

# Parkway South Middle

## 2019-2020 Student and Parent Handbook

760 Woods Mill Road, Manchester, MO 63011

Phone: 314-415-7200      Attendance Hotline: 314-415-7200

Principal: Amy Branson      Assistant Principals: Toby McQuerrey and Erica Rogers

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

You are encouraged to read the entire handbook and keep it handy as a reference throughout the school year. You may want to bookmark this on your computer or device. Please ask your teachers, counselors or administrators if you have questions.

Our core values are not just words but are traits that we believe are important to being good citizens of not only South Middle, but of the world.

- **Kindness** means having a sympathetic attitude towards others, a willingness to do good
- **Empathy** means understanding the feelings of others, even if you haven't been through the same situation. It means acting on that understanding to help others.
- **Responsibility** means being reliable or dependable.
- **Integrity** means doing what is right even when no one is there to hold you accountable.
- **Resilience** means being able to become strong, healthy, and successful even when something is difficult or discouraging.

South Middle is a school of character that promotes and values all student voices and honors our differences. We wish each of you the very best school year ever. Together we make great things happen!

Parkway South Website: [Parkway South Middle's Website](#)

Calendar of Events: [Calendar of Events 2019-20](#)

### **PARKWAY'S MISSION**

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

Parkway School District Website: [Parkway School District's Website](#)

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# PART 1: STUDENT SECTION

## Academic Success Strategies

### ATTENDANCE

Did you know that there is a strong connection between attendance and success at school? Your teachers and peers miss you when you are absent, but learning and activities continue when you are not here. Illness, death in the immediate family or religious observances are excusable reasons to miss school. However, in all other situations, you should be here to continue your learning with us.

### GRADING SYSTEM

Teachers report your grades and both positive and negative progress reports and report cards on the Infinite Campus system. Approximately every six weeks, computerized grade reports are posted, giving an academic and citizenship grade for each subject.

It is highly recommended that you keep your password handy and check Infinite Campus each week to keep track of your progress and to see your grades as they are posted. If you have questions, comments and/or concerns, speak with your teachers or e-mail them right away.

Infinite Campus Link: [Infinite Campus Website](#)

#### Traditional Grading:

Academic	Citizenship
A - Superior	O - Outstanding
B - Above Average	S - Satisfactory
C - Average	I - Improvement Needed
D - Below Average	U - Unsatisfactory
F - Failure	

#### Standards Based Grading:

Please consult with your individual teachers on their use of the standards based grading system; especially, in the areas of language arts and science.

### HOMEWORK

Homework is extremely important. It helps you to demonstrate responsibility, independence, and time management skills. It also shows your teacher what you know and helps you to determine the assistance you need from your teacher when you return to class. You should expect to have homework each evening. The amount of homework will depend upon the courses you are taking, specific units being covered, and your individual skill level.

## Homework Suggestions for Students

- Check the [Homework Hotline](#). Teachers update these slides for Mondays, Wednesdays, and Fridays.
- Organize and write homework in a planner or on your device.
- Have all the materials you need.
- Set a regular time for homework and study.
- Eliminate distractions (i.e., television, radio, clutter, etc.).
- Prioritize.
- Start the most involved assignments first. For lengthy projects, plan ahead and set a series of attainable daily goals.
- Ask for help! Let your teacher know when you experience difficulty completing assignments.
- Always pack your homework in your bookbag in the same place, and show up to class with it.
- Check Infinite Campus regularly as teachers post your homework completion and grades each week.

## TARDIES

Learning to be on time for class, appointments, and deadlines is an important life skill. You should make it a priority to arrive to school and to each class on time. You have three minutes between classes.

At times, being tardy may be unavoidable. If a student is in the front office, counseling office, or with a staff member who is keeping them after class, the student will receive a pass and should quietly enter his or her next class.

## Social/Emotional Success Strategies

### CONFLICT RESOLUTION

We take pride in being a school of character. You will have differences with peers from time to time, but fighting is not acceptable. You are expected to talk out differences, seek out conflict mediation or work to restore relationships with peers, teachers, bus drivers and anyone in the school. You are also encouraged to see a counselor or administrator if you are having problems with others or if you believe someone else is angry enough to need assistance or restoration.

“Play fighting” is also unacceptable because it can lead to more serious actions, and it disrupts the good order of school. We expect a peaceful coexistence, respect for differences, a demonstration of good character, and the safety of all students.

## Activities/Getting Involved

### ACTIVITIES AND INTRAMURALS

Every Monday, Wednesday, and Thursday afternoon, we have an activity period from 3:15 p.m. until 4:20 p.m. Check the activity booklet, visual display screens, and listen to the daily announcements to find out what's going on. Get involved and have fun!

South Middle does not offer interscholastic sports, but our intramural program is open to all students during the activity period. We offer individual sports, as well as team sports. Intramurals encourage good sportsmanship, safety, skill building, friendly competition and fun.

Seasonal sports are co-educational (for girls and boys). The information below may be helpful to you as you plan your own personal calendar.

September-October	Cross Country
September-October	Soccer
Late September-October	Wrestling
November-December	Basketball
January-February	Volleyball
March-April	Softball
March-April	Flag Football
April-May	Track

After School Activity Website: [After School Activities Website](#)

### ACTIVITY BUSES

South Middle has buses that run Monday, Wednesday, and Thursday afternoons that will take you home from activities. A bell rings at 4:20 p.m. signaling the end of the activity period. You should proceed to the Pavilion with the written bus pass you received from you activity sponsor. Be seated at the designated table to wait politely for your bus. Activity bus routes are posted in the Pavilion on the window by the main entrance of the school.

### ARRIVAL, TARDIES, AND DISMISSAL

Doors Open: The building will be open to students at 8:00 a.m. each day. You should not plan to arrive earlier than this unless absolutely necessary. When you arrive, you must report directly to the Pavilion until 8:07 a.m.

Late Arrival: If you arrive late to school, go to the Front Office for a pass to class.

Tardies: Late arrival to class results in a tardy on your record. An accumulation of tardies can result in a lower citizenship grade or disciplinary consequences.

Leaving and/or Returning to School: If it is necessary to leave early, your parent/guardian must come to the Front Office to have you released. If you know you need to leave early, you should submit an early dismissal note to the Front Office in the morning. If pick up is near dismissal time, remind your parents not to park in the bus driveway because buses are arriving. If returning during the school day, you are required to check in at the Front Office before proceeding to classes with a pass.

Dismissal: School ends at 3:15 p.m. each day. We do not have a latchkey program at South Middle. You are expected to be picked up by 3:30 p.m. if you are not involved in the after school activity program. Your safety and welfare are always our main concern; therefore, you MUST be under the supervision of a teacher or administrator if you remain in the building after 3:30 p.m. Students remaining after school without sponsorship may face disciplinary action.

## **Getting Support**

### **COUNSELING**

You are assigned a guidance counselor. They can be found in the Counseling Office (Room 2013) or walking in the hallways during the school day. Please feel free to call on them when needed. You will find the counselors ready to help you find out more about yourself, how to handle difficult situations, or assist you with any issue or concern. You can also contact your counselor at the following numbers:

6th Red and 8th Grade Counselor:	Erin Phoenix	314-415-7216
6th Blue and 7th Grade Counselor:	Robin Avery	314-415-7218

## **Behavioral Expectations**

### **BAGS AND BACKPACKS**

Backpacks and bags are to be kept in lockers during the school day. Taking them into classrooms presents safety issues, and they get in the way. Your teachers will send you to put them into your locker if they are brought to class.

Also, never leave your backpack in the hallway. All unattended bags and backpacks will be checked and removed. Repeated violations may result in further disciplinary action.

## **BUS CONDUCT AND SAFETY**

It is important that you observe our safety rules while waiting at the bus stop and riding the school bus. Remember character is important, and you should always implement our core values. The expectations for behavior when going to and from the bus stop, at the bus stop, and while riding the school bus are the same as at school. Below are some of the most important rules everyone should follow:

- Be at the bus stop at least five or ten minutes before the scheduled arrival time.
- Respect the bus driver and listen to instructions.
- Take your seat right away after boarding the bus.
- Stay seated at all times.
- Always get on and off the bus at your bus stop.
- Keep your head, arms, legs, and hands inside the bus.
- Horseplaying, fighting, use of profanity, loud talking and undue noise, bullying, throwing items (on or off the bus), and vandalism are unacceptable.
- Dangerous items and controlled substances (tobacco, drugs, e-cigs, alcohol, etc.) are not allowed.

Your bus drivers are required to report infractions to the supervisor of transportation and school administrators. Continued or severe bus violations may result in consequences as determined by an administrator.

## **CELL PHONE POLICY**

Cell phones may only be used during lunch/recess time. The main office or classroom phones may be used, with permission, to make any necessary calls during the school day. Students are expected to abide by the cell phone policies listed below.

- Cell phones must be stored in locked lockers during the school day.
- Cell phones are not allowed in classrooms during the school day.
- Students may use cell phones during lunch.
- Students assume sole responsibility for the security of their cell phones.

Should a staff member confiscate a cell phone, it will be turned over to your grade level principal for safe keeping. The consequences below will be implemented:

- 1st Infraction - Return to Student at end of the school day
- 2nd Infraction - Parent Pick-Up
- 3rd Infraction - Parent Pick-Up and Lunch Detention
- 4th Infraction - Parent Pick-Up and Ninth Hour (After-School Detention)
- 5th Infraction - Parent Pick-Up and Ninth Hour with Community Service
- 6th Infraction - Loss of Privilege (To Be Determined By Grade Level Principal)



## **CHARACTER EDUCATION and FLEX TIME**

We believe that character education helps you to develop and live by important human qualities: kindness, empathy, responsibility, integrity and resilience.

Character education is woven into classroom lessons and activities on a daily basis. In addition, each Tuesday and Thursday we have Flex time where we learn more about our core values of kindness, empathy, responsibility, integrity and resilience. Parkway Character Education Link: [Character Ed Website](#)

Flex takes place following 8th period each day between 2:43 and 3:15. On Monday, Wednesday, and Friday, you can use this time to complete homework, missing work, make up a test, or get extra help from a teacher. On Tuesdays and Thursdays, your Flex group will participate in lessons about our Core Values and Community Expectations.

## **CHEATING**

Cheating is not acceptable at South Middle School. It does not show good character or meet the expectations we have of our students. It breaks down the trust we have in our students and does not help build a positive school community. Cheating includes not only copying another student's work, but also allowing another student to copy your work. It also includes plagiarizing someone else's work. Because the work done by cheating is not a true reflection of a student's ability, it will not be tolerated by teachers and/or administrators and may result in the total loss of credit on the assignment. Should a student be found cheating, a parent will be notified by the teacher and additional disciplinary action may follow.

## **DRESS CODE**

You are expected to present a proper and appropriate appearance. Your attire should not disrupt the educational process. Please review the information below:

- Clothing should not be revealing or provocative.
- Items of clothing promoting and/or displaying illegal drugs, alcoholic beverages or any other designs considered to be prejudicial to the good order within the school are prohibited.
- Hats, caps, coats, hoods, and sunglasses may not be worn in the building. However, head coverings for religious beliefs may be worn.
- Health and safety are always factors used in establishing dress guidelines. Shoes must be worn at all times.

A teacher or an administrator may determine if your attire is inappropriate and consequences may result.

## INTERNET GUIDELINES

There is no EXPECTATION OF PRIVACY when using personal or school devices. The district reserves the right to monitor, log and review all activity on devices. Please take the time to read the [Network Access Policy](#). Remember that our core values should be at the forefront of all decisions when using devices. Please note the expectations below.

- Access pre-approved websites that are recommended by your teachers.
- Do not purchase anything over the internet while at school.
- Download and print only with your teacher's approval.
- Never provide personal information over the internet such as names, home addresses, telephone numbers, e-mail or other data for yourself or others.
- Inform your teacher immediately if you see anything on the computer screen which makes you uncomfortable or that is inappropriate in any way.
- Accessing and/or printing pornographic or potentially illegal information will result in the loss of internet privileges for as long as you attend Parkway South Middle School. You will also be referred to your grade level administrator for additional disciplinary action and your parents will be notified.
- Accessing the internet when your parents or administrators have denied you permission will result in a referral to your grade level administrator.
- Cyber-bullying of any kind is not acceptable and is subject to disciplinary action.

## LUNCH EXPECTATIONS

You can enjoy lunch in a safe and clean area by adhering to the following expectations:

- Walk and do not run to and from and in the Pavilion.
- Use indoor voices.
- Wait your turn in line. Butting in front of others, pushing, shoving or horseplay must be avoided at all times.
- Treat all food service workers and lunch supervisors with respect.
- Limit the number of students at each table (6 at small tables, 8 at long tables). Keep chairs at tables and sit only on the sides (not ends) of tables. Sitting at the ends of tables presents a safety hazard.
- Remain seated while eating or drinking.
- Pick up trash and throw away your own items in the appropriate containers when you are finished eating.
- Push in your chair as you leave.
- After you finish eating lunch, you may elect to go to recess or stay in the Pavillion. After recess, you will be dismissed to return to classes.
- Food may not be brought in from home for sharing.

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

Since all necessary school supplies are made available to our students through the school store, the sale of articles, including candy or snacks, by a student in school is not acceptable. Soliciting of money or articles of any kind is not permitted without the approval of the building principal. This includes the sale of items for various service and athletic organizations. Items sold without permission will be taken and consequences may be given.

## **STEALING**

It is important that you show excellent character and demonstrate core values by showing respect for your property and the property of others. Remember to always mark your belongings. When leaving your locker, be reminded to shut your locker and close the lock. Your belongings should never be unattended. If you suspect theft, report it to the front office or the School Resource Officer immediately.

Being caught stealing is a serious offense, so never take someone's property as a "joke." Being in possession of stolen property is considered theft. If you find items which do not belong to you, take them to the Lost and Found, to the front office, or give them to a teacher or staff member immediately.

## **STUDENT DISCIPLINE**

Demonstrating good character is at the very core of what is expected of you as a student at South Middle School and in the community. We take great pride in who you are as a person. We expect that you will always be at your best. Treating yourself and others with a high level of respect means a great deal as you become a valuable citizen and member of society. Ask yourself, "Who am I? What kind of friend am I? What type of person do I want to become?"

[Parkway Discipline Policy](#)

## **STUDENT HALL BEHAVIOR**

In order to keep you safe in the hallways and to prevent school disruptions, adhere to the following expectations:

- Walk on the right side of halls, sidewalks, and stairways; running is not appropriate and does not show good character.
- Always use indoor voices. While inside the building, yelling is not appropriate.
- Please do not stop to talk to friends in congested areas because other students may be delayed.

The above expectations pertain to the whole school building. Your grade level team will share with you any additional behavior expectations for your hallway.

## TARDIES

In the event that a student does not make it to class on time under the circumstances listed above, a tardy will be recorded in Infinite Campus. If a student is tardy, there is a continuum of interventions/consequences that apply. The accumulation of tardies is per class period and resets each quarter.

- **1st tardy:** Student receives a verbal warning.
- **2nd tardy:** Student receives a verbal warning and has a conference with teacher to problem-solve a solution. Teacher contacts (by phone or email) parent/guardian.
- **3rd tardy:** Student receives a lunch detention. Lunch detention could be served with teacher or at a designated table in the pavilion. During lunch detention in the pavilion, the student will not have access to electronic devices (Chromebook, cell phone, MP3 players) and may not go outside for recess. Teacher calls parent/guardian.
- **4th tardy:** Student receives an after-school detention. Administrator contacts parent/guardian.
- **5th tardy:** Student receives in-school suspension. Administrator contacts parent/guardian.
- **Additional tardies:** Individual action plans will be determined

## VANDALISM

Thoughtful students treat ALL property with care and respect. We pride ourselves in maintaining a nice school environment for students and staff. You are responsible for any intentional or accidental damage to school property. Restitution, community service and/or a fair price is assigned to any item damaged. Payment for the replacement or repair of vandalized items is expected. Other disciplinary action may be given as determined by the school's administration.

### School Procedures

## ATTENDANCE

If you will be absent, you should remind your parent to call our attendance hotline at 314-415-7200, Option 1 by 9:15 a.m. This line is available 24 hours per day. If the school is not notified, an attempt will be made to call your parent. If your parent did not contact the school on the day of your absence, ask them to send a written note so that it can be noted on your school record.

Missouri law states that all children between the ages of 7 and 16 must attend school or receive adequate private instruction.

## BREAKFAST AND LUNCH

Nutritious lunch and breakfast are served daily at South Middle School. Breakfast begins at 8:00 A.M. for anyone wanting a meal. Lunch times are different for each grade, so look at the daily schedule to locate your time. Although the regular prices are listed below, please note that additional items may be purchased at a cost.

### Meal Prices 2019-2020

- Breakfast: \$2.35 (reduced \$.30)
- Lunch: \$3.10 (reduced \$.40)
  - Extra Entree: \$2.00
  - Extra Beverage: \$0.50
  - Special Lunches: (Costs Vary)

Breakfast Menu Link: [Breakfast Menu](#)

Lunch Menu Link: [Lunch Menu](#)

Nutrition Services Link: [Nutrition Services Link](#)

Internet Deposits Link: [Internet Deposits](#)

## BUSES

Buses and stops are assigned by the two bus companies, Parkway and Missouri Central (VICC), that serve all students. Each year before school begins in August, the VICC program sends out post cards indicating your stop, location and pick up times two weeks before school begins. The Parkway transportation information is located on the E-Link below. It is updated on August 9th.

Parkway Bus Stop Locator Link: [Bus Stop Locator Website](#)

## BUS PASSES

You must ride your assigned bus and get off at your assigned stop.

### Parkway Buses

To ride a different Parkway bus or to get off the bus at a different stop, you must present a note signed by your parent or guardian to the secretary in the front office *before school begins*. You may pick up your bus pass at lunch. The secretary will provide a bus pass that you will present to the driver. Drivers will only honor school-issued bus passes. Some buses may be so crowded that no passes will be issued.

## Missouri Central Buses (Students Who Reside in the City of St. Louis)

To ride a bus other than the one to which you are assigned or to get off the bus at a different stop, you need *two notes--one from the parent/guardian of the child who needs a bus pass, and one from the parent/guardian of the student with whom the child will be going home.*

**There is no exception to this policy.** Please present both these notes to the secretary in the front office *before school.* You may pick up your bus pass at lunch. The secretary will provide a bus pass that you will present to the driver. Drivers will only honor school-issued bus passes. Some buses may be so crowded that no passes will be issued.

## CHROMEBOOKS

All students are provided a Chromebook to assist them in their learning at Parkway South Middle School. A Chromebook is a tool for learning and is a lightweight mobile device. "With a comfortable keyboard, large display, clickable trackpad, all day battery-life, and built-in ability to connect to Wi-Fi, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." This is similar to other learning tools such as a textbook, notebook, or pen. Students will receive their Parkway issued Chromebook kit. Included in this kit is:

- 1 Chromebook
- 1 Power supply & plug
- 1 Carrying case

Similar to a textbook, students are expected to bring the kit to school everyday and take it home every afternoon, unless otherwise directed by their teacher. The expectation is that students will show up to class prepared to learn with the Chromebook kit charged.

The Chromebooks are setup to only allow "parkwayschools.net" accounts to login. Website monitoring and content filtering is enabled whenever the device is connected to the internet, both on and off the Parkway network. The content filter used by Parkway is [GoGuardian](#).

PSMS Chromebook Handbook Link: [PSMS Chromebook Handbook](#)

## EMERGENCY PROCEDURES

You should treat all safety drills as a serious matter and follow evacuation routes posted in each classroom along with following your teacher's directions.

## EMERGENCY SCHOOL CLOSINGS

Emergency school closings during the school day are determined by the Superintendent of Schools. Your parents are notified if school is dismissed early or if school is closed for the day. Should school be dismissed early, an announcement will be made to you via intercom, visual display screens, or by classroom teachers.

Snow Days- Snow day announcements are posted on the district's website, on the local news and radio stations, and through the Connect Five phone system to your homes.

## HALL PASSES

If you are ever in the hallway during class time, you should always have a hall pass. If you are detained by a classroom teacher or in one of the offices, you should always get a pass to go to class. Present the pass to the next period teacher as you enter the room. Neither the front office or the counseling office will issue random passes when you have not been in those locations to conduct business.

## LIBRARY PROCEDURES

The library is located in Room 2600 at the rear of the eighth grade hallways. It is open before school from 8:07-8:20 A.M. and during each lunch period. Feel free to click on one of the links to gather more information on our library.

Library Online Access Links: [Library Website](#)  
<https://www.facebook.com/ParkwaySouthMiddleLibrary/>  
<https://twitter.com/LibraryPSMS>

- Tell the librarian your name when you come up to the circulation desk to check out a book. Eventually we will know you by name. Be patient with us; we have 600 names to learn. Self checkout is available for students who have no overdue materials or book fines.
- A 6th grade student may check out two books at a time as long as the student has no lost book fines or overdue books.
- A 7th grade student may check out three books at a time as long as the student has no lost book fines or overdue books.
- An 8th grade student may check out four books at a time as long as the student has no lost book fines or overdue books.
- To access your library account at any time, visit the Destiny catalog page.

Library Account Link: [Destiny Quest Website](#)

- Click on the log-in button in the top right corner of the page. Enter your Novell log-in and password to access your account. Click on My Info to see what you have checked out.

Note on Fines: Fines must be paid before leaving South Middle School. They will stay on your record, until paid. It prevents you from being able to participate in fun field trips and other activities during your 8th grade year. They also travel with you through high school until they are paid.

## **LOCKS AND LOCKERS**

You are assigned a hall locker by your team teacher for the storage of coats, books, and other classroom materials. Lockers are located near team classes and should not be shared with others. Always plan your locker visits to avoid tardiness. You should have a lock on your locker at all times because you are responsible for the security of your assigned locker and its contents. Always check your lock before leaving your locker because the school assumes no responsibility for lost items. All lockers are the property of Parkway School District and the school reserves the right to inspect lockers for any reason at any time.

## **LOST AND FOUND**

Items of clothing or property such as textbooks, notebooks, folders, glasses, jewelry, clothing, water bottles, etc. that are found around the building and grounds should be taken to the Lost and Found which is located near the Nurse's Office. Valuables should be turned in to the Front Office immediately.

## **NURSE**

The school nurse's office is between the front office and the school store. Unless it is an emergency, get a pass from your teacher before going to the nurse. If the illness or injury is considered to be serious enough for you to go home, your parents or guardian will be called by the school nurse or her designee. Please do not contact them on your cellular devices. We want them to speak with the nurse to get all of the details regarding your illness or injury.

### **Bringing Medication to School**

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

All over-the-counter non-prescription medicine (including Tylenol, Advil, aspirin, ibuprofen etc.) must be taken to the nurse's office before school and must be accompanied by a written request from your parent/guardian stating the name of medicine, dosage, and schedule of administration. You must also have a note from a doctor as to dosage, medicine, and schedule of administration. You must bring medicine in the original bottle/package with your name on it.

Students MAY NOT distribute prescription or non-prescription medication to anyone.



## **SCHEDULES**

We have three schedules to follow at South Middle. Schedules are located in the Appendix of this handbook. Click [here](#) for schedules.

## **SCHOOL STORE**

The primary purpose of the school store is to sell basic supplies to students and to be a central agency for the receipt and accounting of ticket sales, field trip monies, fines, and various collections. It is open daily from 7:30 A.M. until 9:30 A.M. You may purchase items before school and during passing time.

## **STAYING AFTER SCHOOL**

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

## **TRIPS AND VACATIONS**

If it is absolutely necessary for you to be out of school for a vacation or a trip with your family, your parents should write a note at least one week prior to the planned absence. It is your responsibility to talk to your teachers about missed assignments and/or tests and to arrange for completing any make-up work upon return.

## **VALUABLES**

Please do not bring valuable items to school, including large sums of money and gift cards. Distracting items are subject to confiscation. Purses, cell phones, electronic devices, and other valuable items should not be left unattended at any time. All items should be clearly marked with the owner's name. The school is not responsible for lost or stolen articles.

## **VENDING MACHINES**

Vending machines are located in the hallway near the Nurse's Office. They include items that meet federal guidelines for reduced fat. You may not be tardy or miss class to purchase these items. If a teacher sends you to the vending machine during class time, you must have a pass. Continued violations of this policy will result in a loss of this privilege.

## VISITORS

Safety is important to us at Parkway South Middle. All visitors must check in at the front office and present a government-issued photo identification where they obtain a Visitor's Pass before proceeding further into the building. Please have your family members stop by the office when visiting, delivering or dropping off items, or when needing to speak with school personnel. We are not trying to be mean. We are just trying to be safe.

## PART 2: PARENT SECTION

### Attendance and Transportation Procedures

#### WHAT DO I DO IF MY STUDENT IS GOING TO BE ABSENT?

If your student is going to be absent, please call the attendance hotline at (314) 415-7200.

#### HOW DO I CHECK MY STUDENT'S ATTENDANCE?

The quickest way to check attendance is by checking Infinite Campus. Below you can find information related to accessing and using Infinite Campus and how to get help if needed.

- [Infinite Campus Portal](https://icampus.pkwy.k12.mo.us/campus/portal/parkway.jsp)  
https://icampus.pkwy.k12.mo.us/campus/portal/parkway.jsp
- [Portal Instructions](https://www.parkwayschools.net/cms/lib/MO01931486/Centricity/Domain/790/Parent_Portal_Instructions.pdf)  
https://www.parkwayschools.net/cms/lib/MO01931486/Centricity/Domain/790/Parent\_Portal\_Instructions.pdf
- [Updating Infinite Campus Personal Information](https://www.parkwayschools.net/cms/lib/MO01931486/Centricity/Domain/790/Parent_Portal_Processor-_Parent_Instructions.pdf)  
https://www.parkwayschools.net/cms/lib/MO01931486/Centricity/Domain/790/Parent\_Portal\_Processor-\_Parent\_Instructions.pdf
- Email for Parent Help: [ic-parenthelp@parkwayschools.net](mailto:ic-parenthelp@parkwayschools.net)

#### WHO DO I CONTACT IF I HAVE QUESTIONS ABOUT BUS TRANSPORTATION?

Bus route information for the 2019-20 school year is available using [Versatrans eLink](#).

Login using this information

Username: guest

Password: guest

The online bus stop locator works best on a laptop or desktop computer. Our VST students will receive a postcard in the mail with bus stop information. Students receiving specialized transportation will receive a postcard in the mail with your bus stop information or you can call

the transportation office at (314) 415-8415.

Bus route information is also available in the Parkway mobile app. Download the app and login to access student information, including bus stop location, pick up and drop off times.

You can also call South Middle at 314-415-7225.

## **WHO DO I CONTACT IF WE ARE PLANNING ON MOVING TO A NEW SCHOOL?**

If you move during the school year, you must get a check-out sheet from the counseling office. Each of your teachers must initial the sheet. After all books and materials are turned in and any fines are paid, you are cleared from school. If you have questions, please call Sue Turner (Counseling Secretary) at 415-7215.

## **Academic, Social/Emotional Support**

### **HOW DO I FIND OUT HOW MY STUDENT IS DOING IN SCHOOL?**

The quickest way to find out how your student is doing is by checking Infinite Campus. There you can check class grades. Below you can find information related to accessing and using Infinite Campus and how to get help if needed.

- [Infinite Campus Portal](https://icampus.pkwy.k12.mo.us/campus/portal/parkway.jsp)  
https://icampus.pkwy.k12.mo.us/campus/portal/parkway.jsp
- [Portal Instructions](https://www.parkwayschools.net/cms/lib/MO01931486/Centricity/Domain/790/Parent_Portal_Instructions.pdf)  
https://www.parkwayschools.net/cms/lib/MO01931486/Centricity/Domain/790/Parent\_Portal\_Instructions.pdf
- [Updating Infinite Campus Personal Information](https://www.parkwayschools.net/cms/lib/MO01931486/Centricity/Domain/790/Parent_Portal_Processor-_Parent_Instructions.pdf)  
https://www.parkwayschools.net/cms/lib/MO01931486/Centricity/Domain/790/Parent\_Portal\_Processor-\_Parent\_Instructions.pdf
- Email for Parent Help: [ic-parenthelp@parkwayschools.net](mailto:ic-parenthelp@parkwayschools.net)

### **HOW DO I FIND OUT IF MY STUDENT HAS HOMEWORK?**

To find out if your student has homework, the best place to start is with the student. Students are encouraged to write down their assignments and to keep track of what is due and when. You can also visit your student's Team page. Here is the link to the [Homework Hotline](#).

You can also contact your student's teachers directly. See the next section for how to contact teachers.

## HOW DO I GET IN TOUCH WITH MY STUDENT'S TEACHERS?

Feel free to contact your student's teachers with the method that works best for you. Whether you use e-mail or telephone, you can expect a response within 24 hours; often times sooner. If you have an urgent concern or question, please contact the main office at 415-7200 or contact your student's grade-level counselor or administrator.

A Staff Directory is available on the South Middle website. You can find the directory by visiting: <https://www.parkwayschools.net/domain/223>

## WHO IS MY STUDENT'S COUNSELOR?

At South Middle, students are assigned to a "Team". A counselor and administrator are each assigned to a team.

- Robin Avery - Counselor for 6 Blue and 7th Grade (Red and Blue)
  - 415-7218; [ravery@parkwayschools.net](mailto:ravery@parkwayschools.net)
- Erin Phoenix - Counselor for 6 Red and 8th Grade (Red and Blue)
  - 415-7216; [ephoenix@parkwayschools.net](mailto:ephoenix@parkwayschools.net)

## WHO IS MY STUDENT'S GRADE-LEVEL ADMINISTRATOR?

At South Middle, students are assigned to a "Team". A counselor and administrator are each assigned to a team.

- Erica Rogers - Administrator for 6 Blue and 7th Grade (Red and Blue)
  - 415-7203; [erogers@parkwayschools.net](mailto:erogers@parkwayschools.net)
- Toby McQuerrey - Administrator for 6 Red and 8th Grade (Red and Blue)
  - 415-7205; [tmcquerrey@parkwayschools.net](mailto:tmcquerrey@parkwayschools.net)

## Getting Involved

### HOW DO I GET INVOLVED IN THE SCHOOL?

Whether it is volunteering to chaperone a field trip, help out with a school-sponsored activity, or volunteering with the PTO, there are many ways to get involved here at South Middle. Please visit our [PTO page](https://www.parkwayschools.net/domain/681) (<https://www.parkwayschools.net/domain/681>) on the South Middle site or contact your student's teachers directly for more information.

### CAN I COME AND HAVE LUNCH WITH MY STUDENT?

Yes! All visitors must check in at the front office where they will sign in and obtain a Visitor's Pass before proceeding further into the building. Please stop by the office when visiting.

# PART 3: APPENDIX

## Parkway Schools Discipline Policy

Adopted: May 10, 2017  
STUDENT DISCIPLINE

JK.BP\*

### 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. In accordance with this belief and in alignment with Parkway's Mission and Vision, staff and students work proactively to encourage and develop responsible student behavior through instruction and practice. As a result, Parkway students will develop competencies in self-awareness, self-management, and self-advocacy skills. These skills equip and empower students to display respect and, when necessary, appropriately advocate for their own rights and the rights of others through their actions.

In working toward achieving these goals, it is essential that Parkway maintain a positive learning environment for all students. The board of education has created this discipline code to address the consequences for students whose conduct is prejudicial to the good order and discipline in the schools or impairs the morale or good conduct of other students. In addition to the consequences set forth below, which are not exhaustive, staff, students and parents may engage as appropriate in additional methods of addressing the conduct, including a respectful and equitable process of problem-solving, repairing relationships, offering restitution (righting wrongs), and implementing a personalized plan of support for behavioral improvement. The goal of this discipline policy is for students to develop strong character that will transfer to the world outside of school.

For the purpose of this policy which is adopted under authority conferred by state law, potential student discipline consequences are separated into two classifications: Superintendent Suspension, for conduct that is considered serious, and Principal Suspension, for conduct that is less serious but nevertheless disruptive and, therefore, unacceptable. A Superintendent Suspension may also result in a referral to the Board of Education for Expulsion, i.e., permanent removal from school. Teachers and administrators are expected to hold students strictly accountable for their failure to obey standards of conduct set out herein, and may impose lesser consequences than suspension as appropriate. Also see Policy ECAC, Vandalism-Theft-Trespassing.

### B. Province of the School

The district has authority to discipline students for conduct that 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 district schools or on any property of the school, on any district or contracted school bus, during school-sponsored activities, or at a bus stop. Student misconduct which occurs at non-school related activities and/or off-campus may be the subject of discipline if the conduct causes or could cause a substantial disruption at school or has an adverse impact on the educational environment at the school. 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.

### C. Consequences of Misconduct

Students may be disciplined for 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 but not limited to, violations of the standards of conduct set out herein. Prior disciplinary actions shall not be used as the sole basis for removal, suspension or expulsion of a student.

Possible consequences include, but are not limited to, notifying parents/guardians by telephone or letter of student misconduct; change of class schedule; special work assignments; loss of class or school privileges; removal from the bus; verbal reprimand; 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; an in-school suspension; 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 Principal 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 ("Expulsion"). Corporal punishment is not an option, as the board of education prohibits its use in the schools. See Policy JKA, Corporal Punishment.

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 lesser disciplinary consequence, a Principal Suspension, or referral for extension of the Principal Suspension for a Superintendent Suspension. The Superintendent may also refer a matter to the Board of Education for removal in excess of 180 days or Expulsion. The exact discipline administered rests with the discretion of the school officials.

### D. Due Process Protections

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

**Principal Suspension.** Prior to a Principal Suspension, an informal conference shall be held with the student wherein: (1) the student shall be given oral or written notice of charges against him/her; (2) if the student denies the charges, the student shall be given an oral or written explanation of the facts which form the basis of the proposed suspension; and (3) the student shall be given an opportunity to present his/her version of the incident. The superintendent may revoke a Principal Suspension at any time.

**Discipline Review Committee.** If a principal recommends that the superintendent extend a Principal Suspension beyond the initial ten (10) school days, the Discipline Review Committee (DRC) shall review the student misconduct and make a recommendation to the superintendent regarding the length of the suspension. The superintendent may accept or modify the recommendation of the DRC. The DRC recommendation and superintendent's decision normally shall be made prior to the end of the Principal Suspension. The student and the student's parent or guardian have the opportunity and are encouraged to attend all DRC meetings held to address their child's misconduct.

**Superintendent Suspension.** Any extension of the suspension by the superintendent should normally be made and communicated to the student's parent or guardian prior to the expiration of the Principal Suspension. In cases where the superintendent extends a Principal Suspension for up to 180 school days, the parent/guardian may appeal the decision to the board of education. The appeal must be filed prior to the end of the period of suspension, unless otherwise required by law. 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 BEF. 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 pending the decision of the board, and the notice and hearing shall follow as soon as practicable.

**Expulsion.** In cases where the superintendent recommends that the student be removed from school for more than 180 school days or permanently expelled, the board of education shall, after notice to parents/ guardians, hold a hearing upon charges preferred and render its decision in writing. Procedures for the hearing are set out in board Policy BEF. 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

No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this policy to list certain offenses which, if committed by a student, will result in the imposition of disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences as determined by the principal, superintendent and/or Board of Education.

The standards of conduct are as follows:

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

A student shall not in any way cause the substantial disruption or obstruction of any classroom, learning environment, or school-sponsored activity. Students may also receive disciplinary consequences if they are involved in organizing or inciting a disruption.

##### 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 may 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 the Property of the District or Others without Authorization

A student shall not steal, attempt to steal, or be involved in the theft or possession of 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, stealing shall be defined as the unauthorized taking of property belonging to someone else. Property may include, but is not limited to, physical items and work of students or staff, whether in physical, electronic, or other form.

##### Standard 4. Making Inappropriate Physical Contact, Inciting a Fight, Fighting or Assaulting Others

A student shall not make inappropriate physical contact with, fight, or assault another person; nor shall a student commit an act of school violence toward another person or group.

Inappropriate physical contact is defined as any contact which is unwanted or disruptive. Horseplay, play fighting, throwing objects or other behaviors may be defined as inappropriate physical contact.

Inciting or organizing a fight is defined as causing, attempting to cause or promoting others to act in an angry, harmful or violent manner. This would include students who are verbally or physically posturing to fight.

Fighting is defined as two or more students engaged in physical contact with intent to harm. Students are prohibited from fighting or entering a fight in progress and from failing to disperse when instructed to do so.

Assault is defined as causing or attempting to cause serious bodily injury; recklessly causing serious bodily injury to another person; using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; recklessly engaging in conduct that creates a grave risk of serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the first, second or third degree.

#### 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, staff, community members or Parkway guests through inappropriate verbal or physical conduct of a sexual nature. Sexual harassment may also include written or visual images, physical gestures, as well as communication through social or electronic media.

A student shall not participate in any inappropriate sexual conduct, including exposing sex organs or body parts, toward other students, staff, community members or Parkway guests. Inappropriate behavior may include staring at another's body part or purposefully observing/recording others in a state of undress. A student shall not 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. Paraphernalia may include any device used to inhale. 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. Electronic cigarettes, electronic smoking devices and smoking paraphernalia are also prohibited on school property or at school-sponsored activities.

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 Disrespectful

A student shall not be disrespectful. Disrespectful behavior is defined as verbal or non-verbal actions which insult, harm, embarrass, degrade, offend, or defame other students, staff, community members or Parkway guests. These actions may include gestures, written communication or communication through social media

#### Standard 9. Being Insubordinate

A student shall not be insubordinate. Insubordination is the refusal to comply with adult directives or directions. Adults include all Parkway and Special School District staff. Insubordination also includes the repeated refusal to follow school rules or the refusal to abide by support/behavior plans developed for students.

#### Standard 10. 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 (collectively, "replica weapon") is not considered a firearm or weapon under this standard. However, possession of any replica weapon is prohibited. Additionally, a student will be subject to discipline under this Standard 10 if it is determined that the student used a replica weapon in a threatening manner or misrepresented a replica weapon as a real weapon.

#### Standard 11. Posing a Threat of Harm to Himself/Herself or Others at School, as Evidenced by Prior Conduct

A student who poses a threat of harm to himself/herself or to others, as evidenced by the prior conduct of such student, may be immediately removed from school. Prior disciplinary actions shall not be used as the sole basis for removal, suspension or expulsion of a student.

#### Standard 12. 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 district or contracted school bus, during school-sponsored activities, or during intermission or recess periods.

#### Standard 13. 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 14. 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 15. 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:

1. Hacking, attempting to hack, and other unlawful activities
2. Sending or displaying offensive messages or pictures
3. Using obscene language
4. Harassing, insulting, or attacking others
5. Accessing material that advocates illegal acts or violence or is otherwise inappropriate



6. Damaging computers, computer systems, or computer networks
7. Violating copyright laws
8. Using another's password
9. Trespassing in another's folders, work, or files
10. Employing the network for commercial purposes
11. Unauthorized disclosure, use, and dissemination of personally identifiable information
12. 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 16. Being Charged, Convicted or Pleading Guilty to Commission of a Felony in a Court of General Jurisdiction or Being Registered on the Missouri Sex Offender Registry**

A student who is charged with, convicted or pleads 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 17. 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:

1. First degree murder under section 565.020, RSMo;
2. Second degree murder under section 565.021, RSMo;
3. First degree assault under section 565.050, RSMo;
4. Rape in the first degree under section 566.030, RSMo;
5. Sodomy in the first degree under section 566.060, RSMo;
6. Robbery in the first degree under section 570.023, RSMo;
7. Delivery of a controlled substance under section 579.020, RSMo;
8. Arson in the first degree under section 569.040, RSMo;
9. Kidnapping in the first degree under section 565.110, RSMo;
10. Statutory rape under section 566.032 RSMo;
11. 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, unless another basis for suspension and/or expulsion exists. This provision shall not apply to a student with a disability, as identified under state eligibility criteria, who is convicted or adjudicated guilty as a result of an action related to the student's disability.

**Standard 18. Engaging in Other Serious Misconduct**

Students who engage in other misconduct not expressly covered by the foregoing standards but that 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 an act of violence (defined as the exertion of physical force or other act by a student with the intent to do serious bodily harm to another person or group, including but not limited to the conduct under Standard 4), 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:

1. First degree murder under section 565.020, RSMo;
2. Second degree murder under section 565.021, RSMo;

3. Kidnapping in the first degree under section 565.110, RSMo;
4. First degree assault under section 565.050, RSMo;
5. Rape in the first degree under section 566.030, RSMo;
6. Sodomy in the first degree under section 566.060, RSMo;
7. Burglary in the first degree under section 569.160, RSMo;
8. Burglary in the second degree under section 569.170, RSMo;
9. Robbery in the first degree under section 570.023, RSMo;
10. Manufacture of a controlled substance under section 579.055, RSMo;
11. Delivery of a controlled substance under section 579.020, RSMo;
12. Arson in the first degree under section 569.040, RSMo;
13. Voluntary manslaughter under section 565.023, RSMo;
14. Involuntary manslaughter in the first degree under section 565.024, RSMo or involuntary manslaughter in the second degree under section 565.027, RSMo;
15. Second degree assault under section 565.052, RSMo;
16. Rape in the second degree under section 566.031, RSMo;
17. Kidnapping in the second degree under section 565.120, RSMo;
18. Property damage in the first degree under section 569.100, RSMo;
19. The possession of a weapon under chapter 571, RSMo;
20. Child molestation in the first, second, or third degree pursuant to sections 566.067, 566.068 or 566.069, RSMo;
21. Sodomy in the second degree pursuant to section 566.061, RSMo;
22. Sexual misconduct involving a child pursuant to section 566.083, RSMo;
23. Sexual abuse in the first degree pursuant to section 566.100, RSMo;
24. Harassment in the first degree under section 565.090, RSMo; or
25. Stalking in the first degree under section 565.225, RSMo

The only EXCEPTIONS to this prohibition are as follows:

1. 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.
2. 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.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. 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 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 for an act of school violence, 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. 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. Regardless 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 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. Support Plan

The Parkway School District believes students develop into citizens who act out of a strong sense of personal, social and civic responsibility and who seek to understand the views, values and cultures of others. To aid in this development, school staff work to help students develop self-awareness and self-management skills, use social-awareness and interpersonal skills and demonstrate responsible behaviors in personal, school and community contexts.

Although schools have character development plans in place, stakeholders in the Parkway School District community realize students make mistakes. A student support plan may be needed to help students learn from their behaviors and support them as they strive to meet Parkway's Character Competencies. The support plan will be created when student data indicates the need for additional assistance in meeting identified competencies.

Each school will use a collaborative process to create a support plan. Members of the collaborative team developing the plan may include, but is not limited to: the student, the student's family/guardians, teachers, administrators, counselors, School Resource Officers, district personnel and special education staff. Appropriate support from community-based agencies may also be included in developing a support plan if parent/guardian permission is granted. The plan may include ways to restore relationships and repair harm. During the creation of the plan, the team may identify and address those harmed by the student misconduct, their needs and what is required in order to heal and put things as right as possible.

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. 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.

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APPROVED: May 10, 2017

SUPERSEDES: JK: 04/22/15, 04/23/14, 04/21/10, 01/24/07, 05/24/06, 08/10/05, 04/23/03, 06/5/02, 07/2/99,  
05/6/98

LEGAL REFERENCE: Missouri State Statutes Sections 160.261, 167.161, 167.171

Gun Free Schools Act, Section 14601, (March 1994)

CROSS REFERENCE: ECAC, Vandalism Theft Trespassing

GBAA, Sexual Harassment

JICB, Care of School Property by Students

JICG, Smoking

JICH, Student Drug Abuse

JIH, Interrogations and Searches

JIJ, Student Demonstrations and Strikes

JKA, Corporal Punishment

JKD, Student Suspension

JKF, Disciplining Students with Disabilities

JLCD, Administration of Medication to Pupils

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

# Network Access Policy

Number: IJNDBC.BP

Status: Active

Legal: Children's Internet Protection Act (CIPA); Section 182.827, RSMo

Adopted: January 30, 2008

## Principles

The board of education believes that network access, telecommunications and other technological resources should be utilized to support and enhance teaching and learning by providing students and staff with the tools necessary for educational advancement. The board of education supports access by students and staff to rich information resources. Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Such resources will both prepare students for entry into the increasingly complex environment in their continued learning after high school and eventually as they enter the work force and will ensure that students, teachers and other staff have access to the latest in research materials and information. Network resources are for the sole and exclusive use of students and staff and in no event may be used for any commercial purpose. Use of network resources is a privilege, not a right.

## Student Assumptions

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. School expectations of good conduct apply. Access to network services will be provided to students who agree to act in a considerate and responsible manner, who use good judgment, who show respect for people and property and demonstrate ethical decision-making.

## Parent Assumptions

Parkway School District, through strict, clearly defined standards of usage, will work to foster responsible network access usage. However, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. To that end, the Parkway Board of Education supports and respects each family's right to decide whether or not to participate in network access usage, at school or home.

## Responsibility and Permission

Guidelines will be developed to insure that all users have been trained in responsibilities for access prior to authorized use and to insure authorization includes school, supervisor, and for students, parent approval.

## Consequences

Because of the far reaching implications of these resources, and because the equipment used to deliver these resources is owned by the school district, the board of education realizes that guidelines must be set to assure that activities which are not appropriate to the learning environment do not take place. The board of education takes the position that a violation of this policy will be referred for disciplinary action as stipulated by Policy JK, Student Discipline, and may result in the loss of network access privileges. Some violations could involve legal action.

## Disclaimer

Parkway School District believes that the benefits to educators and students from access to the network resources, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. Parkway School District employs Internet content filtering in compliance with state and federal law, however, there may be occasions when authorized users obtain access to sites containing material that is illegal, defamatory, inaccurate or potentially offensive to some people.

## Authorization

The board of education authorizes the superintendent to develop administrative guidelines in order to implement Policy IJNDBC. This policy and its accompanying guidelines will be reviewed annually and revised as needed given the changing nature of developments in technology.

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SUPERSEDES: IJNDBC, 10/09/02, 11/15/00 and 1/8/97

CROSS REFERENCE

## **Non-Discrimination Notice**

### NON-DISCRIMINATION/ACCOMMODATION NOTICE

The Parkway School District or Parkway South Middle School does not discriminate on the basis of race, color, religion, national origin, sex, age, gender identification or disability in admission or access to, or treatment, education, participation or employment in its programs or activities. If anyone with a disability needs accommodations to attend or participate in a school or District activity, please contact the staff member responsible for that event at least four (4) business days in advance. Questions, concerns, or requests for information/assistance can also be directed to your teacher, counselor or administrator. We would be glad to assist you.