

**Student Handbook 2009-2010**  
**Parkway Central**  
**High School**  
**369 North Wood; Mill Road**  
**Chesterfield, MO 63017-3388**

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J. Timothy Gannon 314-415-7902

**Assistant Principals**

Travis M. Fast 314-415-7936

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**Athletic/Activities Director**

Mike Roth 314-415-7938

Fax: 314-415-7994

The Main Office can be reached each day from 7:00 a.m. until 4:00 p.m. by calling 314-415-7900. The Student Activities Office can be reached each day from 7:30 a.m. until 4:00 p.m. by calling 314-415-7936.

**This Student Handbook belongs to:**

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

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

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

Telephone: (       ) \_\_\_\_\_



# CENTRAL



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“Home of the Colts”

## **Mission**

PCHS is committed to student improvement and growth through the collaborative efforts of the entire school community.

## **Vision**

Every student succeeds every day because ...

1. collaboration permeates school culture and improvement
2. the entire school community demonstrates a personal commitment to the academic success and general well being of all students

## **Daily Class Schedule**

<b><u>A Day</u></b>		<b><u>B Day</u></b>	<b><u>C Day</u></b>
1 <sup>st</sup> Block	<b>8:00 – 9:30</b>	2 <sup>nd</sup> Block	1 8:00 – 8:50
3 <sup>rd</sup> Block *	<b>9:37 – 11:11</b>	4 <sup>th</sup> Block *	2 8:56 – 9:46
5 <sup>th</sup> Block *	<b>11:18 – 1:18</b>	6 <sup>th</sup> Block **	3 9:52 – 10:42
7 <sup>th</sup> Block	<b>1:25 – 2:55</b>	8 <sup>th</sup> Block	4 Does not meet
			5 10:48 – 11:43
			6 11:49 – 1:05**
			7 1:09 – 1:59
			8 2:05 – 2:55

\* Includes announcements      \*\* Includes lunch

## **The Parkway Alumni Association**

The Parkway Alumni Association was formed in 1992 to develop a reunion database. The Association has developed several programs, including:

- The Alumni Database—This is a comprehensive database of all Parkway graduates.
- The Alumni News—Published twice a year.
- Granting Dreams—This program provides students with educational opportunities that are beyond the scope of the classroom.

To find out more information, please contact: Parkway Alumni Association (314) 415-8074, e-mail [jmisurac@pkwy.k12.mo.us](mailto:jmisurac@pkwy.k12.mo.us)

## **Important Dates to Remember**

- ✓ Open House: 9/3/09
- ✓ Parent Teacher Conferences: 11/5/09 & 3/10/09
- ✓ Finals Semester One: December 18, 21, 22, & 23, 2009
- ✓ Finals Semester Two: May 21, 24, 25, & 26, 2010
- ✓ Winter Break: December 24, 09 – January 4, 10
- ✓ Spring Break: March 15 – 19, 2010
- ✓ Professional Development Full Days (students off school): 10/2/09, 11/13/09, 1/4/10, 2/12/10, 4/23/10

## **Academic Integrity**

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

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

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

## **Counseling Department**

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

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Counselors will be assigned for the 2009-10 school year as follows:

Mrs. Nana Prange	A - De	Grades 9-12	415-7918
Mrs. Jessica Steele	Di - I	Grades 9-12	415-7917
Mrs. Susan Byergo	J - Me	Grades 9-12	415-7916
Mr. Ryan Connors	Mi - Sc	Grades 9-12	415-7919
Mr. Paul Milonas	Se - Z	Grades 9-12	415-7921

### **Test Dates**

- ✓ The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test will be given on Wednesday, October 14, 2009. PSAT is recommended for all Sophomores and Juniors.
- ✓ The ACT test will be given on October 24, 2009 and February 6, 2010 at Central High. All juniors will take the ACT at Central High on April 28, 2010.

### **Schedule Changes**

Under certain circumstances (lack of prerequisite, schedule error, summer school adjustment, or graduation requirement deficiency) students may wish to change schedules. A student needing such a schedule change

should make an appointment with his/her counselor. If a student wishes to change his/her schedule for any other reason, he/she must remain in his/her initial class until the designated day to make all other types of schedule changes. This designated day will be held one week after the beginning of each semester.

## **Activity Opportunities**

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

### **Eligibility Rules**

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

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

### **Activity Bus**

Activity buses normally run Monday through Thursday at 4:00 p.m.

## **Activity/Athletic Program Philosophy**

The Activity/Athletic Program is an extension of the school. Our efforts in this area represent the philosophy of the school, demonstrating the application of what has been learned to performance-oriented/social-expressive/competitive opportunities. These efforts place students on display--representing themselves, their parents, the Parkway community, and, most importantly, Parkway Central High School. The Activity/Athletic Program fosters school spirit, teamwork, and high participant morale.

## **Suburban South Athletic Conference**

Parkway Central High School is a member of the Suburban South Athletic Conference. Should you ever need directions to an “away” contest, please call the host school or call the Central High Student Activities Office at 314-415-7936.

Admission to an athletic event is \$3.00 for adults and \$2.00 for students with a valid student I.D. MSHSAA tournament admission charges are controlled by MSHSAA and range from \$3.00 to \$7.00 depending upon the level of the tournament.

## **Sports & Coaches (As of May 2009)**

### **FALL:**

Cross Country (Boys) .....	Mr. Warren
Cross Country (Girls) .....	Mr. Greathouse
Football .....	Mr. Goldenberg
Softball (Girls) .....	Mr. Cerutti
Soccer (Boys) .....	Mr. Theobald
Tennis (Girls) .....	Mr. Guignon
Volleyball (Girls) .....	Mr. Schaefer
Golf (Girls) .....	Mr. Pannett
Swimming (Boys) .....	Mr. Mabie

### **WINTER:**

Basketball (Boys) .....	Mr. Pannett
Basketball (Girls) .....	Mr. Lefcourt
Swimming (Girls) .....	Mr. Mabie
Wrestling .....	Mr. Love

### **SPRING:**

Baseball .....	Mr. Connors
Golf (Boys) .....	Mr. Kirby
Soccer (Girls) .....	Mr. Theobald
Tennis (Boys).....	Mr. Guignon
Track (Boys) .....	Mr. Warren
Track (Girls) .....	Mr. Banta
Volleyball (Boys) .....	Mr. Schaefer
Water Polo .....	Mr. Mabie
Lacrosse (Girls) .....	Ms. Karfs

### **ALL YEAR:**

Dance Team .....	Ms. O’Leary
Dance Team (JV) .....	Ms. Blattner
Cheerleaders – Varsity .....	Ms. Shah
Cheerleaders – Sophomores.....	Ms. Struthers
Cheerleaders – Freshmen .....	TBA

## **Organizations (As of May, 2009)**

Academic Excellence for Minority Students .....	Dr. Harlan
Academic Team.....	Ms. Zenfell
Beta Chi Pi.....	Ms. Karfs
Chess Club .....	Ms. Patterson
Corral/PCH Newspaper .....	Ms. Trieschmann
Distributive Education Clubs of America .....	Ms. Hoffman & Ms. Weiss
ECHOES/Student Creative Publication .....	Ms. Biggs & Ms. Anderson
Future Business Leaders of America .....	Ms. Blattner
Family, Career and Community Leaders of America ...	Ms. Trecker & Ms. Grabow
FLYSPACE (improv team).....	Mrs. Voss
Foreign Language Honors Society .....	Ms. Williamson
Harry Potter Club .....	Ms. Fischer
High Steppers.....	Ms. Kontak
International Club .....	Ms. Wolk
International Thespian Society .....	Mrs. Voss
Investment Club .....	Mrs. Elliott & Ms. Shah
Jewish Student Union Club .....	Mr. Rochester
Latin Club .....	Ms. Zenfell
Leaders of Educational and Athletic Discipline.....	Mr. Theobald & Ms. Caruso
Library Advisory Council .....	Ms. d'Avignon & Ms. Watson
Model UN .....	Ms. Taylor
Mu Alpha Theta .....	Ms. Barohn
National Art Honor Society .....	Ms. Deffenbaugh
National English Honor Society .....	Mr. Lovera & Mr. Rochester
National Forensic League .....	Mr. Proffitt
National Honors Society .....	Mr. Jobst
Peer Teaching .....	Ms. O'Leary
Personal Finance Team .....	Ms. Shah and Mr. Chambers
PCH Players .....	Mrs. Voss
PCHtv/Broadcast .....	Ms. Trieschmann
Philosophy Club.....	Mr. Rochester
Project Help .....	Ms. Mullins
Quill and Scroll .....	Ms. Trieschmann
Senior Men .....	Mr. Schaefer & Mr. Theobald
Senior Women .....	Ms. Caruso
Science Olympiad .....	Mr. Bergeron
Spanish Club .....	Mr. Kelty
Speech & Debate .....	Mr. Proffitt
Student Council .....	Ms. Pepper
Technology Student Association .....	Mr. Pannett
Teens Talk Books Club .....	Ms. Watson
Think Green (environmental club) .....	Ms. J. Meyer
Tri-M/Music Honor Society .....	Ms. Crock
World Awareness Club .....	Mr. Wilson
Yearbook .....	Ms. Duffin
Youth Leadership St. Louis .....	Ms. Watson

## **Central's Guidelines for Attendance**

Parkway Central wants each student to experience a quality education. Regular attendance by students helps assure that such quality is achieved.

At the high school level, **students** have the primary responsibility for regular class attendance. Parents, teachers, counselors, and the school administration will monitor student attendance in order to help students demonstrate responsible behavior. While unusual circumstances will be taken into consideration, students missing school without significant reason will suffer academic and disciplinary consequences.

### **NOTE:**

Students involved in extracurricular activities must attend all classes all day on the date of a scheduled athletic or contest performance. Please schedule appointments, whenever possible, on "non-game" days. **If a student misses any class for an unauthorized reason on the day of a contest, he/she will be ineligible to participate in that contest.**

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

### **A. On the Day of an Absence**

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

**9th grade: 314-415-7908**

**10th grade: 314-415-7936**

**11th grade: 314-415-7904**

**12th grade: 314-415-7906**

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

### **B. Reasons for Absences**

Students may complete missed work and avoid disciplinary action by having excused absences. Excused absences are absences resulting from student illness, death in the student's immediate family, religious observance, medical or dental appointments that cannot be arranged before or after school, hospital confinement, planned absence with prior approval, field trips or other school-initiated absence, and emergency circumstances that, in the judgment of the principal, preclude the

importance of being at school. **Examples of unexcused absences are: oversleeping, missing a school bus, or truant.**

If no excuse is presented within **48 hours** of an absence, the absence is considered unexcused and the student may be subject to the following consequences, including a conference, detention, a grade of "U" in citizenship, and/or in-school suspension. Credit for makeup work will not be given for unexcused absences.

### **C. Students are Responsible for ALL Work they Miss During an Absence.**

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

### **D. Long Term Absences**

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

### **E. Planned Absences**

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

### **F. Tardies**

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

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

### **G. Unexcused Tardies**

If a student is tardy to school, a parent must call the grade level secretary to excuse the tardy within 48 hours. Example of an event that would excuse a tardy is a funeral, doctor appointment, or principal discretion. **A tardy WILL NOT be excused for oversleeping, car/traffic troubles, missing a school bus, etc.** Unexcused tardies are subject to the disciplinary consequences listed on the table (on page 8). **Students are not allowed to make up any work if the tardy is unexcused.**

### **H. Truancy**

Truancy is a continued absence which is not approved by a student's parent or the school; truancy is not condoned under any circumstances.

**If no excuse is presented within 48 hours of an absence, the absence is considered unexcused and the student is subject to the following consequences, which may include a conference, detention, a grade of "U" in citizenship, and/or in-school suspension.**

### **I. Appeal**

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

## **Buses**

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

## **Cafeteria**

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

### **Point of Sale**

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

## **Discipline**

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

## **Dress**

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

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

## **School Dances**

The following guidelines will help you plan for school dances:

- Appropriate dress can range from casual to formal; however, no tennis shoes, athletic shoes, or jeans should ever be worn. Check with the Student Activities Office for guidelines (314-415-7936).
- All PCHS dances end at 11:00 p.m.
- No refunds will be given after the dance has begun.
- No students are allowed from outside the Parkway Central student body without specific approval of the administration. Forms must be completed and turned into the School Store before purchase of tickets.
- No middle school students are allowed to attend.
- No one over the age of twenty (20) may attend.
- Once a student leaves the event, he/she cannot return.

## **Field Trips**

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

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

## **Grades and Credit**

Report cards will be mailed to the parents at the end of each grading period. Credits are granted by the semester; all courses carry 1/2 credit per semester. Each grade is given a numerical value to compute the student's Grade Point Average (GPA) as follows:

<b>Honor Course</b>	<b>Grade Point</b>	<b>Standard Course</b>	<b>Grade Point</b>
H	5	A	4
A	4.5	B	3
B	3.5	C	2
C	2.5	D	1
D	1.5	F	0
F	0		

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

### **Parkway Central Honor Societies**

- Art Honor Society—See Ms. Cara Deffenbaugh in the Art Department for Honor Society criteria.
- Beta Chi Pi—See Ms. Karfs in the Science Department for Honor Society criteria.
- Foreign Language Honor Roll—See Ms. Williamson in the Foreign Language Department for Honor Society criteria.
- International Thespian Society—See Ms. Nicole Voss for Thespian Honor Society criteria.
- Mu Alpha Theta—See Ms. Kathy Reeves in the Math Department for Honor Society criteria.
- National English Honor Society—See Mr. Rochester or Mr. Lovera in the English Department for Honor Society criteria.
- National Forensic League—See Mr. Rob Proffitt for Honor Society criteria.
- National Honor Society—See Mr. Lou Jobst in the English Department for Honor Society criteria.
- Quill and Scroll—See Ms. Trieschmann in the English Department for Honor Society criteria.
- Tri-M Music Honor Society—See Ms. Winifred Crock in the Music Department for Honor Society criteria.

## **Health Services**

The School Nurse's Office is located in the upper commons by the Front Office. The nurse is knowledgeable about teenage health problems and is ready to consult with students or parents and provide information and referrals. The nurse can be reached at 314-415-7929. A student who needs to see the nurse should get a pass from his/her teacher. A student who feels ill SHOULD NOT leave school without permission from the nurse.

Students who must bring medication to school are required to speak with the nurse for the appropriate procedure regarding administration of medicine.

## **Immunization**

Immunization laws will be strictly enforced. Missouri State Law states it is unlawful for any child to attend school unless the child has been properly immunized and that those dates are on file at the school, unless a medical or religious exemption has been signed and placed on file. Parental exemptions for philosophical reasons have been eliminated. Please consult the school nurse at 314-415-7929 if you have any questions.

## **Lockers**

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

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

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

The student also needs to understand:

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

## **Lost Textbooks**

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

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

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

## **Internet Policy**

### **Parkway District Network Access Standard;**

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

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

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

## **Cellular Phones/Pagers**

Pagers/cellular phones may only be used before or after school hours. Turn them off before school starts. **If a pager/cellular phone is used during school hours, it must be relinquished upon request. The action may result in consequences (i.e: detentions, ISS, OSS, citizenship grades, etc).**

## **Parking Regulations**

Students are permitted to park on school premises as a matter of privilege, not of right. There are not adequate parking facilities for all students wishing to drive to school. STUDENTS PURCHASING PARKING PERMITS WILL NEED A VALID LICENSE PLATE NUMBER AND PINK STATE REGISTRATION FORM TO COMPLETE THE APPLICATION. NO PARKING TAG CAN BE PURCHASED BY THOSE WITH OUTSTANDING DEBTS FOR LOST BOOKS, FINES, UNIFORMS, ETC. Only Juniors and Seniors may drive to school. **Sophomores and Freshmen are not permitted to drive to school at any time for any reason.**

Each car driven to school must display a tag for identification purposes. Stickers may be purchased in the School Store for \$60.00.

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

**1st Violation** \$20 fine (parking offenses only) and/or in-school suspension

**2nd Violation** \$30 fine (parking offenses only) and/or in-school suspension

**3rd Violation** \$40 fine (parking offenses only) and/or in-school suspension

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

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

## **Religious Observances**

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

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

## **School Store**

The School Store is open from 7:00 a.m. to 2:00 p.m. and sells school supplies, athletic necessities and paperback books. It also serves as an agency for receipts of ticket sales, various collections and special sales. **NO PERSONAL CHECKS CAN BE ACCEPTED BY THE SCHOOL STORE WITHOUT PROPER IDENTIFICATION. WE DO ACCEPT CREDIT CARDS (Visa and Mastercard).**

## **Smoking**

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

Students who are found in violation of district policy will be subject to the following penalties:

**First Offense:** (2 days) In-School Suspension

**Second Offense:** (3 days) Out-of-School Suspension

**Repeated Offenses:** Discretion of grade level principal

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

## **Student Fees, Fines, and Charges**

The following guidelines apply to fees and costs:

- A charge will be made for undue wear and tear on books. Any assembly, field trip, workbook or curricular project may have a fee attached to it if it is OPTIONAL to the student. Students are to

finance normal class requirements such as paper, pencils, pens, and notebooks.

- Students are financially responsible, in full, for all damages resulting from malicious behavior or carelessness involving school property. Acts of vandalism will result in disciplinary action and full reparation for damages.
- When a student owes the district money or school-owned items, he/she is responsible for making restitution to Parkway Central High School through the School Store. When amounts owed to the district become delinquent (60 days) the following sanctions will be imposed:
  - ✓ No grades (report cards), diplomas, or transcripts will be awarded or sent.
  - ✓ No tickets to special events (Homecoming, Prom, etc.) will be sold.
  - ✓ No parking stickers will be issued to 11th and 12th grade students.
  - ✓ Extracurricular activity participation may be denied (at principal's discretion).

### **Sexual Harassment**

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

### **Visitors**

The PCH student who requests out-of-town through friends or relatives to attend classes during a school day should request **at least five days** prior to the date of the visit:

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

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

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

## **Parent/Teacher Conferences**

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

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

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

## **Library**

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

The library houses a print collection of over 26,000 volumes as well as a separate "Paperback Room" of popular fiction and nonfiction titles. The library also provides 24/7 access to academic databases and other high-quality electronic resources through the PANDA page. The PANDA page can be located at the following URL:  
<http://panda.pkwy.k12.mo.us/html/central/welcome.html>. A handout with the passwords necessary to access databases remotely is available in the library.

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

The library is open to student use before and after school and during students' lunch periods. The library is open at 7:30 each school day and stays open until 4:00 p.m. on Monday, Tuesday, Wednesday, and Thursday. The library closes at 3:00 p.m. on Friday. Students may come independently to the library during class time with a pass from their teacher. During Academic Lab, students must obtain an Academic Lab Library Pass from their classroom teacher whose research project they plan to work on.

## **Academic Lab**

### **Philosophy**

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

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

- silent sustained reading (1st twenty minutes of lab)
- making up assignments or tests
- getting help from teachers
- meeting with counselors and/or administrators
- studying and doing other school work
- utilizing resources of the library and computer labs

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

### **Guidelines**

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

1. Academic Lab teachers will take attendance and issue citizenship grades.
2. Students must remain in their Academic Labs for the first twenty-three (23) minutes, and must report back no later than 11:06 a.m.
3. Teachers will keep a daily log of students' use of Academic Lab time. Students must indicate the teacher(s) they plan to visit on this class log before they leave the Lab.
4. Academic Lab movement will be determined by student/teacher collaboration for all students in the 9th through 11th grade. Students will approach teachers prior to academic lab, and will receive a specialized academic lab pass to visit the instructor. To honor the efforts of our seniors who are in good standing, they will not be required to prearrange teacher appointments. They will receive a gold academic lab log which will act as the specialized academic lab pass.
5. Students must go directly to their requested destinations. They are not to go to lockers, vending machines, restrooms, other parts of the school, or other teachers' rooms unless noted on their appropriate pass. Academic Lab hall monitors will be located throughout the building to ensure student adherence to building guidelines.
6. Students will be expected to reach their scheduled destination within five (5) minutes.
7. Students who remain in their Lab classrooms must work quietly and respect others' need to do the same.
8. Students who do not meet these guidelines/expectations risk losing their Academic Lab privileges.
9. Teachers will collect and store all Academic Lab logs and passes at the end of each lab, and will keep them for the duration of the semester.

### **Senior Colt Academic Lab Pass**

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

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

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

### **To Get Answers**

Activities/Scheduling Events/Use of Premises.....	Student Activities
Athletic Information/Scheduling.....	Mr. Roth
Attendance Issues.....	Grade Level Principal
Bus Issues.....	Mr. Fast
Career Guidance Services.....	Counseling Center
College Information.....	Your Counselor
Early Graduation.....	Your Counselor
Emergency Messages.....	Receptionist
English for Students of Other Languages (ESOL).....	Ms. Patterson
Final Check Out.....	Ms. Hengstenberg, Registrar
Financial Aid.....	Counseling Center
Fines, Lost Books, Debts.....	Ms. Unash & Grade Level Principal
G.E.D.....	Counseling Center
Graduation Issues.....	Dr. Mitchell
Immunizations.....	Ms. Hunt, School Nurse
Insurance (school).....	Mr. Roth
Lockers.....	Student Activities Office
Lost & Found.....	Principal's Office
Lunch Program.....	Dr. Harlan
National Honor Society.....	Mr. Jobst
Newspaper.....	Ms. Trieschmann
Parking/Use of Automobiles.....	Dr. Harlan
Schedule Changes.....	Counseling Center
School Photographs.....	Ms. Duffin
Transcripts.....	Ms. Hengstenberg, Registrar
Visitors Passes.....	Dr. Harlan
Yearbook.....	Ms. Duffin

# **PARKWAY SCHOOL DISTRICT**

455 North Woods Mill Rd.  
Chesterfield, Missouri 63017  
(314) 415-8100  
[www.pkwy.k12.mo.us](http://www.pkwy.k12.mo.us)

## **SUPERINTENDENT**

Dr. Robert Malito

## **BOARD OF EDUCATION MEMBERS**

Mrs. Helen Casteel  
Mr. Jay Davis  
Mrs. Beth Feldman  
Mr. Charles Jacob  
Mr. Bruce Major  
Mr. Dudley McCarter  
Mrs. Dee Mogerman

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

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

### **A. Philosophy of Education and Discipline**

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

### **Parkway's Code of Conduct**

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

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

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

For the purpose of this policy which is adopted under authority conferred by state law, student misconduct is separated into two classifications: Superintendent Suspension, which is considered serious misconduct and Principal Suspension, which is less serious but nevertheless disruptive and, therefore, unacceptable. Teachers and administrators are expected to hold students strictly accountable for their failure to obey standards of conduct set out herein. *Also see Policy ECAC, Vandalism-Theft-Trespassing.*

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

The District has authority to control student conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of pupils. School officials are authorized to hold students accountable for misconduct in school or on any property of the school, on any school bus going to or returning from school, during school-sponsored activities, or during intermission or recess periods. Student misconduct which occurs at the bus stop or at non-school related activities may be the subject of discipline if the conduct has an effect on the general welfare or reputation of the school, its pupils, faculty, administration or staff.

## **C. Consequences of Misconduct**

Students forfeit their right to a public school education by engaging in conduct that is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of students, including violating the standards of conduct set out herein. Possible consequences include, but are not limited to, 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, 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 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. Corporal punishment is not an option, as the board of education prohibits its use in the schools. See *Policy JKA, Corporal Punishment*.

## **D. Due Process Protections**

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

**1. 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. If the student's presence at school poses a continuing danger to person or property or an ongoing threat of disruption, the student may be immediately removed from school and the informal conference shall follow as soon as practicable. The superintendent may revoke a Principal Suspension at any time.

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

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

**4. 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 BED. 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**

Violations of the following standards of conduct represent misbehavior that normally will result in a Superintendent Suspension, a more severe disciplinary action. Upon investigation and consideration of all relevant facts, including any extenuating circumstances, the Principal shall determine whether the misconduct in question is classified as misbehavior that should result in a Superintendent Suspension or a Principal Suspension. Students who engage in less serious misconduct shall be subject to one or more of several consequences of a Principal Suspension. These may include, but are not limited to, a Principal Suspension of ten (10) school days or fewer, notifying parents/guardians by telephone or letter of student misconduct, change of class schedule, special work assignments, loss of class or school privileges, and verbal reprimand. A Superintendent Suspension may result in a suspension of 11 to 180 school days or permanent expulsion. The exact discipline administered rests with the discretion of the school official. The standards are as follows:

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

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

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

A student shall not cause or attempt to cause damage to the property of the

District (including defacing the school or school property) or property of other persons. Repeated minor damage to school or personal property shall be the basis for a Superintendent Suspension or an expulsion from school. Damage to school property may result in the student or parent/guardian being required to pay for the damage.

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

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

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

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

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

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

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

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

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

A student shall not possess, use, transfer, distribute, or be under the influence of any alcoholic beverage, controlled substance or imitation controlled substance. The term “controlled substance” shall include any substance defined in the Narcotic Drug Act, Section 195.010RSMo, including any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, imitation controlled substance, chemical substance, or intoxicant of any kind. An “imitation controlled

substance” shall mean a substance that is not a controlled substance as defined by Missouri law, but which by appearance (including color, shape, size and markings) or by representations made, would lead a reasonable person to believe that the substance is a controlled substance.

The possession, distribution, and sale of drug paraphernalia on school property or at school-sponsored activities are expressly prohibited. 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.

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

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

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

**Standard 9. Possessing Firearms and Weapons**

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

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

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

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

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

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

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

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

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

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

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

**Standard 13. Setting Fires**

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

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

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

- a. Hacking and other unlawful activities
- b. Sending or displaying offensive messages or pictures
- c. Using obscene language
- d. Harassing, insulting, or attacking others
- e. Accessing material that advocates illegal acts or violence
- f. Damaging computers, computer systems, or computer networks
- g. Violating copyright laws
- h. Using another's password
- i. Trespassing in another's folders, work, or files

- j. Employing the network for commercial purposes
- k. Unauthorized disclosure, use, and dissemination of personally identifiable information
- l. Other inappropriate electronic-related actions as determined by the principal

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

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

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

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

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

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

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

The student should not be suspended until school officials have verified that a prosecutor has filed formal charges in court against the student, or that a petition

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

**Standard 17. Other Serious Misconduct**

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

**F. 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.

**G. Reenrolling Students; Previously Suspended or Expelled**

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

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

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

student with a disability, the suspension or expulsion does not eliminate the obligation under federal law to provide the student with a free appropriate public education (FAPE).

#### **H. 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.

#### **I. Intervention Plan**

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

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

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

#### **J. Parent/Guardian and Student Notification**

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

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

*Approved: January 24, 2007*

*Note: Although the Standards of Conduct and the Academic Behavior Intervention Plan defined in Policy JK, Student Discipline, apply to all students, specific consequences for violations of these standards by students with disabilities will be determined in accordance with Policy JKF, Disciplining Students with Disabilities, and its guidelines.*

## **CODE OF CONDUCT FOR PARTICIPANTS IN PARKWAY ATHLETICS AND ACTIVITIES**

### **Rationale**

Secondary students who participate in athletics and co-curricular activities are thought of as school leaders. They represent the school in the eyes of the community. They serve as role models for other students. As such, these students should be held to a high standard of behavior. Such students need to maintain their physical and mental well-being not only while at school and school-sponsored activities, but at other times as well. In an effort to achieve these goals, Parkway has developed a prevention program which includes an Athletic and Activity Student Pledge. To participate in school sponsored athletics and designated school sponsored activities, an Athletic and Activity Student Pledge must be signed by the student.

### **The Code of Conduct**

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

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

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

### **Consequences of Violation**

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

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

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

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

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

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

### **Implementation Procedures**

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

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

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

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

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

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

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

**PARKWAY ATHLETICS AND ACTIVITIES  
HONOR CODE  
STUDENT PLEDGE**

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

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

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTIFICATION**

### **I. Notification of Rights**

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

### **II. Rights of Parents**

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

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

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

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

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

### **III. Sharing of Information:**

1. The District will disclose information from a student's education and/or health records to Parkway School District school officials who have a legitimate educational interest in the records. A school official is defined as:

- A person employed by the District as an administrator, supervisor, instructor, or support staff member including health medical staff and safety/security staff.
- A member of the board of education.
- A person employed by or under contract to the District to perform a special task, such as an attorney, auditor, medical consultants, or therapists.
- A person who is employed by the District's law enforcement unit.

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

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

#### **IV. Directory Information**

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

1. Student's Name
2. Grade Level
3. Parent's Name(s)
4. Electronic mail address of parent or eligible student
5. Address

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

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

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

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

### **NON-DISCRIMINATION/ ACCOMMODATION NOTICE**

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

## **SPECIAL EDUCATION**

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

All decisions regarding a student's "free appropriate public education" (FAPE) and "individualized education program" (IEP) are to be made by the student's IEP Team, which includes the student's parent(s) and, as appropriate, the student. Emphasis is on keeping the student in the "least restrictive environment" (LRE) and supporting the student in Parkway's general education curriculum. The types and amounts of special education and related services, service delivery models, settings in which the services are delivered, curriculum modifications, necessary adaptations, and all other instructional decisions related to the student's disability are to be made by the IEP Team. Certain procedural safeguards, which include the right to appeal diagnostic and IEP decisions, are available to students with disabilities and their parents. *PSD - November 2007*

## **SERVICES AND RIGHTS FOR STUDENTS WITH DISABILITIES**

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

- Missouri Department of Elementary and Secondary Education's (DESE) *State Plan for Special Education and IDEA-2004 Procedural Safeguards for Children and Parents* brochure
- the SSD's Compliance Plan
- the St. Louis County *General Assurance Document*
- the U.S. General Education Provision Act (GEPA)
- Parkway's policies/guidelines and Section 504 rights handout.

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

Children under Parkway's jurisdiction between the ages of three (3) and twenty-one (21) may be eligible for special education and related services. The SSD provides services to students diagnosed with one of the following educational disabilities: Autism, Deaf/Blindness, Emotional Disturbance, Hearing Impairment and

Deafness, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairments, Specific Learning Disabilities, Speech or Language Impairment, Traumatic Brain Injury, Visual Impairment/Blind, or Young Child with a Developmental Delay. Parkway provides accommodations and services to students with Section 504 disabilities who are not eligible under the IDEA.

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

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

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

Questions and requests for assistance, information, or this notice in another language should be directed to Parkway's Special Services Department at the Administrative Center (@ 314-415-8071) or the school's "special education administrative team" (Parkway administrator and SSD area coordinator).

### **CARE TEAM / "Problem Solving"**

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

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

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

*PSD – May 2008*

## **VIDEO & OTHER MONITORING ON DISTRICT PROPERTY**

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

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

Video surveillance may be used in locations including classrooms, hallways, cafeteria, gymnasiums, parking lots, offices, exits and entrances, vehicles, and school buses or in other locations where there should be no reasonable expectation of privacy. Video cameras will not be used for monitoring purposes in restrooms, swimming pools, locker rooms, changing areas or showers.

Video recording will be created and maintained by the Security Department and will be considered law enforcement records. As such, they are not “education records” under the Family Education Rights and Privacy Act (FERPA), even though students’ images may be on such recordings. Such records will be released to third parties only with the approval of the Superintendent or his/her designee. (ECAA.BP–Policy Adopted 10/19/05)