

Parkway Montessori & Community Middle School

Student Handbook

2014- 2015

PARKWAY MONTESSORI AND COMMUNITY MIDDLE SCHOOL

Student/Family Handbook

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INTRODUCTION

The information contained within this handbook is intended to provide students and families of Parkway with a thorough understanding of the policies and procedures that govern our school. These policies and procedures incorporate the Saint Paul District Rights and Responsibilities with the expectations of Parkway, and are designed to ensure that all students are able to be safe and successful in their learning environment.

PARKWAY MISSION STATEMENT

Parkway Montessori and Community Middle School is a Montessori middle school dedicated to high achievement through a complete academic environment of rigor, community, stewardship and acceptance for all.

GENERAL INFORMATION

Principal: Timothy Hofmann
Administrative Intern: Amanda Herrera- Gundale
Lead Clerk: Candace LaValle

School Office Hours: 7:00 a.m. – 3:00 p.m.
 Classes begin: 7:30 a.m.
 School ends: 2:00 p.m.

Location:
 1363 Bush Avenue
 Saint Paul, MN 55106

Phone Numbers:
 Office Phone: 651-744-1000
 Office Fax: 651-744-1001
 Attendance: 651-744-1003

Web Site: www.parkway.spps.org
FaceBook Page: Parkway Montessori Community and Middle School
Twitter: @pkwymontessori
District Web Site: www.spps.org
 School Mascot: Puma
 School Colors: Blue and Green

School Closing:
 When the District closes all schools due to weather, it will be announced on WCCO Radio, 830 AM or the District’s website at www.spps.org. Search “school closing” or this link:
http://www.spps.org/school_closing.html

MONTESSORI MODEL

Parkway Montessori and Community Middle School, part of Saint Paul Public Schools, is a 6-8 grade Montessori school.

There are a number of ways of explaining the Dr. Maria Montessori philosophy of child development. One simple, but helpful explanation states that this method allows and facilitates a child's learning by making use of their own natural curiosity about the world and by providing an environment that will encourage and guide their natural drive to learn.

One way this philosophy manifests itself at Parkway is guided largely by independent learning, where students are given a parameter for a lesson and are responsible for learning the lesson on their own as much as possible. Another way is having multi-age learning environments. When older and younger students mix, opportunities to provide leadership are created for older students and opportunities for guidance and direction from their peers are provided by younger students.

More Montessori resources:

[**American Montessori Society**](#)

[**Family Supportive Materials from the American Montessori Society**](#)

Core Values:

Learning: We value learning in the broadest sense of the word; therefore, we ask and expect commitment to each learning area.

Community: We foster and nurture relationships that build community.

Respect: Manners are an essential aspect of the way we show respect and caring for others. To act in a civilized way, in part, means to act in a civilized manner.

Hard Work: Hard Work is the effort and willingness to meet difficult challenges.

Peace: We strive to be a community that values the complex, global and personal aspects of peace.

VISITS TO PARKWAY

Parents are welcome/encouraged to visit Parkway. Prior notice to visits will help make the visit more effective. When visiting a child's room, remember that you are an observer unless the teacher has asked you to volunteer. To maintain the flow of the classrooms, please limit your stay to 15-20 minutes. Parents without a pre-arranged appointment (coming to pick up students, drop something off for students, etc.) must wait in the office for student/staff to come meet them. Office staff will call teachers to let them know when parents arrive.

Parents visiting classrooms for an observation, volunteering or other extended stay should make arrangements with teachers in advance. Teachers must tell office ahead of time if they know visitors are coming. Office staff will call when someone arrives and let teachers know visitors have arrived.

All visitors must report first to the Parkway office and wear a visitor's badge while they are in the building.

Visiting parents are expected to follow Parkway's student policies and procedures while in the building.

Please note that since we are an institution of learning, we would like to keep distractions at a minimum. We discourage flamboyant displays of balloons and celebrations that may cut into others' learning time.

PARENT PHONE CALLS

Calls to children --- Emergency Only:

Our classrooms are very productive learning communities.

Teachers have direct numbers, and, in most instances, will be available for calls before and after school. Calls go straight to voicemail between 7:30 and 2:00. When **urgent information** needs to be communicated to your child, contact the school office. You will hear a voice message when lines are in use, but voicemail is frequently checked and your calls will be returned promptly.

Students are not allowed to use cell phones between the hours of 7:30 and 2:00.

Emails to Faculty: If you would like to email a teacher, check our website for addresses (<https://parkway.spps.org/classes>) and include child's name in the subject line.

STUDENT DROP-OFF/PICK-UP TIMES AND LOCATIONS

Before and after school:

For safety reasons, students **SHOULD NOT** arrive at school before 7:10 a.m. unless authorized by a school staff member. Staff members are not available prior to 7:10 a.m. to supervise. Student safety is our top priority and following these guidelines is crucial.

Drop Off:

Parents should drop off students at: Side door (Door #11) on Clarence (supervised 7:10-7:30).

For safety reasons, you must use a crosswalk when picking up and dropping off students.

You may **NOT** use bus lanes for picking up and dropping off students.

You may NOT park on the south side (residential side) of Bush Avenue.

Pick up:

Dismissal time is 2:00 p.m. Students need to be picked up by 2:15 p.m. unless they are enrolled in after school sports or activities.

Students may exit the Auditorium Doors onto Clarence between 2:00 and 2:15.

Parking is permitted in all spaces/areas except: south side of Bush Avenue, bus lanes and spaces marked Permit Only.

Procedure for Students Leaving Early:

1. Parents need to send notes to school with students advising when they will be picked up.
2. Notes go to the receptionist so teachers can be advised in advance.
3. Parents need to come into the office to collect and sign-out students.
4. If students return later the same day, they must check in with the main office before returning to class.

AFTER SCHOOL POLICY

It is the responsibility of all persons in a Montessori school to make sure the school feels safe, even after school hours.

Students are not allowed in the building after school hours unless they are under staff supervision. Students waiting for a ride home must remain in the front entryway only and are expected to conduct themselves in an appropriate manner.

It is the responsibility of all persons in a Montessori school to make sure the school continues to be a safe learning environment. At 2:05 p.m., all students who are participating in after school activities must be with either a coach or teacher. Students are not permitted in any other area of the building, unless supervised by a staff member. Students are expected to immediately leave the campus when their after-school activity is completed. Timely parent pick-up is required to ensure child safety.

Only students who participate in an after-school activity are allowed to ride the after-school activity bus.

Once a student leaves the school building, s/he may not return to school for after-school activities.

All school policies and procedures during the school day are applicable for after school activities.

Students who are not present in school due to suspension and/or dismissal may NOT participate in any after school activity the day of the dismissal/suspension.

ATTENDANCE LAWS

Montessori students recognize the importance of true participation.

Compulsory School Attendance Law

The law states that all children between the ages of 7 and 18, and ages 5 and 6 if they are enrolled, must attend school every day, on time, unless lawfully excused by the school.

Excused Absences:

- **Illness:** A parent or guardian must verify the student's illness. If school personnel determine the illness absences are excessive, Minnesota law permits the school to require the family to provide medical verification or to see the school nurse.
- **Religious Observances** required by the student's religion.
- **Extreme Family Emergency** (e.g. house fire, critical injury to parent/guardian, funeral of close family member).
- **Medical Appointments** that cannot be scheduled outside of school hours.
- Prior approval by school principal is required for absences due to travel.

Under Minnesota law, school administration has the right to determine the validity of any request for an excused absence.

Please call 651-325-2599 to report an absence. If we do not receive a phone call, we assume your child should be in school. You will receive a phone call if your child's absence hasn't been reported.

Truancy: a child's willful absence without lawful excuse from one or more class periods on seven different school days.

Continuing Truant - [MN Statute 260A.02](#) provides that a continuing truant is a student who is subject to the compulsory instruction requirements of [MN Statute 120A.22](#) and is absent from instruction without valid excuse within a single school year for:

- Three days if the child is an elementary school student; or
- Three or more class periods on three days if the child is in middle school, junior high or high school;
- When a student is classified as a continuing truant, the school may notify the student's parent or legal guardian that the child is considered truant and inform the parents of the provisions of Minn. Stat 260A, 260C, and 120A regarding truant students. The school may also refer a continuing truant to the Ramsey County Attorney's Office Truancy Intervention Program.

Habitual Truant- [MN Statute 260C.007](#) defines an habitual truant as:

- A child under the age of 16 years who is absent from school without lawful excuse for seven school days if the child is in elementary school, or for one or more class periods on seven school days if the child is in middle school, junior high school or high school; or,
The district shall refer a habitual truant child and the child's parents or legal guardian to appropriate services and procedures, under [MN Statute 260A](#).

Students tardy to school:

Montessori students and teachers value their time in the learning environment.

Valid excuses for tardiness are medical or dental appointments, or a late school bus as verified by district officials. All students who are not in their classroom at 7:30 AM must report to the main office for an admittance slip. District policy states: Students, who arrive after 9:30 AM, are NOT allowed to participate in after school sporting events, including practice.

Release of students from school: Montessori students take responsibility for planning ahead. No students will be allowed to leave school during regular school hours unless picked up by a parent/guardian or appropriately designated adult. The parent/guardian must sign the student out in the main office.

If students need to leave school during the school day, they need to bring a note signed by their parents/guardians. All students should also take a note to their teacher.

Travel Form: A travel form must be filled out for any student taking vacation time from school. Newly adopted truancy laws outline acceptable and unlawful excuses for student absences and allow schools to develop policies to determine whether an absence is counted as approved, excused or unexcused. While recognizing that travel can provide many educational opportunities for students, certain criteria must be met for student absences to be approved. Please print out the travel form from the Parkway web site and return to school for approval.

BEHAVIOR

Montessori students and teachers take responsibility for maintaining a community that fosters personal growth.

Parkway follows the procedures outlined in the Student Rights and Responsibilities Handbook.

http://www.spps.org/rights_and_responsibilities.

Behavior: Montessori students reflect the best of civilized society.

- Students are expected to respect all community members in word and deed.
- Students are expected to respect materials and work spaces.
- Students are expected to follow the directions of staff members in the building.

Class Time Policy: Montessori students show respect for learning.

- Students should remain in class during instructional time and leave only with a written pass.
- Students should use class work-time for on-task work only
- If a student leaves class without permission or does not attend class, the student will be marked truant for that class period.

Grading Policy: Montessori teachers establish clear expectations for and communication of evaluation.

- Teachers are responsible for keeping students and parents informed of the students' progress in their classes.
- All members of the Montessori Triangle (students, teachers, families) have a responsibility to promote student success in the classroom.
- Teachers are expected to update their grades in the district's electronic grade book on a bi-weekly basis and send home progress reports bi-weekly. These progress reports need to be signed by parents/guardians following a conversation about them, and returned to school.
- Parents are expected to consult Parent Portal on a regular basis as a way of keeping track of their students' progress in all classes.
- Students are expected to understand their courses' goals and objectives.
- Students are expected to self-evaluate their learning and growth based on goals and objectives.

Opening Class Procedure Policy: Montessori students and teachers establish procedures that lead to independence and respect.

- Students should come to class with all necessary supplies.
- Students should enter classrooms in a calm, quiet manner.
- Students should enter the class and begin opening routine before the tardy bell rings.
- Teachers have an opening procedure clearly posted in the classroom for students to follow each day.

Positive Behavioral Intervention and Supports

PBIS is an SPPS district initiative. It is a system of evidence-based strategies. Its purpose is “to create and sustain a positive school community that challenges academically gifted and talented students.”

PBIS Goals:

- Teach the desired behavior
- Reduce the number of office referrals
- Develop authentic teacher/student relationships based on trust
- Recognize those who follow rules
- Challenge those who don't follow rules
- Create a positive learning environment for all

Resources: www.pbis.org or www.pbismn.org

TRANSPORTATION

Parkway office staff and the District's transportation department work together to establish, change and monitor Parkway bus routes. Bussing is a privilege. Each transported student has the right to a safe and enjoyable ride to and from school free from intimidation, threat and harassment. Students who display unacceptable behavior will receive consequences up to, and including, suspension or revocation of riding privileges. The District **will not** provide alternative transportation if your child's riding privileges are suspended or revoked. **Suspension of riding privileges affects transportation to and from school, as well as field trips and athletic events.**

Transported students are assigned a pick-up and a drop-off corner and are required to get on and off the bus at their designated corners. Parents and guardians are responsible for supervising their children as they travel between home and the school bus stop and while waiting for the bus to arrive.

Students are not allowed to ride a bus other than their assigned route and must exit and board at their assigned stop. Students are allowed only one legal address for pickup and one for drop-off under the transportation policies, recognizing the need for childcare. A legal address includes the home address, home of a relative or designated care-giver, a district approved Rec. Check site, or a licensed day care.

The transportation policies are set by the District and can be found online at www.transportation.spps.org.

Contact Transportation at 651-696-6900 for:

Late busses, absent busses, and/or if your child doesn't arrive at scheduled stop and time

Change of Address:

Fill out a Change-Of-Address form which can be picked up in the Parkway Office.

Download Change-Of-Address Form from www.parkway.spps.org

Please provide change-of-addresses in a timely manner: it takes approximately 3-5 days to establish a new bus stop.

DRESS CODE

Students are expected to keep themselves well groomed and neatly dressed at all times.

A Montessori student's job is learning to dress like a professional. The Dress Code is as follows:

1. Bare midriffs, immodestly low-cut necklines, off the shoulder, and bare backs are prohibited. Garments must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending. If students display one of the Bs (bosoms, bottoms, and bellies), teachers & staff will ask the student to correct the issue or refer the student if he/she is not responsive to the request. Continual violation of the dress code will be addressed as defiance/willful disobedience, resulting in consequences from the teacher or administration.
2. All shorts must exceed fingertips when arms are flat against sides.
3. Students must store outerwear (coats, hats, gloves, scarves, sunglasses, etc.) in their lockers upon arrival at school. Outerwear will not be permitted in classrooms, cafeterias, corridors or

other areas of the school building after arrival unless authorized by the schools' administration.

4. No head coverings (bandanas, hoods, hats) shall be worn to class or within school buildings unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.
5. No student shall be permitted to wear any clothing which is normally identified as with a gang or gang-related activity (including gang-related colors if for the purposes of gang identification) or clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, illegal drugs, bigoted epithets, harassment/hate messages or hostility toward race, ethnicity, religion or sexual orientation.
6. No pajamas, slippers, stuffed animals, or blankets may be worn during the school day.

Students who do not follow the dress code will be instructed to correct their wardrobe. If a student cannot correct the issue, a parent/guardian can bring a change of clothing. If neither of these is possible, the student will be sent home or will remain in the Focus Room for the remainder of the day.

TOYS/ELECTRONICS/CELL PHONES

A Montessori student avoids distractions.

Cellular phones, electronic music devices, handheld games, etc. that would cause disruption to the educational process or school functions are not permitted to be used.

Parkway discourages students from bringing cell phones, tablets, iPods, headphones, and other electronic equipment to school, unless it is issued by the school for specific educational purposes. Home-brought electronics often become a distraction to the educational environment, and are targets of thefts. Students who choose to bring cell phones and/or other electronics to school do so at their own risk. Parkway Montessori and the St. Paul School District will not be liable for any damages, loss, or theft of electronic devices (SPPS Policy 520.000: Information Technology Use & Safety Policy). Cell phones/electronic devices may only be used before and after school. Students whose electronics are seen and/or heard during instructional time will have their devices confiscated.

Violation of Cell Phone/Electronics Policy:

1st offense: Cell phone/electronic devices will be confiscated and returned to student at the end of the day.

2nd offense: Cell phone/electronic devices will be confiscated and a parent/guardian must come in to the office to retrieve the device.

A parent/guardian must come retrieve device for all subsequent offences.

At the end of the school year, an attempt will be made to return any unclaimed phones.

LOCKERS/ BACKPACKS

Montessori students value organization.

Foundations teachers assign each student a specific locker for the school year. Students may only use the locker they have been assigned to store their materials. Students must keep locker combinations

private. Students are responsible for the content of their lockers. Backpacks, bags and purses must be kept in lockers during the school day and will not be allowed in classrooms. All students are provided with a locker. Students in grades 6-8 are responsible for properly locking lockers at all times. Any lock or locker malfunction should be reported to the student's Foundations teacher.

It is the responsibility of all persons in a Montessori school to make sure the school feels safe and is drug-free.

Lockers are school property and the school personnel have the right to search a locker at any time. If a student leaves school for any reason, it is the student's responsibility to clean out the locker. It is also the student's responsibility to keep the locker neat throughout the school year.

Per Saint Paul Public Schools guidelines, the school reserves the right to conduct random and unannounced personal searches of students during school hours or during school-sponsored activities. The school reserves the right to conduct random and unannounced searches of student lockers. The student to whom the locker has been assigned is considered the owner of whatever material is found in that locker during a random search. Students and/or their lockers may be searched when reasonable suspicion exists.

HALLS/PASSES

Students should only be in the halls at the beginning and close of school, while moving from one class/activity to another, or if they have special permission or special duties that require them to be there. Students in the halls during class time must have a green hall pass or another acceptable pass signed by a staff member. Students must also have a pass when going to the nurse and/or library.

Tardy to class: Students are expected to be to class on time every day. Teachers, administration and all other school staff will assist in reminding students to get to class on time through active supervision of the hallways. Tardy to class at a minimum means that students are not in the doorway of the classroom. At the minimum, students must be over the threshold of the door in order to be considered on time.

Teachers continue to be responsible for implementing a three- tiered level of interventions. A suggested order of interventions are as follows:

- 1st tardy- a verbal warning
- 2nd tardy- student places a phone call home (A phone call home must be made as part of the second intervention.)
- 3rd tardy- student will call home and have a cold lunch detention in the teacher's room.

It is the classroom teacher's choice to continue at the third level of intervention or upon the fourth instance, send a referral to Rene and the tardy will be treated as a discipline issue.

If a student is more than 5 minutes late to class without a pass (unexcused tardy), the tardy is considered a discipline issue. This is to be written up as a referral and submitted to Rene.

IDENTIFICATION

Every staff member has a responsibility for discipline and safety within the building. If a staff member requests a student to identify himself/herself, the student must do so immediately. Failure to do so may result in dismissal.

Students are issued a school ID each year. These also serve as library cards.

LIBRARY/MEDIA CENTER

The library/media center is not open to Parkway students after school hours. It is open during the school day with instructors.

Library Cards:

Students' IDs serve as library cards. Contact the librarian for replacement IDs.

Acceptable Use Internet:

Montessori students show respect for learning.

- The purpose of providing access to the internet in schools is solely for the support of the educational objective of the Saint Paul Public School District. Any other uses such as sending or receiving copyrighted material, threatening material, obscene material, or material protected by trade secrets is illegal.
- The Saint Paul Public School District restricts student access to inappropriate internet sites through software filtering and blocking programs.
- The use of the internet is a privilege, not a right, and inappropriate use of the internet will result in a cancellation of those privileges. The system administrator will decide what is inappropriate and this decision is final. Saint Paul Public School District administration, faculty, and staff may request the system administrator deny, revoke, or suspend a student's account.
- Internet privileges will be denied or revoked if a student does not abide by the following rules and network etiquette:
 1. Be polite and use appropriate language.
 2. Do not receive or transmit obscene or pornographic material or post chain letters.
 3. Never give out personal information such as address, phone number, or names of family members.
 4. Be aware that email is NOT private. Network administrators have access to ALL email and will report ALL messages relating to or supporting illegal activities, criminal or gang activity, or harassment.
 5. Use the network in a way that will not disrupt the use of the network by other users.
 6. Be aware that the Saint Paul Public School District's policies on Plagiarism and Cheating and Sexual Harassment apply to internet conduct.
 7. Do not purchase goods or services over the internet.

Do not subscribe to list-services or news groups without a supervising teacher's permission and do not post personal messages on bulletin boards or list serves.

TEXTBOOKS

All basic texts and library books are loaned to students for use during the school year.

Textbooks are to be kept clean and handled carefully. Students are required to pay for lost or damaged books.

CLASSROOM SUPPLY LISTS

All classroom supply lists can be found at: www.parkway.spps.org on the left side of the page labeled: Supply Lists.

DISTRICT WELLNESS POLICY

St. Paul Public School District's Wellness Policy can be found at:

http://boe.spps.org/sites/d2185aad-4cc0-4554-afd4-fef36bfe4768/uploads/533.00-Wellness_Policy_2.pdf.

Montessori students respect the environment.

- Food and beverages sold and served during and outside the school day shall meet or exceed nutrition recommendations.
- Food or beverages shall not be used as rewards.
- Snacks served shall make a positive contribution to children's diets and health.
- Limit celebrations that involve food to no more than one party per class per month.
- Fund-raising is supportive of healthy eating, by emphasizing the sale of non-food items or healthy food items.
- Fund-raising which involves the sale of food and beverages should take place outside the school day and must meet the District Wellness Committee Procedures.
- Exercise shall not be used as a consequence for negative behavior.
- Students shall engage in a variety of physical activities throughout all disciplines.
- Students may only eat fresh fruit and fresh vegetables in class and in the hallways.
- Students may drink only unsweetened, unflavored water in a clear water bottle in class and in the hallways.
- Teachers are expected to follow this same policy.

MEALS/FOOD

Nutrition Services offers **Breakfast to Go** (B2G) to all students, free-of-charge.

Lunches are available for purchase every day. You may also go to the District Nutrition Services website (www.ns.spps.org) to find menus, food costs, add money to lunch accounts (<http://ns.spps.org/payments>), and other food service information.

Free/Reduced Lunch Applications:

In August, a free/reduced lunch application is mailed to every household in the district.

Application instructions are available in English, Hmong, Spanish and Somali. Applications can be completed online at: <https://mealapp.spps.org>.

Parents can receive additional forms by calling 651-603-4950. Extra forms are available in the office and from Sharon Hinrichs in the cafeteria office. A computer processes all forms, so they need to be filled out neatly in black ink. Each household needs to fill out a new application at the beginning of each school year. Completed forms can be turned in to Sharon Hinrichs.

Eligibility status is confidential and all employees are required to keep status confidential.

Sharing Foods and Beverages -- given concerns about allergies and other restrictions on some children's diets, do not allow students to share their food or beverages with one another during meal or snack times.

Snacks served during the school day or in after-school care or enrichment programs shall make a positive contribution to children's diets and health. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations.

Montessori students take responsibility for behaving appropriately.

- Always show grace and courtesy.
- Keep eating areas clean.
- Use inside voices.
- Find a seat, stay in a seat. One student per chair.
- No overcrowded seating.
- Clear away trash from table when finished.
- Students need signed passes to visit teacher rooms during lunch.
- Students may not enter other areas of the building during lunch.
- Rules will be enforced with the discretion of the staff monitors on duty.
- Remember lunch is a time for all to relax and regenerate.
- Students may not take food out of the cafeteria to consume in the hallways or classrooms.

NURSE'S OFFICE

The Parkway Student Health Office is located on 1st floor east of the Main Office.

If your child has signs of illness at the beginning of the school day, check his/her temperature. Keep your child home if his/her temperature is 100 degrees Fahrenheit or greater. The child should not return to school until the temperature is below 100 degrees for 24 hours. If a child has diarrhea or is vomiting, s/he should not return to school until 24 hours after it has stopped. If your child has a communicable condition (strep throat, scabies, pertussis, etc.), please notify the nurse.

After beginning an antibiotic, your child must remain at home for a full 24 hours before s/he is considered non-contagious.

A student who becomes ill in school gets a pass from his/her teacher before leaving class to go to the nurse's office. In an emergency, students go directly to the nurse's office. If a sick or injured student needs to go home, his/her parent or guardian will be called.

Procedures: To ensure safety, parents/guardians are required to:

1. Notify nurse of any health conditions or changes.
2. Complete school and district required forms.
3. In accordance with the State of Minnesota Immunization laws, (Statute 121A15) students must have all immunizations up-to-date **before school starts**.
4. Provide written authorization/permission to administer medications during the school day. This includes both prescription and over-the-counter medicines. **No medications can be given without written permission. No expired medications can be given.** A parent/guardian may come to school and administer medication to his/her child without a consent form.
5. Check into the office before taking medications to the nurse.
6. If you child has asthma, type I diabetes, or anaphylaxis currently, or historically, please notify the nurse. It is imperative for your child's safety for medications that treat these conditions be at school. If there is evidence of a life-threatening situation, and no medications

are at school, you will be notified and 911 will be called. If you cannot be reached, 911 will be called.

Notes:

- In case of a life-threatening or major health-related incident, and parents/guardians cannot be reached, 911 will be called.
- A doctor's note is required to excuse students from physical education.
- Any mobility restrictions must have written instructions from a doctor and parent permission stating: limitations, restrictions or orders for use of an assistive device **prior to returning to school**. The nurse will inform teachers/administrators of plan-of-care and/or emergency plan.
- In accordance with the Federal Health Information Privacy Act (HIPPA), information is kept in the strictest of confidence. Information about health conditions that require teachers to provide care is shared with those teacher and Principal. If staff members need limited information in order to provide emergency care, parents/guardians will be notified first.

Emergency Contact: If a child needs to go home during the school day due to illness or injury, parents/guardians need to be reached. To facilitate this process, it is imperative that adequate phone numbers are provided when the emergency form is completed. **You MUST provide the school with:**

- 1. Home Phone Number**
- 2. Cell Phone Number**
- 3. Work Number**

Please include the name of both parents or all guardians and the numbers where they may be reached. **It is very important to keep the emergency contact information current.** Please notify the school of any changes.

Student Travel:

While recognizing that travel can provide many educational opportunities for students, certain criteria must be met for student absences to be excused. Whenever possible, travel should be completed during vacation times to limit the number of absent days.

If a student will be absent due to travel, please complete the student travel form. The form must be submitted to the front office 2 weeks prior to travel for the absence to be considered as an excused absence. This form is located on the school website and in the school office. A student's academic progress must be at an acceptable level for travel to be approved. An attempt will be made to provide students with their work in advance only if the travel request form is turned in 2 weeks prior to travel. Work may have to be completed upon a student's return depending on the class assignments and when the travel request was made.

MIDDLE SCHOOL ACADEMICS

Parkway Middle School is on a semester system. Each student is expected to take four classes each quarter. Students can attend summer school based on teacher recommendation. Be sure to regularly check the student portal to view your grades and assignments.

Homework:

Homework is a necessary and integral part of the learning process. It is expected that every student in the Saint Paul Public Schools will receive homework.

Students in grades 6-8 will be given progress reports every other Wednesday for parents to verify completion and turning in of homework. Parents will also receive mid-term progress reports. Parents may monitor their child's progress through the use of the Parent Portal available on the district web site.

Plagiarism:

Montessori students value learning and integrity:

- Students who attempt to turn in the work of others as their own work are guilty of plagiarism. Plagiarism occurs when a student makes no effort to be the author of an assignment.
- Rather than explaining a topic in his/her own words, a student who is plagiarizing relies on the words or thoughts of another person to explain the topic of an assignment. Under this definition, plagiarism can occur even when a student has acknowledged in the assignment another person's work by giving the original author credit for the work used.
- Plagiarism involves either directly transcribing another person's work without quotation and citation or when paraphrasing it without citation. Using the wording or ideas from books, newspapers, magazines, websites or other students' work is not permitted.
- Plagiarism policies can occur on any subject's assignments as well as all subjects and assignments, not just in English class. Cheating on tests, quizzes or copying homework are also forms of plagiarism.
- The resulting work will receive no credit and possible further disciplinary action.

Parent Portal:

Parent Portal is a web site allowing parents to access their students' records. In grades 6-8, parents may access attendance, schedules, grades, progress reports and additional information. Parents of students in grades 1-6 may access attendance and other information. You may enter and/or sign up for Parent Portal through <http://www.spps.org/parents.html> on the right side of the page in the middle or <http://connect.spps.org> on the bottom right side.

For help with Parent Portal, contact Jennifer Wegwerth, Counselor, at 651-744-1000.

Conferences:

We strive for 100% participation on the part of parents and students. Students are to actively participate in conferences. Reporting periods will coincide with conference dates.

Conferences are student-led and portfolio-based.

New Student Grades:

Students are not responsible for any work prior to start date. Students enrolled for 20 or more days will receive a grade for the quarter. Students who are enrolled for fewer days will receive a pass/fail grade.

LOST AND FOUND

Our communal lost and found is outside the main office. For health reasons, please do not encourage students to borrow items from the lost and found. Contact our social workers or

counselors if a child does not have proper clothing for the weather. If parents ask about a lost item of clothing, please encourage them to come and check the lost and found. Quarterly, these items are removed and donated. Lost and found for smaller valuable items (such as keys, electronics or jewelry) are housed in the office. Please see office staff if you have lost or found any such items.

EXTRA CURRICULAR/ENRICHMENT OPPORTUNITIES

Montessori students who put academics first are encouraged to pursue interests that enable them to become well-rounded people.

Micro-Business:

All profits will go toward student's field-trip fees first; the remainder will go in to the school scholarship fund for future field trips.

Extended Day for Learning (EDL):

EDL provides the opportunity for students to become proficient, on grade level, and on track to graduate. Our programs will include academics in reading and math, plus an enrichment component. For more information see the district website at:

<http://extendedday.spps.org/home.html>.

21st Century Grant:

The 21st Century Community Learning Center at Parkway is open to all Parkway student.

The program goals are as follows:

- Provide activities which support academic success;
 - Give students an opportunity to discover their interests and talents by providing enrichment classes in music, science, performing arts, athletics;
 - Provide opportunities for youth to develop 21st skills necessary to become a productive adult;
 - Provide opportunities for students to become more connected to school.
- Contact 21st Century Grant lead, Katie Gray, for more information.

Student Council:

At the beginning of the school year, 6th, 7th and 8th graders are chosen to be “ambassadors” for the school and are put through extensive training in order to learn how to be successful student leaders. Student council members lead activities such as fundraisers, community service projects and tours throughout the school year. Meetings will be held every other Thursday during Foundations.

Athletic Eligibility Requirements: SPORTS PHYSICAL

All junior high students competing in the interscholastic athletic programs are required to show evidence of a physical examination within the past three years. All seventh graders desiring to participate in interscholastic athletics must have a sports physical examination unless evidence is shown of an examination within the past three years, and all immunizations must be current. A sports physical examination is good for a three-year period providing the athlete provides a signed parent/guardian permit form each school year.

1. A complete health examination by the family physician in her/his office with the findings, recommendations, completed Competitive Athletics form, and his/her signature recorded on Health Form H36 is recommended and meets the requirement for the athletic examination. The school nurse will supply Form H36 to all athletic directors.
2. If, in extreme cases, a physical examination is impossible, the District Health Service Office will arrange for the student's examination. Health clinics are available at all high schools with the exception of Highland Park.
3. The coach of the particular sport involved and the athletic director shall be responsible for members of the squad meet physical examination requirements.
4. The coach will meet with the athletes to distribute the necessary forms. The athletes should be instructed to return all forms to the coach.
5. The list of athletes should be given to the athletic director the day following the meeting. The completed forms should be given to the athletic director as soon as received.
6. No equipment or supplies shall be issued to a player until a physical examination has been passed.
7. Students are not allowed to practice until a physical examination has been passed.
8. The original examination form (Health Form H36), which has the doctor's signature, becomes a part of the student's permanent health record and is kept on file in the nurse's office.

Athletic Eligibility and Appeals:

The St. Paul School District passed eligibility rules for all students who participate in extracurricular activities. The implementation of this policy is another expression of the District's commitment to improve the instructional program.

- All students entering as sixth graders are eligible to participate based on numbers per sport and with the approval of the athletic director and/or principal.
- All seventh and eighth grade students are eligible for athletic participation in the fall.
- Seventh and eighth grade students remain eligible until they accrue two Ns (determined by end of course grades trimester or semester).

NOTE: Summer School or Area Learning Centers may be used to make up lost credits.

1. The principal at his/her school can raise the eligibility standards at their own discretion.
2. A student must be at school by 9:30 a.m. on any day to practice or play on that day.
3. All students transferring between schools in the conference must meet academic and conduct eligibility requirements to play at his/her new school. Students who are administratively transferred must display good citizenship until the beginning of the semester following such transfer to be eligible. Any student attending an alternative education program within the St. Paul School system will have their choice as to which high school they will participate for the school year.
4. An athlete shall not hold membership on more than one team at the same time. Example: an athlete dropped from a team after the start of the conference season of that particular sport shall not be allowed to join a team of another sport playing a parallel schedule. Members of a team playing a parallel schedule with other sports may join another team when they have finished their season in the original sport.

5. Chemical Abuse: the rules governing the abuse of chemicals will follow those adopted by the Minnesota State High School League.
6. Any student suspended/dismissed from school is not eligible to participate in athletics: 1 day suspension = 1 game suspension, 2 day suspension = 2 game suspension, etc.

Appeals:

If the Athletic Director/Counselor rules a student ineligible, the only appeal that parents/guardians may make is to the Athletic Council. Students who are administratively transferred into Parkway must display good citizenship until the beginning of the next trimester in addition to meeting all other eligibility requirements.

The sports schedule for this school year can be found on the website: www.parkway.spps.org. Students may participate in some high school athletics. Check with the Parkway Athletic Director.

Athletic Posters: Any poster or notice posted in any hall must be approved by administration.

FIELDTRIPS

Students are responsible for having a field trip permission form signed by their parent or guardian prior to the day of the field trip. Failure to do this will prevent the student from participation in the field trip. Parents are not allowed to transport to or from field trips per district policy. **NO verbal permission will be accepted.** All school rules apply on any field trip.

In the event a field trip is canceled, students will be notified and, if the destination refunds money, Parkway will pass refunds on to families.

ASSEMBLIES

An indication of the cultural level of the school is the conduct of its student body at assemblies. At all times, students' behavior should be refined and courteous. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole.

Unacceptable conduct includes whistling, uncalled-for clapping, boisterousness, and talking during programs.

DRILLS- FIRE, TORNADO, LOCKDOWN DRILLS

Emergency drills are held at regular intervals throughout the school year. Students should remember these basic rules:

1. Check the instructions in each classroom. Written instructions indicate how to leave the building in case of fire, lockdown drill and where to go in case of a tornado.
2. Walk. Don't talk. Move quickly and quietly to the designated area.
3. Follow all staff instructions.

PLEDGE OF ALLEGIANCE

Minnesota law requires all public school students to recite the Pledge of Allegiance at least once a week (unless the local school board annually votes to waive this requirement). "Anyone who does

not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice." MN Statute 121A.11(3)(b)

INTERSESSION and FIELD STUDIES

Erdkinder: All 8th graders will participate in an overnight, camping field trip during the school year in order to connect with peers and the natural environment.

Other field experiences will follow. Please check the calendar for more information on dates.

PARKWAY ADVISORY COUNCIL (PAC)

We welcome all parents/guardians, teacher and staff to become members of PAC. The purpose of PAC is to support the Parkway community through organization, volunteer work and fund-raising. The PAC is an organization that provides a means for parents/guardians, school staff, students, and community members to work together to support and improve the programs of the school. It also fosters communication and interaction among the school, the home, and the community. All families are welcome to attend the board meetings and to join committees. The board plans the various PAC fundraising projects and special PAC events, field trips, and other projects that benefit the students and their families.

The council meets monthly from 6:00 p.m. to 7:30 p.m. Meetings dates are the second Tuesdays of each month. Prospective members are expected to commit to at least four meetings.

If you are interested in joining the council or have questions, please contact the PAC at parkwaypac@gmail.com or Aqueelah Roberson at aqueelah.roberson@spps.org.

FUNDRAISERS

Fund raising activities at Parkway are only for Parkway sponsored organizations. Items from outside fundraisers are not to be sold at school. All fundraisers must be cleared by the Administration and placed on the school calendar.

SPECIAL EDUCATION AND SUPPORT SERVICES

Special education programs and support services are available to students who qualify in the areas of learning disabilities, speech and language, adaptive physical education, occupations therapy, and emotional/behavioral disorders.

To gain access to special education programs and support services, a Child Study Team must first evaluate children. Teachers or parents can initiate an evaluation. Prior to requesting permission for assessment, appropriate interventions within the mainstream classroom must take place.

In addition to special education services, Parkway employs a School Social Worker to assist students. In general, parent/guardians are notified if their child is to receive services. The only times this is not done is when there are data privacy and child protection issues.

For more information about SPED services, please contact Melissa Kubousek. School social worker is Kim Stout.

PARKWAY SEEDS OF CHARACTER

FREQUENTLY ASKED QUESTIONS

Parents are encouraged to call the school on all important matters. Voice mail, e-mail, and Parent Portal (<https://ereport.spps.org/campus/portal/stpaul.jsp>) allow parents to leave messages directly with teachers and learn about assignments, attendance, grades, and lunch balances. If your voicemail or e-mail is not returned by a staff member in one full working day please contact the Assistant Principal or Principal.

Communication is designed to assist students with positive reinforcement and help students succeed.

Can I have my child picked up and dropped off at my work?

No, a work location does not qualify as a daycare under Minnesota Statutes and District policies. Minnesota statute 123B.92 allows school districts to designate a licensed day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the pupil's parent or guardian as the home of a pupil for part or all of the day, if requested by the pupil's parent or guardian, and if that facility or residence is within the attendance area of the school the pupil attends.

Can I ride the bus to school with my child?

Due to concerns related to safety, security, and vehicle capacity parents are not allowed to ride to or from school on District route buses. Drivers are instructed not to allow unauthorized passengers on School District routes and to immediately request assistance if an unauthorized older student or adult boards the school bus and refuses to leave.

Can I send my child home with a friend?

No. Transportation is provided to eligible students from and to the assigned school bus pickup/drop-off location. Students who are ineligible for transportation are not allowed to ride route buses. Students are not allowed to use alternate bus stops or switch buses.

Can my child have transportation from home and daycare?

Students may have different pick-up and drop-off locations, however the student may have only one pick-up address five days per week and one drop-off address five days per week. Each of the locations must be within the attendance area of the school the child attends, or within the transportation area of a state approved desegregation program.

Can I drive my children to field trip destinations, meet them there, and/or take them home afterward?

Transportation Item 10 states: "Teacher and/or parents may not transport students to/from/during field trips".

RESOURCES

Fay, J., & Funk, D. (1995). *Teaching with love & logic: taking control of the classroom*. Golden, CO: Love and Logic Press.

Lillard, P. P. (1972). *Montessori, a modern approach*. New York: Schocken Books.

Lillard, P. P. (1996). *Montessori today: a comprehensive approach to education from birth to adulthood*. New York: Schocken Books.

Montessori, M. (1967). *The absorbent mind* ([1st ed.]). New York: Holt, Rinehart and Winston.

Montessori, M. (1989). *The Montessori method*. New York: Schocken.

Seligman, M. E., Reivich, K., Jaycox, L., & Gillham, J. (1995). *The optimistic child*. Boston, Mass.: Houghton Mifflin.