



**This planner belongs to:** \_\_\_\_\_

## **STUDENT HANDBOOK 2011 - 2012**

Welcome to the new school year! This section is designed to help all of us understand the expectations, policies and procedures of the school in order to have a successful and productive year.

You are encouraged to read the entire handbook section and keep it handy as a reference throughout the school year. Please do not hesitate to contact the school if you have questions or concerns.

We remind you to follow our "Three R's: Respect, Responsibility, and Reach."

Show respect for yourself, your classmates, your teachers, and your school. Respect the rights and belongings of others. Demonstrate responsibility by being where you're supposed to be (when you're supposed to be there) with what you're supposed to have, doing what you're supposed to be doing. Own up to your mistakes, and learn from them.

Reach to do your very best. Accept new positive challenges. Set goals in academics, citizenship, music, sports, activities, and personal development. Stretch yourself to learn more, contribute more, and accomplish more. "Reach up" to higher aspirations and "reach out" to help others.

In closing, we wish each of you the very best school year ever. Together we make great things happen!

### **PARKWAY'S MISSION**

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

[www.parkwayschools.net/southmiddle](http://www.parkwayschools.net/southmiddle)

Rev. May, 2011

## CODE OF CONDUCT

- 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.

## ACTIVITIES AND INTRAMURALS

Much effort goes into seeing that students have an opportunity to take part in a variety of co-curricular activities. Every Monday, Wednesday and Thursday afternoon we have an activity period from 3:15 till 4:20. Check the activity booklet and listen to the daily announcements to find out what's going on. Get involved!

South Middle does not offer inter-scholastic sports, but an intramural program is open to all students during the activity period. We offer individual sports, as well as team sports. Seasonal sports include: flag football, softball, tennis, basketball, track, volleyball, soccer, and wrestling. Intramurals encourage good sportsmanship, safety, skills, friendly competition, and fun.

## ACTIVITY BUSES

South Middle has buses that run Monday, Wednesday, and Thursday afternoons. Students should be seated at the tables in the Pavilion to wait for their bus at 4:20 P.M. Activity bus routes are posted in the main entrance of the school. Students must get a pass from their activity sponsor to ride an activity bus.

## ADMINISTRATION OF MEDICATION TO STUDENTS

**Prescription medicine** must be taken to the nurse's office before school, accompanied by a label affixed by a pharmacy or physician showing the name of the child, the dosage, and schedule of administration, what the prescription contains, the date purchased and the physician's name. Also, the parent must send a note requesting administration.

**All over-the-counter non-prescription medicine (including Tylenol, Advil, etc.)** must be accompanied by a written request from the parent/guardian stating name of medicine, dosage, and schedule of administration. The student must also have a note from a doctor as to dosage, medicine, and schedule of administration. Students must bring medicine in a bottle with his/her name on it. Students may not distribute prescription or non-prescription medication.

## ARRIVAL AND DISMISSAL

The building will be open to students at 7:55 A.M. Students should not plan to arrive earlier than this unless absolutely necessary. When students arrive, they must report directly to the Pavilion until 7:55 A.M.

Student safety and welfare are always our main concern; therefore, students **MUST** be under the supervision of a teacher or administrator if they remain in the building after 3:10. Students remaining after school without sponsorship may face disciplinary action.

If students arrive late to school, they are to go to the Main Office for an admit pass.

If it is necessary to take a student out early, the **parent/guardian** must come to the Main Office to have the student released. An early dismissal note should be submitted to the Main Office in the morning.

If pick up is near dismissal time, parents should not park in the bus driveway.

## ATTENDANCE

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

**Parents, if your child will be absent, notify the school by calling our attendance hotline 314-415-7226 by 9:15 A.M. This hotline may be reached around the clock.**

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

## BUS CONDUCT AND SAFETY

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

### Bus violations include:

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

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

## BUS PASSES

Students must ride their assigned buses and get off at their assigned stops. To ride a different Parkway bus, a student must present a note signed by a parent or guardian to the secretary in the front office before school. The secretary will provide a bus pass to be presented to the driver. Bus passes can be picked up at lunch. Drivers will only honor school passes. *Some buses may be so crowded that no passes will be issued.*

## CELL PHONES

The use of cell phones during the school day is strictly prohibited. If a student brings his/her cell phone to school, it must be turned "off" at all times. Students who are using their phones, have them out, or they go off, will have their phones confiscated and turned over to their administrator.

- 1<sup>st</sup> offense: phone returned to student at the end of the day.
- 2<sup>nd</sup> offense: parent/guardian must pick up phone.
- 3<sup>rd</sup> offense: an after-school detention.
- 4<sup>th</sup> offense: in school suspension.

Students may use the front office phone to make any necessary calls during the school day.

## **CHEATING**

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

Parents will be notified by the teacher. Additional disciplinary action may follow by the teacher or an administrator.

## **COMPUTER and INTERNET USE**

Students at South Middle have access to the Parkway School District Computer Network.

The following guidelines will govern student use of any computer, whether in the classroom, the computer labs or the library at Parkway South Middle School. These are consistent with, or expand upon, district guidelines.

### **COMPUTER GUIDELINES**

Computers are expensive learning tools which should be used by students only when an adult is directly supervising.

Students will be responsible for paying repair or replacement charges for any damage caused purposely. Student handbook rules will apply.

Students have permission to use only the application software authorized by the teacher.

Students are not to bring or use any diskette from outside the classroom without the teacher's permission.

Students are not to save files on the network or hard drive without permission from the teacher.

Students may not bring food, gum, candy, and/or drink (even unopened) into computer labs or the library.

Students are to clean up their work area at the end of class and properly close out files and software programs. Library computers may be left at the PANDA page.

Students are expected to report immediately any problems with the computer or work station to the teacher or librarian.

Students who engage in plagiarism and/or cheating will be handled according to the student handbook and/or classroom guidelines.

### **INTERNET GUIDELINES**

Students shall not engage in open-ended browsing (i.e. surfing) the Internet. Students must have a specific search assignment pre-approved by a teacher, and they must be supervised directly by school staff.

Students shall access only web sites that have been previewed and approved by a teacher.

Students shall not attempt to purchase anything over the Internet.

Students shall not download or print information unless a teacher has given permission.

Students shall not provide any personal information over the Internet, including names, home addresses, telephone numbers, or any personal information about themselves or others.

Students shall inform their teacher immediately if they see anything on the computer screen which makes them uncomfortable or if they sense it may be inappropriate in any way.

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

Students who access the Internet when they know their parents have denied them permission to use the Internet will be reprimanded.

## **COUNSELING AND GUIDANCE**

All students have a full-time guidance counselor assigned to them. You will find the counselors ready to help you find out more about yourself in relation to the middle school program and to assist you with any issue or concern. Feel free to call your child's counselor at the following numbers:

6th grade counselor, **Robin Senti** - 314-415-7218  
7th grade counselor, **Marilyn Hubert** - 314-415-7217  
8th grade counselor, **Cindy Van Camp** - 314-415-7216

## **DAILY ANNOUNCEMENTS**

Announcements concerning school matters are made each day. In the afternoon, if necessary, additional announcements will be made to the student body over the school intercom. Announcements are displayed on large screens in the pavilion, main hall, main office and 6<sup>th</sup> grade hallway.

## **DISCIPLINE POLICY**

### **Parkway School District's Student Discipline Policy JK.BP\***

#### **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 that parents and/or guardians will take an active role in monitoring their student's behavior. Parkway promotes, supports and facilitates parental and/or guardian understanding of its philosophy of education and discipline. Parental and/or guardian involvement is crucial to maintaining good order and discipline in the province of the school. Ultimately parents/guardians are responsible for their child's behavior.

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

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

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

## **C. Consequences of Misconduct**

Students forfeit their right to a public school education by engaging in conduct that is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of students, including violating the standards of conduct set out herein. Possible consequences include, but are not limited to, withdrawal of privileges (athletics, intramurals, before/after school activities, attending outside school events, etc.), the reassignment of the student to another school or site within the district, the principal's removal of the student from school for a period of one to ten school days (Principal Suspension), the superintendent's extension of the suspension for a period of up to 180 school days (Superintendent Suspension), the board's removal of the student from school for a definite period of time, or the board's permanent removal of the student from school. Corporal punishment is not an option, as the board of education prohibits its use in the schools. See Policy JKA, Corporal Punishment.

## **D. Due Process Protections**

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

**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.

**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.

**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.

**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 or Engaging in Hate Acts/ Remarks

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

Written, verbal or symbolic comments or actions that have the effect of criticizing or belittling another's race, color, religion, national origin, gender, disability, personal appearance, socio-economic status or sexual orientation may be classified as hate acts/remarks and, depending upon their frequency and/or severity, may be considered serious misconduct. A central office administrator designated by the superintendent may oversee the investigation of allegations of hate acts/remarks at the victim's request or at the superintendent's discretion.

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

A student shall not harass other students or district employees through unwelcome or inappropriate verbal or physical conduct of a sexual nature.

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

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

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

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

The possession, distribution, and sale of drug paraphernalia on school property or at school-sponsored activities are expressly prohibited. Any attempt to possess, use, transfer, distribute, buy, or sell alcohol or a controlled substance or imitation controlled substance, whether completed or not will be considered a violation of this standard.

Possession, use or distribution of any tobacco products on school property or at school-sponsored activities are expressly prohibited.

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

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

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

#### Standard 9. Possessing Firearms and Weapons

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

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

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

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

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

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. 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 167.171, RSMo;
- k. Statutory sodomy under Section 167.171, RSMo.

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

#### Standard 17. Other Serious Misconduct

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

#### **F. Notification To Family Court**

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

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

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

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

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

## **H. Student Discipline Records**

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

## **I. Intervention Plan**

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

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

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

required for attaining the academic/behavioral progress necessary to earn a high school diploma from the Parkway School District.

## J. Parent/Guardian and Student Notification

Students and parent/guardians should know in advance the standards of conduct which students are expected to observe in the schools and the probable consequences of their failure to obey these standards. In furtherance of this objective, a copy of this policy and any local school discipline policy will be sent by mail to all parents/guardians at the beginning of each school year. Students and staff shall also receive a copy and meetings will be held to discuss these policies either prior to or shortly after the school year begins. At the time of registration, a new student and his/her parent/guardian shall be provided a copy of this policy and any local school discipline policy. A copy of this policy shall be available in the superintendent's office during normal business hours and can be accessed on Parkway's district website.

APPROVED: May 24, 2006

SUPERSEDES: JK, Student Discipline, 08/10/05, 4/23/03, 6/5/02, 7/2/99, 5/6/98

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

## EMERGENCY PROCEDURES

Students should treat all safety drills as a serious matter and follow evacuation routes posted in each classroom along with teacher directions.

### FIRE

1. The fire alarm will consist of a loud, continuous noise from alarm buzzers.
2. Upon hearing the alarm buzzers, students should follow these procedures to evacuate the building:
  - a. Walk in an orderly manner to the designated fire exit for your room. The teacher will follow the last student from the room.
  - b. If an exit is blocked, proceed to the nearest exit in an orderly manner. If you are in a restroom or the hall, proceed to the nearest exit and locate your teacher immediately after you have cleared the building.
  - c. Students are to leave all books and project materials in the classroom. Students should take their purses and wallets with them.
  - d. If a room door is blocked by fire, the teacher will open a window for the safe exit of all students. This procedure will be followed only in an extreme emergency.
  - e. Students will gather in designated areas on the upper soccer field where teachers will take attendance and await instructions.
3. Following a fire drill, teachers will notify students of the all-clear signal to return to the building. The all-clear signal will be given by the principal. Students are to return to their classrooms and resume regular work.

### TORNADO

1. Students will be notified of a tornado drill over the public address system.
2. Upon hearing this signal, students should respond in the following manner:
  - a. All students should move and line up against the wall designated by the classroom teacher.
  - b. All students should line up as close to the solid wall as possible. They should face the wall and place

their head down, touching their knees. Students should place their arms around their heads. If students have a hardback notebook, they should take it with them to hold over their head for protection.

- c. Students should remain in this position until the all-clear is sounded over the intercom by the principal. At this
3. Everyone should stay clear of entrances, doorways, windows, and glassed-in areas. In classroom locations next to an end-of-the-hall window or entrance, teachers should exercise discretion in moving the class at a safer distance from this type of hazard.
4. If the threat of a tornado occurs, students will come into the building from outdoors and take cover in the halls. If outdoors, move quickly to the building.
5. Emergency first-aid will be administered by specifically designated individuals.

### **EARTHQUAKE**

1. There is no alarm signal for an earthquake. When the building shakes or the floor/ground trembles, this is your signal to take appropriate action.
2. IF INDOORS, take cover under heavy desks or tables, in doorways, or against an inside wall. Stay away from windows or other glass. Avoid high bookcases, cabinets, or other furniture or structures which might topple or collapse. DO NOT run for exits since they may be broken or blocked.
3. IF OUTDOORS, move to an open area, away from buildings and utility wires. The greatest danger from falling debris is just outside doorways and close to outer walls.
4. IF IN A SCHOOL BUS OR OTHER VEHICLE, remain in the vehicle away from buildings and wires.
5. Students in the library, passing between classes, in the cafeteria or in the hall should take cover immediately.
6. Be prepared for additional earthquake shocks called "after-shocks."
7. Above all, REMAIN CALM.

### **EMERGENCY SCHOOL CLOSINGS**

AM stations: KMOX (1120), KTRS (550), and WRTH (1430); and FM stations: WIL (92.3), The Beat (100.3) and KLOU (103.3) will broadcast school closing information beginning at 6:00 A.M. District information can also be obtained by calling Post Line at 314-923-2323 (school code 8641), or by visiting Parkway's web site at [www.pkwy.k12.mo.us](http://www.pkwy.k12.mo.us).

If school is dismissed early, school will be dismissed in the usual order: senior highs, middle schools, and the elementary schools. Radio stations will carry early dismissal announcements.

### **FIGHT FREE**

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

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

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

## GRADING SYSTEM

Teachers send both positive and negative progress reports periodically by mail or by student delivery. Approximately every six weeks, computerized grade reports are mailed home, giving an academic and citizenship grade for each subject.

Parents are encouraged to check Infinite Campus regularly, as teachers post grades and progress frequently.

### Academic

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

### Citizenship

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

Parents are encouraged to stay in close communication with teachers and counselors.

## HALL PASSES

If a student is detained by a classroom teacher, he or she should obtain a pass from that teacher and present it to the next period teacher upon entering class. Neither the Principal's Office or the Counseling Office will issue a pass of this kind. During class time students should never be in the halls without a pass.

## HEALTH/NURSE

Unless it is an emergency, get a pass from your teacher before going to the nurse.

If the illness is considered to be serious enough for the student to go home, the student's parents will be telephoned.

Every student must have a signed emergency health care form (Pupil Information Form) on file with the nurse.

Parents are responsible for updating immunization records and Pupil Information Forms.

## HELP SESSIONS

Teachers provide extra help to students in need of additional instruction. If you need extra help, see your teacher and make an appointment to attend a help session. Most help sessions occur during our after school activity period.

## HOMEWORK

Homework is an integral part of the educational process. Properly designed homework helps students develop responsibility, independence, and time management skills. Homework also provides an important channel of communication between the home and the school.

Students should expect to have homework each evening. The amount of homework will depend upon the courses the student is taking, the specific units being covered, and the individual student's skill level. Regular attendance and conscientious homework completion are two essential ingredients for success.

### Homework Suggestions for Students

- Organize.
- Use your planner daily.
- Have all the materials you need.

- Set a regular time for homework and study.
- Eliminate distractions (i.e., television, radio, clutter, etc.)
- Prioritize.
- Start the most involved assignments first. For lengthy projects plan ahead and set a series of attainable daily goals.

### **Homework Suggestions for Parents**

- Check planners.
- Give recognition for accomplishments.
- Feel free to call a teacher if you have concerns about your student's homework completion.
- Parents are encouraged to check Infinite Campus as teachers post student's homework completion and grades.

### **HOMEWORK HOTLINE**

**314-415-7200**

**Option 5**

We maintain a Homework Hotline so students (or parents) can check daily assignments, especially if a student is absent. However, students are expected to complete their planner each period. Most teachers post the day's assignments in the classroom in the same place every day.

### **HONOR ROLLS**

#### **Academic and Citizenship**

- Honor rolls are published each trimester.
- A grade point average of 3.5 (B+) is required for the highest academic honor roll.
- A grade point average of 3.0 is required for the high academic honor roll.
- To be recognized on the citizenship honor roll, a student must have three or more outstanding citizenship grades (O's), and no I's or U's.

### **LIBRARY**

The library media center is one of the "hubs" of South Middle School. It contains over twenty-two thousand books and other media and is available to all students and staff. The library is open before school, after school and during lunch hour. During the school day, teachers may bring classes to the library for research, leisure reading and check out; or students may come to the library with passes. The library staff is available to help find information and books to read.

### **LOCKS AND LOCKERS**

Students are assigned a hall locker for the storage of coats, books, and other classroom materials. Lockers are located near team classes. Most students will have an individual locker, but some students may choose a locker partner from their team. Pupils are responsible for the security of their assigned lockers and its' contents. Students are encouraged to purchase a key lock with three keys from the school store. One of the three keys should be turned into the Principal's Office for safe keeping. Another should be kept at home as a back up. The third should be carried in a safe place by the student.

All student lockers are property of Parkway School District, and PARKWAY RETAINS THE RIGHT TO INSPECT LOCKERS FOR ANY REASON AT ANY TIME.

Students may use lockers before school, after school, and during passing time. Plan your locker visits to avoid tardies.

**The school assumes no responsibility for lost items. Always check your lock before leaving your locker.**

## **LOST AND FOUND**

The student's name should be written, stamped, or attached to all personal articles and books. Items of clothing or property that are found around the building and grounds should be taken to the Lost and Found area which is located near the main office.

Found textbooks, notebooks, folders, glasses, jewelry or other valuables however, should be taken to the Principal's Office or given to a teacher immediately.

Check with the P.E. teachers for lost gym clothes.

## **LUNCH EXPECTATIONS**

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

1. Walk--not run--to, from and in the Pavilion.
2. Talk quietly.
3. Wait your turn in line. No butting in front of others, pushing, shoving or horseplay.
4. Treat all food service workers and lunch supervisors with respect.
5. Limit students at each table (6 at small tables, 8 at long tables). Keep chairs at tables and sit only on the sides (not ends) of tables.
6. Remain seated while eating or drinking. Throw away your own trash in appropriate containers when you are finished eating. Pick up trash around your table. Please recycle cans and polystyrene trays.
7. Push in your chair as you leave.
8. All food and drink must be consumed in the Pavilion.

### **CONSEQUENCES FOR FAILURE TO COMPLY WITH LUNCH EXPECTATIONS**

1. Loss of recess privileges
2. Phone call to parent
3. Discipline referral

## **LUNCH RECESS**

After students finish eating lunch, they may elect to go to recess. When lunch recess is outside, stay on the concrete walkway until you arrive at the lower area. When lunch recess is inside, use the stairs by the school store. Students will be dismissed to return to classes.

## **OPEN HOUSE AND PARENT CONFERENCES**

Open Houses are designed for parents to become familiar with teachers and course content.

South Middle will hold parent conferences in the fall and spring. Parents are encouraged to make appointments with the teachers using the information and forms included in the Principal's Newsletters.

## **PARTIES AND CELEBRATIONS**

All parties and/or celebrations which are not part of the curriculum or extracurricular activities of the school must be reviewed and approved in advance by the administration.

## **PHYSICAL EDUCATION PROCEDURES**

All physical education students are to dress appropriately. Proper health and safety habits must be maintained for the benefit of each student.

Each 7th and 8th grader is assigned a small locker which is his/her own responsibility. Students must provide their own locks and the locks must be registered with their teacher. Check your locker before leaving the locker room. Students should exercise great care in making certain ALL personal belongings are safely locked within their locker. Small items which could be pulled through the locker should be placed, for example, in a shoe or purse within the locker.

In addition to wearing proper gym shoes and appropriate clothing, students should remove all jewelry, and pull back long hair during physical education. Gum and candy are not permitted.

PE teachers will explain all requirements and expectations.

## **PLANNERS**

Students will receive a complimentary planner from their teachers at the beginning of the school year. This planner is to be used daily in all classes. Parents may wish to check the planner as it will inform them of work in progress. This planner is vital in assuring success in classes throughout the school year. Additional planners may be purchased in the school store.

## **PRINCIPAL'S NEWSLETTERS**

The first Wednesday of each month is designated for distribution of our Principal's Newsletter. The Principal's Newsletter is available on our school web site. If parents wish to receive a hard copy, please contact the office. It contains reviews of past activities and announcements of upcoming events.

## **PROMOTION REQUIREMENTS**

Academic promotion to grades seven, eight, and nine requires earning a passing grade in a minimum of four units of course work during the school year. Failure to earn minimum credit will necessitate summer school or retention. Counselors can provide details.

## **SALE OR SOLICITING OF ARTICLES IN SCHOOL**

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

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

## **SCHOOL DRESS**

Students are expected to present a “proper and appropriate” appearance. A student’s attire should not disrupt the educational process. Clothing should not be revealing or provocative.

Items of clothing promoting and/or displaying illegal drugs, alcoholic beverages or any other designs considered to be prejudicial to the good order within the school are prohibited.

Hats, caps, coats, and sunglasses may not be worn in the building.

Student’s health and safety are always factors used in establishing dress guidelines. Shoes must be worn at all times.

A teacher or administrator may determine a student’s attire to be inappropriate, and consequences may result.

## **SCHOOL STORE**

The primary purpose of the school store is to sell basic supplies to students and to be a central agency for the receipt and accounting of ticket sales and various collections. It is open from 8:00 A.M. until 12:50 P.M. on Monday and Wednesday, and until 2:20 P.M. on Tuesday, Thursday and Friday. Students may purchase items before school, during passing time, and during their lunch shift.

## **SPECIAL EVENTS AND ACTIVITIES**

Special celebrations and activities are offered throughout the year, either after school or in the evening. Don’t miss the fun! Parties, socials and dances are limited to South Middle students only.

Students must make arrangements for rides the day before an event. Students are to be picked up immediately at the conclusion of the activity.

## **STAYING AFTER SCHOOL**

Students remaining on campus after the regular school day must stay with their faculty sponsor until the activity bus departs. Students not riding the activity bus home after an activity must be picked up by 4:30 P.M. Students may not leave the school grounds after school and return later to ride the activity bus home. Make arrangements with parents in advance when you plan to stay after school.

## **STEALING**

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

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

## **STUDENT HALL BEHAVIOR**

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

## **TARDIES**

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

Students who continue to be tardy to class will receive:

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

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

## **TEAMING**

South Middle uses interdisciplinary teaming to organize teachers and students in a cooperative effort to create a more personal and effective learning environment.

A 6th, 7th or 8th grade team consists of five teachers who teach math, science, communication arts, and social studies.

Team teachers share the same students and have a daily "team planning" period. A counselor and administrator works closely with team teachers, and other support staff are involved as needed.

## **TELEPHONE**

Use of the office telephones is for emergency situations only. Phone calls involving a medical problem should be made from the nurse's office. Student messages from parents will be delivered.

## **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 parent/guardian. Forms are available in the guidance office. Notify the guidance office (415-7215) several days in advance for a transfer.

## **TRIPS AND VACATIONS**

If it is absolutely necessary for you to be out of school for a vacation or a trip with the family, parents should write a note to the principal one week prior to the planned absence. It is the student's responsibility to see teachers for assignments and to arrange for completing any make-up tests upon return.

## **VALUABLES**

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

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

## **VANDALISM**

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

## **VISITORS**

A request for a visitor's pass must be made at least one day in advance and be accompanied by a note from parents indicating the visitor's name, residence, and age. If the visitor is to ride a Parkway bus, include the bus number. Only students from schools located outside St. Louis City and County will be permitted. There will be no visitor passes issued the last two (2) weeks of school or on the week before winter break or spring break. Passes are available in the Principal's Office and are issued for one day only.

## **WITHDRAWAL FROM SCHOOL**

Students moving during the school year must get a check-out sheet from the guidance office. Each of the student's teachers must initial the sheet. After all books and materials are turned in and any fines are paid, the student is cleared from school.

## 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 2011

### 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.

### 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" (Dr. Angela Frye, South Middle Assistant Principal @ 314-415-7205 and the SSD Area Coordinator @ 314-989-8462).

## **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.

## SPECIAL EDUCATION SERVICES

Special education services can be provided in a number of 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 Special Education Setting:** Special education staff provide direct instruction and/or other services in a special education classroom or other setting outside of the general education programs. This model is frequently used for either:

**“Learning Strategies:”** These courses follow specific curricula to teach studying, writing, note taking, outlining, test preparation, test taking, and other skills designed to meet students’ individual goals. Students receive a grade (letter grade or pass/fail) for such courses.

**Individualized Instruction:** These IEP determined areas of instruction and support could include:

**“Learning Support:”** special education support in and the application of "Learning Strategies" skills to content area course work - an asterisk [\*] appears on grade reports and the transcript to reflect that this is not a standard Parkway content area course

**“Alternative...” (e.g., Alt. Math, Alt. Eng.):** direct instruction from a special education teacher in content areas (e.g., math, reading, writing, English, science) tailored to student needs – modified curriculum credit is awarded UNLESS the standard Parkway curriculum is taught (an asterisk [\*] appears on grade reports and the transcript to reflect modified curriculum)

**“Individualized Instruction” (Ind. Instr.):** a curriculum which is individualized for a student by the IEP Team (for example, to address an IEP goal), does not relate to a specific content area or Parkway course, and is based on an alternative curriculum or on materials or activities adapted by the special education teacher (does NOT mean 1-to-1 instruction) - will include an asterisk (\*) on grade reports and transcript to reflect the modified curriculum

**“Community Access” (Comm. Acc.):** special education supervised work or community experiences as determined by a student’s IEP Team at specific work or community sites - will include an asterisk (\*) on grade reports and transcript to reflect the modified curriculum

**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. A frequently employed model for doing so is:

**Collaborative Instruction (i.e., Class-Within-A-Class [CWC]):** Special education services are provided through collaborative planning and teaching involving a Parkway content area teacher and a special education teacher. Collaborative instruction is not offered in all content areas, grades, or classrooms. Availability will vary according to building needs and resources, as well as on student needs identified 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’s record (i.e., grade reports, transcript) will document such modifications with an asterisk (\*), but a traditional grade will usually be given. See below for additional information about modified curriculum.

**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.

## LEVELS OF SPECIAL EDUCATION SERVICE

A student’s level of service is determined by the **total amount of time** (calculated as a percentage [%] of their total instructional week) he/she is **removed from general education settings/activities** and from students without disabilities **for their special education and related services**. 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 elementary schools. The levels of service offered in Parkway schools are:

- outside regular classrooms less than 21 percent (0% to 20.9%) of the school day
- outside regular classrooms at least 21 percent but no more than 60 percent (21% - 60%) of the school day
- outside regular classrooms more than 60 percent (60.1% or more) of the school day.

## MODIFIED CURRICULUM/COURSES

The opportunity to participate in a Parkway content area classroom and earn credit for their work 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 a course and therefore require the essence of the Parkway course to be changed (modified) to accommodate their needs.

When curriculum is modified, a **course title will include an asterisk (\*)** and, possibly, a different course number. The following notation will appear on Parkway transcripts: “\* or IEP = Modified Curriculum.” Use of an asterisk (\*) on progress reports and transcripts to indicate that curriculum has been modified 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.

An asterisk (\*) will appear next to “courses” when:

- the “essence” of a traditional, approved Parkway course has been changed (usually by significantly modifying the course content, objectives, and competencies) to meet the individual needs of a student
- students are doing 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 are working on "daily living," vocational, or other "alternative" curricula (including community access activities) which are determined by the IEP Team and do not relate to traditional, approved Parkway courses.

For students working on significantly modified content/competencies in Parkway general education classrooms, Parkway instructors are able to give such students appropriate grades and credit without compromising those for students working on traditional course work.

No asterisk (\*) will be used 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 collaborative instruction, direct 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, no asterisk (\*) will appear if his/her curriculum is the same as for other students taking the same Parkway course.

For students receiving special education services, their IEP Team must determine and document all adaptations, curricular modifications, and how grades will be determined when there are differences from those provided for students without disabilities. For students with Section 504 disabilities, the Individualized Accommodation Plan (IAP) 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/program 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 is to determine the student's grade. **Grading can also be modified by switching to a pass/fail criterion or determining that no grade will be given (i.e., audit).**