

**2011 – 2012
PARKWAY SOUTH
HIGH SCHOOL**

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Manchester, Missouri 63021

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South High's Home Page:
<http://pshwired.net>

This student planner belongs to

NAME _____ LOCKER # _____

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Fall 2011

Dear South High Student:

I want to welcome you to Parkway South High; we are excited that you are here. We have many fine traditions at South and are proud of our school. Our faculty and staff have worked hard to design programs that optimize learning and provide opportunities for you. I also think you will find the students at South High to be hard working and kind individuals who make friends easily.

Teaching and learning are the most important things we do at Parkway South High School. South is a comprehensive high school that offers you a wide variety of programs and activities. We challenge you to select rigorous courses and to explore a variety of interests during this year. Each department has a range of courses and co-curricular activities that will interest you and help you grow and develop. Please be sure to get to know your teachers well. Good relationships with your teachers will increase achievement and make school much more enjoyable for you. Our teachers will work hard to help you develop your abilities. In exchange, your hard work, daily attendance, and commitment to your education will help you realize the potential of your strengths and talents.

We are pleased to purchase this student planner for you. Its purpose is to help you organize and prepare for your classes. Use the planner to schedule homework, note important dates and make personal appointments. Please take time to view the opening pages with your parents. The information included here will help you access the people and services you will need to be successful. Our expectations are high, and reviewing the guidelines will help you understand what we value so that you can make appropriate choices during the year.

You will also read in this planner about the activities that will allow you to become part of the total school program. Participation in athletics and extracurricular activities is vital in providing a well-rounded high school experience. I encourage you to get involved this year with several clubs, groups, teams, or service organizations at South. It will help make it easier to meet more of our great kids.

I'm looking forward to a wonderful 2011-12 school year.

With Patriot Pride,

Gary Mazzola
Principal



Parkway South High Four Focus Statements

1. TEACHING AND LEARNING are the most important things we do. Everything we do must support these.
2. STUDENTS' NEEDS dictate organizational behavior.
3. CHALLENGES AND EXPECTATIONS are better motivators than rules and regulations.
4. ACTIVITIES AND ATHLETICS are important to a well-rounded high school experience.

National School Recognition Award Winner

SOUTH HIGH TRADITIONS

“Home of the Patriots”

Colors: Red, White and Blue
Mascot: Patriot
Fight Song: Yankee Doodle



A+ Program – The A+ Tuition Reimbursement Program was part of the Outstanding Schools Act which was passed in 1993. Qualified students who participate in the A+ program during their high school career may receive up to two years of paid tuition at a state sponsored community college or vocational/technical school. In addition, many four-year colleges provide incentives to A+ eligible students. Please go to <http://pshwired.net> for additional information.

A. P. Exams – Juniors and Seniors enrolled in Advanced Placement classes take examinations each spring to earn college credit.

Baccalaureate – South High takes great pride in celebrating the successes of our graduating seniors. During the Baccalaureate ceremony the salutatorian and valedictorian award recipients are announced, the senior gift is presented and international students are recognized.

Blood Drives – South High’s community service club, Key Club, works with Mississippi Valley Regional Blood Center collecting blood donations each December and February.

Concerts – The band, orchestra, chorus, and several musical groups perform throughout the year with music ranging from classical to jazz and pops concerts.

Fine Arts Fairs – Each year South students display artwork at the South Area Art Show and at Parkway's All-District Art Show at Queeny Park.

Graduation – The commencement ceremony is a dignified recognition of South High graduates receiving their four-year diplomas. It is a privilege to be able to participate and attend.

Homecoming – The pep rally, football game, parade, class competitions, and dance are part of a customary "Spirit Week" held each fall.

Honors Evening – South seniors are honored for their academic achievements before graduation. The Principal's Leadership Award, the Humanitarian Award, and the Patriot Award are presented during Honors Evening.

Parent/Teacher Conferences – Parents can meet briefly with their students' teachers during parent/teacher conferences conducted each semester.

Pat on the Back – Students and staff members recognize one another for their contributions to South High.

Patriot Pass – Seniors with 17 credits can apply to receive out-to-lunch privileges with their teachers' endorsement of grades, citizenship and attendance.

Patriot Renaissance – South students and staff acknowledge educational achievements, outstanding contributions, and citizenship of fellow students and staff members.

Prom – The Junior Class hosts the Senior Class for the formal dinner-dance in the spring.

PTO Open House – Early in the school year South High parents are invited to meet the faculty and to visit classrooms.

Semester Exams – At the end of each semester, South students take two-hour finals in each subject during a three-day finals schedule.

Senior Activities – Traditionally, seniors who are eligible to walk in the graduation ceremonies may participate in activities planned by class officers to promote lasting friendships among classmates.

Service Activities – Each class supports a service project to assist the community, such as the canned food drive and the senior citizens' dance. South students also organize and conduct a Special Olympics each year and assist with Sixth Grade Camp.

South Star Award – Each semester staff members recognize students for citizenship and contributions to their classrooms.

Spirit Night – The PTO sponsors a pep rally, barbecue, and showcases sports and performance groups for families, students, and community members at the beginning of the school year.

Stage Productions – South students star in comedies and dramas each fall and spring. Every other year students produce a musical. Senior students direct studio showcase performances in the spring.

ACADEMIC POLICIES/EXPECTATIONS

ACADEMIC LAB

Academic Lab meets during the 4th block on “blue” days and provides an opportunity for you to see your teachers for individual help during the school day. All students are assigned to an Academic Lab and must report to that Lab before going to another teacher.

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

- making up assignments or tests
- getting help from teachers
- meeting with counselors and administrators
- studying
- utilizing resources of the library and computer labs by signing up ahead of time and presenting your ID/pass.

GUIDELINES

1. Academic Lab teachers will take attendance and issue citizenship grades. Students tardy for Lab will not travel that day.
2. Students may not leave campus during Academic Lab.
3. Teachers will keep a daily sign-out log of students' use of Academic Lab time. Students must indicate the teacher they plan to visit on the log before leaving the Lab.
4. In order to leave the Lab, students must have an Academic Lab Pass (green card) signed by their Lab teacher.
5. Students are able to schedule multiple appointments during the Academic Contact Time (ACT).
6. Students are to remain in their chosen MOD for the entirety of that period.
7. Students are to return to their Lab following MOD 2.
8. Students who remain in their Academic Lab classrooms must work quietly and respect others' need to do the same.
9. Students who do not meet these guidelines/expectations risk losing their Academic Lab privileges and may face other disciplinary consequences.
10. Teachers will collect and store all Academic Lab cards at the end of each Lab and will retain all logs and passes for the entire school year.

SEPARATE FILE

TO BE

PLACED HERE

ACADEMIC PLANNING

You are encouraged to make a five-year plan (four years of high school and careful planning for the first year beyond high school) with your parents and counselor. The University of Missouri requires four years of English, three years of social studies, four years of math (Algebra I or higher), three years of science and at least two years of a foreign language.

ACADEMIC TONE IN THE BUILDING

When you enter Parkway South High School, we want you prepared and ready to learn. Your future possibilities depend on all of us contributing to a positive educational climate.

The hallways and commons area are an extension of your classrooms and must reflect a supportive learning environment. As you enter South High and go through your school day – including lunch, we expect you to do the following to maintain a positive school climate:

- Remove your hat and/or headgear for the entire school day.
- Turn off your cell phone, MP3 player, iPod, and other electronic devices because they distract from your learning as well as others. Secure them so they are safe and out of sight for the school day.
- Show respect for staff and your fellow students by gathering in locations that don't block hallways.
- Speak with each other in conversational tones. Loud voices destroy an academic tone.
- During Academic Lab, follow all guidelines and have your green card or pink slip visible at all times.
- When you are in the hallways during class time, always display a signed planner passport or an acceptable pass with date/time. After gaining permission from your teacher to leave class, you will sign out of your classroom on a sign-out register and sign in upon return.
- When approached by any staff member in the building, offer your name when requested and follow all reasonable requests.

Feeling safe and being focused are essential prerequisites to learning. Learning is also more fun and achieved more readily when the environment supports an educational focus. To help guarantee maximum academic results, everyone needs to do his or her part in these straightforward, simple ways. Every aspect of South High should support your academic achievement – your education is far too important for anything less.

AUDITING A CLASS

Auditing a class is for the student who wishes to take a course for no grade and no credit. Auditing is also for the student who, due to prolonged illness, hospitalization, or extenuating personal circumstances, is not able to complete enough work to earn a grade/credit. Approval for auditing a class must be obtained prior to the tenth session of that class. See your counselor for policy details.

CITIZENSHIP GRADES

In addition to academic grades, you earn citizenship grades, which are an indication of your behavior and attendance in the classroom. The grades are Outstanding (O), Satisfactory (S), Improvement Needed (I), and Unsatisfactory (U). The citizenship grade reflects your effort to contribute to the class through positive behavior or it reflects inappropriate or disruptive behavior that detracts from learning.

COURSE DROP/ADD

You are encouraged to make thoughtful decisions about each course that you select. Counselors have taken great care and have spent hours resolving conflicts to meet student needs. Staff members have been hired based on students' course requests. Therefore, you may only drop a class with administrative approval. Except for extenuating circumstances as appealed for through administrators, courses must be dropped in the first two weeks. You must obtain a blue course change form from your counselor to begin the process. An arbitrary change of mind will not be honored.

CREDIT

In Parkway, credits are earned by the semester. Most courses carry one-half credit per semester.

GRADE CARDS

Grade cards are mailed at the end of the six-week, twelve-week and eighteen-week marking periods of each semester. The eighteen-week semester grade is cumulative and is the only grade recorded and reported on your transcript. Parents are encouraged to contact the teacher with questions and concerns regarding your performance.

Six-Week Marking Periods end on the following dates:

1ST SEMESTER

September 27, 2011
November 3, 2011
December 22, 2011

2ND SEMESTER

February 16, 2012
April 11, 2012
May 24, 2012

GRADE POINT AVERAGES

In Parkway, a numeric point system is used for computing grade point averages (GPA) to determine class rank.

Regular Weight		Honor Weight
H =	N/A	5.0
A =	4.0	4.5
B =	3.0	3.5
C =	2.0	2.5
D =	1.0	1.5
F =	.0	.0

GRADUATION REQUIREMENTS

Twenty-four (24) units of credit are needed for graduation. The following units are required:

units in English	4
units in Social Studies	3
units in Science	3
units in Mathematics	3
unit in Fine Arts	1
unit in Practical Arts	1
unit in Physical Education	1
unit in Health	½
unit in Personal Finance	½
<u>units in electives</u>	<u>7</u>
Total units required	24

The above requirements represent the minimum credits needed for graduation. Entrance requirements for universities and colleges differ. In addition, you must pass examinations on both the United States and Missouri Constitutions. Please consult your counselor for more information about these requirements.

PLAGIARISM

Plagiarism, or taking credit for someone else's work, is a serious academic offense. In some cases, it may even be a violation of copyright laws and, thus, a crime. The faculty of Parkway South wants students to avoid plagiarism and truly learn by completing their own assignments. Plagiarized work, whether unintentional or intentional, will not be accepted. Images, designs and music are included in this policy.

UNINTENTIONAL PLAGIARISM

Until properly revised, papers and projects in which a student makes sporadic use of others' work without properly acknowledging sources will receive no credit. A paper that contains copied phrases must be rewritten so that all statements are either expressed in the student's own words or are properly quoted. At the teacher's discretion, a penalty may be imposed on work that needs revision for this reason.

INTENTIONAL PLAGIARISM – LARGE PASSAGE OR WHOLE PAPER/ PROJECT PLAGIARISM

Turning in a paper or project largely or entirely written or created by someone else and claiming it as your own work is the most serious form of plagiarism. Examples include, but are not limited to, papers in which extended passages are copied from a book, magazine or other source; papers obtained from another student, friend or family member; or papers found on the Internet. For intentional plagiarism, the result will be a zero or an "F" on the assignment. The decision to allow a student to submit revised work for partial credit will be left to the teacher's discretion. Depending on the weight of the assignment, the result may be an "F" for the grading period. Because intentional plagiarism is a form of cheating, students who commit this offense may be referred to their administrator for disciplinary review.

METHODS TO AVOID PLAGIARISM

Students can avoid plagiarism, either unintentional or intentional, by observing the following suggestions:

1. When taking notes, put information in your own words.
2. Changing a few words or phrases from another writer's work is not enough to make the writing "your own." The writing is either your own or some other person's; there are no in-betweens.
3. When writing the paper, unless the information is so commonly known that it could be found in several sources, you must cite the source. South High's librarians have instruction packets on how to cite resource using the MLA (Modern Language Association) style of citation. Information on how to cite sources is also available on PANDA (Internet address:panda.pkwy.k12.mo.us) under the link [MLA Citation Formats](#) and can be accessed by students at any time on the Internet. Another link on PANDA, [Avoiding Plagiarism](#), is also available and useful to students.
4. Even if the wording is your own and even if the writing style and phrasing are your own, you must cite the source unless the idea is also your own.
5. The language in your paper must either be your own or indicated clearly as a direct quote from the original source.
6. If the language comes from another writer, quotation marks are necessary in addition to an in-text citation.

SOUTH HIGH HOMEWORK EXPECTATIONS

Homework at Parkway South High may include short-term or long-term assignments that include reading, writing, analysis, and other forms of classroom preparation. You must allocate time outside of class to successfully complete assigned homework and to prepare for classes.

- Parents are encouraged to become involved in all aspects of your education, including homework
- Homework is a part of your grade; therefore, failure to fulfill this responsibility can affect your academic grade
- Your planner is provided to help you organize your classwork and homework

If you are absent 3 or more consecutive days, we encourage you to contact each teacher by e-mail and/or check www.pshwired.net for homework assignments. If this is not a viable option for your family, please contact your administrator for assistance.

TAKING A CLASS FOR PASS/FAIL

Taking a class for a pass/fail grade is intended for the student who wishes to try a challenge in a non-required elective course. It is also intended for the student who, due to prolonged illness, hospitalization, or extenuating personal circumstances, has completed a sufficient amount of work but may not have earned a grade that is a true representation of his/her performance in the class. Credit is awarded but no grade points are given. Approval for taking a class for a pass/fail grade must be obtained prior to the tenth session of that class. See your counselor for policy details.

TESTING

Standardized testing and state testing (End of Course Exams) are an important part of your permanent record and your Parkway educational experience. If you have questions about achievement test scores, your counselor can help with the interpretations. Admission testing influences your admissibility to colleges and universities. You should talk with your counselor regarding the standardized college admission tests (PLAN; PSAT; ACT; SAT). Registration forms and testing dates are available in Counseling.

TRANSFERRING STUDENTS/WITHDRAWAL FROM SCHOOL

When you transfer to another school or withdraw from South for any reason, you should notify your counselor and see the registrar for a withdrawal form at least 48 hours in advance of the actual withdrawal date. The withdrawal process includes turning in all books and other class materials and gathering withdrawal grades and signatures from your scheduled teachers. You will also need to obtain clearance signatures for the following: attendance, lockers, library, nurse, bookstore, principal, and counselor. If you have fines or fees due, the bookstore will only accept cash or money orders; no checks are accepted.

WHERE TO GO FOR HELP

Absences (<i>to report</i>)	Student Reception	(314) 415-7700
Activities	Student Activities	(314) 415-7758
Athletics	Athletic Director's Office	(314) 415-7796
Attendance	Student Reception	(314) 415-7726
Building	Maintenance Office	(314) 415-7756
College & Career Center	Counseling Loft	(314) 415-7776
Counseling	Counseling Loft	(314) 415-7709
Fees/Fines/Lost Books	School Store	(314) 415-7771
Financial Aid	Counseling Center	(314) 415-7776
Graduation	Counseling Loft	(314) 415-7709
Immunization Information	Nurse	(314) 415-7710
Lockers	Athletic Director's Office	(314) 415-7796
Parking	Student Reception	(314) 415-7704
Principal's Newsletter	Principal's Office	(314) 415-7702
School Pictures	Student Activities	(314) 415-7758
School Resource Officer	SRO's Office	(314) 415-7738
School Supplies	School Store	(314) 415-7771
Social Worker	Counseling Loft	(314) 415-7778
Special School District	Library Loft	(314) 415-7740
Sports Hotline		(314) 415-7700 <i>press 4, then 1</i>
Summer School	Summer School Facilitator	(314) 415-7722
Transcripts	Registrar	(314) 415-7705
Transportation	Transportation Office	(314) 415-7704

STUDENT SERVICES

ACTIVITIES

Activities Secretary (314) 415-7758

South provides a wide variety of clubs and activities to enhance your development, create a sense of belonging to South High, and give you opportunities to meet other students and to work on collective projects and goals. Information about clubs and activities is available in the Student Activities Office located on the first floor. Clubs of special interest are formed on a year-to-year basis to meet specific student interests and needs. We encourage your participation in the following activities:

AFS (American Foreign Service Intercultural Program)	Horizon Club
Amnesty International Club	International Club
Anime Club	Key Club
Art Club	KPAT
Beta Chi Pi (Science Honor Society)	Literary Magazine Club
Book Club	Math Club
Chess Club	Meat Club
Clay Club	Minuteman Honor Guard
Computer Club	Mock Trial Club
DECA (Distributive Education Clubs of America)	Music Appreciation Club
Diversity Club	Music - Instrumental
Drama and Speech	- Bands: Color Guard, Guard, Jazz, Marching, Symphonic
- Fall Show	- Orchestra: Concert, Symphonic
- Five Finger Discount Improv Team	Music - Vocal
- International Thespians Society	- Choirs: Show, Freshman/Sophomore, Junior/Senior
- Mock Trial Team	National Art Honor Society
- Musical	NHS (National Honor Society)
- National Forensic League	Patriot Renaissance
- Speech, Debate, Oral Interpretation	Peer Teaching
- Studio Showcase	Publications:
- Winter Show	- <i>Declaration</i> (yearbook)
EXCEL (South's Emerging Leaders)	- Literary Magazine
FBLA (Future Business Leaders of America)	- <i>Treaty</i> (newspaper)
FCCLA (Family, Career and Community Leaders of America)	Quiz Bowl
Fishing Club	Red Cross Youth Corps
FOCUS (Metropolitan Student Leadership Program)	Robotics Team
Foosball Club	Sixth Grade Outdoor School Counselor
Foreign Language	SLAC (Superintendent's Leadership Advisory Council)
- French Club	Special Olympics
- German Club	Stages Club
- Japanese Club	Step Club
- Spanish Club	STUCO (Student Council)
Green Earth Club	Technology Student Association
	Ultimate Frisbee
	Youth in Government

ATHLETICS

Athletics Secretary (314) 415-7796

South High encourages participation in athletic teams as a means for you to develop sound citizenship and desirable social traits such as emotional control, honesty and cooperation. The purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players. Eligibility, in accordance with MSHSAA standards, includes current enrollment in and regular attendance in courses that offer at least 3.0 units of credit and having earned 3.0 units of credit during the preceding semester. For information about athletics and NCAA guidelines, you are invited to see the athletic director in the Athletics Office.

Fall Sports

Boys Cross Country
Boys Soccer
Boys Swimming & Diving
Cheerleading
Football
Girls Cross Country
Girls Field Hockey
Girls Golf
Girls Tennis
Girls Volleyball
Poms
Softball

Winter Sports

Boys Basketball
Cheerleading
Girls Basketball
Girls Swimming & Diving
Poms
Wrestlerettes
Wrestling

Spring Sports

Baseball
Boys Golf
Boys Tennis
Boys Track
Boys Volleyball
Girls Lacrosse
Girls Soccer
Girls Track
Water Polo

All participating students are required to sign the Parkway Code of Conduct that follows on District page 14 in your planner.

Club sports are not a part of the South High athletic program and do not fall under MSHSAA guidelines. Club sports are parent-driven organizations that are financially supported by students and parents.

BUSES

Transportation (314) 415-7704

The same behavior is expected of you on the bus as in school. Activity and athletic buses are provided for you if you stay for after-school activities. All students staying after school must be directly supervised by a staff member who will provide you with a pass for the activity bus. Activity buses leave South High at 3:45 p.m. from the south doors Monday through Thursday. Athletic buses depart daily at 5:30 p.m. from the south doors. You may ride the athletic bus only if you are a current athlete.

Procedure for Guest Riders on Buses: Prior to 11:00 on the day of the request, the guest student and the host student will each provide written permission, signed by their parent/guardian, to the Transportation Office located in Student Reception. A representative of the Transportation Office will communicate the request either to VICC or Parkway. If approved, a pass will be issued for the guest student to pick up at the end of the school day.

CAFETERIA

Cafeteria (314) 415-7735

The school cafeteria is located in the Student Commons. It serves both breakfast and lunch and is available for all to enjoy. An after-school snack program is available until 3:00 p.m. Monday – Thursday, schedule permitting. Food and drink must remain in the Commons. Please be considerate of those who are eating after you. Parkway Food Service uses a Point of Sale (POS) system which eliminates lunch cards. You will be assigned a Personal Identification Number (PIN) which allows you to deposit money into your account. You may do this by putting your deposit in the red deposit boxes located in the school store and cafeteria or you may use our online deposit system which you will find on the Parkway website. The cost of meals will be deducted from your account or you may also use cash. Parents can check their students' account balances and spending history through the district website. **NOTE:** Deposits made at school need to be in the red box by 9:30 a.m. in order for it to be credited to your account before lunch.

CARE TEAM

Counseling Secretary (314) 415-7709

The Parkway South High Care Team is a multidisciplinary team of regular classroom teachers, special education teachers, counselors, administrators, the school social worker and the school nurse. The team is utilized to systematically identify students who exhibit chronic academic, behavior or health related difficulties that have not been remedied by classroom interventions.

COLLEGE & CAREER CENTER

Center Phone: (314) 415-7776

The College & Career Center at Parkway South, located in the counseling loft, is available to you and your family for post-secondary program research about:

- career and occupational outlook information
- four-year colleges and universities
- graduate and professional programs
- financial aid and scholarships
- information for students with special needs
- two-year colleges
- technical, business, and nursing schools
- career training programs
- military opportunities
- summer programs

CONFERENCES

Curriculum Secretary (314) 415-7721

Parent Conferences will be scheduled each semester to allow parents to meet briefly with teachers. These conferences will be held on **September 29, 2011** and **March 1, 2012**. You and your parents may also make an appointment with a teacher at other times during the year by contacting the teacher during his/her conference period or by e-mail. Parents may also arrange conferences through your counselor. Teachers' e-mail addresses are: first initial of the first name, full last name, @parkwayschools.net (i.e., John Doe's e-mail address would be: jdoe@parkwayschools.net).

COUNSELING SERVICES

Counseling Secretary (314) 415-7709

Ms. Donna Nokes	A - Cl	(314) 415-7780
Ms. Stacy Morgan	Co - Go	(314) 415-7782
Ms. Robin Seuc	Gr - La	(314) 415-7775
Mr. Stan Williams	Le - Pa	(314) 415-7779
Mr. Robert Lappin	Pe - So	(314) 415-7783
Ms. Marianna Justice	Sp - Z	(314) 415-7777

Your counselor will work with you in the areas of career exploration and planning, educational and vocational development and knowledge of self and others. He or she will help you:

- review requirements for graduation
- explore academic or personal problems and identify possible solutions
- gain information regarding standardized tests and interpret the results
- move through the process of career identification, exploration, decision-making and preparation
- select a post-secondary educational/training program and investigate job possibilities

DELIVERIES TO STUDENTS

Student Reception (314) 415-7700

Deliveries of items such as balloons, food, and flowers for special occasions (birthdays, Valentines, etc.) will NOT be accepted. In addition, students will **NOT** be called from class to accept deliveries. Students are not allowed to call in orders to be delivered such as pizza, Chinese, etc.

DRUG AWARENESS MEETINGS

Athletics (314) 415-7796

In support of the Activities Code of Conduct (District page 12) , Parkway South requires all students who participate in athletics and school activities governed by MSHSAA to attend drug awareness meetings offered each season. The meetings are typically coordinated by coaches and the Athletic Director. Coaches and sponsors will inform participants of the meeting dates.

EMERGENCY MESSAGES

Student Reception (314) 415-7700

Messages from parents to you will be dispatched from the Student Reception Office. Parents should contact the Student Reception Office at (314) 415-7700 in case of an emergency rather than contacting students by cell phone. Phones are available in school offices for students' and parents' use.

HOMEWORK ROOM

(314) 415-9753

Students needing extra help with completing their homework can receive this assistance after school in the Homework Room. Please call the above phone number for days, times and location.

LIBRARY

Circulation Desk (314) 415-7790

Start your day @ PSH Library. It is a great place to meet with friends before school, read during lunch or study during AcLab or after school.

We open at 7:15 a.m. And, we have after school hours Monday through Thursday. You can come to the library during AcLab. Signing up ahead of time for AcLab with your student ID will guarantee you a place.

About PSH Library:

We have 75 desktop computers, a printer/copier, and a color printer. We can accommodate 4 classes along with individuals who want to spend their free time in the library. There are 6 comfortable chairs and small groups of tables that are great for group work or spreading out when you have a major research project.

What we have for Checkout::

(you will need your student ID to check materials out)

Flips (digital camcorders)	Flash Drives
Digital Still Cameras	Tripods
Microphones	Magazines
Headphones	Books

Events:

Banned Books Week (Sept. 26 – 30, 2011)
Teen Tech Week (Oct. 17 – 21, 2011)
Gateway Breakfast (late February or early March)
Teen Read Week (April 9 – 13, 2012)

Online with PSH Library:

PANDA is accessed at <http://panda.pkwy.k12.mo.us/south/welcome.html>

Below are just a few of the databases offered on PANDA with the usernames and passwords given for home access.

REFERENCE & RESEARCH:

ABC-CLIO Social Studies	pshlib	books1
Biography Resource Center	parkways	
Novelist Plus	S9725071	password
Oxford English Dictionary	pshlib	books
SIRS Researcher	1524889H63021	
Worldbook	southhi	southhi

MAGAZINES:

General OneFile, Academic	parkways
OneFile & Custom Newspapers	

Note: See your PSH Librarian for a complete list of databases and passcodes.
Also, ask about what databases offer Apps for your phone.

LOST AND FOUND

Student Reception (314) 415-7700

Any item found on school grounds should be taken to the Student Reception Office. Items not claimed within a reasonable time will be given to a worthy agency. In order to minimize loss or theft, please leave valuables, expensive electronic equipment, and large sums of money at home. Students assume full responsibility for the replacement of stolen property.

NURSE/HEALTH SERVICES

Nurse (314) 415-7710

The school nurse's office is located on the first floor next to the Commons. The nurse is knowledgeable about teenage health problems and will readily consult with you or your parents to provide information and/or referrals when necessary.

If you need to see the nurse during class time, you should report to your classroom teacher first. The teacher will sign your hallway passport to go to the nurse.

All prescription medicine must be labeled by a physician or pharmacy and must be taken to the nurse's office immediately upon arriving at school. The medicine must be accompanied by a note from the parents/guardians asking that the medicine be administered to the student as prescribed. **Non-prescription medicine may be carried by the student. The medicine must be in the original container and be accompanied by a note from the parents/ guardians requesting self-administration.** The district reserves the right, in individual instances, to require proof that the medicine is being taken as authorized.

Immunization laws will be strictly enforced. Missouri State Law requires that you not be allowed to attend classes unless all required immunizations are on file with the school nurse.

SCHOOL STORE

School Store (314) 415-7771

The school store is open from 7:15 - 10:30 a.m. and 11:00 a.m. - 2:15 p.m. (closed 10:30 - 11:00 a.m.). You can purchase school supplies, combination locks, spirit items, and yearbooks in the bookstore. You can also pay for parking permits, optional assemblies, field trips, curricular projects, and purchase activity tickets, and pay for fines and/or lost books.

SNOW/SCHOOL CLOSINGS

Student Reception (314) 415-7700

In the event of snow/school closings, Alert Now messages will be sent to home/cell phones and e-mail addresses on file with the school - please keep this information current. School closings will also be broadcast on television channels KTVI 2, KMOV 4, KSDK 5, KPLR 11 and radio stations KMOX 1120 AM, Gospel 1600 AM, The Beat 100.3 FM, MAJIC 104.9 FM, and Z107.7 FM from 5:30 a.m. to 9:00 a.m. On mornings when conditions are questionable, please listen to one of these stations. If school is in session but the District determines that conditions are unsafe to transport students from the city, an announcement to that effect will be made on the above stations. School closings are also communicated through Parkway's weather hotline at (314) 415-SNOW (7669) and on Parkway's website: www.parkwayschools.net.

STUDENT LOCKERS AND PERSONAL PROPERTY

Lockers – Athletic Director (314) 415-7796

Personal Property - Student Reception (314) 415-7700

Lockers are automatically assigned to all freshmen students. In the spring, upperclassmen have an opportunity to register for a locker for the following school year; however, a locker may be requested at any time during the school year. You are not to use a locker unless it has been assigned to you. We ask that you secure both your hall and P.E. lockers with either a combination or key lock. Lockers remain the property of Parkway School District and are subject to inspection at any time. You are encouraged to leave valuables that are not needed for school activities, as well as large sums of money, at home in order to minimize loss and theft. The school does not assume responsibility for lost or stolen items.

STUDENT RECEPTION OFFICE *Switchboard (314) 415-7700*

Student Reception is the office where parents call to report absences, notify the school of late arrivals or early departures, and deliver messages. It is also the place where you sign in or out, pick up deliveries, and check on lost and found articles. The Student Reception secretary will be happy to answer your questions or give you information concerning the above items. Student Reception is located on the lower level near the south entrance area.

TRANSCRIPTS *Registrar (314) 415-7705*

Parkway South High will process 10 official transcript requests free of charge. Each additional official request requires a \$3.00 processing fee.

VISITORS *Student Reception (314) 415-7700*

South High is a place for teaching and learning and interruptions are discouraged. Student visitors are not permitted. Parents and alumni are welcome with a scheduled appointment, but they need to register in Student Reception or the Main Office for a guest pass before they continue on to their scheduled appointment. All visitors will be asked to show valid identification.

WEIGHT ROOM *(314) 415-7700 ext. 47792*

South High provides a supervised weight room for student use. The weight room, located in the P.E. wing, is open from 2:45 to 3:45 p.m. Monday through Friday.

DISCIPLINE AND ATTENDANCE

I. BASIC EXPECTATIONS

The South High community expects you to behave in a positive manner conducive to an orderly educational atmosphere. You are expected to differentiate between appropriate and inappropriate behavior in and out of the classroom and during any school-sponsored activity. You will be held accountable for inappropriate behavior and are advised to familiarize yourself with the South High and the Parkway District Discipline Policies contained in this planner.

At South High, the following infractions are inappropriate: Truancy, skipping or unexplained absences, cheating, plagiarism, smoking, false alarms or bomb threats, vandalism, graffiti (including spirit graffiti on school buildings or grounds), destruction of school or individual property, fighting, stealing, possession or use of a weapon, inappropriate sexual conduct, not having an ID on you during school hours, and being under the influence or in possession of alcohol, drugs or tobacco products or paraphernalia on school grounds or while attending any school-sponsored activity.

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

STUDENT NAME	ALPHA ALIGNMENT	PHONE #	LOCATION
A - CL	Corey Sink	(314) 415-7753	Counseling
CO - GO	Eric Wilhelm	(314) 415-7704	Student Reception
GR - LA	Patrice Aitch	(314) 415-7758	Student Activities
LE - PA	Barbara Moore	(314) 415-7739	Main Office
PE - SO	Jim Gerker	(314) 415-7754	Student Reception
SP - Z	Paula Hopkins	(314) 415-7721	Second Floor

II. ATTENDANCE

Your academic success directly links to regular attendance and punctuality. Important work occurs in classes each day and the opportunity for teachers and students to interact is the basis for high academic achievement. The quality of these experiences cannot be duplicated. Instructional contact is essential to your academic progress and mastery of skills and knowledge. Absences, whether excused or unexcused, affect your academic performance and grades.

School begins at **7:45 a.m.** and concludes at **2:36 p.m.** Parkway South High School is NOT an open campus. You are expected to arrive on time and attend classes throughout the school day. Parents are encouraged to check their student's attendance regularly. A teacher or an administrator will notify your parents regarding excessive absences. You will be required to serve extended detentions on Tuesdays or Thursdays as a consequence for unexplained absences, and hour-long detentions for tardies. If you have unexcused absences, you may be denied make-up privileges.

Since punctuality and attendance are important to life in a democratic society, repeated unexcused absences and tardies may affect your citizenship grade. Certain privileges may also be contingent upon your successful response to your attendance. Examples include, but are not limited to, driving to the campus and parking (juniors and seniors only), senior out-to-lunch passes, and participation in school activities. In addition, prospective employers and college admissions officers often check citizenship marks and your record of attendance.

TARDIES

- The first unexcused tardy is a warning. The second and subsequent tardies result in an after-school detention to be served in the detention room or with the teacher and a call will be made to your parents. Failure to attend detention may be referred to the appropriate administrator.

UNEXPLAINED ABSENCES

- Work missed due to an unexplained absence may only be made up within the guidelines set forth by each teacher. You may be denied make-up privileges.
- Parents have **24 hours** to call and explain an absence with the exception of single hour absences. If a student misses a single hour during the day, the excuse **must be** cleared **prior** to the hour absence.
- A single unexcused absence will result in the consequence of an extended detention (Tuesday or Thursday). A full-day unexcused absence will result in the consequence of 2 to 3 extended detentions (Tuesday or Thursday). Repeated unexcused absences may result in a short-term assignment to In-School Suspension and/or a behavior contract. Unexcused absences can be reflected in your citizenship grade:
 - "O" Outstanding Citizenship0 unexcused absences
 - "S" Satisfactory Citizenship.....0 unexcused absences
 - "I" Needs Improvement.....1 unexcused absence
 - "U" Unsatisfactory.....2+ unexcused absences

VERIFYING A STUDENT'S ABSENCE

The school may excuse a student's absence based upon a parental explanation within **24 hours** of his or her student's absence. When a student is absent, a parent verifies his or her student's absence in one of the following ways:

WITHIN 24 HOURS OF THE ABSENCE

1. Parents may call the attendance office at **(314) 415-7700** between 7:00 a.m. and 3:30 p.m. to speak directly with the school receptionist to verify his or her student's absence.

Or

2. Before 7:00 a.m. or after 3:30 p.m., parents may leave a voice message (within 24 hours of the absence) at **(314) 415-7726** to verify a student's absence. Parents are encouraged to call the day of the absence or prior to the absence. **Written notes are not accepted.**

PRE-PLANNED ABSENCES

1. A parent calls the attendance office at **(314) 415-7700** to notify the school of the time his or her student has parental permission to leave school.
2. Students are responsible for picking up their pass by reporting to Student Reception upon arriving at school, between classes, or during lunch.
3. The day following the pre-planned absence, a student should clear any discrepancies with the attendance office (located in Student Reception).

SINGLE BLOCK ABSENCES

1. A single block absence remains unexcused unless verified by a parent or teacher **prior** to the class absence.

The school typically excuses absences for the following: illness of the student, death in the student's immediate family, certain days for religious observance, medical or dental appointments, court appearance, planned absence with prior approval, field trips, emergency or set of circumstances that, in the judgment of the principal, constitutes a reasonable cause of absence from school. Oversleeping, car trouble, traffic, running parental errands, babysitting, etc., **are not** considered an emergency. An absence that fails to fall within the above areas are considered unexcused absences.

III. OTHER STANDARDS OF BEHAVIOR / REGULATIONS

APPROPRIATE SCHOOL DRESS GUIDELINES

Teaching and learning are the most important things we do at South. Through our attitudes, actions and attire, we help create optimal conditions for academic achievement by respecting the learning environment. The following illustrations are not intended to be all-inclusive:

- Students will recognize that wearing revealing clothing is not appropriate apparel for school. Students shall not wear halter-tops, strapless garments, tops with spaghetti straps, or short shorts or short skirts. Garments that are "see-through," cut low, or that expose one's midriff are not acceptable. Undergarments must not be visible.
- Students will avoid wearing hats and other headgear deemed inappropriate by the school.
- Students will wear clothes free of suggestive, obscene, or inappropriate writing or slogans including direct or indirect references to sexual themes, advertisements for alcoholic products, tobacco, or other drugs.
- Students will wear shoes at all times.
- Sagging pants and pajama pants are not allowed.

Cell Phone and Electronic Device Policy

Unauthorized use of cell phones and other messaging devices disrupts South's instructional program and distracts from our learning environment. Phones are available in school offices and classrooms for students' and parents' use when appropriate.

- Cell phones must be turned off as you enter the building and remain off for the remainder of the school day. Cell phones should be secured out of sight and turned off for the entire day, including during classes, in the hallway and lunch. Staff members will confiscate cell phones and other electronic devices visible during the school day. Failure to follow the staff member's request can result in a discipline referral for non-compliance.
- Before the first morning bell, MP3 players, iPods, pagers or headsets must be turned off and stored in your book bag or locker for the remainder of the school day.
- Devices with cameras may not be used or be visible on school premises during school hours. Unauthorized use of such devices may lead to disciplinary action.
- The school does not assume responsibility for lost cell phones or electronic devices.

HALL PASSES

You must have your hallway passport signed whenever you leave your class and have it with you in the hallways. Hallway passports are located at the back of this planner.

HARASSMENT

Neither sexual nor verbal harassment will be tolerated. Sexual harassment may be manifested either verbally or physically, including, but not limited to, sexist remarks, propositions, innuendoes, subtle pressure for sexual activity, and/or any form of unwanted touching or physical contact. Verbal or written harassment shall be defined as threats, gestures, or verbal attacks on persons, including attacks directed at one's racial, ethnic, or religious background, sexual preference, physical characteristics, and physical or mental disability.

INTERNET

Network access is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required on the Pupil Information form received each fall. Internet access is a privilege – not a right. Access entails responsibility. Students are responsible for their behavior on school computer networks just as they are everywhere in the school building. General school rules for behavior and communications apply. It is presumed that Internet users will comply with the district standards and rules stated below.

- No chat rooms or forums
- No game playing
- No violation of copyright laws
- No access to inappropriate websites

Violations may result in a loss of access as well as other disciplinary or legal action as referenced in the District's Student Discipline policy. Off-campus Internet harassment that causes a school disruption or creates a hostile environment will not be tolerated and may result in school disciplinary action.

School printers are for class work only. Payment for printing related to after school activities/clubs should be arranged by the sponsor.

ITEMS THAT DO NOT BELONG AT SCHOOL

Dice, cards, water pistols, tobacco products, lighters, weapons or any other item which may interfere with the educational process or may endanger the safety of another person are not to be brought to school. Inappropriate items will be confiscated. Personal property cannot be sold at school.

LEAVING CAMPUS

South High is a closed campus. You may not leave the building during the school day without prior parental and administrative permission. After appropriate permission is obtained, you must sign out at the Student Reception Office and obtain a pass to leave. Students are NOT to be on the parking lot during school hours without administrative approval.

PARKING REGULATIONS

Only juniors and seniors may be granted the privilege of driving to school and parking on campus. Juniors are required to share a parking space. In order to participate in this privilege, you must be a student in good standing (e.g. no fines in the school store, no excessive tardies or absences), apply for and purchase a parking permit, be assigned a parking space, and follow the regulations governing students parking on campus. These regulations are stated on the Application for Parking Permit that must be signed by both you and your parents. Violation of any of the regulations may result in the loss of your parking permit. Parking fees are not refundable when a student's parking permit is revoked. The parking application process begins in February.

As a student, you are allowed to park on school premises as a privilege, not a right. The Parkway School District retains the authority to conduct routine patrols of student parking areas and inspect student vehicles on school property. The Parkway School District may inspect the interiors of vehicles whenever a school authority has reasonable suspicion to believe illegal or contraband materials are contained inside the vehicle.

Any student caught leaving campus in their car without proper authorization during school hours will be warned once. On the second offense, the parking permit will be revoked. If you park on campus illegally, you will be subject to a fine. Your school store account will be charged \$15 for the first parking violation, \$20 for the second, and \$25 for each subsequent violation.

If you arrive at school and someone is parked in your space, park your car in one of the spaces numbered 104 through 111 on the South lot or Visitor Parking and report the incident to Student Reception. If it is necessary for you to drive a vehicle other than the one listed on your application, you must register that vehicle with Student Reception upon arrival at school. Failure to report that someone is parked illegally in your space or that you are driving a different vehicle could result in a parking fine charged to you.

RECYCLING

You are expected to clear your eating area in the Commons. Please use the recycling containers placed throughout the commons. You are also encouraged to deposit papers in the recycling boxes in each classroom.

STUDENT ID CARDS

Student ID cards are issued at the Library. You are required to have your student ID card with you at all times while on the South High campus and when attending a school-sponsored activity. IDs will be required for you to conduct school business including, but not limited to, bookstore purchases (i.e., supplies, tickets for school activities, etc.), library checkouts, and voting. When requested by a South staff member, you are expected to produce your ID. Students who fail to produce their ID upon request will be considered insubordinate and referred to their appropriate administrator.

TOBACCO, ALCOHOL AND DRUG USE

South High is a "smoke free" campus for students and adults. You will not be allowed to use any tobacco product in the building or on school grounds at any time. This policy includes all school-sponsored activities. Tobacco products and paraphernalia will be confiscated.

South High will cooperate fully with St. Louis County Police regarding the enforcement of County Ordinance 602.320 which prohibits possession of smoking paraphernalia by minors. Smoking by students is subject to a minimum fine of \$250.00.

No student, regardless of age, will possess, use, distribute, sell or be under the influence of illegal drugs, alcoholic beverages, intoxicants, or controlled substances

- on the school grounds or school buses during, prior to, or after school hours or any school activity, function, or event
- on the school grounds or school buses at any other time when the school is being used by a school group
- off the school grounds or school buses during, prior to, or after school hours or any school activity, function, or event

A controlled substance will include any controlled substance, counterfeit substance, or imitation controlled substance as defined in the Narcotic Drug Act of County Ordinance 195.010.

TRESPASSING ON PRIVATE PROPERTY

You are reminded to respect the private property of local residents in the South community. If you enter private property without permission, you are trespassing and should be aware that it is not uncommon for the owners to contact the police.

VIDEO AND OTHER MONITORING ON DISTRICT PROPERTY

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

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

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

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

IV. DISCIPLINE CONSEQUENCES

STUDENT MEDIATIONS

Student mediation is a program established to assist you when you are experiencing difficulty in resolving differences with other students. Mediation may be recommended through an administrator, counselor, or teacher. Successful mediation may possibly reduce the consequences of your disciplinary infraction.

FINES

Students must pay all fines before purchasing homecoming tickets, prom tickets, parking permits, paying graduation fees and participating in special events such as Special Olympics and Out to Lunch passes. These will be held if you fail to pay fines for lost or damaged textbooks, library books, team uniforms, student IDs, etc. Fines will also be assessed for damage caused to school property or to school grounds.

AFTER-SCHOOL DETENTIONS

One hour after-school detentions are held on Monday, Tuesday and Thursday from 2:45 - 3:45 p.m. and extended (three hour) detentions are held on Tuesday and Thursday from 2:45 - 5:30 p.m. each week. You are required to bring appropriate materials and engage yourself in school related activities. You are to comply with all the rules stated on the After-School Detention Referral Form. Transportation is provided by the 3:45 p.m. activity bus and the 5:30 p.m. athletic bus.

IN-SCHOOL SUSPENSIONS

In-school suspensions (ISS) are provided for students who have Principal's Suspension infractions and are suspended for one to five days. ISS runs from 7:45 a.m. to 2:36 p.m. on Monday through Friday each week. Classroom assignments are provided by the teachers with assistance available from the ISS supervisor. When ISS is dismissed, the suspended student is to immediately leave campus unless other arrangements are made by his/her administrator.

SUSPENSIONS

Principal's and Superintendent's out-of-school suspensions are assessed in accordance with District Discipline, JK. You are not permitted to be on campus or attend school activities while you are suspended. In-school suspensions may be assessed for minor infractions in accordance with the District Discipline policy.



**PARKWAY SOUTH HIGH
SCHEDULE 2011-2012**



RED		BLUE
1st Block	7:45 – 9:15	2nd Block
3rd Block	9:22 – 10:52	4th Block
5th Block	10:59 – 12:59	6th Block
First Lunch	10:52 – 11:22	Art, FACS, Math, Tech Ed, Music
Second Lunch	11:25 – 11:55	Social Studies, Modern & Classical Language, SSD
Third Lunch	11:57 – 12:27	Comm. Arts, Business, Speech/Drama
Fourth Lunch	12:29 – 12:59	Science, Health/PE
7th Block	1:06 - 2:36	8th Block
My Lunch Schedule Is:		
First Semester		Second Semester
Red Day _____		Red Day _____
Blue Day _____		Blue Day _____

4-5	New Teacher Orientation	AUGUST 2011						
8-9	New Teacher Orientation	SU	MO	TU	WE	TH	FR	SA
9	New Student Orientation		1	2	3	4	5	6
9	VST Parent Orientation	7	8	9	10	11	12	13
10-12	Teacher Workshops	14	15	16	17	18	19	20
10	Freshman Parent Orientation			B	R	B	R	
12	Freshman Student Orientation	21	22	23	24	25	26	27
16	1st Day of School		B	R	B	R	B	
18	Spirit Night	28	29	30	31			
24	College Credit Eve.		R	B	R			
30-31	School Pictures							

		SEPTEMBER 2011						
1	Open House	SU	MO	TU	WE	TH	FR	SA
2	No School (K-12) Prof. Dev. Day					1	2	3
5	No School (K-12) Labor Day					B		
14	PLAN Assessment (10th Grade)	4	5	6	7	8	9	10
21	Early Release #1			R	B	R	B	
27	End of 1st 6-wk. Marking Period	11	12	13	14	15	16	17
29	Early Release #2		R	B	R	B	R	
29	Parent/Teacher Conferences	18	19	20	21	22	23	24
30	Homecoming Parade & Game		B	R	B	R	B	
		25	26	27	28	29	30	
			R	B	R	B	R	

		OCTOBER 2011						
		SU	MO	TU	WE	TH	FR	SA
1	Homecoming Dance							1
12	PSAT Test							
19	Early Release #3							
		2	3 B	4 R	5 B	6 R	7 B	8
		9	10 R	11 B	12 R	13 B	14 R	15
		16	17 B	18 R	19 B	20 R	21 B	22
		23/30	24/31 R/B	25 B	26 R	27 B	28 R	29

		NOVEMBER 2011						
		SU	MO	TU	WE	TH	FR	SA
3	End of 2nd 6-wk. Marking Period			1 R	2 B	3 R	4	5
4	No School (K-12) Prof. Dev./Records Day							
21	Student/Faculty Basketball Game	6	7 B	8 R	9 B	10 R	11 B	12
23	No School (K-12)							
24-25	No School (K-12) Thanksgiving Holiday	13	14 R	15 B	16 R	17 B	18 R	19
30	Early Release #4	20	21 B	22 R	23	24	25	26
		27	28 B	29 R	30 B			

		DECEMBER 2011						
		SU	MO	TU	WE	TH	FR	SA
5-12	End of Course Testing					1 R	2 B	3
8	Blood Drive							
20-22	Finals							
22	End of 1st Semester							
23-30	No School (K-12) Winter Break	4	5 R	6 B	7 R	8 B	9 R	10
		11	12 B	13 R	14 B	15 R	16 B	17
		18	19 R	20 B	21 R	22 B	23	24
		25	26	27	28	29	30	31

		JANUARY 2012						
		SU	MO	TU	WED	TH	FR	SA
2-3	No School (K-12) Winter Break							
4	No School (K-12) Records Day							
5	School Resumes	1	2	3	4	5 R	6 B	7
5	Begin 2nd Semester							
12	Curriculum Evening	8	9 R	10 B	11 R	12 B	13 R	14
16	No School (K-12) M. L. King Day	15	16	17 B	18 R	19 B	20 R	21
19	Snow Date for Curriculum Evening							
25	Early Release #5	22	23 B	24 R	25 B	26 R	27 B	28
		29	30 R	31 B				

		FEBRUARY 2012						
		SU	MO	TU	WE	TH	FR	SA
16	Blood Drive				1 R	2 B	3 R	4
16	End of 4th 6-wk. Marking Period							
17	No School (K-12) Prof. Dev./Records Day							
20	No School (K-12) Presidents' Day	5	6 B	7 R	8 B	9 R	10 B	11
24	Special Olympics	12	13 R	14 B	15 R	16 B	17	18
		19	20	21 R	22 B	23 R	24 B	25
		26	27 R	28 B	29 R			

		MARCH 2012						
		SU	MO	TU	WE	TH	FR	SA
1	Early Release #6					1 B	2 R	3
1	Parent/Teacher Conferences							
16	No School (K-12)							
19-23	No School (K-12) Spring Break	4	5 B	6 R	7 B	8 R	9 B	10
26	School Resumes	11	12 R	13 B	14 R	15 B	16	17
		18	19	20	21	22	23	24
		25	26 R	27 B	28 R	29 B	30 R	31

		APRIL 2012						
		SU	MO	TU	WED	TH	FR	SA
4	Early Release #7							
6	No School (K-12)							
11	End of 5th 6-wk. Marking Period	1	2 B	3 R	4 B	5 R	6	7
20	No School (K-12) Prof. Dev. Day	8	9 B	10 R	11 B	12 R	13 B	14
23-30	End of Course Testing							
24	Early Release #8	15	16 R	17 B	18 R	19 B	20	21
24	ACT Testing for all Juniors							
24	Honors Evening	22	23 R	24 B	25 R	26 B	27 R	28
		29	30 B					

		MAY 2012						
		SU	MO	TU	WED	TH	FR	SA
1-7	End of Course Testing							
11	Seniors' Last Day & Senior Picnic							
12	Prom			1 R	2 B	3 R	4 B	5
17	Baccalaureate							
18	Graduation	6	7 R	8 B	9 R	10 B	11 R	12
22-24	Finals							
24	End of 2nd Semester LAST DAY OF SCHOOL*	13	14 B	15 R	16 B	17 R	18 B	19
28	Memorial Day	20	21 R	22 B	23 R	24 B	25	26
		27	28	29	30	31		

**Depending on the status of unused inclement weather days, the last day of school and finals may be adjusted.*

6/04/12 Summer School Begins
7/06/12 Summer School Ends

COMMUNITY RESOURCES

NUMBERS TO CALL FOR HELP

STRESS / SUICIDE / CRISIS RESPONSE:

Behavioral Health Response Crisis	(314) 469-6644
Life Crisis Center Hotline (24 hours)	(314) 647-4357
KUTO (Kids Under 21) Crisis Helpline	(314) 644-5886
Youth Emergency Service	(314) 727-6294
Youth In Need	(636) 946-3771

COUNSELING:

Care and Counseling (City & County)	(314) 878-4340
Catholic Family Services	(636) 391-9966
Hopewell Center (City)	(314) 531-1770
Lutheran Family & Children Services	(314) 787-5100
Provident Counseling (City & County)	(314) 371-6500

ALCOHOL & DRUG ABUSE:

Alanon/Alateen	(314) 645-1572
Comtrea Adolescent Center	(636) 296-6206
Crossroads Drug Program	(636) 532-9991
Center for Life Solutions	(314) 731-0100
Division of Alcohol & Drug Abuse	(314) 877-0370
Edgewood Dependency Program (at St. John's)	(314) 628-6500
National Council on Alcoholism & Drug Abuse (Free Assessments)	(314) 962-3456
Overdose or Poison Hotline (at Cardinal Glennon)	(314) 772-5200

HOSPITALS:

Barnes / Jewish ER	(314) 362-9123
Cardinal Glennon ER	(314) 577-5666
Forest Park ER	(314) 768-3019
DePaul Health Center ER	(314) 344-6360
Missouri Baptist ER	(314) 996-5225
St. Anthony's ER	(314) 525-1900
St. John's ER	(314) 569-6090
St. Louis Children's ER	(314) 454-6111
St. Luke's ER	(314) 205-6990

PARKWAY SCHOOL DISTRICT

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SUPERINTENDENT
Dr. Keith Marty

BOARD OF EDUCATION MEMBERS

Mr. Tom Appelbaum
Mrs. Helen Casteel
Mrs. Beth Feldman
Mr. Chris Jacob
Mr. Bruce Major
Mrs. Dee Mogerman
Dr. Sam Sciortino

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PARKWAY SCHOOL DISTRICT POLICY JK, STUDENT DISCIPLINE

A. PHILOSOPHY OF EDUCATION AND DISCIPLINE

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

PARKWAY'S CODE OF CONDUCT

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

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

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

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

B. PROVINCE OF THE SCHOOL

The District has authority to control student conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of pupils. School officials are authorized to hold students accountable for misconduct in school or on any property of the school, on any school bus going to or returning from school, during school-sponsored activities, or during intermission or recess periods. Student misconduct which occurs at the bus stop or at non-school related activities may be the subject of discipline if the conduct has an effect on the general welfare or reputation of the school, its pupils, faculty, administration or staff. The district also has the authority to discipline Parkway students who are receiving services from Special School District of St. Louis County ("SSD") for misconduct occurring on SSD property, SSD buses or at SSD activities.
(Approved June 18, 2008)

C. CONSEQUENCES OF MISCONDUCT

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

D. DUE PROCESS PROTECTIONS

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

1. Principal Suspension. Prior to a Principal Suspension, an informal conference shall be held with the student wherein: (1) the student shall be given oral or written notice of charges against him/her; (2) if the student denies the charges, the student shall be given an oral or written explanation of the facts which form the basis of the proposed suspension; and (3) the student shall be given an opportunity to present his/her version of the incident. If the student's presence at school poses a continuing danger to person or property or an ongoing threat of disruption, the student may be immediately removed from school and the informal conference shall follow as soon as practicable. The superintendent may revoke a Principal Suspension at any time.

2. Discipline Review Committee. If a principal recommends that the superintendent extend a Principal Suspension beyond the initial ten (10) school days, the Discipline Review Committee (DRC) shall review the student misconduct and make a recommendation to the superintendent regarding the length of the suspension. The DRC should ensure that discipline is fairly and consistently applied to all students, regardless of race, ethnicity, disability, gender, school location or any

other factors. The superintendent may accept or modify the recommendation of the DRC. The DRC recommendation and superintendent's decision normally shall be made prior to the end of the Principal Suspension. The student and the student's parent or guardian have the opportunity and are encouraged to attend all DRC meetings held to address their child's misconduct.

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

4. Expulsion. In cases where the superintendent recommends that the student be removed from school for more than 180 school days or permanently expelled, the board of education shall, after notice to parents/ guardians, hold a hearing upon charges preferred and render its decision in writing. Procedures for the hearing are set out in board Policy BED. The parent, custodian or the student, if at least eighteen years of age, may waive any right to a hearing before the board of education, provided such waiver is in writing and is made following a meeting with the superintendent or his/her designee wherein the proposed expulsion is discussed.

E. STANDARDS OF CONDUCT

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

Standard 1. Causing Disruption of School or Any School Function

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

Standard 2. Damaging School Property or Property of Others

A student shall not cause or attempt to cause damage to the property of the District (including defacing the school or school property) or property of other persons. Repeated minor damage to school or personal property shall be the basis for a Superintendent Suspension or an expulsion from school. Damage to school property may result in the student or parent/guardian being required to pay for the damage.

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

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

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

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

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

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

Standard 6. Committing Sexual Harassment or Other Sexual Misconduct

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

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

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

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

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

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

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

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

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

Standard 9. Possessing Firearms and Weapons

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

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

The term "weapon" shall mean a firearm as defined above, and the items listed, which are defined as weapons in section 571.010 RSMo: blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, 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 or Having Been Registered on the Missouri Sex Offender Registry

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

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

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

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

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

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

Standard 17. Other Serious Misconduct

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

F. PROHIBITION AGAINST BEING ON OR WITHIN 1,000 FEET OF SCHOOL PROPERTY DURING SUSPENSION

All students who are SUSPENDED OR EXPELLED are prohibited from being ON SCHOOL PROPERTY for any reason unless permission is granted by the superintendent, designee or building principal.

In addition, any student who is suspended for violating Standard 4 (Acts of School Violence), Standard 7 (Drug or illegal substance-related Activities), or for any of the following offenses committed on school property, any school bus, or while involved in school activities shall not be WITHIN 1,000 FEET OF ANY PUBLIC SCHOOL in the district during the suspension:

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

The only EXCEPTIONS to this prohibition are as follows:

- The student is under the direct supervision of the student's parent, legal guardian or custodian and has pre-approved permission granted by the suspending principal, the superintendent or designee.
- The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian. The designation must be made in advance and in writing to the principal of the school that suspended the student.

- The student is in an alternative school that is located within 1,000 feet of a public school in the district.
- The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

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

G. NOTIFICATION TO FAMILY COURT

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

H. 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).

I. STUDENT DISCIPLINE RECORDS

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

J. INTERVENTION PLAN

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

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

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

K. PARENT/GUARDIAN AND STUDENT NOTIFICATION

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

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

Approved: April 21, 2010

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 JFK, Disciplining Students with Disabilities, and its guidelines.

STUDENT BULLYING

As a public educational institution, the Board of Education believes that all students need a safe learning environment. Accordingly, district officials will not tolerate students bullying other students.

For purposes of this policy, "bullying" means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. "Bullying" may consist of physical actions, including gestures, or oral or written communications, including electronic messages, and any threat of retaliation for reporting of such acts.

Students are encouraged to report incidents of bullying to school officials so they can be investigated and resolved. Any district employee who has firsthand knowledge of one or more students bullying another student is required to report such conduct to the principal, who shall promptly investigate and impose appropriate discipline on the offending student(s). Depending on the age of the student(s) and the circumstances, the disciplinary consequences of bullying can range from a simple reprimand and warning to the offending student(s) being suspended from school. Bullying of students is prohibited under Standard 5 of Policy JK, Student Discipline.

The board directs the superintendent to develop administrative guidelines to implement this policy, including the training of district employees in dealing with bullying by students

Policy Adopted: February 28, 2007.

CODE OF CONDUCT FOR PARTICIPANTS IN PARKWAY ATHLETICS AND ACTIVITIES

RATIONALE

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

THE CODE OF CONDUCT

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

1. Drugs: Students shall not use, possess or attempt to obtain any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance of any kind.

2. Alcohol: Students shall not use, possess or attempt to obtain any alcoholic beverage of any kind, including but not limited to beer, wine and hard liquor.

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

CONSEQUENCES OF VIOLATION

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

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

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

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

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

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

IMPLEMENTATION PROCEDURES

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

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

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

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

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

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

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

PARKWAY ATHLETICS AND ACTIVITIES HONOR CODE

STUDENT PLEDGE

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTIFICATION

I. NOTIFICATION OF RIGHTS

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

II. RIGHTS OF PARENTS

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

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

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

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

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

III. SHARING OF INFORMATION:

1. The District will disclose information from a student's education and/or health records to Parkway School District school officials who have a legitimate educational interest in the records. A school official is defined as:
 - A person employed by the District as an administrator, supervisor, instructor, or support staff member including health medical staff and safety/security staff.
 - A member of the board of education.
 - A person employed by or under contract to the District to perform a special task, such as an attorney, auditor, medical consultants, or therapists.
 - A person who is employed by the District's law enforcement unit.

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

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

IV. DIRECTORY INFORMATION

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

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

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

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

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

PSD - May 2007

NON-DISCRIMINATION/ ACCOMMODATION NOTICE

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

PSD – November 2008

SPECIAL EDUCATION

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

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

PSD - August 2009

SERVICES AND RIGHTS FOR STUDENTS WITH DISABILITIES

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

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

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

Children under Parkway's jurisdiction between the ages of three (3) and twenty-one (21) may be eligible for special education and related services. The SSD provides services to students diagnosed with one of the following educational disabilities: Autism, Deaf/Blindness, Emotional Disturbance, Hearing Impairment and Deafness, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairments, Specific Learning Disabilities, Speech or Language Impairment, Traumatic Brain Injury, Visual Impairment/Blind, or Young Child with a Developmental Delay. Parkway provides accommodations and services to students with Section 504 disabilities who are not eligible under the IDEA.

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

The Districts are required to locate, evaluate, and identify children with disabilities under their jurisdiction, regardless of the severity of the disability, and assist the State with information and referral services in the implementation of early intervention services for infants and toddlers eligible for Missouri's First Steps Program. This includes non-resident children attending private schools in Parkway, highly mobile children (i.e., migrant and homeless children), and children suspected of having a disability and in need of special education even though advancing from grade to grade. When staff have significant concerns about a student, they are to

initiate the "problem solving" process and, when needed, refer the student to the school's Care Team. Parkway Care Teams initiate the disability identification process when appropriate. Parents/guardians who suspect a disability may initiate the disability "identification" process by making a request to school staff.

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

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

PSD - May 2007

CARE TEAM / "PROBLEM SOLVING"

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

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

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

PSD – July 2008