



PARKWAY NORTHEAST MIDDLE SCHOOL

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

Student Name: _____

Grade: _____ Team: _____

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

Website:

www.parkwayschools.net/northeast

Homework Hotline:

314.415.7100, press 5

Safe Line:

Calling 314.415.SAFE is always appropriate for reporting safety concerns.

School Entrance:

Enter through Door #2 on the south side of the building after 8:15am.

Northeast Middle School Contacts

Website: www.parkwayschools.net/northeast

Principal

Kimberly Brandon, EdD
314.415.7101

Assistant Principal

6th Grade
Mr. Kevin Beckner
314.415.7107

Assistant Principal

7th Grade
Mr. Bill Senti
314.415.7105

Assistant Principal

8th Grade
M. Joseph Kneer, EdD
314.415.7103

Counselor

6th Grade
Mrs. Stacey Besand
314.415.7118

Counselor

7th Grade
Ms. Lelia Flagg
314.415.7117

Counselor

8th Grade
Mrs. Jami Theodosiou
314.415.7116

Building Counselor

Mrs. Kim Dressel
314.415.7108

Registrar

Mrs. Sandy Madsen
314.415.7115

Attendance Reporting

Mrs. Kathy Shehane
314.415.7100, press 1.

School Nurse

Mrs. Ronna Hendin
314.415.7130

School Resource Officer

Officer Ed Davis
314.415.7190

Librarian

Mrs. Terri Anderson
314.415.7131

Student Services Liaison

Mrs. Robin Shulman
314.415.7146

School Store

Mrs. Maggie Kline
314.415. 7127

SSD Area Coordinator

Mrs. Lauri Chamberlain
314.989.8478

Our Viking Values

Responsibility

Even without reminders, we remember to bring our materials to class and are on task while in class. We advocate for ourselves and ask questions.

Honesty

We tell the truth, do not cheat, and encourage others to do the same.

Caring

We go out of our way to show others we care about them and offer help without being asked. We stand up for others and do not bully or tease.

Respect

We initiate positive teacher and student relationships. We know and follow the rules and try to exceed expectations as well.

Integrity

We do what is right even when we know no one else is looking. We stand up for our beliefs. We do not allow others to influence us in negative ways.

Viking Responsibilities

Arriving at School

Doors of the school will open at 7:50 am each day. Students arriving between 7:50 and 8:05 am, should report to the following designated areas:

6th Grade: Small Gym
7th Grade: Big Gym
8th Grade: Great Hall

Students arriving after 8:05 am should go directly to their lockers and to first hour. Students who eat breakfast at school should enter the cafeteria line and then move to designated breakfast areas.

Arriving to Class

Students must be in their appropriate classrooms by the end of each passing period. Teachers and principals discuss the Northeast Middle School wide tardy policy which can be found on our website: www.parkwayschools.net/northeast.

Hallways

Students should move through the hallways as efficiently as possible, using appropriate speed and volume levels. Students should follow the directions of hallway supervisors. Back packs, tote bags, duffel bags, and large coats should remain in student lockers until the end of the day. Students are only allowed to carry cinch sacks and small purses.

Homework

Students may buy a planner in the school store to keep track of assignments. Students may also call the homework hotline to help keep track of assignments: 314.415.7100, press 5. Students may work with teachers and/or the counselor for make-up work.

Telephones

Students may use the main office or classroom telephone with permission. Cell phones are to remain off and put away during school hours. Cell phones may be confiscated and handed over to a principal if they are on or used inappropriately during the school day.

Parents should leave a message with a secretary, counselor, or principal if they wish to contact a student during school hours.

Electronic devices

All electronic devices must be off and put away during school hours. Exceptions for classroom use will be approved by school administration.

Lockers

6th Graders- 6th grade students are each assigned one locker. Students must purchase a combination lock for their lockers. A copy of each combination must be kept on file at the school.

7th and 8th Graders- 7th and 8th grade students are assigned a hall locker (two students to each locker). Lockers will also be available for use in PE. Students must purchase a combination lock for their lockers. A copy of each combination must be kept on file at the school.

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

Students may go to their lockers before and after school and during passing times. Students will not be allowed to go to a locker during recess or lunch without permission. *Students should plan to leave large coats and book bags, tote bags, and duffel bags in their lockers.* Please leave all valuables at home; let school lockers store school things.

Hall Passes

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

Bus Passes

As a general rule, bus passes are not granted. Please plan in advance if a bus pass is

necessary and contact Parkway transportation at 314.415.8400. Students not on their assigned bus will be asked to get off the bus unless they have an appropriate pass.

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

Library Students are welcomed in the library as long as they have a pass and sign in. Fines are assessed for late and/or damaged books.

After School Activities and Help Sessions Students may stay after school on Mondays, Wednesdays, and Thursdays for school sponsored activities. Students staying after school must sign up for both an activity and an activity bus if transportation is necessary. Sign up for activities and activity busses in the Great Hall unless otherwise noted.

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

Please see the after school activities website for more information:
www.parkwayschools.net/northeast.

School Dress Students are expected to dress appropriately at all times so as not to disrupt the educational process. Teachers or administrators who determine that a student's dress is inappropriate may ask the student to change or may call a parent to bring more appropriate clothing to school.

Clothing that is inappropriately revealing (e.g. tank tops, short shorts, short skirts, sagging pants, etc.) or displaying/promoting in words or symbols subject matter inappropriate for school (e.g. drugs, alcohol, tobacco, profanity, or weapons) are not allowed. The following should not be worn in the building and should be kept in a student's locker: hats, bandanas, sunglasses, and large coats. Students are asked not to wear hoods over their heads while in the building.

School Store Students must have a pass to visit the school store. School store hours are from 8:05am-12:44, daily.

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

Viking Parent or Guardian Information

School Information School announcements are read over the intercom. School announcements and the school calendar are posted on the web site. The announcements are podcasted as well.

Occasionally, school announcements will be made using the AlertNow system. This system will send a voice message directly to your phone. If your personal phone numbers change during the school year, please call 314.415.7115 to update your records. The school newsletter is published weekly online. You may request a paper copy as well.

Arrival and Dismissal Students enter through doors 2 and 6 beginning at 7:50am. There will be no adult supervision until that time.

Students are dismissed to their classrooms at 8:05am. First period begins at 8:15am. Students arriving after 8:15am must sign in at student services. A note from the parent

or guardian is necessary to excuse this tardy. Students leaving early with a parent or guardian must sign out in student services. If possible, alert the office so that a pass can be issued and your student can be ready when you arrive.

Absence

If a student is ill, parents or guardians must sign this student out in the nurse's office. Please notify the office of your child's absence by calling 314.415.7100 and pressing 1. It is best to call by 8:30am. If there is no phone contact, an attempt will be made to contact you. Without phone contact, a note is required to excuse an absence.

Regular attendance is necessary for your student. Missouri Law states that all children between the ages of 7 and 16 must attend school or receive adequate private instruction.

Special Cases

Certain emergency situations may require your student to be absent from school. These absences can be excused by phone call or letter. If it is necessary for your student to be out of school for an extended period of time, please call your student's teachers, principal, or counselor to arrange for any work to be sent in advance. Students and parents should work with teachers to make up any tests or other class work upon the student's return to school.

Student Services

Nurse and Health Services

Every student must have a signed emergency health care form (Census Verification Form) on file with the nurse. Parents are responsible for updating immunization records and Census Verification Forms.

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

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

Over-the-counter Medication - A student shall not be permitted to have over-the counter medication administered at school unless the medication is accompanied by a written request from the student's authorized prescriber. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and prescriber's name. The diagnosis for use of the medication shall be provided. When possible, the prescriber should state potential adverse side effects and applicable emergency instruction.

Storage and Administration of Medication - A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over-the-counter, must be in a pharmacy or manufacturer labeled container. The District shall provide secure, locked storage for medication to restrict access to authorized personnel only. A protocol for inventory of Schedule II controlled substances (e.g., Ritalin) is in place. The administration of medication, including over-the-counter medications, is a nursing

activity, governed by the State of Missouri Nursing Practice Act.

Special Education

The Special School District (SSD) of St. Louis County provides free special education programs and services to Parkway residents (3 to 21 years of age) with disabilities when it is determined by the SSD that the disability(ies) significantly interferes with his/her learning or school performance/functioning. The SSD is an independent public school system that was constituted in 1957 through state legislation and voter approval. It also provides vocational education, Early Childhood Special Education, Home Teaching (for home/hospital-bound students), and both routine and in-depth hearing and speech/language screenings. Parkway has specific responsibilities with respect to the provision of special education to its students (under P.L. 104-476- Individuals with Disabilities Education Act) with regard to Section 504 of the Rehabilitation Act of 1973; the General Assurance Document and Parkway Policy IGBA address these responsibilities.

Referrals/evaluations of children suspected of having qualifying disabilities may be initiated by anyone, including parents, who have knowledge of and concerns about a child; requests for referrals should be made to a student's school counselor. Students may be diagnosed as: speech and/or language impaired, learning disabled, behaviorally disordered, mentally retarded, deaf or hard of hearing, blind or partially seeing, deaf/blind, physically impaired, other health impaired, autistic, and/or multihandicapped.

A wide variety of programs and services, most of them available in Parkway Schools, is available to students diagnosed as such. Every student eligible for special education services is entitled to a free appropriate public education, which is determined by his/her Individualized Education Program (IEP). Children with disabilities and their parents have substantial rights and protections throughout the entire special education process. Requests for information, assistance, or services should be directed to a counselor or principal.

Counseling

A full-time guidance counselor is assigned to each grade level. Students may stop by the counseling office before school or between classes to make an appointment, or may ask a teacher's permission to see a counselor. Parents may call the grade-level counselor for their student to arrange a meeting time.

Grading System

Progress reports are mailed mid-trimester by the district. At the end of each trimester, computerized grade reports are mailed home, giving an academic and citizenship grade for each student.

Academic:

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

Citizenship:

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

Promotion Requirements

The minimum requirement for grade promotion is a passing grade in four units of coursework during the school year. Students who fail to earn minimum credit will attend summer school or be retained. Retention is considered on a case-by-case basis. Your grade-level principal and counselor can provide more details.

Transfer of Student Records

Under Federal statutes, the school cannot transfer records to any person or agency outside the Parkway School District without written permission from a parent or guardian. Forms are available in the Student Services Office. Notify the office (415-7115) in advance for a transfer.

Withdrawal from School

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

Parkway School District Discipline Policy

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

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

Standard 1 Causing Disruption of School or Any School Function

Standard 2 Damaging School Property or Property of Others

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

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

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

Standard 6 Committing Sexual Harassment or Other Sexual Misconduct

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

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

Standard 9 Possessing Firearms and Weapons

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

Standard 11 Possessing Bombs or Other Dangerous Substances

Standard 12 Making False Alarms or False Bomb Reports

Standard 13 Setting Fires

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

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

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

Standard 17 Other Serious Misconduct

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

Emergency School Closing

Early morning school closing:

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

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

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

You will also be able to call: 314.415.SNOW or 314.415.7669. Parkway's weather site is at: www.parkwayschools.net

During the day school closing:

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

