dances.

## **TOBACCO-FREE CAMPUS**

Parkway Schools are tobacco free. Smoking and the use of tobacco products by students, employees, and visitors are prohibited at all times. The policy applies to district buildings, grounds, district-owned vehicles, and school-sponsored events and activities.

## **TOBACCO POSSESSION/USE**

West High is under the jurisdiction of the Chesterfield Police Dept. Effective April 17, 1996, "no minor (17 years of age or under) shall have in their possession any cigarettes, cigarette wrappers or tobacco products (electronic cigarettes, electronic smoking devices, electronic smoking paraphernalia, cigars, pipes, chewing tobacco, snuff, etc.) within the city limits." Ord #275, Section 21-29

## **TRANSCRIPT REQUEST**

Transcript request forms are in the counseling office. Official transcripts cannot be hand-carried or faxed to the institution. There will be a 2-day turn-around time.

## **TRANSFER/WITHDRAWAL**

A written note from a parent or guardian, verified by a telephone contact, must be submitted to the counselor and registrar at least one day prior to withdrawal to insure that the student has sufficient time to complete the withdrawal process.

## **VISITORS/GUESTS**

All visitors are required to report to the Main Office to secure a visitor's badge. Local students on break or on a day off from school are **not permitted** to visit. Visiting students should attend a school that is at least 250 miles from the local area. Check with an administrator for more information.

**WEST PARENT ORGANIZATION**

“To provide West High with support and assistance in achieving educational goals, services that will foster communication and a closer relationship among the home, school and community.”

Executive Board 2016 ~ 2017

Co-President	Amy Bonnett
Co-President	Jeff Todd
Treasurer	Laura Poppen
Recording Secretary	Sue Ebner
Corresponding Secretary	Tiffany Wachter
Past Co-Presidents	Karen Crews
	Paula Smith

Meeting Dates – West High Library, 7:30 p.m.

(3<sup>rd</sup> Tuesday of the month)

August	16, 2016	January	10, 2017
September	20, 2016	February	21, 2017
October	18, 2016	March	21, 2017
November	15, 2016	April	18, 2017
		May	16, 2017

**Parkway Schools**  
**455 North Woods Mill Rd.**  
**Chesterfield, Missouri 63017**

(314) 415-8100  
www.parkwayschools.net

**Superintendent**

Dr. Keith Marty

**Board of Education**

Mrs. Kim Appelbaum

Mrs. Beth Feldman

Ms. Deborah Hopper

Mr. Chris Jacob

Mrs. Dee Mogerman

Mr. Sudhir Rathod

Dr. Sam Sciortino

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## **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. In accordance with this belief and in alignment with Parkway's Mission and Vision, staff and students work proactively to encourage and develop responsible student behavior through instruction and practice. As a result, Parkway students will develop competencies in self-awareness, self-management, and self-advocacy skills. These skills equip and empower students to display respect and, when necessary, appropriately advocate for their own rights and the rights of others through their actions.

In working toward achieving these goals, it is essential that Parkway maintain a positive learning environment for all students. The board of education has created this discipline code to address the consequences for students whose conduct is prejudicial to the good order and discipline in the schools or impairs the morale or good conduct of other students. In addition to the consequences set forth below, which are not exhaustive, staff, students and parents may engage as appropriate in additional methods of addressing the conduct, including a respectful and equitable process of problem-solving, repairing relationships, offering restitution (righting wrongs), and implementing a personalized plan of support for behavioral improvement. The goal of this discipline policy is for students to develop strong character that will transfer to the world outside of school.

For the purpose of this policy which is adopted under authority conferred by state law, potential student discipline consequences are 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 as appropriate. Also see Policy ECAC, Vandalism-Theft-Trespassing.

### **B. Province of the School**

The district has authority to discipline students for conduct that 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 district schools or on any property of the school, on any district or contracted school bus, during school-sponsored activities, 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 adverse impact on the educational environment at the school. 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.

## **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 but not limited to, violations of 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; removal from the bus; 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 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 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. The appeal must be filed prior to the end of the period of suspension, unless otherwise required by law. 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 pending the decision of the board, 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 in any way cause the substantial disruption or obstruction of any classroom, learning environment, or school-sponsored activity. Students may also receive disciplinary consequences if they are involved in organizing or inciting a disruption.

### **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 may 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 the Property of the District or Others without Authorization**

A student shall not steal, attempt to steal, or be involved in the theft or possession of 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, stealing shall be defined as the unauthorized taking of property belonging to someone else. Property may include, but is not limited to, physical items and work of students or staff, whether in physical, electronic, or other form.

### **Standard 4. Making Inappropriate Physical Contact, Inciting a Fight, Fighting or Assaulting Others**

A student shall not make inappropriate physical contact with, fight, or assault another person; nor shall a student commit an act of school violence toward another person or group.

Inappropriate physical contact is defined as any contact which is unwanted or disruptive. Horseplay, play fighting, throwing objects or other behaviors may be defined as inappropriate physical contact.

Inciting or organizing a fight is defined as causing, attempting to cause or promoting others to act in an angry, harmful or violent manner. This would include students who are verbally or physically posturing to fight.

Fighting is defined as two or more students engaged in physical contact with intent to harm. Students are prohibited from fighting or entering a fight in progress and from failing to disperse when instructed to do so.

Assault is defined as causing or attempting to cause serious bodily injury; recklessly causing serious bodily injury to another person; using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; recklessly engaging in conduct that creates a grave risk of serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the first, second or third degree.



#### 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, staff, community members or Parkway guests through inappropriate verbal or physical conduct of a sexual nature. Sexual harassment may also include written or visual images, physical gestures, as well as communication through social or electronic media.

A student shall not participate in any inappropriate sexual conduct, including exposing sex organs or body parts, toward other students, staff, community members or Parkway guests. Inappropriate behavior may include staring at another's body part or purposefully observing/recording others in a state of undress. 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 195.010 RSMo, 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 Disrespectful

A student shall not be disrespectful. Disrespectful behavior is defined as verbal or non-verbal actions which insult, harm, embarrass, degrade, offend, or defame other students, staff, community members or Parkway guests. These actions may include gestures, written communication or communication through social media.

#### Standard 9. Being Insubordinate

A student shall not be insubordinate. Insubordination is the refusal to comply with adult directives or directions. Adults include all Parkway and Special School District staff. Insubordination also includes the repeated refusal to follow school rules or the refusal to abide by support/behavior plans developed for students.

#### Standard 10. 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 any toy gun, gun replica or other toy weapon or weapon replica is prohibited.

#### Standard 11. 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 12. 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 district or contracted school bus, during school-sponsored activities, or during intermission or recess periods.

#### Standard 13. 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 14. 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 15. 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:

1. Hacking, attempting to hack, and other unlawful activities
2. Sending or displaying offensive messages or pictures
3. Using obscene language
4. Harassing, insulting, or attacking others
5. Accessing material that advocates illegal acts or violence or is otherwise inappropriate
6. Damaging computers, computer systems, or computer networks
7. Violating copyright laws
8. Using another's password
9. Trespassing in another's folders, work, or files
10. Employing the network for commercial purposes
11. Unauthorized disclosure, use, and dissemination of personally identifiable information
12. 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 16. Being Charged, Convicted or Pleading Guilty to Commission of a Felony in a Court of General Jurisdiction or Being Registered on the Missouri Sex Offender Registry

A student who is charged with, convicted or pleads 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 17. 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:

1. First degree murder under Section 565.020, RSMo;
2. Second degree murder under Section 565.021, RSMo;
3. First degree assault under Section 565.050, RSMo;
4. Forcible rape under Section 566.030, RSMo;
5. Forcible sodomy under Section 566.060, RSMo;
6. Robbery in the first degree under Section 569.020, RSMo;
7. Distribution of drugs to a minor under Section 195.212, RSMo
8. Arson in the first degree under Section 569.040, RSMo;
9. Kidnapping when classified as a class A felony under Section 565.110, RSMo;
10. Statutory rape under Section 566.032 RSMo;
11. 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, unless another basis for suspension and/or expulsion

exists. This provision shall not apply to a student with a disability, as identified under state eligibility criteria, who is convicted or adjudicated guilty as a result of an action related to the student's disability.

#### Standard 18. Engaging in Other Serious Misconduct

Students who engage in other misconduct not expressly covered by the foregoing standards but that 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 an act of violence (defined as the exertion of physical force or other act by a student with the intent to do serious bodily harm to another person or group, including but not limited to the conduct under Standard 4), 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:

1. First degree murder under Section 565.020, RSMo;
2. Second degree murder under Section 565.021, RSMo;
3. Kidnapping under Section 565.110, RSMo;
4. First degree assault under Section 565.050, RSMo;
5. Forcible rape under Section 566.030, RSMo;
6. Forcible sodomy under Section 566.060, RSMo;
7. Burglary in the first degree under Section 569.160, RSMo;
8. Burglary in the second degree under Section 569.170, RSMo;
9. Robbery in the first degree under Section 569.020, RSMo;
10. Distribution of drugs under Section 195.211, RSMo;
11. Distribution of drugs to a minor under Section 195.212, RSMo;
12. Arson in the first degree under Section 569.040, RSMo;
13. Voluntary manslaughter under Section 565.023, RSMo;
14. Involuntary manslaughter under Section 565.024, RSMo;
15. Second degree assault under Section 565.060, RSMo;
16. Sexual assault under Section 566.040, RSMo;
17. Felonious restraint under Section 565.120, RSMo;
18. Property damage in the first degree under Section 569.100, RSMo;
19. The possession of a weapon under chapter 571, RSMo;
20. Child molestation in the first degree pursuant to Section 566.067, RSMo;
21. Deviate sexual assault pursuant to Section 566.070, RSMo;
22. Sexual misconduct involving a child pursuant to Section 566.083, RSMo;
23. Sexual abuse pursuant to Section 566.100, RSMo;
24. Harassment under Section 566.090, RSMo;
25. Stalking under Section 565.225, RSMo;

The only EXCEPTIONS to this prohibition are as follows:

1. 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.
2. 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.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. 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 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 for an act of school violence, 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. 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. Regardless 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 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. Support Plan**

The Parkway School District believes students develop into citizens who act out of a strong sense of personal, social and civic responsibility and who seek to understand the views, values and cultures of others. To aid in this development, school staff work to help students develop self-awareness and self-management skills, use social-awareness and interpersonal skills and demonstrate responsible behaviors in personal, school and community contexts.

Although schools have character development plans in place, stakeholders in the Parkway School District community realize students make mistakes. A student support plan may be needed to help students learn from their behaviors and support them as they strive to meet Parkway’s Character Competencies. The support plan will be created when student data indicates the need for additional assistance in meeting identified competencies.

Each school will use a collaborative process to create a support plan. Members of the collaborative team developing the plan may include, but is not limited to: the student, the student’s family/guardians, teachers, administrators, counselors, School Resource Officers, district personnel and special education staff. Appropriate support from community-based agencies may also be included in developing a support plan if parent/guardian permission is granted. The plan may include ways to restore relationships and repair harm. During the creation of the plan, the team may identify and address those harmed by the student misconduct, their needs and what is required in order to heal and put things as right as possible.

**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. 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.

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APPROVED:	April 22, 2015
SUPERSEDES:	JK: 04/23/14, 04/21/10, 01/24/07, 05/24/06, 08/10/05, 4/23/03, 6/5/02, 7/2/99, 5/6/98
LEGAL REFERENCE:	Missouri State Statutes Sections 160.261, 167.161, 167.171 Gun Free Schools Act, Section 14601, (March 1994)
CROSS REFERENCE:	ECAC, Vandalism Theft Trespassing GBAA, Sexual Harassment JICB, Care of School Property by Students JICG, Smoking JICH, Student Drug Abuse JIH, Interrogations and Searches JIJ, Student Demonstrations and Strikes JKA, Corporal Punishment JKD, Student Suspension JKF, Disciplining Students with Disabilities JLCD, Administration of Medication to Pupils

Note: Although the Standards of Conduct and the Support 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 JKF, Disciplining Students with Disabilities, and its guidelines.

## **Code of Conduct for Participants in Parkway Athletics/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 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 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 Names
4. Address
5. Telephone number
6. Date of birth
7. Major field of study
8. 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.)
9. Weight and height of members of athletic teams
10. Dates of attendance
11. Degrees and awards received
12. Most recent school attended by student
13. Enrollment status (e.g., full-time or part-time)
14. 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 Census Verification 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.

### **Non-discrimination/Accommodation Notice**

The Parkway School District does not discriminate on the basis of race, color, religion, national origin, gender, or disability in admission or access to, or treatment or employment in, its programs or activities. **If an otherwise qualified person with a disability needs accommodations to attend or participate in a school or District activity, please contact a 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.

## Services and Rights for Students with Disabilities

The Parkway School District is required to identify, locate, and evaluate children with disabilities under its jurisdiction, regardless of the severity of the disability. This includes children attending private schools, highly mobile children (i.e., migrant and homeless children), and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. School districts in the State of Missouri are to conduct an annual census of all children with disabilities under their jurisdiction from birth to age twenty-one (21). Required information includes the child's name, birth date, age, disability, services, and parent/guardian's name and address. Anyone with knowledge of a child with a disability not already receiving public school services may contact Parkway's Special Services Department. Districts also are responsible for referring infants and toddlers suspected of having a disability to the Part C early intervention system (Missouri First Steps Program).

The District, in partnership with the Special School District (SSD) of St. Louis County, assures a free, appropriate public education (FAPE) for all eligible children under its jurisdiction between the ages of three (3) and twenty-one (21) years. Individuals with Disabilities Education Improvement Act (IDEA-2004) educational disabilities include: 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, and Young Child with a Developmental Delay.

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.

Parkway is responsible for identifying, evaluating, and providing FAPE to children attending its schools with disabilities under Section 504 of the Rehabilitation Act of 1973. Parents/guardians and majority age students must be notified of decisions regarding the identification, evaluation, and/or placement of students with Section 504 disabilities and be afforded other procedural safeguards. Section 504 and the Americans with Disabilities Act (ADA) prohibit discrimination on the basis of disability and require accommodations for persons with disabilities, including parents and patrons, to ensure access to all programs and activities.

When concerns and documentation warrant, the school staff are to consider whether there is reason to suspect a disability and refer/evaluate a student. Parents/guardians who suspect a student has a disability may initiate the disability "identification" process by contacting the student's school (e.g., counselor, administrator) or, for non-public school students, the SSD.

Parkway assures that personally identifiable information collected, used, or maintained by the District for the purposes of identification, evaluation, placement, or the provision of FAPE to children with disabilities may be inspected and/or reviewed by parents/guardians. Parents may request amendment to the educational record if they believe the record is inaccurate, misleading, or violates the privacy or other rights of their child. Complaints may be submitted to the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education (DESE) if someone feels the District is in violation of the Family Educational Rights and Privacy Act (FERPA).

The rights of students with disabilities and responsibilities of Parkway are described in a number of documents, which include the:

- Missouri Department of Elementary and Secondary Education (DESE) *State Plan For Special Education - Regulations Implementing Part B of the Individuals with Disabilities Education Act*
- MO DESE *Procedural Safeguards Notice - Part B of the Individuals with Disabilities Education Act (IDEA)* - available in alternative language formats
- SSD “compliance plan”
- St. Louis County *General Assurance Document*
- Merry et al. v. Parkway School District et al. Settlement Agreement
- applicable Parkway policies, guidelines, and procedures.

These and other District documents also address the storage, disclosure to third parties, retention and destruction of personally identifiable information, as well the District’s assurances that services are provided in compliance with the General Education Provision Act (GEPA). Such documents are available at the Parkway Administrative Center. Questions, requests (i.e., assistance, information, documents), or concerns/complaints may be directed to each school’s principal or SSD area coordinator or to Parkway’s Special Services Department (314-415-8071). If needed, this notice will be provided in alternative language formats.

## Care Team

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.