

# PARKMONT STUDENT HANDBOOK

## 2018-2019

### **Parkmont School Philosophy**

How do we help adolescents develop the confidence and skills they need to move ahead energetically with their lives?

At Parkmont we build a community where students ally themselves with creative adults whose driving concern is their success and well-being. We challenge them with an academic program that fuses adolescent interests with traditional disciplines and respects the variety of their talents and motivations. We provide them with substantial experience in the world beyond school that invites them to see more clearly the possibilities ahead. Our students get ready to chart their own course, and we make sure they're prepared for the journey.

### **Student Expectations and Responsibilities**

#### Student Attendance Guidelines

We expect students to be on time for the 8:30 start of school each day. In order to emphasize this in the Upper School, we use the "60-minute rule" which begins anew each session. Once the student has accrued 60 late minutes in a session, the student must make up double each minute they are late after that by doing math make-up work during before school Study Hall. Students who fail to make up their late minutes lose math credit for the session.

In Middle School, English teachers will determine how students should make up for lateness.

It is also important that students be in class on time throughout the day. Teachers have the prerogative to set up penalties for habitually late students, such as keeping students in at break and lunch, requiring them to make up work after school, or subtracting points from their grades.

#### Van Rules

1. When using the van for field trips, the radio is not allowed.
2. Each student must be wearing a seat belt at all times.
3. No roughhousing or loud noise in the vans.
4. The back seat of the van must be vacant unless there are more than 11 passengers.

#### Locker Rules

We ask that all students use their lockers to store their belongings. There will be a penalty for leaving your bag unattended throughout the building--the bag will be brought to the office and its owner will pay a fee of \$1 to retrieve it.

### Eating Rules

Neither eating nor drinking is permitted during class. Students can eat during break or at lunchtime only, and they must eat in either the commons room or outside on the porch.

Students share responsibility for keeping the Commons clean during lunch. Each student is required to participate in Lunch Clean-up on a rotating basis during the year.

### Phone Rules

Students are not allowed to have phones out in class or when they have been sent to the front office -- this includes using them as calculators or to charge them. In addition to a \$15 fine, the following applies:

First offense: student turns phone in to staff until end of class period.

Second offense: student turns phone in to staff and can retrieve it from the front office when they exit the building at the end of the day.

Third offense: student turns phone in to staff; student must turn phone in to the front office every day for the remainder of the session.

Please note, offenses are tracked throughout the school day/session -- they do not re-set with each class period.

### Smoking Rules

1. Students may not smoke at school or while taking part in any school-related activities (not during break, Afternoon Class, or on day-long field trips, for example.)
2. Students may not smoke within sight of the Parkmont building.
3. No smoking is permitted in the area between Colorado Ave. and the block south of Decatur.
4. Smoking fines start at \$25 with the first offense and double with each subsequent offense (to \$50, then \$100, etc.)
5. Smoking fines must be paid the following school day.

### Sports Class Rules

The proper way to cross the street with any class group, particularly sports, entails the following:

1. You must always be between the two teachers
2. When crossing at the light, you may only cross when the walk sign is white and you are within the crosswalk. If it turns red while crossing, quickly continue to the other side of the street. If it is red, then you may not leave the curb.
3. If there is no crossing light, you must cross with a teacher. She/he will stop traffic as needed.

Any dangerous behavior that he/she engages in will result in a Jaywalking fine (\$25 or 5 hours of work detail).

### Neighborhood Expectations

Parkmont is situated in a neighborhood that is primarily residential. We have maintained good relationships with our neighbors in the past and it is very important to us that we continue to do this in the future so we may maintain the support we need to continue to reside on 16<sup>th</sup> Street.

We ask our students to be respectful of neighbors and their property. This includes being polite and friendly when they encounter neighbors, not littering, remaining quiet and respectful as they walk through the neighborhood. We ask our teachers to encourage this behavior and to immediately report any incidents they may hear of that may be out of line with this.

1. Students must park at Carter Barron and walk along Colorado and 16<sup>th</sup> Streets to get to school. The school reserves the right to suspend driving privileges.
2. Middle School students must use only those bus stops adjacent to the school.
3. Students are asked not to congregate at Carter Barron and to stay out of alleys near the school.

### Dress Code

No clothing that advertises sex or drugs is allowed. Students must be adequately covered up, staff will decide if a student's outfit does not meet that standard.

Fines and Community Service

Students are given fines or community service hours for breaking school rules or other offenses. Community service must be arranged with *the student's* advisor. Any fines or community service hours incurred during a session must be paid or worked off by the second day of the following session before they can attend classes.

Students who accumulate \$50 in fines will be required to pay half of their fines (\$25 dollars or more) at school the following day. After the first \$50 accumulation, regardless of whether the fines have been paid or worked off, the student will have a meeting with Ron or Nijole to discuss their behavior. After the second occurrence, the meeting will need to include a parent before the student may return to school. This does not *reset* each session. The school may choose at any point to require the whole fine to be paid before a student returns. Advisors will keep students and families informed about fine obligations on the weekly AA forms, and will call families directly once a student reaches \$25 dollars in fines.

OFFENSE	CONSEQUENCE
LITTERING	\$5.00 FINE
INAPPROPRIATE LANGUAGE (After 3 of these, subsequent fine is \$10.00)	\$5.00 FINE
RUNNING, EXCESSIVE NOISE, & BALL PLAYING INSIDE BUILDING	\$5.00 FINE
THROWING (paper, juice bottles, etc.)	\$5.00 FINE
LOW PANTS	\$5.00 FINE
ROUGHHOUSING (After 3 fines, subsequent fine is \$10.00)	\$5.00 FINE
GUM CHEWING (After 3 fines, subsequent fine is \$10.00)	\$5.00 FINE
FOOD OR DRINK CONSUMED ANYWHERE OTHER THAN COMMONS AND OUTSIDE DURING BREAK OR LUNCH	\$5.00 FINE
SITTING ON TABLE	\$5.00 FINE
WEARING A HAT	\$5.00 FINE
THROWING ACORNS, SNOWBALLS OR OTHER DEBRIS OUTSIDE	\$10.00 FINE
BEING IN THE KITCHEN, STAIRWELL OR FACULTY OFFICE WITHOUT A TEACHER	\$10.00 FINE
ELECTRONICS: HAVING PHONES, ETC OUT IN CLASS (after 3 fines, other consequences will incur)	\$15.00 FINE
BOC - BOC (being out of class/being on the couch)	\$15.00 FINE
SKIPPING CLEAN-UP	\$15.00 FINE
FAILURE TO USE SEATBELT IN VAN	\$25.00 FINE
INTERRUPTING CLASS	\$15.00 FINE
BAG FINE (LEAVING BAG OUT AND NOT IN LOCKER)	\$1.00 FINE
EATING OR DRINKING IN COMPUTER LAB	\$10.00 FINE
INAPPROPRIATE USE OF COMPUTERS *	\$15.00 FINE
TAMPERING WITH COMPUTERS	\$50.00 FINE UP TO COST OF REPAIRS
SMOKING (Fine doubles for each offense)	\$25.00 FINE FIRST \$50.00 FINE SECOND \$100.00 FINE THIRD
SMOKING IN THE BUILDING Fine doubles for each offense	\$100.00 FINE, etc.

STEALING, FIGHTING, HARASSMENT, BULLYING, WEAPONS, DRUGS, HARASSMENT, OR VANDALISM	FINES, SUSPENSION, OR EXPULSION
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NOTE: COSMETICS (INCLUDING LOTION) AND HAIR BRUSHES ARE NOT ALLOWED IN CLASS.  
REPETITIVE DISREGARD OF POLICY WILL RESULT IN CONFISCATION.

\* Parkmont uses Google Classrooms. As a result, we require students to use emails registered under our domain for all school activities, including classwork and homework. While in class and study hall, students must be signed in to their school account--they will not be allowed to use personal accounts during these times. Other accounts may be accessed during breaks and lunch. Because the accounts are registered with the school, all account activity is visible to the school, and the school reserves the right to review content as necessary.

### **A Policy Statement on Drugs, Including Alcohol, to Parkmont Families**

Our position on drugs is drawn from the belief that drug use is an issue of health, not of morality. We believe that people who use drugs are neither bad nor good, but that they are engaging in behavior that is physically, emotionally and intellectually unhealthy. Our drug policy is based on the concept that for Parkmont to be a place where learning and personal growth are possible, drug use cannot be accepted.

We believe that drugs can cause serious damage to anyone who uses them. When a person is using drugs, emotional growth stops, and problems and challenges are avoided. The use of alcohol and other drugs lowers motivation, causes loss of memory, loss of concentration, and loss of reasoning and analytical skills. These effects in turn cause poor school work, less involvement in activities, and less interest in any world except the drug world. People's time becomes increasingly organized around their drug use and students who organize their time and conversation around drugs can put other students in danger.

Drug use also decreases openness, trust, and connection between members of a community like ours. Because drugs are illegal, secrecy envelops the people who are involved with them. Families, students and the school are hurt: hurt if drug use is discovered, and hurt if it is not.

At Parkmont, no drugs, including alcohol, are allowed. No paraphernalia is allowed in school, and students are instructed to stay out of alleys and backyards. Evidence of drug use will be dealt with in the following ways:

1. We will inform the student and parents of any concerns regarding drug use. If we suspect that a student is under the influence of any substance while in school, we will have a parent come to take the student out of school immediately.
2. In response to concerns about a student's drug use, we may require an immediate drug test be performed on a student's blood. The drug test must be one that shows exact levels. For a student who tests positive for drugs, we require weekly, unannounced drug tests for a minimum of two months with a copy of the results provided to the school. The student may also be asked to see a therapist to work on any underlying issues. These tests and therapy are the responsibility of a student's parent or guardian.
3. We offer the following levels of intervention for a student who uses drugs and wishes to remain a part of the Parkmont community:
  - a) If the student continues to use drugs, as shown by the drug tests, he or she must enter an outpatient substance abuse treatment program at a local hospital, and provide the school with proof of attendance, as well as continue with the first level of intervention.
  - b) A student who still cannot remain sober must enter a residential treatment program in order to remain enrolled at Parkmont. The school will work with the hospital to ensure that academic work remains on track.
  - c) If, after these interventions, a student is still not committed to sobriety, a more therapeutic school is called for and he or she will be asked to leave Parkmont. Alternatively, once the student demonstrates to the satisfaction of parents and the school a commitment to remain drug free, the school will no longer require the drug tests as a condition of remaining at Parkmont.
4. We reserve the right to expel students who are found using drugs or bringing paraphernalia or drugs to school; this includes students who are encouraging drug use.

We believe that these steps are compassionate and are the best way to ensure the health of students and of the Parkmont community.

## **Other Areas of Student Involvement**

### Advisory Meetings

There are three 45-minute Advisory study halls during the week. Advisory study halls serve as a place for completing class work, as well as group discussion and it is assumed that all advisors and students will work towards a format that facilitates this end. These discussions have often centered around current events. Advisory serves as a forum to help enhance social and organizational skills and to enrich ourselves with life skills and information about contemporary issues both local and international. As students near graduation, their advisors help them make a plan for the future and ready themselves for transition.

### Internship Templates

The internship template consists of required written assignments related to the internships. Students are expected to work on their templates each week in advisory and to organize their time outside of school to complete their template work each session. Students must complete template requirements in order to receive full credit for internships.

### Advisory Clean-Up

Advisories take turns doing clean-up. Each advisory group conducts clean-up for a week (on Mondays, Tuesdays, and Thursdays) and then will not do it again for four weeks. Clean-up takes place after school from about 3:30 to 4 or 4:15. The school provides equipment, cleaning supplies and gloves. Details about clean-up will be given to you at a later date, but the general clean-up assignments are:

- Sweep floors
- Vacuum carpeted areas
- Clean all 5 bathrooms
- Empty trashcans

### Parent Conferences

The parent conferences consist of a meeting with Ron, the student, his/her parents, and the advisor in the fall and the spring. The student's performance over the course of the year thus far is discussed. Recommendations are also made for helping students make good use of the program and for preparation for graduation and future plans.

Occasionally other conferences take place as well; sometimes they occur without the student and sometimes they happen after a specific incident has occurred.

### Morning Announcements

Announcements are held each day at 9:30 for 20 minutes. This is a time to announce any field trips, changes in the daily schedule, make reminders to students, etc. Announcements are held in the Commons room. All students, staff and faculty are expected to attend.

### School Meeting

School meeting is an opportunity for students and staff to discuss any issues that may be affecting individual or multiple members of our school community. It is held once a week in place of announcements, and lasts for 30 minutes unless a pressing topic keeps us longer. Each session, a student is elected chair of the school meeting, and that person conducts the meetings and keeps them in order. The chair asks for agenda items at the start of the meeting (which can be offered by either students or staff) and

then he/she takes down names of those who want to participate in the discussion while each topic is being addressed.

## **Academic Concerns**

### Academic Alert (AA)

Every Thursday, all students fill out weekly reports of assignments they need to do for each class and have them signed by their teachers. Copies of AA forms are to be taken home as well as placed in students' files.

### Interims

Interim Evaluations are written in the middle of a session if a student is failing or at risk of failing, or if there is something particularly noteworthy (positive or negative) to say about a student's performance to date. Middle School students receive interims for all of their classes, regardless of their standing in the class.

### Evaluations

At the end of each session, final evaluations are sent home to students and their parents. These include a brief course description, final grade and short evaluation addressed to the student. Math, English and Main Lesson classes give letter grades; afternoon classes are graded Pass/Fail.

### End of the year grades

Since Math and English/Reading Group are ongoing throughout the year, students receive a final year grade for these classes after the last session.

### PSATs/SATs

Parkmont offers the PSAT at school for all 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> graders who have not yet taken it. It will be offered during the morning in the fall and participating students will miss their Math and Main Lesson classes that day.

Students ordinarily take the SAT at the high school of their choice. However, if the student qualifies for untimed testing due to the request of a doctor in an IEP (because of a learning disability, ADD, or ADHD), we will offer the untimed test on a Saturday at Parkmont. The date of the test will be selected by the college coordinator and upper school advisors.

## Parkmont School Plagiarism Policy

Parkmont teaches and upholds a policy of academic honesty for all students. Plagiarism, or failure to properly credit the source of ideas that are not the student's own, is a serious breach of this policy and will be addressed in the following manner:

- First instance of plagiarism in the academic year will result in a teacher-student conversation about the issue and **the re-do of the assignment** to correct the problem
- Second instance of plagiarism in the academic year will result in another conversation to clarify the policy and **a failing grade for the assignment**
- Third instance of plagiarism in the academic year will result in a larger conversation with the Advisor and parents and **a failing grade for the session.**

## Bullying Policy

Bullying is any behavior that infringes on the safety of a student physically, verbally or electronically. It includes acts of intimidation, threat, harassment, shaming, direct physical contact, social isolation or manipulation.

At Parkmont we believe that each student is entitled to a safe and healthy school environment that promotes mutual respect and acceptance. We do not tolerate behavior that places a student in jeopardy, either physically or psychologically. We hold members of our community responsible for bullying behavior on social media or online.

Incidents of bullying should be reported to a staff member immediately. The policy applies to students on school grounds, while travelling to and from school or school-sponsored activities, and during such activities, whether on- or off-campus. The policy also applies to online activity that involves members of the school community.

## Parkmont School Daily Schedule

### **MIDDLE SCHOOL**

#### **Monday**

8:30-9:30	English
9:30-9:45	Announcements
9:45-12:00	Main Lesson
12:00-12:30	Lunch
12:30-1:30	Math
1:30-2:15	Advisory
2:15-3:30	PM Class

#### **Tuesday**

8:30-9:30	English
9:30-9:45	Announcements
9:45-12:00	Main Lesson
12:00-12:30	Lunch
12:30-1:30	Math
1:30-2:15	Advisory
2:15-3:30	PM Class

#### **Wednesday**

8:30-9:30	English
9:30-9:45	Announcements
9:45-12:00	Main Lesson
12:00-12:30	Lunch
12:30-1:30	Math
1:30-3:30	Study Hall/Advisory

#### **Thursday**

8:30-9:30	English
9:30-9:45	Announcements
9:45-12:00	Main Lesson
12:00-12:30	Lunch
12:30-1:30	Math
1:30-2:15	Advisory
2:15-3:30	PM Class

#### **Friday**

8:30-9:30	English
9:30-9:45	Announcements
9:45-12:00	Main Lesson
12:00-12:30	Lunch
12:30-1:30	Math

### **UPPER SCHOOL**

#### **Monday**

8:30-9:30	Math
9:30-9:45	Announcements
9:45-12:00	Main Lesson
12:00-12:30	Lunch
12:30-1:30	Reading Seminar
1:30-2:15	Advisory
2:15-3:30	PM Class

#### **Tuesday**

8:30-9:30	Math
9:30-9:45	Announcements
9:45-12:00	Main Lesson
12:00-12:30	Lunch
12:30-1:30	Reading Seminar
1:30-2:15	Advisory
2:15-3:30	PM Class

#### **Wednesday**

8:30-9:30	Math
9:30-9:45	Announcements
9:45-12:00	Main Lesson
1:00-4:00	Internship

#### **Thursday**

8:30-9:30	Math
9:30-9:45	Announcements
9:45-12:00	Main Lesson
12:00-12:30	Lunch
12:30-1:30	Reading Seminar
1:30-2:15	Advisory
2:15-3:30	PM Class

#### **Friday**

8:30-9:30	Math
9:30-9:45	Announcements
9:45-12:00	Main Lesson
1:00-4:00	Internship

1:30-2:00

MS Meeting

- The building opens at 7:45 a.m. on school days. There is a morning Math Study Hall from 7:45-8:30 a.m., Tuesday through Friday, for Upper School students.
- There is an optional after-school Study Hall for all students on Monday, Tuesday and Thursday from 3:30-4:30 p.m.
- There is a *mandatory* after-school Study Hall for students who have been asked to attend optional study hall and have not complied. Parents will be notified when students are required to attend MSH. Not attending will result in other consequences.
- Upper School students who have no Internship to attend stay for Internship Study Hall on Wednesdays until 3 pm and Fridays until 2 pm.
- The Middle School is released at noon on the last Friday of each session.
- On the last Friday of each session, Upper School students who have not completed the required work for the previous session must come in and work on missing assignments and Internship template work. There is no school for Upper School students who are current with these assignments. ALL students are expected to go to their afternoon Internships, however.