

PARKWAY HEIGHTS MIDDLE SCHOOL

"Home of the Panthers"

Student & Parent Handbook 2025-2026



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This handbook has been prepared to help you better understand our procedures, policies, and programs and is designed to help you reap the greatest benefit while here at Parkway Heights Middle School. **Parents and students:** You are expected to read, understand and abide by the disciplinary policy and procedures of Parkway Heights Middle School and SSFUSD.

PBIS AND BEHAVIOR MATRIX

The Positive Behavioral Interventions and Supports (**PBIS**) is a school-wide strategy for helping all students achieve important social and learning goals. Based on research, we know that when desired behavior and quality teaching come together, our students will excel both academically and socially. Our aim is to instill in students a sense of **purpose**, a positive **attitude**, the ability to **work together**, and the importance of a **safe** school environment. On campus, these expectations are referred to as "**PAWS**". As parents, you are an integral part of this strategy; to that end, the staff wants to share this pertinent information with our families.

As part of the PBIS program, we have established several clear rules for the behavior we expect in all areas of our school. We will explicitly teach these expectations to the students and reward them frequently with positive recognition (e.g. raffle tickets, etc.) to celebrate their positive behavior. Research indicates that by following the PBIS framework, our school can potentially reduce the number of negative behavioral consequences that students may experience in a school year.

The expectations for all student behavior will be clear throughout our campus including Panther Hall, the blacktop, hallways, offices, and classrooms. You will be able to ask your student, "What are the rules in your school?" "How do you follow those rules?" "What happens when a teacher sees you following the rules?" And the goal is that your student will be able to provide you with the correct information. These expectations will be posted in all areas of our campus and on our website as reminders for expected appropriate behavior.

Students need simple, easy to understand rules. Our rules for Parkway Heights Middle School can be summarized very simply (**PAWS**):

- 1. Have a sense of **PURPOSE**
- 2. Maintain a positive **ATTITUDE**
- 3. **WORK TOGETHER**
- 4. Be **SAFE**

Students will hear a more consistent, positive message among all their teachers and staff members. Teachers and staff will use consistent practices to hold students accountable for their behavior. Lastly, students will be acknowledged for their positive behavior with school-wide reward systems.

If you have any questions or concerns, do not hesitate to call. Also, all the expectations for **PAWS** can be found on the school website. Thank you for your cooperation in this very important matter. The Parkway Heights Middle School staff and administration thank you for your support.

PARKWAY HEIGHTS CLASS BEHAVIOR

Teachers at Parkway Heights set their own classroom standards within the guidelines of school-wide policy. Teachers are encouraged to set consequences and positive rewards for student behavior in the classroom. It is the philosophy of the school that a consistent, fair

policy in the classroom or school helps all students to know what is expected of them.

Parkway Heights Middle School Offices

Main Office

The Main Office is the center for school communication and where the Principal is located. All visitors must report to the Main Office to check in with the School Secretary.

Attendance Office

The Attendance Office is where our Assistant Principal, Attendance Secretary, and Health Office are located. Students are picked up at this office by parents for appointments or emergencies. The Assistant Principal handles school attendance, discipline, and safety issues. Parents who wish to speak to our assistant principal should check in with the attendance office to schedule an appointment.

The Attendance Office is the location of our health office. All of the main office and attendance office staff assist in helping students who are sick or hurt. Should a student need to go home, parents can pick up the student from our attendance office. The school health technician is at Parkway on a limited basis.

Campus Security

Our Campus Security Supervisors patrol our campus to ensure student safety and compliance with expectations.

Counseling Services

The Counseling Office is the location of our school counselors, wellness counselor, school liaison and Counseling Office Secretary. The counseling secretary also serves as registrar.

- Academic Counselors counsel students individually and in group settings to help them make good decisions about their conduct, class selections, and future careers. Eighth grade students are specifically given counseling regarding course selections for high school and their career and college plans. The counselors carefully track all students' grades throughout the year to ensure the students are meeting the District's middle school promotion policy.
- The wellness counselor works directly with students who are having difficulty in educational achievement due to social/emotional adjustment. They provide students with the tools and motivation necessary to accomplish their emotional and physical goals.

Library

During school hours, students must be in the library with a pass, unless they are with their class. **Library hours and expectations will be posted.**

Textbooks

Every student is responsible for textbooks he/she is issued each year. Students will be billed for damages to their books and are billed at current replacement cost for lost or damaged books.

CLOSED CAMPUS/VISITORS

Students are not permitted to leave campus. Students who leave campus without permission will be considered truant. Parkway teacher supervision is from 8:25 am – 3:25 pm every day. Students are expected to leave campus after-school, unless they are attending a staff member sponsored event.

VISITORS: All visitors must check in the Main Office for verification and documentation. Only parents/guardians, designated emergency contacts, district or county staff are allowed as visitors.

Food service delivery to students is not allowed

PICK UP/DROP OFF GUIDELINES

It is very important for the safety of all children that all drivers follow the following procedures/guidelines for dropping off and picking up students at Parkway.

1. Please enter the main gate off of Chestnut if you are dropping your children off in the morning on campus. You may park outside and drop off at the curb. Please do not block traffic.
2. Traffic flows in only one direction and exits out the back gate on Park Way. Use the designated drop off lane. The left lane through the parking lot is a no stopping zone.
3. Students are not allowed to walk in the drop off lane before or after school.
4. Please drive slowly when dropping off or picking up your children! Help us keep them safe! Do not drop off your child into the flow of traffic.
5. Once students arrive on campus, they are not allowed to leave. They must remain inside the gates and report to a designated area (Panther Hall or lower black top) until the bell rings.

Leaving Campus

1. **Only parent/guardian or an authorized adult listed on the student's emergency card may pick up a student to leave campus. They must have proper identification.**
2. If the student is being picked up by someone other than a parent or adult listed on the emergency card, the parent must submit a signed note (in person, fax, or scanned email attachment) with the name of the person picking up the student. They must have a valid photo ID as identification. Subject to administrator approval*

SCHOOL SAFETY

For a safer school environment, our school has security cameras campus wide (except in the locker rooms, bathrooms, and classrooms). These cameras are not actively monitored.

Disaster Safety

In the event of an emergency which might require student evacuation, there are procedures for staff to follow which will help ensure a smooth transition when picking up a child from school.

If an emergency occurs, we will release students to adults on the student emergency card as long as they provide a legal ID. **Please bring ID—by law we can't release a child to an adult without ID.**

In the event of an evacuation, parents will be communicated information by District Personnel or Emergency Response Units. Each year we have the required Evacuation, Drop-Cover-Hold on Lockdown/Barricade, Shelter in Place, and Secure Campus drills to train students and teachers. Please talk to your child about the importance of knowing these safety situations.

LUNCHTIME PROCEDURE

Students are to eat in designated areas (Panther Hall, Parky's Quad or the Cage) and are expected to pick up their own trash after eating. Students are not allowed in the hallways or classrooms during lunch unless they have a pass from a teacher. Bathrooms are available near Panther Hall at lunch. Students are to use those bathrooms during lunchtime. Students are to go to the office during lunch for emergency purposes only. Balls and other sports equipment are to be used only on the black top and field areas. Students may carry sports balls with them provided they do not cause a distraction to the learning environment. If students are mishandling their sports equipment, it will be confiscated by staff and returned at the end of day. **No Food Delivery services allowed. If a student forgot their lunch, the school provides free breakfast and lunch.**

DRESS CODE

Parkway Heights Middle School's dress code supports equitable educational access and does not reinforce stereotypes. The purposes of the Dress Code are the following:

1. To allow students to express the diverse range of personalities at Parkway Middle School, including cultural, ethnic, religious, and gender-based identification
2. To prevent health or safety risks that interfere with the educational process
3. Ensure that student dress is appropriate for classroom instruction, athletics, or special activities, such as lab science, industrial arts, or performing arts.

Students must wear:

- A shirt with fabric in the front, back, and on the sides under the arms (no bralettes, sports bras, or sports bra-like attire to be used as shirts)
- Pants or the equivalent bottoms, including a skirt, sweatpants, leggings, a dress or shorts
- Bottoms must be worn at the waist -undergarments are not to be exposed
- Closed-toed shoes must be worn in classes and appropriate athletic shoes in PE (**no open-back shoes such as flip flops, slides, house slippers, etc.**)
- NO PE clothes outside of PE class, unless as a temporary solution to a dress code violation

Students may wear:

- Hats or hoodie sweatshirts are acceptable on campus (but NOT inside the classrooms/during instructional time and school buildings), provided they do not interfere with the ability to identify a student quickly (Student eyes and ears should be visible and unobstructed).
- Religious headwear
- Fitted pants, including opaque leggings and yoga pants
- Ripped pants, as long as **undergarments are not exposed**
- Tank tops, as long as **undergarments are not exposed**
- Athletic attire

Clothing that poses a health or safety risk, or clothing with images or writing that promotes behavior contrary to the expectations of appropriate student behavior will not be permitted. This clothing includes, but is not limited to:

- Shoes with wheels, taps, or heel plates.
- Spikes, chains, or accessories that could be considered dangerous or could be used as a weapon
- Any clothing that reveals visible undergarments or areas that should/would be covered by undergarments.
- Other than those worn for religious reasons, head coverings that interfere with the ability to identify a student quickly
- Any clothing, head covering, accessory, emblem, symbol, or insignia that:
 - a. Is identified or associated with gang affiliation or activities
 - b. Promotes the use of any illegal activity including recreational drugs, alcohol, nicotine, vaping, or paraphernalia
 - c. Contains hate speech, profanity, or pornography
 - d. Degrades or demeans any person or group
 - e. Encourages violence, harassment, or sexually inappropriate conduct

Clothing that violates the dress code may be confiscated. Students violating the dress code will be given a directive to change attire to reflect the dress code or be allowed to change into PE clothes (students may call home for alternative clothing, but must change into PE clothes when time outside of class exceeds 45 mins). Students may receive detention for violating the dress code.

Parkway Heights Middle School is not responsible for any lost, damaged, stolen, or confiscated items [AR 5132(a)]

ATTENDANCE

IT IS THE PARENTS AND STUDENTS' RESPONSIBILITY TO PROMOTE REGULAR AND ON-TIME ATTENDANCE.

We understand that unexpected situations happen which can impact a student arriving to school on time. We ask that you inform the school in the morning to ensure the safety of all our students. We will use attendance to verify students are safely at school.

Categories of Absences

<u>E=Excused</u>	<u>Act= Co-curricular Activity</u>	<u>U= Unexcused</u>
Illness, injury/personal Medical/dental/ Optometric appts Funeral Services/Death Quarantine	Athletic events Student government Practice for school events Teacher detention Field trip Counseling Services	Absences which are not emergencies Missed the bus Overslept Frequent tardies or other tardy issues failure to bring absence note

Method of Verification

When a student who has been absent returns to school, he/she shall present an explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian.

Parent/Student responsibilities

The following methods may be used to verify student absences:

- 1) Written note or email from parent/guardian upon students return
- 2) Conversation in person or call by telephone, between the verifying employee and the student's parent/guardian by 12pm on the day of the absence
- 3) Provide Physicians verification

Tardy Policy

Per California Education Code, truancy is defined as: "...an absence of more than three days or tardies in excess of 30 minutes on each of more than three days in one school year".

The following methods may be used to verify student absences:

- 1) Conversation in person or by telephone, between the verifying employee and the student's parent/guardian by 12pm on the day.

Truancy

Parents will be contacted for continued truancy from Attendance Office Staff through phone and mail. Continued Truancy will enact the SARB process

Consequences will result from parents/guardians who fail to notify the school of the student's attendance. Welfare check may be requested through the South San Francisco Police Department to ensure the student is safe.

ELECTRONIC DEVICES

*The school is not responsible for damaged or lost devices. Office phones are available for emergencies. If families need to contact a student for an emergency, please call the office.

All Electronic devices are to be powered OFF from the moment the student steps on campus UNTIL THE END of the school day when the bell rings – this includes, but is not limited to - cell phones, smart watches, tablets, digital cameras, handheld video games, headphones etc. **Wired headphones can only be used/worn in the classroom at teachers discretion. Bluetooth earbuds are not allowed. Cell phones are not to be used during the school day on campus. Students may use their devices after the last bell rings on campus.**

Consequences for Cell Phone, Smart Watches and/or Bluetooth earbuds use on campus

First Incident:

→ Student will be asked to turn off their phones and hand it to staff member. Staff member speaks with the student one on one after class and returns the phone to the student.

Second Incident:

→ Staff member calls the office for security to pick up the phone. Students may pick up the phone from security afterschool.

→ Email or phone call to parent/guardian informing of 2nd offense and including cellphone policy.

Third Incident:

→ Staff member calls the office for security to pick up the phone. Item will be held in the office, and parent/guardian will need to pick up.

Fourth Incident:

→ Staff member calls the office for security to pick up the phone. Parent/guardian or emergency contact on file will meet with an administrator.

→ Student will check in/check out phone each day until the end of the quarter. Saturday School assigned.

Any device used inappropriately to photograph or video record (such as recording in bathrooms, recording fights etc) may be subject to immediate confiscation at the discretion of the Administration. Parent/Guardian will be called. Items retained or returned at administrators discretion.

BIKE/SKATEBOARD POLICY

Students must walk bikes on and off campus. California State Law now mandates that children under the age of 18 MUST wear a helmet when cycling. The school assumes no responsibility for damage or stolen bicycles.

Roller skates/blades, skateboards and Segways are NOT allowed on campus at any time, this includes afterschool, evening or weekend events. These items will be confiscated and returned to the parent/guardian. Each year some students have been riding skateboards to and from school and have exposed themselves to personal injury. In addition, safe storage of skateboards during school hours is not available to prevent the loss of personal equipment. Because of the potential hazards to personal safety and security, skateboards will not be permitted on the school campus. Skateboards brought on the campus will be taken away by the administration and returned only to the parent/guardian.

LOST AND FOUND

Students should write their names on all textbooks, notebooks, uniform items and P.E. clothing. Unclaimed items in the lost and found will be donated at the end of each semester. Students may ask the office for items turned in.

LOCKER PROCEDURES

There are no book lockers for the students. All students are provided with two sets of textbooks for use through the duration of the school year: one for the classroom, and one to stay at home.

PE Locker Rooms:

All students who participate in Physical Education are assigned to use a locker to store their PE clothes/uniform and have a working lock. The PE department assigns and handles lockers for the PE locker rooms. A master combination lock (of normal thickness, not too skinny and not too thick) is required for these lockers. Students may be provided a lock by the school if the purchase of one is a financial hardship. Students are only assigned a locker if they have a lock. Students are not allowed to share their lockers. Parkway is not responsible for lost or stolen items. Students are not allowed in the locker room unless it is during their PE period. Any type of vandalism of the lockers will not be tolerated and will result in a referral. NO FRAGRANCES may be sprayed in the locker room (because of allergies of other students). If there are any questions about the PE lockers or locker rooms, students should see their PE teacher.

Band Lockers:

The Band teacher assigns and handles lockers for the band locker room for students to store their instruments. A master combination lock (of normal thickness, not too skinny and not too thick) is required for these lockers. Students may be provided a lock by the school if the

purchase of one is a financial hardship. Students are only assigned a locker if they have a lock. Instruments can be dropped off before school and picked up after school. Parkway is not responsible for lost or stolen instruments. If there are any questions about the band lockers, students should see their band teacher.

For health and safety reasons, a general inspection of school properties such as lockers may be conducted with students standing by their lockers. Any items in a locker shall be considered the property of the student to whom the locker is assigned.

CLUBS

Parkway has a "club rush" for students to sign up to participate in a variety of staff sponsored clubs and programs that take place after-school or during lunch. Students are encouraged to bring their ideas to ASB to get a club started that will be of interest to them and other students.

8TH GRADE PROMOTION

For your student to be able to participate in the eighth grade promotion, they must adhere to the school/district's academic requirements.

HONOR AND MERIT ROLL

Each of the district's middle schools shall have an Honor Roll and a Merit Roll. For purposes of placement on the Honor Roll or on the Merit Roll, the following point schedule shall be used in regard to letter grades:

A – 4 points B – 3 points C – 2 points

No student earning a "D" or "F" in any subject can be eligible for the Honor or Merit Roll.

Qualifications for the middle school Honor Roll:

1. Twenty-one points for students enrolled in six courses (3.5 average). Twenty-five points for students enrolled in seven courses (3.5 average)

Qualifications for the middle school Merit Roll:

1. Eighteen points for students enrolled in six courses (3.0 average). Twenty-one points for students enrolled in seven courses (3.0) average.

NON-ACTIVITY LIST

Students will be placed on the Non-Activity List for being suspended, in-school suspension or assigned Saturday School.

1. The duration of the Non-Activity List is 30 days from when the consequence was served.

2. When a student is on the Non-Activity List, he/she will not be allowed to attend/participate in school sponsored activities or after school sports activities.
3. If a student is absent the day of an activity (i.e. a dance), he/she will not be allowed to attend the activity.

STUDENT CONDUCT POLICY

SEE DISTRICT EXPECTATIONS FOR STUDENT SUCCESS HANDBOOK FOR MORE DETAILED EXPLANATIONS AND EDUCATION CODE

PROBLEM BEHAVIOR LEVELS 1-5

ALL DISCIPLINARY DISPOSITIONS ARE SUBJECT TO ADMINISTRATOR'S DISCRETION

SSFUSD DISTRICT EXPECTATIONS FOR STUDENT SUCCESS:

Understanding that consequences and interventions represent "teachable moments" is fundamental to a positive approach to discipline. Progressive consequences seek accountability and behavioral change. Essential to progressive discipline is helping students who have engaged in unacceptable behavior to:

1. Understand why the behavior is unacceptable and the harm it has caused
2. Understand what they could have done differently in the same situation
3. Take responsibility for their action
4. Be given the opportunity to learn pro-social strategies and skills to use in the future
5. Understand the progression of more stringent consequences if the behavior reoccurs

The student code applies to all students attending school in the South San Francisco Unified School District including the following circumstances:

- (1) while on any school grounds;
- (2) while going to or coming from any school;
- (3) during the lunch period, whether on or off the school campus; and
- (4) during, going to, or coming from a school-sponsored activity.

The student discipline code also applies to:

- (1) all school-related trips and excursions approved according to governing board standards; and (2) optional District educational programs such as:
 - (a) summer school;
 - (b) after-school programs and
 - (c) pre-kindergarten or preschool programs.

Levels of Response

Range depending on situations and are progressive if continued.

Range Levels can be found in the District Expectations for Student Success

Following are some of the problem behaviors listed in the district handbook that are subject to intervention/consequence.

ABSENCE FROM CLASS OR SCHOOL, TOBACCO, ALCOHOL AND INTOXICANTS, CONTROLLED SUBSTANCES, WEAPONS AND OTHER ITEMS, DISRUPTION, DRESS CODE VIOLATION, IMMODEST/OFFENSIVE BEHAVIOR, CHEATING, NON-COOPERATIVE BEHAVIOR, PHYSICAL AGGRESSION, PROPERTY MISUSE/DAMAGE,

STEALING/POSSESSING STOLEN PROPERTY, TECHNOLOGY VIOLATION, VERBAL AND WRITTEN AGGRESSION • DANGEROUS ITEM EXAMPLES (BUT NOT LIMITED TO)

Possession of a lighter, matches, fireworks, stink bombs, pellets, imitation firearms, etc. Glossary of terms can be found in the District Expectations for Student Success Handbook

BULLYING/HARRASSMENT

DEFINED IN THE DISTRICT EXPECTATIONS FOR STUDENT SUCCESS HANDBOOK

PHYSICAL AGGRESSION/FIGHTING

Students are encouraged to resolve conflicts in a peaceful manner. It is important that students develop speaking and listening skills when resolving differences. Students are strongly encouraged to inform their parents/guardians, teachers, counselors, administrator and/or campus security if they are having difficulty resolving a conflict and have any reason to believe that it may result in a "fight" if unresolved. However, students who choose to use violence to resolve differences will be subject to disciplinary consequences.

SEARCH/SEIZURE AND DISTRICT PROPERTY

In order to maintain a safe school environment for all students and staff, the SSFUSD School Board authorizes school officials to conduct searches of student lockers or other school/district property or student property if there is reasonable suspicion or grounds that the search will uncover evidence that a student is violating the law or the rules of the District or school.

All searches will be conducted by a school administrator with another district employee. No school employee shall conduct body cavity searches or searches that involve removing or rearranging clothing which permits visual inspection of underclothing, breasts, buttocks or the genital area. The parent shall be notified by the school as soon after the search as possible.

GROUND FOR SUSPENSION OR EXPULSION

CALIFORNIA EDUCATION CODE 48900/48915

See details in the District Expectations for Student Success Handbook.

Suspension Rules

- No student will be readmitted to school after a suspension until the parent meets or conferences with the Assistant Principal/Principal.
- Student is not allowed to participate in any school/district activities while on suspension

Mandatory Expulsion

See details regarding **Grounds for Expulsion California Education Code 48915** in the

District Expectations for Student Success Handbook.

CONDUCT (OTHER)

BATHROOM USE

Students are to be timely when using the bathroom during class time. Only one student at a time will be released from one classroom. Students should go to the closest bathroom. Time allocation will be no more than 7 minutes. Students should inform the teacher if they are not feeling well.

PUBLIC DISPLAYS OF AFFECTION

Excessive physical displays of affection are inappropriate for a constructive school climate. Extended time touching, holding hands, embracing, and kissing are not allowed on our campus. A good policy to remember is: —Keep hands, feet, and objects to yourself. Administration to contact parents for continued behavior.

FOOD IN CLASSROOM

Food is not allowed in the classroom during class time unless provided and approved by the teacher and remains in that classroom only. Drinks brought on campus should be in a reusable bottle with a cap to seal. Gum is NOT allowed at all on campus.

SELLING ITEMS ON CAMPUS

Students may not sell items on campus without approval from the SSFUSD School Board. This includes personal for-profit sales of snacks and the like, but it also includes items from service community organizations.

GUEST TEACHERS

Substitute teachers are Parkway Heights guests, and we expect students to go above and beyond in making their visit to Parkway a positive one. A student whose name is written down by a substitute teacher will be submitted to the teacher for teacher detention after school of 10 minutes. A missed detention will then become 1 hour after school by the Administrator.

NEIGHBORHOOD/COMMUNITY EXPECTATIONS

We expect Parkway students will hold themselves to the same high standards of behavior when they go home after school. Every Parkway student represents our school when out in the community. This includes how students walk, ride bikes, or ride skateboards, etc. We ask that students respect our neighbors property and we encourage parents to practice "gradual release to responsibility" when allowing their students to walk home after school unsupervised.

DISTRICT ISSUED TECHNOLOGY

Students have been issued district devices for educational purposes only. Students are to treat their Chromebooks with the utmost care and follow the instructions of their teachers. Chromebooks should be brought to school each day fully charged. They will be used in the classroom and, like a textbook, are subject to charges if lost or damaged. Please note that the use of the Chromebook is monitored by GoGuardian, and students are to use the device for school/educational use only. Students who damage or deface school devices may be subject to fines up to the replacement cost of the device.

DETENTION POLICY

TEACHER DETENTION

Teachers may assign their own classroom detention for up to 10 minutes after school on the same day.

SCHOOL DETENTION

Administration may assign after school detention to students. Notices are given to each student the day before and are required to attend. Students are required to bring them home to the parent. Detention will be one hour. Students are required to work on school assignments or may assist in campus beautification.

If a student is disruptive (talking, arguing with teacher, off task), they will be asked to leave and the student will receive a follow up consequence.

Alternative to Suspension (ATS)

Goal: Increase awareness of the cause(s) of "suspension" & improve decision-making skills

Targeting: Substance Use, Fighting, bullying, conflicts, Cutting class, Ongoing and serious needs. School Administrators will assign ATS to students for specific dates and programs.

ATS Programs:

Counseling

Group based one-time program - smaller groups 3 hours

Explore drug/alcohol/substance use education and intervention (if applicable)

Focus on the cycle of conflict and different forms of bullying. Participants will be able to identify their own cycle and learn skills to interrupt it. (if applicable)

Identify a supportive school staff member to encourage a positive re-entry to campus

Create a plan (tutoring, after school program, mentor, counseling, etc.) to:

Increase school attendance

Decrease disciplinary incidents

Increase overall success in school

ATS Substance Use

Explore drug/alcohol/substance use education and intervention.

Brief Intervention for substance:

2-3 sessions that are 1:1

About 2 - 2 ½ hours of direct time with the student and 1-2 contacts with parents/ guardians.

Substance Education: In person- ATS Substance ed provides substance and risk education. We most often address cannabis/vaping.

Counseling Based Substance Education programs: This group will focus on substance use and identifying patterns related to use. We will also learn about the stages of change and how to apply harm reduction so that students can avoid further consequences

Unique Situations: Administration discretion.

ACADEMIC HONESTY

All student work should be the work of that student. No cheating or plagiarism is acceptable. If quoting others in academic material, students must cite their sources.

CHEATING OR PLAGIARISM:

1. Receiving or providing information during a test or for a test given in an earlier period.
 2. Using material on tests when the teacher has not given permission to do so.
 3. Violating the teacher's testing rules and procedures.
 4. Using somebody else's writing, or Artificial Intelligence – A.I. (word for word, almost word for word and/or Plagiarism) and saying it is your own. (Plagiarism) or using somebody else's ideas and saying they are your own and not giving credit.
 5. Using or copying another student's assignment to turn in as your own work.
 6. Allowing other students to use your work on assignments with the exception of specific group, lab or collaborative projects.
- There are other actions which may be considered cheating or plagiarism.

FIRST OFFENSE

1. Student will complete the work honestly - redo or rewrite - within a time frame agreeable to student and teacher
2. Student and teacher will contact parents about the academic dishonesty incident.
3. Probation for sports/leadership
4. Teacher inform Administrator to log event

SECOND OFFENSE

1. Student will complete the work honestly - redo or rewrite - within a time frame agreeable to student and teacher
2. Student and teacher will contact parents about the academic dishonesty incident.
3. Referral to Administrator
4. Students in Leadership/Sports subject to removal.
5. Student will be ineligible for Honor Roll/Merit Roll for the current quarter and lose academic and citizenship honors at Awards Night.
6. Saturday School/Academic Help

CONTINUED OFFENSE

1. Referral to Assistant Principal and parent notification.
2. "F" grade or zero credit for the test or assignment and an "Unsatisfactory or Needs Improvement" in citizenship on the quarter report card.
3. Student will lose academic and citizenship honors at Awards Night.
4. A notice of chronic cheating will be placed in the student's cumulative file and discipline record.

Your signature on this form indicates that you have read the Parent/Student Handbook and understand the information contained within. It also indicates that you support the policies and practices of Parkway Heights Middle School and understand the disciplinary consequences that apply.

Every student must have a signed form on file.

Please read this booklet carefully and sign below. If you have questions regarding the handbook please call the office and we will be happy to answer them.

Parents and Students:

I have read and understand the student handbook and procedures of Parkway Heights Middle School.

Parent Name: _____

Parent Signature _____

Date: _____

Student Name: _____

Grade: _____

Student Signature _____

Date: _____

Staff Acknowledgement:

I, _____ have read and understand the guidelines.

(Staff Member)

Date: _____

