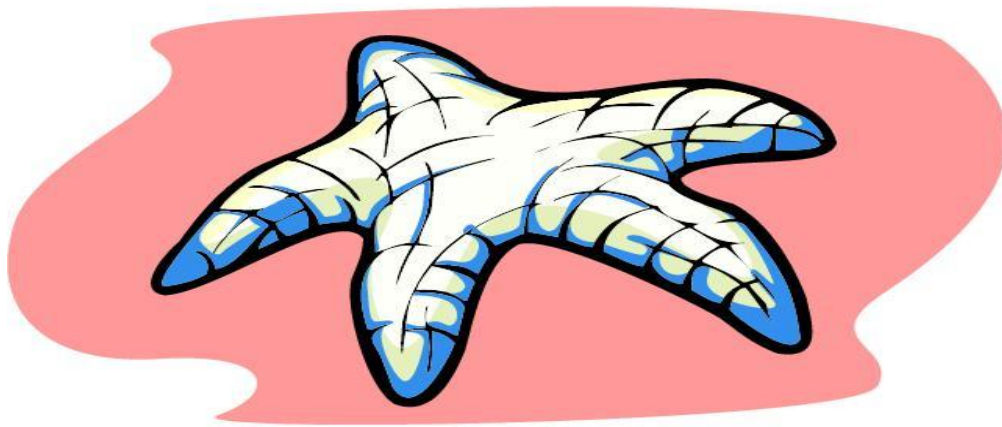


FERN RIDGE HIGH SCHOOL

2011-2012

STUDENT and PARENT HANDBOOK



“Because It Matters.....”

“MISSION: The mission of Fern Ridge High School is to ensure all students are capable, curious and confident learners who understand and respond to the challenges of an ever-changing world”

August 2011

Dear Fern Ridge Families:

Welcome to Fern Ridge High School! The Student-Parent handbook contains an overview of Fern Ridge including our philosophies, programs, and policies.

The Parkway School District and Fern Ridge High School are committed to the success of all students. At Fern Ridge, we believe the key to success is to personalize learning and to build relationships. In addition, our small setting allows us to accommodate specific student curricular needs and teach many valuable life-long skills.

We look forward to the new school year and we will continue to make Fern Ridge a special learning community. Thank you for your help and support.

Sincerely,

*Becky Warren
Principal*

THE STORY OF THE STARFISH

An old man was strolling along the beach when he saw a young boy picking up objects and throwing them into the water.

"What are you doing?" the old man asked.

"These starfish have been washed ashore and if they don't get back into the water, they'll die," replied the boy.

Seeing that there were thousands of starfish lying stranded, the man said, "You'll never be able to save all these starfish. So what does it matter?"

The boy looked down at the starfish he was holding in his hand and said, "Well, sir, it matters to this one."



-The Motto of Fern Ridge High School



Mission

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

Vision

We succeed when all our students and graduates are:

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

Learning Principles

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

- understand the purpose and outcomes of their learning as well as the standards required for success
- transfer their learning to new situations beyond the classroom and school
- make meaning of content within helpful conceptual frameworks and multiple contexts
- use feedback to improve products, performances, key skills and transfer of learning
- self-assess and self-adjust their learning through reflection against rigorous goals
- construct new knowledge by building on prior knowledge and activating earlier ideas
- test ideas, take intellectual risks and learn from mistakes in pursuit of understanding
- experience learning challenges that match their abilities, needs and interests
- realize that the capacity to learn is not fixed; ability and understanding can always improve

Commitments

To accomplish our mission, the Parkway School District will:

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

The Parkway Alumni Association

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

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Fern Ridge High School

2011-2012 Calendar

Aug. 12	New Student Orientation - 10:00am
Aug. 16	First Day of School 1 st 9 Week Marking Period Begins
Aug. 25	Open House 7:00pm-8:00pm
Sept. 2	Professional Development Day No School
Sept. 5	Labor Day No School
Sept. 22	Parent – Teacher Conferences 5:00-7:30pm
Sept. 28	Early Release Day 12:30pm
Sept. 29	School Picture Day
Sept. 29- 30	School Play 7:30pm
Oct. 13- 14	1 st 9 Week Marking Period - Finals
Oct. 14	Early Release Day 12:30pm
Oct. 17	2 nd 9 week Marking Period Begins
Nov. 4	Professional Development Day No school
Nov. 17	Parent – Teacher Conferences 5:00-7:30pm
Nov. 23 - 25	Thanksgiving Break
Nov. 30	Early Release Day 12:30pm
Dec. 20 - 22	Finals - 8:10:am - 12:15pm
Dec. 23 - Jan.4	Winter Break
Jan. 3	Records Day No School
	New Student Orientation - 10:00am
Jan. 4	Professional Development Day No School
Jan. 5	3 rd 9 Week Marking Period Begins
Jan. 16	Martin Luther King Day No School
Jan. 25	Early Release Day 12:30pm
Feb. 9	Parent – Teacher Conferences 5:00-7:30pm
Feb. 17	Professional Development Day No School
Feb. 20	Presidents' Day No School
Mar. 14 - 15	3 rd 9 Week Marking Period- Finals (Full Days)
Mar. 19 - 23	Spring Break
Mar. 26	4 th - 9 Week Marking Period Begins
Mar. 28	Early Release Day 12:30pm
Apr. 6	No School
Apr. 20	Professional Development Day - No School
May 3	Parent – Teacher Conferences 5:00-7:30pm
May 10 - 11	Senior Finals (Full Days)
May 11	Last day for seniors
May 18	Graduation 11:00am @ Fern Ridge High School
May 22 - 24	Finals - 8:10am-12:15pm
May 24	Last Day of School

FERN RIDGE HIGH SCHOOL
13157 N. Olive Spur Rd.
Creve Coeur, MO. 63141

Main Phone: 314-415-6900

Fax: 314-415-6912

Office Hours: 7:00am to 3:30pm

ATTENDANCE

415-6906

Main Office **314-415-6905**

Becky Warren	Principal		bwarren@parkwayschools.net
Suzanne Car	Principal's Secretary		scar@parkwayschools.net
Christine Herries	School Secretary		cherries@parkwayschools.net
Officer Mininni	SRO	415-6919	mmininni@parkwayschools.net

Faculty

Department

Karen Diekroeger	Business	415-4945	kdiekroeger@parkwayschools.net
Sue Easterby	English/Drama	415-4909	seasterby@parkwayschools.net
Marla Gilliam	Social Worker	415-6917	mgilliam@parkwayschools.net
Meredith Jacques	Science	415-4911	mjacques@parkwayschools.net
Linda Jones	Math	415-4912	lindajones@parkwayschools.net
Drew Lilledahl	Social Studies	415-4908	dlilledahl@parkwayschools.net
Maureen Lombardi	Communications Arts	415-4919	mlombardi@parkwayschools.net
Mike Prange	Guidance Counselor	415-6908	mprange@parkwayschools.net
Maureen Robinson	Physical Education	415-6909	mrobinson@parkwayschools.net
Paul Schwent	Business/PATH	415-4907	pschwent@parkwayschools.net
Susan Trieber	Music	415-4939	strieber@parkwayschools.net
Barbara Vendt	Nurse	415-6910	bvendt@parkwayschools.net
Lisa Stenger	SSD	415-6940	lstenger@parkwayschools.net
Lindsay Wehmer	Math	415-4910	lwehmer@parkwayschools.net
Holly Waelder	Art	415-4913	hwaelder@parkwayschools.net
Diana Zvolensky	Art	415-4913	dzvolensky@parkwayschools.net

District Numbers

**Parkway Weather Alert	415-SNOW
**Parkway Administration	415-8100
**Parkway Transportation Office	415-8400
**Voluntary Transfer Office	314-721-8422 or 314-721-8657

DAILY SCHEDULE

2011 – 2012

Mon/Wed/Friday

8:05 – 9:35 1st hour

9:39 – 11:09 2nd hour

11:09 – 11:37 Lunch

11:41 – 1:11 3rd hour

1:15 – 2:45 4th hour

Tuesday

8:05 – 9:05 1st hour

9:09 – 10:05 Ac Support

10:09 – 11:09 2nd hour

11:09 – 11:37 Lunch

11:41 – 1:11 3rd hour

1:15 – 2:45 4th hour

Thursday

8:05 – 9:35 1st hour

9:39 – 11:09 2nd hour

11:09 – 11:37 Lunch

11:41 – 12:41 3rd hour

12:45 – 1:41 Ac Support

1:45 – 2:45 4th hour

Effective 10/17/11

Overview Of Fern Ridge High School

Fern Ridge High School is part of the Parkway School District and our goal is to help 10th through 12th grade students succeed when traditional methods have failed.

Fern Ridge High School offers its students the same curriculum that is taught in the district's four traditional high schools. The difference, however, is in the way we deliver the curriculum. We offer our students individualized instruction and small group instruction in a variety of classes. Students are placed in academic classes based on their credit needs.

The curriculum delivery system utilizes Multiple Intelligences and Differentiated Instruction to meet the academic needs and learning styles of all learners. Students experience one-on-one, small group, and whole group instruction and discussions in every subject. Authentic assessment for student performance is conducted with Cooperative Learning Projects, individual projects, and individual student portfolios. Students take an active role in their learning process and are encouraged to decide on topics and projects to demonstrate understanding and competency in academic areas.

School Policies And Procedures

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. Principal and or Assistant Principal will be notified by the teacher.
4. Additional action may be taken.

Academic Support

Philosophy

One feature of the schedule at Fern Ridge is that all students attend Academic Support on Tuesdays and Thursdays. Academic Support provides time during the school day that affords students better access to resources needed for academic success. Opportunities available to students during this time include:

- making up assignments or tests
- getting help from teachers
- meeting with counselors and/or administrators
- studying and doing other school work
- preparing for the ACT

Academic Support 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.

Admission Policies And Procedures

Students wishing to attend Fern Ridge High School instead of their home high school must submit an application. Admission at Fern Ridge is an option and privilege for students and is subject to a decision by an “admission committee.” The admission committee may include the principal, a general education teacher, a special education teacher, and, when appropriate, a Special School District (SSD) area coordinator.

Admission is based on Fern Ridge’s capacity to serve additional students and the school’s capacity to meet the applicant’s academic and social/emotional/behavioral needs. Some students who would otherwise meet admission criteria may not be accepted based on a lack of capacity since staffing and space is limited. If space is available, a meeting will be held to determine whether the student meets all criteria and is likely to be successful in the program.

If a student has a disability, a determination will be made whether Fern Ridge can implement the student’s Individualized Education Program (IEP). However, Parkway’s Fern Ridge High School is not a special education/IEP determined placement/program. Fern Ridge will not be able to provide a free appropriate public education (FAPE) to all students with disabilities, and may determine that attendance is not appropriate on that basis. Since students remain eligible to attend their home high school, students with disabilities are guaranteed a right to FAPE from Parkway and the SSD at some other site.

Admission Process

Admission is based on the school's ability to meet the needs of the student, the student's commitment, the probability of success of the student, along with sufficient staff and space at Fern Ridge that is needed to serve the student. Applications are taken year-round, and new students are only admitted at the beginning of each 9 week semester. However, if the student is accepted at Fern Ridge, the student must remain at Fern Ridge until the end of the Parkway school district traditional semester, (December & May)

Admission to Fern Ridge begins after the student and parent/guardian completes and submits the admission applications. After the applications are completed and returned to Fern Ridge, an interview with the applicant, parent(s)/guardian(s), and school personnel is scheduled. The principal and designees will review the applicant's academic, attendance, standardized testing, and discipline history. Additional information in the student record and/or other information submitted by the applicant and parent(s)/guardian(s) also will be considered. A student must be judged to have the academic, and behavioral skills and/or potential to predict success at Fern Ridge. In addition to the determination of whether Fern Ridge has the staff and space to serve the student, consideration will be given to a student's academic needs and interests with respect to the courses currently offered.

Assistance Fee

The budget for the school does not cover the expenses of various student activities which are an important part of the high school experience; therefore, a student assistance fee of \$60.00 is paid by every student at Fern Ridge. This annual fee is used to assure every student a yearbook, parking privileges, buses for field trips, and to support the assemblies designed for student recognition. **If parents need to make time payments on the Assistance Fee, please contact the school at 314-415-6900.**

Attendance

Fern Ridge wants each student to experience a quality education and consistent 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 possibly disciplinary consequences.

On the Day of an Absence

A parent or guardian of an absent student should call the school **BY 9:00 AM** on the day of the absence.

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 the 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.

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
- emergency circumstances that, in the judgment of the principal, preclude the importance of being at school.

Examples of unexcused absences include:

- family vacation
- oversleeping
- missing a school bus
- car problems
- truancy

If the absence falls under the "excused" guidelines and parents/guardians have not notified the school on the day of the absence, it is considered unexcused after **24 hours** following the absence. All "unexcused" absences may be subject to the following consequences, including a conference, detention, a grade of U in citizenship, and/or in-school suspension. Further, credit for makeup work will not be given for unexcused absences.

Students are Responsible for ALL Work Missed During an Absence

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

Tardies

If a student is late to class and does not have a pass from a member of the Fern Ridge staff, he/she will be considered tardy and subject to consequences at the discretion of the teacher.

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.

Parents/guardians shall be notified of unexcused or excessive absences or excessive tardies through conferences, telephone calls, e-mails, letters, notices, and progress reports. In addition, school officials shall address such issues through the following: student-teacher conference, parent/guardian conference, support personnel assistance (i.e., school nurse, counselor, social worker), reduction of citizenship mark, In-School Suspension, Family Court referral and/or hotline call to the Children's Division of the Missouri Department of Social Services (for students under age 16), reduction of course grade, or loss of course credit.

Parent Responsibilities

Remind your child of the commitment to be in school every day at Fern Ridge. Keep the burden of responsibility where it belongs—with your child.

If your child needs to leave school early, for an appointment or other business, please provide us with a written note to that effect prior to or on the day he or she needs to leave. Phone calls excusing a student will be honored only in the case of an emergency. PLEASE SCHEDULE DOCTOR/DENTAL APPOINTMENTS AFTER SCHOOL.

If your child is expected to be out sick for an extended period of time, parents may request that the secretary obtain assignments from the teachers.

Parents are encouraged to call school whenever they become aware of an attendance problem. Contact your child's teacher, our guidance counselor, or one of the administrators. We know that if we work together, attendance—and success—will improve.

Buses and Cabs

Students must board buses at established bus and cab stops. Good behavior is expected on the buses and cabs as well as in school. Activity buses will be provided for students remaining for special after-school activities that are planned ahead of time.

Classroom Supplies

Students need to bring their own folders, pens, and pencils etc. for classes.

Copy Machine

The copy machine is to be used only by the office staff, teachers, and teacher assistants. Students may only use the copy machine with staff permission and supervision.

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. The information listed below does not cover every possible situation. It is the responsibility of the administration to review individual discipline cases and assess consequences that uphold the school and district, and to follow state and federal laws that apply to public schools. In most circumstances, an administrator will contact your parent/guardian when it is believed that you have violated a school rule or have acted in a manner counter to the interests of the school community. All students enrolled at Fern Ridge High School are subject to the rules and regulations in this handbook. The purpose of rules at Fern High is to provide you with a safe, enjoyable, and productive educational environment.

Dismissal Policy

Since Fern Ridge High School is an alternative to a student's home school and is considered a privilege to attend, the school has the capability to dismiss students who fail to honor their student contract. **Generally, a student will be dismissed only after a failure on the part of the student to respond to the interventions and supports provided at the school and to school and/or district discipline procedures and consequences (e.g., in-school or out of school suspension). Dismissal normally will occur at the end of a semester.** Following dismissal from Fern Ridge High School, responsibility for the student will again be that of the student's home school.

The following are examples of the types of behavior that might result in dismissal from Fern Ridge:

- Chronic lack of academic effort, progress, and/or work completion
- Chronic attendance problems or tardiness
- Repeated behavior problems/infractions anywhere on the campus
- Violations of the State's Safe Schools Act
- Failure to participate in Service learning days, adventure pursuit days, field trips, and/or special events at Fern Ridge High School

Dress and Language

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. We also expect students to communicate in a respectful manner.

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 should not promote the use of alcoholic or chemical products. Tank tops, short shorts, and tube tops are inappropriate.
- Vulgar or disrespectful language is not acceptable or tolerated.

Consequences for inappropriately dressed students include one or more of the following: asked to remove the article, turn the article inside out, sent home for the rest of the day.

Electronic Devices

Students may use electronic devices before and after school, during passing time between classes, and during lunch period. Electronic devices should be turned off at all other times during the school day. The use of electronics during class time is strictly prohibited unless permitted by the teacher as part of the instructional process. Students who use cell phones, iPods, or other electronic devices during the instructional time, including academic support, without staff authorization are subject to disciplinary consequences. Electronic devices being used at inappropriate times may be confiscated by staff members and are subject to being searched if the situation warrants it. Three or more repeated offenses will require a parent/guardian to retrieve the device from the office.

E-Mail

School personnel may be contacted via e-mail using the first letter of their first name and their full last name followed by Parkway's domain name. For example, the e-mail address for Becky Warren is bwarren@parkwayschools.net

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

Grading System

The grading system at Fern Ridge is similar to that of other Parkway High Schools. We challenge our students to raise their level of personal expectations and encourage them not to settle for poor grades. However, students are expected to master the required concepts in a course and to demonstrate mastery to a minimum level.

Progress Reports – If students do not complete all of the required course work and they receive an “I” (Incomplete) on their report card, they may make arrangements with their teachers to meet course requirements to earn a passing grade. No credit is given for an “I” and it will turn into an “F” after a predetermined length of time.

Report Cards – Semester grades will be recorded at the end of each semester. In some cases students may make arrangements with their teachers to meet course requirements to earn a passing grade.

Grades and Credit

Report cards will be mailed to the parents at the end of each grading period. Progress reports will be distributed during parent teacher conferences. 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:

Course	Grade Point
A	4
B	3
C	2
D	1
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.

Graduation

Parkway School District requires a total of 24.0 credits for graduation according to the chart shown below. Most students elect to take four years of English, and extra units of Math and Science. Students must also pass the U.S. Constitution test and the Missouri Constitution test.

Subject Area Credits

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

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

Guests

Students are not permitted to bring guests to school during regular class hours. Visitors are welcome at appropriate school sponsored events with permission of a school administrator.

Health Services /Medication/Immunization

The school nurse's office is next to the main 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 314-415-6910. A student who needs to see the nurse should get a pass from his/her teacher. A student who feels ill SHOULD NOT leave school without permission from the nurse.

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

Immunization laws will be strictly enforced. Missouri State Law states it is unlawful for any child to attend school unless the child has been properly immunized and that those dates are

on file at the school, unless a medical or religious exemption has been signed and placed on file. Parental exemptions for philosophical reasons have been eliminated.

Internet Policy

Parkway District Network Access Standards

Students must have a signed User Agreement and have parent permission to be allowed network access. The following are not permitted as stated in the standards:

- 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.

Off-campus Internet harassment that causes a school disruption or creates a hostile environment will NOT be tolerated and may result in school disciplinary action.

Accessing personal e-mail accounts or visiting chat-rooms on classroom, 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.

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

Late Work Policy

Students are expected to complete all assignments and turn them into their teacher on the date assigned. Each teacher sets the Late Work Policy for his/her classes. Late Work Policies are listed on the course syllabi.

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.

Fern Ridge will host parent conferences during each semester. Dates are listed on the school calendar and include: September 22, November 17, February 9 and May 3. Conferences are held from 5:00 to 7:30 p.m.

Parking Regulations

Students are permitted to park on school premises as a matter of privilege, not of right. The parking fee is included in the original assistance fee. **STUDENTS PURCHASING PARKING PERMITS WILL NEED A VALID DRIVERS LICENSE, VALID LICENSE PLATE AND CURRENT INSURANCE TO COMPLETE THE APPLICATION.**

- Each car driven to school must display a tag for identification purposes.
- Students are not to be on the parking lot during the school day unless they have permission from school authorities.
- 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.

1st Violation - Warning

2nd Violation - \$10 fine (parking offenses only)

3rd Violation - \$15 fine (parking offenses only)

Repeated Offenses - 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 may ticket illegally parked cars, and will do so at their discretion. Neither Parkway School District nor Fern Ridge High School is responsible for damage or loss incurred on parking lots.

Point of Sale

All students have been assigned a Personal Identification Number (PIN) which must be used to purchase meals at FRHS. Students must memorize their PIN numbers.

Public Display Of Affection

Students are to refrain from displays of affection which may be interpreted by others as undue familiarity and improper decorum in a school setting. Consequences may range from verbal warning to suspension.

Religious Observances

Fern Ridge respects the religious beliefs and faiths of all people. When a student must miss school because of commitments of faith, parents should notify school and appropriate arrangements will be made. 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.

Security Of Personal Property

Please observe the following guidelines to protect personal property while at school:

- Bring minimum amount of money needed to get through the day
- Leave expensive jewelry, cameras, radios, pagers, cell phones, etc., at home or ask that they be kept in the office while at school
- Write your name or initials or other identifying mark on your possessions

NOTE: Fern Ridge is NOT responsible for lost or stolen articles. Report all missing items immediately.

Service Learning

At Fern Ridge, we believe that students need to develop strong bonds with their community and the people who live there. To that end, all of our students are required to participate in Service Learning opportunities at various times during the school year. Service Learning opportunities allow our students to apply their academic learning and talents through service to the community, while at the same time they learn generosity and grow in character through the service they provide.

Sexual Harassment / Bullying

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

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

Please refer to the Parkway School District Policy on page 31 of this handbook.

Skateboarding etc.

No skateboards, rollerblades, scooters, or roller shoes are to be used while on school property.

Use Of Tobacco

Possession and/or use of any tobacco product is prohibited on school grounds. 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 charged with tobacco related ordinances will no longer be referred to Family Court but shall be issued an Arrest Notification Summons with a mandatory court appearance.

Special Education Services And Information

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 who attend Fern Ridge High School. 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.

For a variety of reasons, Fern Ridge High School will NOT be able to provide a free appropriate public education (FAPE) to all students with disabilities and may determine that attendance is not appropriate on that basis. Since students remain eligible to attend their home high school, students with disabilities are guaranteed a right to FAPE from Parkway and the SSD at some other site. Because of limited special education services and the model for delivering services, the IEP Team for a student may determine that appropriate programming, services, and/or placement (FAPE) cannot be provided at Fern Ridge High School. If the student is already attending there, the student and parent(s)/guardians may complete the current semester at Fern Ridge without FAPE or access an appropriate placement and program at another site (i.e., neighborhood school) before the end of the semester.

SPECIAL EDUCATION SERVICES

Special education services at Fern Ridge High School are provided in several ways. These include:

Consultative Services: Special education staff work with general educators to monitor student performance and to adapt and/or modify classroom instruction, curriculum, materials, and tests in order to address student needs.

Direct Special Education Services In A General Education Setting: Special education staff provide instructional support and/or other services in a general education classroom/setting. The primary service delivery model for Fern Ridge High School is through **Co-Teaching**, in which a Parkway content area teacher and a special education teacher collaboratively plan and teach the course. **Co-teaching is not offered in all content areas, grades, or classrooms**, but the emphasis is on core courses. Availability will vary according to school needs and resources, as well as on student needs identified on through the IEP process.

NOTE: Students may participate in general education classes but work on course requirements, objectives, and competencies that are significantly reduced and/or altered. The student will earn **“modified curriculum” credit** in such situations and usually receive a traditional grade. The student’s record will document such modifications with an asterisk (*). See below for additional information about modified curriculum and credit.

Related Services: Related services are to be provided to a student with a disability when such services “are required to assist a child with a disability to benefit from special education.” Related services include, but are not limited to: social work, counseling, speech-language services, occupational therapy (OT), physical therapy (PT), and adaptive physical education (APE). The types and minutes/week of related services and the settings in which they are provided are determined by a student’s IEP Team based on need. However, **not all related services are available at Fern Ridge High School.**

LEVELS OF SPECIAL EDUCATION SERVICE

A student’s level of service is determined by the **total amount of time** he/she is **“inside the regular classroom”** (i.e., participating in general education settings/activities). Regardless of their level of service, some students with certain disability related needs may require specialized special education programs, services, and/or expertise which may be located only at certain Parkway schools. The ONLY

level of service (i.e., Missouri Department of Elementary and Secondary Education “special education placements”) offered at Fern Ridge High School is:

- “Students with disabilities who are inside the regular classroom for 80 percent or more of the school day. (These are children who receive special education and related services outside the regular classroom for less than 21 percent of the school day.)”

EARNING CREDIT

The opportunity to participate in a Parkway content area classroom and earn credit and a standard high school diploma is available to all students, regardless of the nature and severity of their disabilities. With appropriate adaptations and support, most students are able to meet curriculum objectives, be graded on the same expectations as other students, and receive credit. Modified curricula/courses are intended for use when, despite adaptations and support, students are unable to achieve the minimal outcomes defined for each course and therefore require the essence of the Parkway course to be changed (modified) to accommodate their needs.

Regular Credit:

A student may earn **regular credit when the essence of a Parkway course’s content, curriculum, objectives and competencies is maintained**. This is true even when a student is in a general education classroom setting involving co-teaching, support from special education staff (i.e., teacher, interpreter, assistant), and/or adaptations to instruction, testing, or materials. When a student is in a special education setting, but is working on the traditional or established content, requirements, and competencies for an approved general education Parkway course, the student will be eligible for regular credit if his/her curriculum is the same as for other students taking that course. Whether **regular or modified curriculum credit is earned is determined by the content and nature of the work** attempted by the student and NOT by who teaches the student (course) or in what setting (i.e., general or special education) the student spends a given period.

“Modified Curriculum” Credit:

When the “essence” of a traditional, approved Parkway course has been changed (usually by significantly modifying the course content, objectives, and competencies), a student (with or without disabilities) will earn a **modified curriculum credit** rather than regular credit. Unless determined otherwise, the amount of credit earned will be the same as for regular credit and will count toward a earning a Parkway diploma.

For students in Parkway general education classrooms and working on significantly modified content/competencies, Parkway instructors are able to give students appropriate grades and modified credits without compromising those for students working on traditional course work. Students will earn modified curriculum credit for content (e.g., math, English, science, history) related work in a special education setting where the content taught by the special education teacher is modified and based on individualized expectations. Students also will earn modified curriculum credit for "daily living," vocational, or other "alternative" curricula that are determined by the IEP Team and are not equivalent to a traditional, approved Parkway course. The content usually will be determined by the IEP Team and will be based on modified curricula or on an established, but alternative curriculum.

Additional Information:

For students receiving special education services, their IEP Team must determine and document all adaptations and curricular modifications, individual graduation course work requirements, the type of credit that student is eligible to earn, and how grades will be determined when there are differences from how these are provided for students without disabilities. For students with Section 504 disabilities, the Section 504 Plan Team must determine and document changes from what is comparable for students without disabilities. For students who do not have disabilities, the student's parent(s)/guardian(s) must agree to modifications and how the modification will be documented in the student's record.

Grades for students whose course/curriculum is modified will be based on the same criteria used to grade other students. Therefore, **grades are to be based on the extent to which the modified requirements, expectations, and competencies/skills are met, not met, or exceeded by the student, as well as other variables** (i.e., class participation, homework completion, and performance) used by teachers to determine grades. The teacher(s) responsible for a student's primary instruction in a given area will determine the student's grade. Grading also may be modified (i.e., pass/fail, basing grades only on tests), but doing so does not result in "modified curriculum" credit UNLESS the curriculum/course is modified.

Career grade point average (GPA) will NOT be REPORTED on grade reports and transcripts and **class rankings** will NOT be COMPUTED when modified curriculum credit represent 20% or more of all high school courses taken/attempted by the student, regardless of whether they earned credit for the course(s) or not (per Parkway's "Administrative Guidelines for Diploma Requirements - Policy IKF.BP"). Semester GPA's will be calculated and reported for all students, regardless of the percentage of modified curriculum credits. Modified curriculum credit course grades are averaged in the same manner as regular credit grades to compute grade point averages and determine eligibility for extracurricular activities. Eligibility for interscholastic activities is determined for students with disabilities in the same manner as for other students.

A student's transcript will document the prescribed and completed course of study and types of credits earned. When **modified curriculum credit** is earned, a **course title will include an asterisk (*)** and, possibly, a different course number. The following notation will appear on Parkway transcripts: * = Modified Curriculum.

SSD TECHNICAL HIGH SCHOOLS

Per the Administrative Guidelines for Parkway's Policy IKF.BP "Diploma Requirements:"

"Parkway may accept credits awarded by the Special School District (SSD) of St. Louis County to Parkway students attending ay students attending (on a part or full time basis) a SSD technical high school. Transcripts are to indicate when the student attended and which courses were completed at the technical high school. Parkway grade point averages (GPA's) and class rankings will be based only on course work completed in Parkway high schools and transferred in from a previously attended accredited high school. Parkway students completing their high school requirements on a part or full time basis at a Special School District of St. Louis County technical high school may be eligible to receive a Parkway diploma from the Parkway school within whose boundaries they reside, provided they have satisfied both State and Parkway requirements.

OTHER HIGH SCHOOLS/PROGRAMS

Per the Administrative Guidelines for Parkway's Policy IKF.BP "Diploma Requirements:"

"When a student with a disability is placed by his/her IEP Team in a SSD special education school, a private facility that does not offer a high school diploma (through SSD purchase of service), or another alternative educational setting (AES), the course work completed by the student in that setting is to be considered for credit. The amount and type of credit to be awarded for each course is to be determined on a case-by-case and course-by-course basis by the appropriate Parkway staff. All credits earned will apply toward a diploma. When such students do not complete their individualized course of study at a Parkway high school, they will receive a "Parkway District Diploma" rather than a diploma from their previous high school. This provision, however, does not apply to those students who already have earned the normally required credits required for a diploma prior to placement outside their high school (see paragraph below). Students who do not complete at least three (3.0) credits in a Parkway high school will not be eligible to earn a diploma from the Parkway School District."

"When a special education student earns the normally required number of credits for a diploma, but the IEP team recommends that the student's individually prescribed course of study should include additional special education programming (i.e., SSD Career Training program), the diploma is to be awarded after completion of all the student's prescribed programming."

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 Fern Ridge High School. 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).

Student Incentives, Privileges, And Recognition

Department Awards

At the end of each semester, individual students are honored with Department Awards for outstanding work in that particular academic area.

Honor Roll

At the end of each grading period students who have achieved GPA of 2.5 or higher receive either a Gold, Silver or Bronze certificate to recognize their accomplishments.

Senior Awards

Seniors are recognized with special awards at the end of the year Senior Awards Banquet. These awards include: Principal's Medal, Parent Club Award, Spirit Award, Alumni Award, and the Rotary Club award.

Special Events

Students will participate in many special events throughout the year including, field trips, community service, award ceremonies, field day activities, BBQ's, etc. These days are considered regular school days and attendance is required. We believe these days are extremely important for the school to build a successful learning community.

Website Information

In an effort to enhance our students' educational experiences and better communicate with our students and parents, Fern Ridge has a web page on the school district's domain. Parkway's web page is www.parkwayschools.net. Fern High's web page is <http://www.parkwayschools.net/fern/>

PARKWAY SCHOOL DISTRICT

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

SUPERINTENDENT

Dr. Keith Marty

BOARD OF EDUCATION

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Mrs. Beth Feldman – Vice President
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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. The district also has the authority to discipline Parkway students who are receiving services from Special School District of St. Louis County ("SSD") for misconduct occurring on SSD property, SSD buses or at SSD activities.

B. 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.

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. 30

The student should not be suspended until school officials have verified that a prosecutor has filed formal charges in court against the student, or that a petition has been filed in family court against the student. If the charges are dismissed or if the student is acquitted or adjudicated not to have committed any of the above crimes, the student may be readmitted or enrolled.

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

Standard 17. Other Serious Misconduct

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

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

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

- First degree murder under Section 565.020, RSMo;
- Second degree murder under Section 565.021, RSMo;
- Kidnapping under Section 565.110, RSMo;
- First degree assault under Section 565.050, RSMo;
- Forcible rape under Section 566.030, RSMo;
- Forcible sodomy under Section 566.060, RSMo;
- Burglary in the first degree under Section 569.160, RSMo;
- Burglary in the second degree under Section 569.170, RSMo;
- Robbery in the first degree under Section 569.020, RSMo;
- Distribution of drugs under Section 195.211, RSMo;
- Distribution of drugs to a minor under Section 195.212, RSMo;
- Arson in the first degree under Section 569.040, RSMo;
- Voluntary manslaughter under Section 565.023, RSMo;
- Involuntary manslaughter under Section 565.024, RSMo;
- Second degree assault under Section 565.060, RSMo;
- Sexual assault under Section 566.040, RSMo;
- Felonious restraint under Section 565.120, RSMo;
- Property damage in the first degree under Section 569.100, RSMo;
- The possession of a weapon under chapter 571, RSMo;
- Child molestation in the first degree pursuant to Section 566.567, RSMo;
- Deviate sexual assault pursuant to Section 566.070, RSMo;
- Sexual misconduct involving a child pursuant to Section 566.083, RSMo;
- Sexual abuse pursuant to Section 566.100, RSMo;
- Harassment under Section 566.090, RSMo;
- Stalking under Section 565.225, RSMo;

The only EXCEPTIONS to this prohibition are as follows:

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

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

G. Notification To Family Court

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

H. Re-enrolling Students Previously Suspended or Expelled

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

1. **Remedial Conference.** Prior to the readmission or enrollment of any student who has been suspended for ten school days or more or expelled in accordance with this policy, a conference shall be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. District officials shall notify in writing the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference.
2. **Students Currently Suspended or Expelled From Another School District.** If a student currently suspended or expelled from another in-state or out-of-state school district, including a private or parochial school, attempts to enroll, the Parkway School District should enroll the student if the student would otherwise be eligible to enroll in and attend Parkway schools. At the request of the parent or guardian, a conference with the superintendent or the superintendent's

designee may be held to consider if the conduct of the student would have resulted in a suspension or expulsion from Parkway. Irrespective of whether the parent or guardian requests a conference, the superintendent or his/her designee should determine whether the conduct would have resulted in a suspension or expulsion from Parkway. If the superintendent or his/her designee determines that it would have, the District may make the prior suspension or expulsion effective in Parkway. If the superintendent or the superintendent's designee determines the conduct would not have resulted in suspension or expulsion from Parkway, the student will be allowed to immediately attend the appropriate Parkway school. In the case of a student with a disability, the suspension or expulsion does not eliminate the obligation under federal law to provide the student with a free appropriate public education (FAPE).

I. Student Discipline Records

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

J. Intervention Plan

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

The Parkway Board of Education further recognizes that, despite the good intentions and best efforts of staff, some students will choose to not participate in the educational process. Over time, such students strain the educational resources of their school and the District; restricting the educational growth opportunities of the majority. When a student illustrates the lack of commitment to modify his/her academic and/or behavior performance, an intervention plan will be developed within the current resources of the school district. Continued lack of commitment or lack of improvement could lead to loss of privileges or an assignment to another program or school. A secondary student classified at 33 Intervention Level 0 who misbehaves and/or shows little or no academic improvement during the agreed upon monitoring period may be reassigned to an alternative educational setting. Students with disabilities should have access to and may be reassigned to alternative educational settings, provided their right to a free appropriate public education (FAPE) in the least restrictive environment and procedural safeguards are guaranteed.

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

K. Parent/Guardian and Student Notification

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

Students and staff shall also receive a copy and meetings will be held to discuss these policies either prior to or shortly after the school year begins. At the time of registration, a new student and his/her

parent/guardian shall be provided a copy of this policy and any local school discipline policy. A copy of this policy shall be available in the superintendent's office during normal business hours and can be accessed on Parkway's district website.

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 38
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 39*

SPECIAL EDUCATION

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

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

SERVICES AND RIGHTS FOR STUDENTS WITH DISABILITIES

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

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

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

Children under Parkway’s jurisdiction between the ages of three (3) and twenty-one (21) may be eligible for special education and related services. The SSD provides services to students

diagnosed with one of the following educational disabilities: Autism, Deaf/Blindness, Emotional Disturbance, Hearing Impairment and Deafness, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairments, Specific Learning Disabilities, Speech or Language Impairment, Traumatic Brain Injury, Visual Impairment/Blind, or Young Child with a Developmental Delay. Parkway provides accommodations and services to students with Section 504 disabilities who are not eligible under the IDEA.

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

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

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

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

CARE TEAM / "Problem Solving"

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

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

Care Teams also encourage parents to provide any and all relevant information, including from outside professionals or agencies, about their children. Questions about Care Teams and the “problem solving” process should be directed to guidance counselors or school administrators.
PSD – May 2008

VIDEO & OTHER MONITORING ON DISTRICT PROPERTY

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

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

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

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

STUDENT ATTENDANCE

I. School Attendance

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

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

II. School Attendance Responsibilities

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

EXCUSED absences include the following:

1. Illness of the student (In some cases, documentation from appropriate licensed professionals may be required for an excused absence.)
2. Death in the student's immediate family
3. Days of religious observance
4. Medical or dental appointments
5. Court Appearance
6. Quarantine or hospital confinement
7. Medical, mental health/psychological, or substance abuse treatment when documented by appropriate licensed professionals
8. Field trips or other school initiated absences

9. An emergency that, in the judgment of the principal, constitutes a reasonable cause of absence from school. (Oversleeping, car trouble, running parental /guardian errands, babysitting and other such circumstances do not constitute reasonable cause for being absent from school.)
10. Attendance at a district approved alternative educational setting/program such as the Alternative Discipline Center or GOLD Star (In cases where lack of transportation, illness, or other mitigating circumstances that prevent a student from attending a district program, the principal will determine whether a student shall receive credit.)

UNEXCUSED absences are those that do not fall within the areas listed above and include vacations, visiting out-of-town relatives, or participating in non-school sponsored activities or events. Students are required to be in class on time. The student is responsible for being present and ready to learn when the class is scheduled to begin. Parents/guardians shall be notified of unexcused or excessive absences or excessive tardies through conferences, telephone calls, e-mails, letters, notices, and progress reports. In addition, school officials shall address such issues through the following: student-teacher conference, parent/guardian conference, support personnel assistance (i.e., school nurse, counselor, social worker, administrator, care team), reduction of citizenship mark, detentions and/or In-School Suspension, Family Court referral and/or hotline call to the Children's Division of the Missouri Department of Social Services (for students under age 16), reduction of course grade, or loss of course credit.

III. Teacher Responsibilities

Each elementary teacher shall be responsible for taking and recording accurate daily attendance. Each secondary teacher shall be responsible for taking and recording accurate student attendance for each assigned period every day. Attendance is to be recorded by teachers in the District's student information system. Each teacher shall be responsible for monitoring student attendance and notifying parents/guardians when a student's course grade or credit is being adversely affected by excessive and/or unexcused absences/tardies. Each teacher shall implement classroom attendance procedures that are consistent with this policy as well as building attendance procedures. To the extent possible, each teacher shall allow students with EXCUSED absences to remain current in their class work, make up missed work, and earn credit for the work. However, it is not possible to make up many activities that occur during class time (i.e., discussions, films, lab work, music rehearsals, physical exercise). This may limit the ability of students to remain current in a course and affect their ability to earn certain grades and/or credit for the course. For some excused absences (i.e., long-term residential treatment), grades and/or credits may not be possible because of the length of the absence and the requirements of the course(s). In such cases, it may be determined that no course work will be provided to the student during the absence. In most cases when students have excused absences, the student or parent/guardian is responsible for initiating the request for make-up work according to individual school guidelines.

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

IV. Parent/Guardian Responsibilities

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

V. Enrollment Status of Absent Students

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

VI. Communication to Parents/Guardians

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

VII. Implementation

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

POLICY ADOPTED: January 27, 2010

SSD TECHNICAL HIGH SCHOOLS

Per the Administrative Guidelines for Parkway's Policy IKF.BP "Diploma Requirements:"

"Parkway may accept credits awarded by the Special School District (SSD) of St. Louis County to Parkway students attending ay students attending (on a part or full time basis) a SSD technical high school. Transcripts are to indicate when the student attended and which courses were completed at the technical high school. Parkway grade point averages (GPA's) and class rankings will be based only on course work completed in Parkway high schools and transferred in from a previously attended accredited high school. Parkway students completing their high school requirements on a part or full time basis at a Special School District of St. Louis County technical high school may be eligible to receive a Parkway diploma from the Parkway school within whose boundaries they reside, provided they have satisfied both State and Parkway requirements."