

Northwest Knights Code of Honor



Be Responsible
Be Respectful
Be There/Be Ready
Be Kind

Northwest Middle School

Student/Parent Handbook

2011-2012



1605 Shackelford Road
Florissant, MO 63031
(314) 953-5500
Fax (314) 953-5513
www.hazelwoodschoools.org

Northwest Middle School Mission and Vision

Mission: To provide an equitable learning community where students receive positive educational opportunities for growth and achievement

Vision: To foster a safe, supportive, and positive learning environment where students are encouraged to become responsible citizens and empowered to succeed in a diverse and global society.

Welcome from the Principal

Greeting Parents, Guardians, and Students

Our goal at Northwest Middle is to create a supportive, safe, and exciting learning environment for each student. Under the middle school concept, teachers and students are assigned to, and work in, teams. Your child will work with a grade level principal, counselor, secretary and team of teachers. This arrangement places your child under the support of several adults. Parents and school staff must work together to successfully educate and prepare our children to lead healthy, happy and productive lives. Research supports that parental involvement directly impacts student behavior, communication, alcohol use, violence, and suspensions. The school and home are not to be isolated from one another. I am hopeful that you will join us as we work toward preparing your child academically, socially and emotionally.

If you have any questions or concerns, please contact your child's counselor or principal.

Thanks,

Willicia Hobbs
Head Principal

Knights of Pride

Attendance Procedures

State law requires that all students remain in regular school attendance until age 16. The students, regardless of age, while enrolled in Hazelwood School District, are expected and required to attend school regularly. Regular attendance is essential for satisfactory schoolwork. Parents of absent students should call **953-5500** to notify the main office on the day of the absence.

Repeated absences will result in a formal letter to the parent making you aware of the attendance policy. A procedure is in place to assist parents in ensuring students attend school regularly. It is the Hazelwood School District's policy to make a referral to the family courts if attendance becomes irregular.

A student shall be permitted to make up work missed as a result of absence. **It shall be the student's responsibility to meet with the teacher, receive the necessary instruction and assignments, and complete those assignments after returning to school following an absence.**

Excused Absences

Students who are absent due to illness, family emergencies, professional appointments or a prearranged absence will receive an excused absence with full make-up work privileges. The parent should contact the main office as soon as possible to notify the school of their child's absence.

Pre-Arranged Absences

Pre-arranged absences, such as vacations, require a parent letter submitted to the student's grade level secretary a minimum of three days in advance of the planned absence.

Early Dismissal

For safety reasons, students will not be released to a sibling/friend without a written note from the parent. Any person picking up your child must produce a picture I.D. AND be listed on the emergency contact information before the child will be released.

Tardiness

Students are expected to arrive at school and class on time. Tardy is defined as arriving late to school or class. Students who are tardy in arriving to school are to sign in at the office before reporting to class.

Book Bags/Purses

Book bags can be used to carry books and materials to and from school, but must remain in the student's locker during the school day. Students may not travel with book bags throughout the day. Students wishing to carry a purse throughout the day must be sure that the purse is no larger than a fanny pack (about 9" x 5").

Cell Phones

Cell phones, iPods, pagers and all other electronic devices should be turned off and placed out of sight during school hours. If seen, heard or used, they will be confiscated. Disciplinary action may result. Parents are required to come to school to retrieve the item that was confiscated.

Valuables

The school does not assume responsibility or liability for valuables that are lost or stolen. This includes electronic devices, money, or other valuables.

Change of Address/Phone Number

For your child's safety and well-being, please notify the school office immediately with any changes in contact information.

Clubs and Activities

There will be many opportunities for students to become involved at NWMS. Several after-school activities take place throughout the year. Announcements are made to inform students of the clubs. Announcements will also be posted on the Parent Portal. Please contact the main office at 953-5500 if you have any questions about the club or club sponsors.

Discipline Referrals

When a student is given an office referral, he/she has committed an infraction according to the Hazelwood School District Behavior Guide. Consequences can range from a warning to out-of-school suspension/expulsion.

After-school Detention: will be served from 3:10p.m.-4:30 p.m.

Saturday Detention: will be served on Saturdays from 8:00 am to 10:00 am or 8:00 to 12:00 pm. Consequences are issued base on the infraction. Students must arrive by 8:00 am.

In-School Suspension: The student will complete class assignments at school in an in-school suspension room under the supervision of a teacher. Students may purchase a school lunch or bring their own lunch to school.

Out-of-School Suspension: Students will be unable to attend school or school functions during the time of their suspension.

Please contact your child's grade level principal if you have any questions regarding the Hazelwood Behavior Guide.

Food Services

District Information

The district uses a computerized meal accounting system. The system scans the bar code on the student's I.D. badge; therefore, students must display and use their District-issued I.D. badge to eat breakfast and lunch each day. Students must prepay for their meal. They can obtain a pre-pay envelope from the school and deposit money in a drop box each morning or parents may make an on-line credit card payment at www.mylunchmoney.com. Costs are \$0.75 for breakfast and \$1.85 for lunch. Reduced or free lunch applications can be obtained from the main office. Our kitchen manager is Denise Yost, she can be reached at 953-5542.

School Information

The following guidelines are to be followed at Northwest Middle School:

- No chewing gum
- Students should not bring open liquid containers to school
- No energy drinks are allowed

Grading

The following grading policy has been adopted by the Board of Education:

92% - 100%	A
82% - 91%	B
72% - 81%	C
65% - 71%	D
Below 65%	F

Grades are determined by teacher evaluation of the student in two areas:

- 1) Performance evaluation (tests, long-term projects) -- 90% of grade
- 2) Learning activities (homework, classroom activities) -- 10% of grade

I.D. Badges

All students and staff are required to wear I.D. badges on a school-issued lanyard each day to maintain a safe and secure environment. Students will be given one I.D. badge during registration. If a student misplaces or breaks his/her badge or lanyard, they are required to purchase a replacement I.D. and/or lanyard. I.D.'s are \$4.00 (this includes the picture ID and a lanyard). A replacement lanyard is \$1.50; a replacement picture ID is \$3.

Illness and Medical Needs

It is essential that we are notified if your child has special medical needs. It is the parent's responsibility to fill out the appropriate emergency forms. Students are not permitted to bring medicine to school. The school nurse will administer all medication. Students with 100 degrees Fahrenheit or above temperatures must be free of fever for 24 hours without the aid of aspirin before they can return to school.

Lockers

Each student will be issued his/her own hallway locker and lock at the beginning of the school year. Personal locks may not be used on hallway lockers. All lockers are the property of the Hazelwood School District and may be entered at the discretion of the administration. If a lock is lost, a new lock will be issued with a replacement fee of \$5.00. The school is not responsible for lost or missing items kept in a student's locker. Students will be allowed to use lockers at the beginning and end of the day, in addition to one other time during the school day. We recommend that all students bring a lock to be used for their physical education locker.

Meeting with Teachers

To meet with your child's team or individual teacher, please contact your child's team leader. The team leader will contact you and schedule a meeting.

Parent Portal

The on-line Student Information System (SIS) has a parent component called Parent Portal that allows parents to view current information concerning grading, assignments, discipline, announcements and homework. Parents need to fill out a registration form from the main office to receive a password for access.

P.E. Clothing

All students should bring specific clothing for physical education to school. Shorts and tops are sold for your convenience.

Positive Behavior Intervention Support (PBIS)

PBIS is a school-wide system approach for establishing the social culture of the school. Classroom lessons will be taught to introduce all students to our behavioral expectations.

Please encourage your child to follow our school's *Knight Code of Honor*:

Be Responsible
Be Respectful
Be There and Ready
Be Kind

School Closing Due to Inclement Weather

Parents should tune to area radio and television stations for announcements of school closings. You can also log onto the Hazelwood website at www.hazelwoodschools.org for up-to-the-minute closings. Parents may also call the Snow Line at 953-SNOW.

Security Doors

All school doors will be locked from 8:10 a.m.-3:00 p.m. Visitors are required to press the doorbell and wait for the office personnel to buzz the door open. Enter through the last door on the left and see the secretary in the main office to receive assistance. Please remember that you will be required to show proper picture identification upon entering.

Student Dress

Students are to be dressed in appropriate school attire every day. Any clothing that is disruptive to the learning environment or constitute a threat to their health or safety will be modified by a staff member. Please contact your child's grade level principal if you have any questions.

Transportation Services

Students who ride the school bus are under the direct supervision of the bus driver. Unacceptable behavior may result in the loss of the privileges to ride the bus for a period of time. Students are not to have food or drink on the bus. Students are responsible for their own personal property and for reporting a problem to the driver immediately.

Visitors

Parents/Guardians are welcome to visit our middle school. You must first check-in at the school office to sign in and receive a visitor's badge. All visitors must have identification.