



Hancock Place Middle School
Mascot - Tiger
School Colors - Royal Blue & Gold

**MOTTO- BE READY, BE RESPONSIBLE, and BE
RESPECTFUL**

**All facilities encompassing Hancock Place Middle School are fully handicap accessible and smoke-free.
No weapons, including concealed, are allowed on school property.**

**All visitors must check in with office immediately upon entering the middle school.
(Handbook revised as of June 2010; all future changes will be communicated)**

FOREWORD

Welcome to Hancock Place Middle School. This handbook will help you understand the expectations we have for students attending Hancock Place Middle School. Please read it carefully and ask questions if anything remains unclear.

We believe that Hancock Place should be proud of its facilities, programs, educational opportunities, community, grounds, faculty, staff, and students. We hope to continue this proud tradition, but to do so certain guidelines need to be followed.

Hancock Place Middle School has clear expectations regarding student grades, attendance and behavior. Our goal is to provide students with an excellent and safe learning environment in which all can be successful.

HANCOCK PLACE MIDDLE SCHOOL MISSION and VISION

Our mission is to increase student achievement. Our vision for Hancock Place Middle School will be to consistently provide a safe, positive, and respectful environment where students take ownership of their learning and develop the desire to use education to improve the quality of their lives.

TO IMPLEMENT THE MIDDLE SCHOOL MISSION and VISION, WE BELIEVE:

- There must be a shared vision of excellence for teachers, staff, administrators, students, parents, and community.
- High expectations for all the stakeholders are necessary to achieve goals.
- Educators must be committed to young adolescents.
- Education is a partnership among the school, the student, the home, and the community.
- A positive school climate must exist with a safe, secure environment for staff and students.

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HANCOCK PLACE SCHOOL DISTRICT Central Office

9417 South Broadway
Lemay, MO 63125
314-544-1300

Superintendent
Assistant Superintendent
Director of Finance & Business Operations
District Crisis Counselor
Special School District Area Coordinator

Dr. Greg Clark
Mrs. Lisa Charles
Mr. Paul Northington
Mrs. Sherry Rischbieter
Ms. Cathy McGinty

HANCOCK PLACE MIDDLE SCHOOL FACULTY & STAFF

243 W. Ripa Avenue
Lemay, MO 63125
314-544-6423

Administration

Scott Wilkerson: Principal
Thomas Dittrich, Jr.: Assistant Principal
Amanda VanHorn: Guidance Counselor
Ginger Steinhaff: Transitional Guidance Counselor

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Communication Arts

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Spencer Storey: 6th Grade
Krista Dunn: 6th Grade (Step It Up)
Jennifer Hejlik: 7th/8th Grades (Step It Up)
MeriEllen Taylor: 7th Grade
Mindy Ridings: 7th Grade
Angela Cartee: 8th Grade
Charlene Oldham: 8th Grade
Debra Kyle: Remedial Reading

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Bob Brotherton 6th/7th Grades
Amy Swartman: 7th/8th Grades
Sandy Munton: 7th/8th Grades

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Science

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Jeff Baumgartner: 6th/7th Grade
Tracey Bidlack: 7th/8th Grade
Robert DePung: 8th Grade

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Exploratory -

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Special School District Services

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Abena Boateng Com Arts	abboateng@ssdmo.org
Denise Denman: Basic/Life Skills	dmdenman@ssdmo.org
Barb Adams: Com Arts	bradams@ssdmo.org

ELL (English Language Learners)

Teri Blackburn	tblackburn@hancock.k12.mo.us
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Secretaries

Gayla Dundon: Attendance Secretary	gdundon@hancock.k12.mo.us
Cynthia Foulk: Principal's Secretary	cindy@hancock.k12.mo.us

Custodians

Sharon Flanders, Allen Schulte and Savath Singharath

Nurse

Michelle Johnson	mjohnson@hancock.k12.mo.us
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Health Clinic

Dr. David Campbell	314-544-1300, ext. 189
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Middle School Resource Officer

Mr. Steve Rowland	314-544-1200, ext. 575
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****Hancock Middle School offers a variety of services and voice mailboxes through an automated phone system. You can call the Middle School at 544-6423 and listen for the various menu selections****

HANCOCK PLACE MIDDLE SCHOOL 2010-2011

Regular Time Schedule for Classes

1st Hour/Advisory 7:40-8:08

2nd Hour 8:11-9:00

3rd Hour 9:03-9:52

4th Hour 9:55-11:25

LUNCHES:

9:55-10:25

10:25-10:55

10:55-11:25

5th Hour 11:28-12:13

6th Hour 12:16-1:01

7th Hour 1:04-1:49

8th Hour 1:52-2:40

***Students are under the supervision of their 4th hour teacher on their walks to and from the café.**

Assembly/Early Release Time Schedule for Classes

1st Hour/Advisory 7:40-7:52

2nd Hour 7:55-8:32

3rd Hour 8:35-9:12

*5th Hour 9:15-9:52

4th Hour 9:55-11:25

LUNCHES:

9:55-10:25

10:25-10:55

10:55-11:25

6th Hour 11:28-12:10

7th Hour 12:13-12:55

8th Hour 12:58-1:40

Assembly/Early Release 1:43-2:40

***Notice that 5th hour is before 4th hour so that lunch assignments don't change.**

***See "EARLY DISMISSAL WEDNESDAYS FOR TEACHER PROFESSIONAL DEVELOPMENT" in Parent's Pages of Student Handbook for details.**

***Students are under the supervision of their 4th hour teacher on their walks to and from the café.**

**HANCOCK PLACE MIDDLE SCHOOL MOTTO TO LIVE BY:
THE 3 R'S - BE READY, BE RESPONSIBLE, AND BE RESPECTFUL**

Typical Settings/Context	Be Ready	Be Responsible	Be Respectful
Arrival	Bring planner and all supplies including homework	Follow school rules Be on Time Leave prohibited items at home	Follow dress code
Halls and Stairs	Have planner at all times Walk with a purpose	Walk and Talk Stay to the Right Use inside voices Walk Safely	Keep hands and feet to yourself Watch where you are going
Bathrooms	Have planner / Pass Be Timely	Wash Hands	Clean up after yourself
Cafeteria	Have lunch \$ turned in by 9:00 am	Clean up after yourself Be in a single file line while waiting your turn	Remain in seat until called on Use inside voices Keep food / hands and feet to yourself
Classroom	Have all supplies Be Awake and Alert Be on Time	Fill in planner Complete work and participate Follow Entry / Exit Procedures	Make eye contact Be honest Comply with requests Ask before acting Take care of materials Keep hands and feet to yourself
Library	Have Planner / Pass	Return books on time Return to class promptly Get books and leave Sign in/out appropriately	Treat books with care Be quiet going to / during time in library and returning from library
Gym/Locker Room	Get there on time Dress Appropriately Have Gym Clothes and get dressed quickly then exit locker room	Keep hands and feet to self Follow teacher / game instructions Clean up after yourself	Show good sportsmanship Take proper care of equipment Respect others privacy (use of recording devices or cameras is prohibited)
Field Trips/In Public	Bring necessary supplies (lunch, field trip forms) Be on time	Keep hands and feet to yourself Follow directions Be safe (stay together) Good Behavior / representative of your school	Use manners and be polite
Bus	Stay seated Be on time	Keep hands and feet to yourself Follow school bus safety code Follow bus driver's directions	Use inside voices Use manners
Office	Have Planner / Pass Have an Explanation	Notify secretary or adult who you need to see	Use manners Wait quietly
Assemblies	Stay seated and quiet with class Have appropriate belongings for dismissal	Keep hands and feet to yourself Listen to all adults	Listen to speakers quietly Be positive Applaud when appropriate



HANCOCK PLACE SCHOOL BUS SAFETY CODE

A student's school day begins with the time they exit their home and ends when they return home. This is considered school time and school rules and consequences apply. The Hancock Place School District provides students with safe and convenient bus service. In order to keep the ride to and from school safe for everyone, students must behave in a responsible and respectful manner. Following the rules below will help to keep our buses safe and comfortable for everyone.

Remember, **it is a privilege, not a right to ride a school bus.** Anyone who is not following the safety code endangers him/herself and the others on the bus and *can lose the privilege* of riding the bus.

EXPECTED BUS BEHAVIOR—LEVEL I BEHAVIORS

- Be seated when the bus is moving
- Stay on the bus once you have boarded
- Always share seats with others
- Speak quietly at all times and in a respectful manner
- Speak and act in ways that do not offend or hurt others
- Keep the bus clean: only eat or drink on the bus with the permission of the driver
- Follow the bus driver's directions as soon as they are issued
- Keep hands, head and feet inside the bus
- Boarding and exiting the bus at unauthorized stops with prior approval of BUS DRIVER and PRINCIPAL

CONSEQUENCES of LEVEL I misbehavior (Repeated offenses of Level I behaviors will be handed down Level II consequences)

Parental notification and one or more of the following:

- Warning
- Assigned seat
- One to three day after school detention

LEVEL II BEHAVIORS

- Throwing any object on the bus or out of the bus
- Vandalizing the bus or anyone's personal property
- Showing or using physical aggression towards another student or the bus driver
- Using sexually explicit, inappropriate, or derogatory language or obscene gestures

CONSEQUENCES of LEVEL II misbehavior or CONTINUED LEVEL I misbehaviors:

Parental notification and one or more of the following:

- Multiple days of after school detention
- One to five day bus suspension (loss of bus privilege)
- One to five days of ISS (In School Suspension)
- One to five days of OSS (Out of School Suspension)
- Behavior Contract

LEVEL III BEHAVIORS Possession or use of the following:

- Weapons
- Matches or lighter
- Controlled substance including drugs, alcohol and tobacco
- Threaten or strike the bus driver

CONSEQUENCES of LEVEL III misbehavior or CONTINUED LEVEL II misbehaviors

Parental notification and one or more of the following:

- One to ten day or longer bus suspension (loss of bus privilege)
- One to ten days of out of school suspension
- Expulsion hearing in front of the school board
- Contact with police/school SRO
- Referral to superintendent

STUDENT DISCIPLINE & CONSEQUENCES

In every segment of society, rules and regulations have been developed for the orderly and effective operation of that society. Likewise, the Hancock Place Board of Education and Hancock Middle School have adopted a set of rules and regulations for the effective and orderly operation of the school. The vast majority of Hancock Middle School students conduct themselves in a manner that exemplifies a high degree of responsibility. It is recognized that the rules and regulations exist for a minority of the people for the benefit of the majority. Due to possible serious consequences of certain acts, expulsion or suspension could be recommended on the first or subsequent offenses. **No handbook can be expected to list each and every offense, which may result in the use of disciplinary action. In such cases, the Hancock Place School Board has given the “middle school principal the right to exceed normal discipline recommendations if the situation merits such actions”, to insure the effective and orderly operations of the school. (See revised statutes of State of Missouri, Section 167.161)**

Suspension

- 1) Principal may suspend students up to ten (10) school days.
- 2) Superintendent may suspend students up to 180 school days.
- 3) School Board may suspend for over 180 days for adult felony charges, conviction or guilty pleas, and expulsion.
- 4) Standard for suspension or expulsion - conduct which is prejudicial to good order and discipline in school or which tends to impair the morale or good conduct of students.
- 5) Students may be removed based upon a finding by the board, principal, or superintendent of a threat to self or other students as evidenced by prior conduct. (may or may not be school related)
- 6) Parents are responsible for picking up student work. Students are responsible for completing and submitting this work upon their return.

Due process procedures - An informal due process required prior to all suspension out of school

- 1) Student must be given oral or written notice of charges.
- 2) Student must be given an oral or written statement of the facts that are the basis for the suspension, unless the student admits the charges.
- 3) Student must be allowed an opportunity to give his or her version of the facts.
- 4) Student must be readmitted if suspended over ten (10) days and an appeal to the board is requested, unless the superintendent finds that the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the student will be removed immediately and the notice and hearing will follow as soon as practicable.

Documentation - Any referral will result in documentation in student's discipline record. Adopted: March 9, 1994 Legal Refs: SS 160.261, 171.011, 563.061, RSMo.

OUT OF SCHOOL SUSPENSION (OSS)

When a student is suspended out of school, they are not allowed to participate in extra-curricular activities or return to campus after school. They are to be off of school grounds at all times when they are under suspension; it is considered trespassing if they are on school grounds. Students are expected to complete their work while they are on suspension meaning that a parent should pick it up so that it is completed upon return.

IN -SCHOOL SUSPENSION (ISS)

This program is an alternative to out of school suspension for students who have been referred to the principal's office. This is an opportunity for students to complete assignments in an alternative location rather than being suspended out of school for certain disciplinary offenses. Students assigned to ISS **may not participate in extra-curricular activities or return to campus after school.**

DETENTION (9TH HOUR)

DETENTION begins at 2:40 p.m. and ends at 3:40 p.m. Students assigned to this period are expected to complete homework or assigned work from the 9th hour teacher or principal's office. Failure to serve may result in ISS and/or other consequences. Teacher may assign as long as parent contact has been made.

LUNCH DETENTION

Students will eat the A-line lunch or bring their own lunch, but no snack bar can be eaten during this detention. Teachers and administrators may use this detention for students, but teachers must supervise their own lunch detentions in their room or in the café.

OFFENSES AND CONSEQUENCES

Affectionate Behavior

No form of affectionate behavior is acceptable including holding hands, hugging and kissing.

1st offense: Parent contact by the staff member

Subsequent offenses: Student will be assigned 9th hour, lunch detention, ISS or OSS.

Arson and Vandalism

Student will be suspended out of school until the violation is resolved by the building administration, restitution will be paid in full, and referral to School Resource Officer.

Assault

Attempting to cause injury to another person: intentionally placing a person in reasonable apprehension of imminent physical injury.

1st offense: Student will be suspended out of school for ten days; referral to Superintendent; referral to School Resource Officer

Subsequent offenses: Referral to Superintendent for long term OSS or expulsion; referral to School Resource Officer

Bullying

Bullying includes verbal and physical abuse, social alienation, and intimidation. Once a student has been identified as a bully, administrative discretion will be used. Consequences may include but are not limited to 9th hour, ISS, OSS, Behavior

Contracts, meetings with School Resource Officer and Guidance Counselor, parent meetings, referral to Superintendent and/or use of other consequences and resources.

CHEATING (see Forgery/Misrepresentation)

Not doing one's own homework, classwork, test, etc. and copying off of someone else or having someone else do it is cheating.

1st offense: Student will receive a 0% on work. Teacher will make parent contact.

2nd offense: Student will receive 0% on work. Teacher will make parent contact and refer student to administration for possible further consequences which could include 9th hour, lunch detention, ISS, OSS, and others at discretion.

Control Substance/Alcohol Violation: Possession

1st offense: Student will be suspended out of school for ten days and referred to the Superintendent and School Resource Officer. A professional evaluation must be completed by a pediatrician within 10 school days. If professional evaluation is refused, student will be referred back to the Superintendent.

2nd offense: Professional treatment or ninety day suspension as administered by the Superintendent; referral to School Resource Officer.

Subsequent offenses: Referral to the Superintendent; referral to SRO.

Control Substance Violation: Sale or Distribution

1st offense: Student will be suspended out of school for 10 days, parent conference, referral to Superintendent with a recommendation for a ninety day suspension, and referral to School Resource Officer

Control Substance Violation: Suspected Usage – Parent contact will be made

Cooperative: Evaluation and Care Team supervision

Uncooperative: The incident will be documented. If another incident occurs the student will be referred to the Superintendent.

Display of Clothing (See Dress Code for specifics)

Coloring, insignia that indicates membership in organizations prohibited by the School Board or any clothing that violates the dress policy are not allowed.

1st offense: Warning; parent contact by staff member; Loaner clothing

2nd offense: 1 hour detention; parent contact by staff member; Loaner clothing

Subsequent offenses: Administrative discretion will be used. Consequences may include but are not limited to 9th hour, ISS, OSS, and/or parent conference.

Dress Cuts – P.E. (teacher discretion)

After conferring with parents, the teacher will determine appropriate consequences for dress cuts.

Dress Code Violations - Distract the learning process

We take pride in the appearance of our students. Any item that detracts from the educational environment is prohibited. Since your dress reflects the quality of the school, your conduct, and your schoolwork, all students are expected to dress neatly in appropriate clothing. The wearing of all types of headgear and/or head apparel unrelated to religion in the building is prohibited for school safety reasons. Sunglasses and dark glasses, unless prescription, are considered inappropriate attire. Clothing that is revealing or suggestive is not to be worn; this includes dresses, skirts, and shorts which must have at least a 3-inch inseam, and clothing with holes above the 3 inch inseam area are prohibited as well. No halter tops, no spaghetti straps, no bra straps, no A-shirts, and no tops that show the belly or cleavage region are allowed. No pajamas. Clothing, necklaces, belt buckles, or other accessories that depict vulgarity, gang symbols, guns, killing or advertise controlled substances are prohibited. All appropriate clothing is to be worn as designed which includes no sagging. Chains and other items that could be used as weapons or detract from the well-being of the educational environment are prohibited. Appropriate also refers to the season and time of day. Backpacks, purses and coats should be placed in lockers between the hours of 7:40 and 2:40. Any sweater, hoodie, or jacket brought to class must be sweatshirt or sweater material and be worn; you cannot carry it around.

1st offense: Warning and call home to get appropriate clothing to complete the school day.

Subsequent offenses: 9th hour, ISS and other consequences at the discretion of administration

Fighting (physical and verbal)

Fighting – mutual combat in which both parties have contributed to the conflict either verbally or by physical action. If a student has the ability to leave the situation safely but chooses to engage in mutual combat then they are considered a participant in the fight; this is not considered self-defense.

Physical

1st offense: 5 days OSS and 5 days ISS before return; referral to School Resource Officer will occur with the possibility of charges being filed.

2nd offense: 10 days OSS and parent conference before return. Referral to School Resource Officer and Superintendent will occur.

Subsequent offenses: 10 days OSS + referral to Superintendent for additional days of OSS. Student will also be referred to the School Resource Officer.

Verbal/Disparaging Language

Administrative discretion will be used. Consequences may include but are not limited to 9th hour, ISS, OSS, referral to School Resource Officer or Superintendent, and/or parent conference.

Fighting –Involving an object used as a weapon

Student will be suspended out of school pending a referral to the Superintendent; referral to SRO

Fireworks – Igniting or Exploding (Including Snap-N-Pop type items)

Student will be suspended out of school up to ten days and referred to School Resource Officer and Superintendent.

Fireworks – Possession (Including Snap-N-Pops type items)

Administrative discretion will be used. Consequences may include but are not limited to 9th hour, ISS, OSS, and/or parent conference.

Forgery/Misrepresentation (see cheating also)

Forgery: Representing oneself as another person by means of written communication; representing oneself as another person(s) through the use of a signature. Misrepresentation: Claiming ownership of work that is not one's original property.

1st offense: Parent contact by teacher, teacher consequence

Subsequent offenses: Administrative discretion will be used. Consequences may include but are not limited to 9th hour, ISS, OSS, and/or parent conference.

Gambling

Administrative discretion will be used. Consequences may include but are not limited to 9th hour, ISS, OSS, and/or parent conference.

Gum, Food, Drinks, and Candy (the following was revised after planners went to print, but is what we will be enforcing for the school year; each planner has the change noted on a small form)

Students are not allowed to chew gum, drink, or eat in the middle school building.

1st offense: Office referral resulting in one day ISS.

2nd offense: Office referral resulting in ISS and/or OSS, referral to Superintendent, and/or parent conference depending on number of offenses and nature of offense.

Horseplay

Horseplay is any unnecessary action that can be harmful or disruptive in a school setting.

1st offense (per teacher): Warning and Teacher will document it in parent contact log.

2nd offense: Office referral to receive 9th hour/lunch detention/other consequence as determined, teacher parent contact and log.

Subsequent Offenses: Administrative discretion will be used. Consequences may include but are not limited to 9th hour, ISS, OSS, and/or parent conference.

Inflammatory Comments

This includes unacceptable language which is made in a threatening or violent nature that disrupts a school setting.

Administrative discretion will be used. Consequences may include but are not limited to 9th hour, ISS, OSS, referral to School Resource Officer or Superintendent, and/or parent conference.

Insubordination

Refusing to follow a staff member's directive or request

Warning/Redirection will be given. If offense continues, then teacher will take additional step(s) such as conference with student, change of seating, and/or removal from room to stop this behavior. If student chooses to continue, then he or she may be escorted from the room by an administrator.

1st offense: Office referral resulting in 9th hour

2nd offense: 1 day ISS

3rd offense: 3 days ISS

4th offense: Administrative discretion will be used. Consequences may include but are not limited to 9th hour, ISS, OSS, referral to School Resource Officer or Superintendent, and/or parent conference.

Missing Supplies

A student's school supplies and planner are necessary for student success.

At teacher's discretion, student may receive office referral if habitual.

Planner

If a student's planner is lost or missing, students may purchase an official school planner for \$3 in the office. Planner must go to every class with student. Students may not leave class without planner.

At teacher's discretion, students may be referred to the office.

Pulling Fire Alarms

In the event of a false fire alarm, the student(s) involved will be suspended out of school for ten days and will be referred to the proper authorities for appropriate legal action. Tampering with fire alarms will result in a referral to school administration.

Racial/Cultural/Gender Related Slurs

Administrative discretion will be used. Consequences may include but are not limited to 9th hour, ISS, OSS, referral to School Resource Officer or Superintendent, and/or parent conference.

Rude/Discourteous Behavior and Class Disturbance

Depending on the severity of the behavior, teachers will use their discretion. If a referral results, consequences may include 9th hour, ISS, OSS, parent conference, and/or referral to School Resource Officer and Superintendent.

Sexual Misconduct or Behavior

Student will be suspended out of school; referral to the Superintendent

Sexual Harassment (see Board policy JBA)

Use of verbal, written or symbolic language or physical contact that is sexually unwelcome.

Office referral with possible 9th Hour, ISS, out of school suspension, and/or referral to School Resource Officer

Smoking

St. Louis County Ordinances makes it illegal for students under the age of 18 to possess or use tobacco products.

1st offense: Student will be assigned ISS or out of school suspension; parent contact; referral to School Resource Officer

Subsequent offenses: Student may be suspended out of school; referral to School Resource Officer

Tardies

Being late to school or class.

1st hour - Students are to report to the Attendance Office to sign in and obtain an admit slip. All first hour tardies will be handled by the office.

4th offense (per quarter): Student will be referred to administration and receive 9th hour.

5th and 6th offenses (per quarter): Student will be assigned two 9th hours and parent conference.

Subsequent offenses (per quarter): Student will be assigned ISS.

Hourly - The teacher will determine appropriate consequences for all tardies to class after conferring with parents.

At teacher's discretion, habitual tardies will lead to office referral.

TECHNOLOGY USE

Damage to school property related to technology.

Students will be responsible for replacing or repairing equipment to original condition. Students will be unable to use computers until money is paid.

Up to \$100: 45 days suspension from technology privileges and office referral

Up to \$250: 90 days suspension from technology privileges and referral to office

Up to \$500: 135 days suspension from technology privileges and referral to the office and School Resource Officer

\$500 or more: 180 days suspension from technology privileges and referral to office and School Resource Officer

Gum chewing while using or around technology.

1st offense: referral to office for 9th hour and no computer use for 2 weeks

2nd offense: referral to office for ISS and no computer for 20 days

Horseplay- any unnecessary action that can be harmful or disruptive in a school setting where technology is present.

1st offense: 5 days suspension from technology privileges and a 9th hour

2nd offense: 20 days suspension from technology privileges and ISS for one day

Subsequent Offenses: Administrative discretion will be used. Consequences may include but are not limited to extended ISS, OSS, extended suspension from technology privileges.

Inappropriate searches (Out of Bounds) -any search or website not approved by teacher.

1st offense (per teacher): redirection by teacher (discretion will be used)

2nd offense: technology suspension at teacher's discretion, office referral and 9th hour

Subsequent offenses: Administrative discretion will be used. Consequences may include but are not limited to extended ISS, OSS, extended suspension from technology privileges.

Pornographic searches

1st offense: 20 school days suspension from technology privileges and 5 days OSS and 5 days ISS

2nd offense- Remainder of school year suspension from technology privileges and 10 days OSS along with superintendent referral and a parent conference before you return)

Subsequent offenses: 10 days OSS and referral to Superintendent.

Printing materials unrelated to class without permission

1st offense: 2 day suspension from technology privileges (at teacher's discretion)

2nd offense: 1 week suspension from technology privileges and 9th hour

Subsequent offenses: Administrative discretion will be used. Consequences may include but are not limited to extended ISS, OSS, extended suspension from technology privileges.

Using proxies (intentionally trying to access blocked material) not related to pornographic material.

1st offense- 20 school days suspension from technology privileges and 3 days ISS

2nd offense- 90 school days suspension from technology privileges and 3 days OSS (parent conference before you return)

Subsequent offenses: 10 days OSS and referral to Superintendent.

****If a student is suspended from technology privileges he/she will be required to complete the assignment outside of school or an alternative assignment.***

Theft

Administrative discretion will be used. Consequences may include but are not limited to 9th hour, ISS, OSS, referral to School Resource Officer or Superintendent, and/or parent conference.

Threats of Mass Destruction

Any verbal or written expression that creates a substantial risk of damage to school property or any school activity.

Student will be suspended out of school; referral to the Superintendent; referral to School Resource Officer

Threatening a Teacher

Administrative discretion will be used. Consequences may include but are not limited to 9th hour, ISS, OSS, referral to School Resource Officer or Superintendent, and/or parent conference.

Ttruancy is when you are 3 or more minutes late to class, and/or when you are not where you should be.

1st offense: Student will be assigned an 9th hour

2nd offense: Parent will be called in for a conference and student will serve ISS

3rd offense: Student will be assigned ISS or OSS

Subsequent offenses: Administrative discretion will be used. Consequences may include but are not limited to 9th hour, ISS, OSS, referral to School Resource Officer or Superintendent, and/or parent conference.

Unacceptable Language/Verbal or Written Statements, Drawings

Cursing and any inappropriate comments in a school setting. Discretion will be used dependent upon situation.

1st offense: 9th hour from teacher/adult

Subsequent offenses: Administrative discretion will be used. Consequences may include but are not limited to 9th hour, ISS, OSS, referral to School Resource Officer or Superintendent, and/or parent conference.

Weapons (see Board Policy JFCJ)

Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 OR 571.010, RSMo, which is customarily used for attack or defense against another person; instrument or device used to inflict physical injury.

Student will be suspended out of school for ten days; referral to the Superintendent, referral to SRO

Writing of Graffiti

Administrative discretion will be used. Consequences may include but are not limited to 9th hour, ISS, OSS, referral to School Resource Officer or Superintendent, and/or parent conference. Restitution to be paid in full in all incidents.



Academics and Attendance Information

Academic Improvement Plan

- A student who does not meet district or state standards in reading, writing, or mathematics will be assessed to determine his or her specific difficulty.
- The school staff, parents or guardians, and the student will meet to develop an Academic Improvement Plan. The plan will outline the strategies to be used to raise the student's academic achievement.
- If an exceptional education student is identified as having academic deficiencies, the deficiencies will be addressed through the student's Individual Education Plan.
- If a student's academic deficiencies are not corrected, the student may be considered for retention.

Academic Standards

To successfully complete middle school, a student:

- Should achieve at or above grade level in reading and mathematics based on standardized test scores
- Must pass all courses (Allowed to take 2 courses maximum in summer school if needed to pass).

Students who are reading 2 or more grade levels below will be put on discretionary improvement plan.

If standards are not met student may be required to attend summer school or be retained.

GRADING SCALE

The Hancock Place School District has developed the following scale in order to assist teachers in assigning letter grades and insure continuity in grading.

A = 100-90% **B** = 89-80% **C** = 79-70% **D** = 69-60% **F** = 59% and below

Promotion, Mandatory Summer School, & Retention Policy:

Our current policies regarding retention and mandatory summer school are as follows depending on your attendance and/or grades (Please read closely):

- One F grade** earned in a class during the regular school year will require you to attend and pass the same course if offered in summer school along with either a Math or Balanced Literacy course, or two that you need improvements.
- Two F grades** earned in classes during the regular school year will require you to attend and pass both courses in summer school and/or along with either a Math or Balanced Literacy course if one of the failed courses is an elective
- Three or more F grades** earned in classes during the regular school year will result in you being retained which means you will repeat the same grade level in which you are enrolled in for this year.
- Sixteen or more absences** for the school year will result in mandatory summer school in our choice of two courses matching your needs and could possibly lead to retention if poor grades and/or lack of proved excuses.
- 8th graders having 1 or more F grades and/or 16 or more absences** will not be permitted to attend the promotion, dinner dance or go on the Six Flags field trip.
 - Students participating in the dinner dance and promotion ceremony must be in attendance the full day of the event.

Attendance Requirements

Students who miss more than 16 days per school year may be retained unless a medical excuse from a competent medical authority is presented to the principal. A principal may also determine that there are extenuating circumstances for the excessive absences after consulting with teachers and guidance counselor. Students who do not meet the minimum standards shall be considered for retention.

Appealing a Promotion or Retention (must be submitted to the superintendent before the beginning of summer school.)

- Parents or guardians may request that a middle school student be retained
- Parents or guardians may also appeal a decision to promote or retain their child.

ACCELERATED READER PROGRAM

Reading is one of the most important skills your child will ever learn. The child who reads well and loves to read will excel in school and achieve personal growth. The staff at Hancock Place Middle is committed to the belief, which is why we are placing a renewed emphasis on improving reading across the curriculum. To accomplish this goal, we have been using an Accelerated Reader program. This is a computer-based reading motivation system used by more than 50,000 schools in North America.

Accelerated Reader has three main objectives:

- To dramatically improve student reading skills.

- To improve students' critical thinking skills,
- To instill in students' a lifelong love of reading.

You may notice that your child is reading more books than usual. Each goal is set by the individual child's reading ability as determined by the STAR reading test. Each quarter the children will be recognized by the percentage of the goal that they have reached. This program is included in our advisory program for reading time as well.

ACCIDENT REPORT

If you should have an accident on school property, or during a school function, you should fill out an Accident Report as soon as possible explaining the circumstances of the accident. The form is to be filled out in duplicate and filed with the secondary school nurse. You can obtain an Accident Report Form from the secretary in the principal's office. Complete the form even if there is no apparent injury in case you may need it for insurance purposes at a later date.

ADVISORY

Students will meet daily first thing in the morning. They are expected to participate and complete teacher designed activities in that they will earn a grade. Activities may include character education, reading, tutoring, and others. Tiger Days are set twice per week for you to receive tutoring, make-up tests, or receive other assistance for test/homework/assignment problems. Teachers will place a pass in your advisor's mailbox requesting you to see them during this time. There are other details as well that will be provided to you in advisory including rules and processes.

ANTI-BULLYING PROGRAM (Bullying is NOT tolerated at HPMS)

At HPMS we do not allow bullying, trash talking, joning, horseplay and laughing at others. We are taking a stand! Our school has BULLY BOXES in which the students can fill out a bully note and drop it in for us to investigate. Bullying includes verbal and physical abuse, social alienation, and intimidation. Students that are bullied are welcome to seek help in the office from our counselors to help them with their problem. Once a student has been identified as a bully, administrative discretion will be used. Consequences may include but are not limited to 9th hour, ISS, OSS, Behavior Contracts, meetings with School Resource Officer and Guidance Counselor, parent meetings, referral to Superintendent and/or use of other consequences and resources. If we find that there are particular students that have a problem BULLYING, we will have a bully program set up to help them with their problem.

ASSEMBLIES (Follow the 3 Rs)

Everyone at some time in their lives will be a member of various groups and audiences and correct audience courtesy is essential. Our assemblies provide training for this as well as being educational and entertaining. We may have several assembly programs during the course of the year. Attendance at assemblies is a privilege and teachers and administrators will determine who is eligible to attend.

ASSIGNMENT POLICIES:

Homework Policy- Classes are given homework in some capacities whether it be everyday or sometimes or not at all. In order to take full advantage of the educational opportunities offered, students are required to complete all homework.

Missing/Late Work Policy- For whatever reasons, students do not turn in work at times. It is their responsibility to turn in their work at the time given by their teachers. We are actively collaborating to consider the most appropriate policy.

Absent From School Policy- Students have as many days to make up the work, as they were absent. (E.g. 2 days absent equals 2 days to make-up work.) The exception being a student that has been absent four days in a row will have one week from the date he/she returns to school to make up the missed assignments. A request must be made with the school before homework assignments will be sent home. Failure to complete an assignment could result in a failing grade on the assignment, referral to detention, to the guidance counselor, to the principal, or a parent-teacher conference.

Do Over Policy- No student will have any reason for failing a class at the Middle School if he/she takes advantage of the "Do Over" Procedure. We believe that all learning experiences should have a positive outcome. We also realize that a student is not always satisfied with a grade that is received on a paper. With this in mind, every student will have the opportunity to improve a grade by requesting a "Do Over". Tests are at teacher's discretion. The following guidelines are to be followed:

- 1) The original assignment must have been turned in on time and be complete.
- 2) The student must request to "Do Over" an assignment the day the graded assignment is returned.
- 3) The assignment must be redone and returned by teacher's set deadline.

CAFETERIA (Follow the 3Rs)

- 1) Lunch will be served in three lunch shifts mainly by grade level.
- 2) Students are not to leave the cafeteria during the lunch period. Permission to leave the cafeteria must be obtained from the lunchroom supervisors. Leaving the cafeteria during the lunch period without permission will be considered truancy.

The following procedures are to be followed in the lunchroom:

- a) When students are scheduled for lunch, they are required to go to the cafeteria.
- b) Students must obtain permission by raising their hand to get up for stated reason.
- c) Seats are not assigned unless conduct is such as to warrant special attention.
- d) No student should cut in line or save a place for another student.
- e) No food or drink will be permitted outside of the cafeteria.
- f) Tables and chairs should be left neat and orderly as they were upon arrival to lunch.

CELL PHONES

Cell phone usage is strictly prohibited. If they are seen or heard, they will be confiscated and turned in to the office, where parents will be responsible for picking it up. We do not take responsibility for stolen or missing cell phones. If a student needs to contact their parent, they may obtain permission to use the office phone. If a parent needs to contact their child, they can contact the Middle School Office at 544-6423, option #5.

CHARACTER EDUCATION PROGRAMS (See also Character Education Team)

Advisory Class

Character education lessons are designed by teachers for students to participate in and complete for a grade during their advisory class on selected days of the week as tutoring and reading will also have designated days.

"Alumni of Distinction" for Character Education

We feature our own for our own to build character in our students and direct them towards a positive future regardless of their past or current situations! Our goal with this program is to offer our students positive role models that graduated from our wonderful school, Hancock Place School District. We are always looking for Hancock Place alumni for our assemblies and career fairs, so please contact us by sending a written copy of your life story and contact information to Thomas Dittrich, Jr. at 243 W. Ripa Ave., Lemay, MO, 63125. You can also email it to: tdittrich@hancock.k12.mo.us.com.

CONDUCT EXPECTATIONS - GOOD PRACTICES (Follow the 3 Rs)

Ready- On Time

Responsible- Take ownership of your actions

Respectful- Respect Yourself

EARLY DISMISSAL WEDNESDAYS FOR TEACHER PROFESSIONAL DEVELOPMENT

Students will be dismissed at 1:40 on every Wednesday during the school year so that teachers can participate in professional development mainly in the area of professional learning communities.

ENTRY/EXIT RULES TO CLASSROOM

Students must enter classrooms and take their assigned seat before the 3 minute music passing selection ends. They must have their legs under their desks and materials on desk ready to begin class immediately. Once student has entered the classroom, they are not allowed to leave w/out planner permission.

EXTRA-CURRICULAR ACTIVITIES AND ORGANIZATIONS

Hancock Middle School offers a variety of clubs and programs to meet a wide range of student interests. This varies by students' interests and teacher availability. Not all activities are listed below. In order to participate in extra-curricular activities, students and parents must sign the Extra-Curricular Activity Contract.

Interschool Sports League

Parents, please make sure your child has or gets a physical in order to participate in this program. We do have a clinic at the elementary during certain days and hours; call for details, 544-1300, ext. 189. This program will consist of students traveling to other schools in the area to compete athletically in which they receive a small taste of what HS sports are like. We offer girls' volleyball and boys' & girls' cross country in the fall season. In January we start basketball for a boys' team and a team for the girls as well. We will continue to update you as needed. When the spring season rolls around, we have wrestling. This Interschool Sports League Program is separate from intramurals and youth leagues. Feel free to call for details.

Intramural Sports Camps

We offer a variety of sports camps throughout the school year. The camps are set up in 4 day mini-sessions which mirror the sports offered at the high school level such as: basketball, baseball, softball, volleyball, wrestling and soccer. The camps concentrate on the skills and fundamentals necessary for the athletes to be successful in an attempt to contribute to Hancock's athletic tradition once they enter the high school. Coach Kevin Williams is the coordinator and supervises all of the camps along with other middle and high school teachers and coaches. Students will be notified of our camp starting dates through our daily announcements and sign up sheets at lunch. Teachers and coaches volunteer their time without additional pay.

Newspaper Club

The Middle School Newspaper welcomes all writers! Reporters share school news and student writing. Any student at any time could submit work they would like published. Newspapers will be distributed quarterly.

Renaissance

The Renaissance Program in our middle school receives much praise from students, parents and staff for rewarding various student achievements. We set up events to celebrate students that achieved any one of the following: 95% attendance, 2.5 G.P.A., Most-Improved from the 1st quarter to the 2nd and the advisors' chosen best role-model for each grade level. Many students have been rewarded in front of their classes. We also organize a Talent Show for the students to show off their skills in a variety of areas.

Student Council

Hancock Middle School Student Council plans social events for the students throughout the year. They are also involved in service projects. Participation is a privilege, and eligibility will be determined by administration and staff and selection of council members will be made by the student body.

Tutoring

Tutoring is offered for nearly the entire school year and transportation is provided. Call office for details.

Yearbook

Members of the middle school yearbook staff will take pictures, interview students and staff, and create pages on the computer. They should be creative, and dedicated to making the year memorable. Members will be chosen by sponsor.

FIGHT-FREE at HPMS

Our children at HPMS know that our school is to be fight-free during school time, on school property and at all school events. If there are problems between students, they are told to bring it to the office to resolve. There are no reasons that should cause our students to result to physical actions towards others. It is important that your child knows where and who to see if they have problems! Please help them with their problems and use us as much as you need; we want to help.

FIRE, DISASTER, and INTRUDER PROCEDURES

Fire and Disaster Procedures are posted in each classroom. Students should be familiar with the procedures in each of the classrooms. Fire drills are held once a month and other disaster drills and intruder drills are held periodically throughout the school year in order for students and teachers to know how to respond in the event of an emergency.

FRATERNITIES, SORORITIES OR SECRET ORGANIZATIONS

The Board prohibits the organization of school-sponsored fraternities, sororities or secret organizations where membership is determined by members themselves rather than on the basis of free choice. The Board considers those organizations or membership in those organizations detrimental to the conduct and discipline of the school. Interference with the instructional program by those groups will not be condoned and no such organizational activities are permitted under the sponsorship of the District or its personnel.

GUIDANCE PROCEDURES

Students should schedule appointments with their counselor in advance by seeing a secretary in the office. Appointments should be made on the student's time before or after school unless it is an emergency. The secretary will complete a pass slip and place it in the counselor's mailbox. Students will not be dismissed from class to go to the Guidance Office unless requested by the office or if emergency.

HALL PASS SYSTEM (See Students' Planners)

The school operates under the principle that while in school, students are always under the direction of a supervising teacher. When it is necessary for a student to leave the classroom, students must use a pass, which is in their planners. The pass is to be issued only when, in the judgment of the teacher, there is real need. Students are allowed 2 hall passes per week and may not share their passes with others. Students should use the passing time to take care of all personal needs.

HALLWAY EXPECTATIONS

Students are expected to walk on the right side of the hallway to their next class while the music is playing. They are expected to act follow our Three R's without horseplay or standing around. "Walk 'n Talk."

HONOR ROLL

At the end of each semester grading period, the honor rolls are posted. They contain the names of all students who earn a 3.0 GPA or better.

LIBRARY MEDIA CENTER

The library is a place to study and do research for class work. It is not a social club or lounge where students can gather throughout the day to visit. Students must have a signed planner or library pass log from a teacher to visit the library and the pass must state the work the student is to be doing. Common sense rules of quiet and courteous behavior shall apply to all students in the library. The library is located on the second floor in the high school.

LOCKERS

Lockers are assigned to students within the first week of school. All lockers are on loan to the student and remain the property of the Hancock Place School District. By following the rules listed below, students will encounter little difficulty with the locker or administration.

- 1) You must use only the locker assigned. Lost or stolen items taken from your locker is your responsibility. The school is not responsible for items stolen since the combination is only given to you.
- 2) **Locker combinations are not to be shared with other students.**
- 3) If the locker becomes defective, the problem should be reported to the Principal's Office immediately.
- 4) Lockers are to be kept clean, orderly and treated with care.
- 5) The administration reserves the right to search or inspect the locker at any time.
- 7) No food or drinks allowed in lockers unless for lunch only. No eating or drinking out of locker in hallway.

LOST AND FOUND

Report lost articles to the Main Office. If an article is found, bring it to the office so it can be claimed by the owner.

LUNCH INFORMATION (also see Cafeteria)

Students are allowed to purchase the full school lunch, snack bar items, or other ala carte lunches. They will be able to purchase a full meal in all three lunch lines for this coming school year. Students must have money in their accounts before purchasing their lunches/items. The cafeteria has a NO CHARGE POLICY.

Student Breakfast \$1.25	Adult Breakfast \$1.40	Reduced Breakfast \$0.30	
Secondary Lunch \$2.25	Adult Lunch \$2.75	Reduced Lunch \$0.40	Milk \$0.50

MEDICATION (See also Nursing Services)

The school district does supply over-the-counter medication. If a student brings medication from home to be taken while at school, the following procedures will be in effect. Students need a written parent permission slip/letter in order to be given all medications.

- 1) Medication must be brought to school in a container appropriately and currently labeled by the pharmacy or physician, with instruction for administering the medication.
- 2) All medication must be turned into the nurse for storage. A signed planner so that the student may take the medication.
- 3) For questions regarding aspirin, pain medicines, and over-the-counter medication, call the nurse.

NURSING SERVICES

-A registered nurse serves as the school nurse in the nursing office, which is located in the Dome. Students will be sent from their class to the nurse at the discretion of their teacher. If a child is ill or injured, it is the school nurses responsibility to contact a parent or guardian with the pertinent information regarding each individual child.

-Student health and immunization records are kept in the nursing office. All 7th grade students and students new to the Hancock Place District must obtain a physical examination that will be filed with the nurse. Vision and hearing screenings are given to various grade levels.

-In addition, the school participants in IEP review and evaluations to assure quality care for each student. The nurse also works closely with other key members of the faculty in evaluating school health services. The scope of care extends to families and other groups to achieve optimal levels of wellness through health education. Expect health packets including further information regarding medication and other students' health issues at the beginning of the school year. You can contact the nurse at 544-1200, 538.

PHYSICAL EDUCATION REQUIREMENTS

All Middle School students must take Physical Education and Health. Students are graded on class participation, written and skill tests, and class dress. If students fail to dress properly for class, the parents will be contacted, and the teacher will determine appropriate consequences for dress cuts. If using a bag to carry clothing or supplies to and from PE, a plastic bag must be used. Backpacks may not be used.

PLANNERS

All students will receive a planner at the beginning of school for the cost of \$3. If you should lose or misplace your planner, the second planner costs \$5. The planners are to be used to log assignments and for hall pass log sheets. Planner checks are completed in advisories and part of your Advisory grade. Students are required to carry this planner on them from class to class as a required classroom supply. If a student is found out of their classroom without a planner, they will be escorted back. It is *highly recommended* that parents check their child's planner regularly.

PROHIBITED ITEMS

Students should bring only necessary materials. All other materials are considered unnecessary and a potential distraction to the instructional program. The following are some, but not all, of the items which students may not have in the school building, on field trips, etc. during school hours: *Cell phones, walkman, headphones, hats, sunglasses, chains, trading cards, collectibles, toys of any kind, video games, radios, dangerous objects, valuable objects, pagers, or any item not related to instruction or class activity. No head covers of any kind. Perfume, cologne, body sprays, brushes, makeup, and other personal care items should only be used in locker rooms and restrooms.*

These items will be confiscated and may be returned to the student/parents at a later date. The school is under no obligation to search for stolen property. These guidelines are in effect while students are on campus, during lunch, during any school activity, and while students are going to or coming from school. Backpacks, purses and coats should be placed in lockers between the hours of 7:40 and 2:40. Any sweater or jacket brought to class must be sweatshirt or sweater material.

SCHEDULE CHANGES

Schedules will be given to students on the first day of school. Schedules will remain unchanged unless unusual circumstances warrant such. All schedule changes will be with the permission of the guidance counselor and building principal. Not liking the teacher will not be a valid reason.

SMOKE-FREE DISTRICT

To provide a healthful school environment, smoking **IS NOT PERMITTED** on **school district property at any time**. This includes no smoking on field trips and other school events. Students in possession of cigarettes face disciplinary action.

STUDENT RECOGNITION

Students will be recognized for their outstanding achievements. A student recognition assembly will be scheduled to present these awards. The following are some awards that may be earned by students:

Academic Achievement Award

This award will be given to students who earned a 3.0 grade point average and all A and B grades for the quarter.

Outstanding Attendance Award

This award will be given to students who reach our district goal of 95% attendance for the quarter.

Perfect Attendance for the Year Award

This award will be given to students who did not miss any days of school for the entire school year.

Presidential Award

This award will be given to students who finish all events in the health fitness range.

STUDENT SEARCHES

The courts have maintained that Principals and Asst. Principals do have the right to search students, student lockers, purses, and gym bags if a reasonable cause exists that such a search is necessary to maintain the welfare of our student body or to prevent infractions of discipline and interference with the educational process. Hancock officials will exercise the right to search when circumstances dictate such action.

SUSPENSION

When a student is suspended out of school, they are not allowed to participate in extra-curricular activities or return to campus after school. They are to be off of school grounds at all times when they are under suspension; it is considered trespassing if they are on school grounds. Students are expected to complete their work while they are on suspension meaning that a parent should pick it up so that it is completed upon return.

TELEPHONE CALLS

If calls are necessary, students must have a pass from a teacher or permission from administration or they will not be allowed to use the phone.

TEXTBOOKS

Students are loaned textbooks for their courses without charge. Normal wear and tear is expected, but badly abused or lost book(s) will result in a fine. The fine will be determined by the teacher using as a guide the replacement cost for the book.

WORK PERMIT

Any student under the age of 16 who wishes to do part-time work after school hours, as well as one who wishes to engage in full-time employment must have a work permit. Work permits may be obtained from the office.



Parent's Pages

WHAT IS A MIDDLE SCHOOL?

Hancock Middle School has implemented the middle school “concept”, which is a philosophy centered on the special academic, social, and personal needs of young adolescents. A middle school focuses on the unique characteristics of young adolescents’ development. Middle school is different in many ways from elementary school. Students will see some classmates who look older than themselves and others who do not. There will be new friends to make, new courses to study, and much to learn.

Exciting changes are in store for students during their middle school years. As they enter middle school, they will grow in many ways, explore new ideas, and try new activities. They will learn more about themselves and their world. They will also begin to think more seriously about their education and their future. A middle school is designed to help make the transition from an elementary school to a high school.

There are areas of the school called wings or halls. One of these wings is for each of the grade levels. In other words, sixth grade, seventh grade, and eighth grade each have a part of the school for themselves.

There are other parts of the school that all students share, such as the library, gymnasium, cafeteria, art and music rooms, etc.

HANCOCK PLACE MIDDLE SCHOOL TEACHER TEAMS

Character Education - Developed a character education plan for students including: lessons, trait of the month and/or assemblies.

PBIS-(Positive Behavioral Interventions Support) created a proactive systems approach to school-wide discipline, designed to be a positive response to the current social and educational challenges. The PBS team focuses on prevention of problem behaviors by positive reinforcement. Data is used to establish professional plans to incorporate best practice. Through this system, students’ academic, on-task time will increase with the goal of all discipline aiming to teach appropriate behaviors and reduce time out of the classroom setting.

Health & Wellness- Researches, organizes and implements changes at the middle school to positively affect the health and wellness of our students and staff. This committee is part of the district’s K-12 Health & Wellness Committee.

PLC/Leadership- Communicate with all staff members about issues, problems and concerns in the building and district.

MAP - Communicate MAP info to staff. Develop strategies for improvements in our scores. Communicate concerns about cultural diversity in our building. Analyze MAP scores.

PATHS (Parents And Teachers Helping Students)

PATHS wants your help. Please ask in the offices how you can be involved. PATHS recruit parents and involve parents and teachers in fundraising to grant money to groups and individuals in need, and sponsoring some student events. PATHS donated over \$3,000 to district students, programs, and families in 2008-09 school year.

NONDISCRIMINATION IN THE HANCOCK PLACE PUBLIC SCHOOLS

The Hancock Place Public school system is committed to the concept of equal opportunity for all individuals. The school system will not discriminate on the basis of sex, age, race, or handicapping condition in its employment procedures or in its operation of education programs and activities. The following are the procedures and regulations designed to afford protection from indiscrimination to all persons in the Hancock Place School District.

EDUCATIONAL PROGRAMS

Sex, race, or handicapping condition will not be used as a basis for determining admission to educational programs of the Hancock Place School District. Course offerings will not be provided separately on the basis of sex except when the course deals exclusively with human sexuality. Sex discrimination is prohibited in academic or vocational counseling. Students may be grouped within a class by ability, vocal range, or other non-sex criteria even though such groupings may result in a single-sex or primarily single-sex groups. Sex may not, however, be criteria for such groupings.

EDUCATIONAL ACTIVITIES

Sex, race, or handicapping condition will not be used as a basis for excluding a student from participating in interscholastic or intramural activities offered by the Hancock Place School District. Where selection is based on competitive skills, or the activity involved is a contact sport, separate teams for males and females may be provided. Although the school is not required to spend equal amounts of money on girls’ and boys’ teams, it will not discriminate on the basis of sex in providing necessary supplies and equipment. It is the desire of the district to provide sports and activities to meet the interest and abilities of both boys and girls.

FACILITIES

No person shall, on the basis of sex, age, race, or handicapping condition be discriminated against in the use of facilities except that the district provides separate toilets, locker rooms and shower facilities for girls and boys. The facilities provided are comparable for each sex.

GRIEVANCE PROCEDURE

A grievance procedure has been established for the Hancock Place School District. A grievance form can be obtained in any of the principal's office. Students, parents, and employees should submit a written grievance to the appropriate building principal.

COMPLIANCE OFFICER

The officer Responsible to coordinate Title IX and other compliance allegations is:

Dr. Greg Clark, Superintendent
Hancock Place School District
9101 S. Broadway
Lemay, MO 63125

HANCOCK SCHOOL DISTRICT SERVICES AND RIGHTS FOR STUDENTS WITH DISABILITIES

The Special School District (SSD) of St. Louis County is required to provide a free appropriate public education to County residents, including those attending private/parochial schools, from ages three (3) through twenty-one (21) with diagnosed educational disabilities. These include learning disabilities, mental retardation, behavioral disorders/emotionally disturbed, physical/other health impaired, speech/language disorders, hearing impaired, visually impaired, deaf/blind, multi-handicapped, autism, traumatic brain injury, and early childhood special education. The majority of such public school students receive their special education services in classrooms located in the County's 23 local component school districts. Special Education classes for 3 and 4-year-old children with disabilities and Home Teaching for home/hospital bound students (with and without disabilities) also are provided by the SSD. Parents, or anyone, who also has knowledge of and educational concerns about a child, may request a special education referral to any certified staff. When a parent/guardian wants a special education referral made or school staff believes one is needed, the school is to document whatever concerns they may have and the type and results of any alternative interventions implemented to address those concerns. This information will then be considered formally and a determination will be made about whether: a) an evaluation is warranted, b) no evaluation is needed, or c) more information or interventions are needed prior to making a final determination. Parents/guardians may appeal (to the SSD or through Hancock) decisions made at this time. Parents should also inform the school or district whenever they feel their child, birth through age twenty (20), has a disability of any type, even if special education services are not believed to be needed. An annual census of all resident children with disabilities and "suspected" disabilities is conducted in May of each year by both Hancock and the SSD. Students with disabilities are entitled to a "free appropriate public education," as determined by their Individualized Education Program (IEP). Students with disabilities, and their parents, have a number of rights and protection under both Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Act (IDEA). Under the Family Education Rights Privacy Act (FERPA), parents have the right to inspect, review, and if deemed necessary, request amendment of personally identifiable information maintained on the children. Copies of the SSD's Compliance Plan and Hancock's General Assurance Document are available for review in both districts. Questions or request for assistance/information should be directed to Mr. Scott Wilkerson, Principal of Hancock Middle School, or Dr. Greg Clark, Superintendent of Hancock Place School District.

SUSPENSION

When a student is suspended out of school, they are not allowed to participate in extra-curricular activities or return to campus after school. They are to be off of school grounds at all times when they are under suspension; it is considered trespassing if they are on school grounds. **Students are expected to complete their work while they are on suspension meaning that a parent should pick it up so that it is completed upon return.**

ATTENDANCE POLICIES

Attendance is a privilege. Although the State of Missouri has a compulsory school attendance law which guarantees an educational opportunity for its youth, admittance to and continued attendance in a public school are privileges dependent upon the student's compliance with the laws of the State of Missouri, the policies of the Hancock Place School District, and the rules and regulations of the school. Interaction among students and between students and teachers is an important part of the learning experience. Hancock Place School District encourages a high rate of attendance so students may have the opportunity to receive the best possible education. If a student is not going to be in school on any given day, his or her parents or legal guardian must call the attendance line phone **544-6423** as early in the day as possible so the school will know the reason for the absence. If the parent or legal guardian does not contact the school, the student must bring a note signed by a parent or guardian when he or she returns to school, explaining the reason for the absence.

ATTENDANCE STRATEGIES & POLICIES

Reactions to absences:

1. The parent is ultimately responsible to call in if their child is absent and to provide the excuse.
2. The Attendance Secretary will record absences and attempt to contact guardians about their child's absence DAILY.
3. If it is determined that the excuses are not legitimate or supported with documentation, then students with excessive absences may receive a home visit from the counselor and our School Resource Officer.
4. Students with excessive absences may also result in referrals to Children's Division or Juvenile if improvements are not met. Student attendance issues are looked at on an individual basis. Basically, parents are referred if absences are occurring from their neglect. If parents are cooperative and showing effort to get their child in school, then we may make a referral to the Juvenile Court System.
5. Grade level administrators meet with students when necessary, along with making contact or meeting with parents.
6. Names of students with excessive absences may also be sent to our central office for further action by our administration/counselors.
7. Students with 16 or more absences will attend and successfully pass mandatory summer school to pass on to the next grade level. More than 16 days of absences may also be reason to RETAIN a student. This is in our retention policy and is up to administrative discretion. Summer school classes for these students may depend on earned grades.

Parent Communication of Policy and/or individual student updates:

Our handbook can be located online as well at www.hancock.k12.mo.us under middle school and then link to handbook. Our building also places students with attendance issues under contracts. The contract states the policy and the possible consequences of absences.

Attendance Reinforcements: Our school goal is for every student to achieve 95% for the year

We will have incentives for attendance. The goal will be given and enforced; example- 100% means absolutely no excused or unexcused absences and/or tardies. Prizes may be awarded to all who achieve our school goal of 95%.

Quarterly or monthly attendance numbers will be graphed on our attendance bulletin board.

1) Students who miss three or more consecutive days may request work sent to the office to be sent home.

2) Students with specific health histories must make sure that chronic health-related problems are on file with the school nurse if such health-related problems are to be considered in a possible review situation. Students submitting a request for a review shall provide the Building Administrators with official documentation of the following:

- a) Doctor / Dentist / Hospital visits
- b) History of chronic health problems
- c) Court dates
- d) Funerals
- e) Personal Calamity (floods, fires, etc.)
- f) In the event of a catastrophic illness, long hospitalization or serious accident, notification of grade level principal/counselor will suffice

3) Students and parents / guardians submitting a request for a review to the Administrative Office should not expect a review when some or all of the reasons for the absences are due to one or more of the following:

- a) Truancy (All Day Absence)
- b) Skipping classes
- c) Unexcused absences

Trips/Vacations - A parent letter is sent to the office one week prior to leaving. If the procedure is not followed it will be considered an unexcused absence.

Absences on the day of an Activity - Students must be in attendance a full day to attend or participate in activities or practice sessions, unless approved by the Principal. A student must be present before first period ends in order to be credited for a full attendance day.

BUS TRANSPORTATION (Follow the 3Rs)

Local bus transportation will be provided for those students whose residency is one mile or more from the school of attendance. Bus routes and pick-up points and times are established yearly with the cooperation of the contracted bus service. Students riding after-school activity buses must remain at the Middle School with a supervising teacher until the bus arrives and may only board the bus from the Middle School Campus. Students boarding the bus from another campus will be referred to the Asst. Principal. Bus referrals will be handled by administration. OUR DISTRICT SCHOOL BUS SAFETY CODE HANDBOOK CAN BE FOUND ON OUR WEBSITE AT www.hancock.k12.mo.us.com.

CANCELLATION OF SCHOOL

When it becomes necessary to cancel school because of snow or for some other reason, please check local news stations. Parents will be contacted by phone using the School Outreach program.

CELL PHONES

Cell phones are strictly prohibited. If they are seen or heard, they will be confiscated and turned in to the office, where parents will be responsible for picking it up. We do not take responsibility for stolen or missing cell phones. If a student needs to contact their parent, they may obtain permission to use the office phone. If a parent needs to contact their child, they can contact the Middle School Office at 544-6423, option #5.

EARLY DISMISSAL DUE TO SICKNESS OR APPOINTMENT

An early pass out of the building is supplied and filled out by the office personnel only. This pass is required before a student can be dismissed from school early. The student must bring a note from his/her parent stating the reason for the early dismissal, or telephone contact must be made to receive parental permission. Students leaving without administrative approval will be considered truant. Students that become ill during the school day and leave school without checking out in the Principal's Office will be considered truant. If it becomes necessary because of illness or an emergency for a student to leave school, the student must report to the nurse or Principal's Office, call home, and receive permission to leave. Spending the class period in the restroom or leaving school without proper permission is considered TRUANCY.

EARLY DISMISSAL WEDNESDAYS FOR TEACHER PROFESSIONAL DEVELOPMENT

Students will be dismissed at 1:40 on every Wednesday during the school year so that teachers can participate in professional development mainly in the area of professional learning communities.

HEALTH CLINIC (Located in Preschool Center on Elementary Campus)

The Health Clinic offers services to district students, families and staff such as: physicals, immunizations and others by observation. It is open on Mondays and Thursdays from 1PM to 4PM. They accept walk-ins or you can contact them at 314-544-1300, ext. 189.

NON-RESIDENT STUDENTS

Students who do not reside in the school district must pay tuition as set by the Hancock Board of Education, or transfer to the school in the district where they reside. Proofs of residency will be needed.

PARENT PORTAL at www.hancock.k12.mo.us.com

Parents are now able to check their child's grades, attendance, discipline, and lunch status. Contact office for details.

PROGRESS REPORTS and REPORT CARDS

Progress reports will be available twice per quarter. These reports will make parents and students aware of any need for improvement in a particular class. Parents are encouraged to contact teachers and advisors to discuss the progress reports. If a student is performing poorly in a course(s) a parent/teacher conference may be required. Report cards are 1 per quarter.

SMOKE-FREE DISTRICT

To provide a healthful school environment, smoking IS NOT PERMITTED on school district property at any time. This includes no smoking on field trips and other school events. Parents are expected to follow this policy.

STUDENT RECORDS

Individual records are maintained for each student. The records are maintained for the student's educational welfare, for the orderly and efficient operation of the school, and to meet the requirements of state and federal regulations. Procedures and practices are in compliance with the "Family Educational Rights and Privacy Act of 1974," policies of the Hancock Place Board of Education and The Safe Schools Act of 1996.

TELEPHONE NUMBERS

All students must report their home telephone number and their parent's business telephone number to the Principal's Office. Any changes in the telephone number should be reported to the Principal's Office immediately.

VISITORS

All visitors to the school must report to the Check-In-Office at front of Ripa Avenue's west side entrance foyer upon arrival for permission to visit and to sign the visitors' log. Students are not permitted to bring visitors to school.

WITHDRAWAL FROM SCHOOL

In order to withdraw from school, a student must report to the Guidance Office for a withdrawal slip. The slip must be properly signed by each indicated individual and returned to the Principal's Office. All monies owed should be paid to the Guidance Office before withdrawal is complete.

*For the most up to date and detailed schedule, please visit our school website at www.hancock.k12.mo.us. Click on District Calendar on the left side of the page; then click on ***"Click here for the 2009-2010 District Calendar"*** on the following page. ***This will provide you with the same calendar that staff members receive.***