

E L E M E N T A R Y

STUDENT-PARENT

HANDBOOK AND BEHAVIOR GUIDE

2011-2012


Hazelwood  
School  
District



*We're on the move!*



# Hazelwood School District



*We're on the move!*

**2011-2012**

**ELEMENTARY STUDENT-PARENT  
HANDBOOK/ BEHAVIOR GUIDE**

In accordance with the provisions of The Americans With Disabilities Act, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and the Regulations thereunder, and P.L. 93-112: Rehabilitation Act of 1973 and Section 504 thereunder, it shall be the policy of the Hazelwood School District that no person shall, on the basis of age, sex, race, handicap, national origin, political or religious beliefs, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any education program or activity conducted by the District, including the employment of professional and non-professional personnel.

Inquiries by persons concerning protection against discrimination assured them by The Americans With Disabilities Act, Title VI, Title IX and Section 504 of the Rehabilitation Act, and the Regulations may be directed by letter or telephone to:

Ms. Julia Thorpe, Assistant Superintendent for Student Services  
Hazelwood School District  
15955 New Halls Ferry Road  
Florissant, MO 63031  
(314) 953-5000  
Relay Service 1-800-735-2466

### **Educational Records**

No one other than a student's parent or legal guardian may access educational records other than directory information. An eligible student (18 years of age) may also access their own educational records. Therefore, HSD cannot, by law, share how students are disciplined with people other than that student's parent or legal guardian.

## TABLE OF CONTENTS

### INTRODUCTION

WELCOME BACK TO SCHOOL .....	i
MISSION, VISION AND VALUE STATEMENTS .....	ii
GOVERNING PRINCIPLES .....	iii

### HANDBOOK

<b>ATTENDANCE AND ABSENTEEISM.....</b>	<b>A-1</b>
HOURS.....	A-1
TARDINESS .....	A-1
DISMISSAL .....	A-1
RELEASING STUDENTS TO PARENTS .....	A-1
STAYING AFTER SCHOOL.....	A-2
BEFORE AND AFTER SCHOOL CARE .....	A-2
ABSENTEEISM.....	A-2
ABSENTEE CALL-IN .....	A-2
<b>AWARDS AND MOTIVATION.....</b>	<b>A-2</b>
<b>BEHAVIOR AND DISCIPLINE .....</b>	<b>A-2</b>
GENERAL CONDUCT.....	A-2
STUDENT EXPECTATIONS.....	A-3
<b>BUS/BUS STOP MISCONDUCT .....</b>	<b>A-3</b>
<b>CHANGE OF ADDRESS OR PHONE NUMBERS .....</b>	<b>A-3</b>
<b>DRESS CODE.....</b>	<b>A-3</b>
SCHOOL UNIFORMS .....	A-3
<b>CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR.....</b>	<b>A-3</b>
DETENTION.....	A-3
SUSPENSION .....	A-4
<b>CAFETERIA SERVICES.....</b>	<b>A-4</b>
<b>COMMUNICATION .....</b>	<b>A-5</b>
BOARD OF EDUCATION .....	A-5
CONTACTING TEACHERS .....	A-5
PARENT PORTAL .....	A-5
REPORT CARDS AND PROGRESS REPORTS .....	A-5
PARENT CONFERENCES.....	A-5
EXPRESSING CONCERNS AND PROBLEM SOLVING .....	A-5
PARENT VISITS .....	A-6
SCHOOL-TO-HOME COMMUNICATION .....	A-6
<b>CURRICULUM AND GRADING .....</b>	<b>A-6</b>
CURRICULUM.....	A-6

ACADEMIC STANDARDS AND GRADING SCALE .....	A-7
GRADING.....	A-7
PROMOTION AND RETENTION POLICY .....	A-7
SPECIAL PROGRAMS .....	A-7
SPECIAL EDUCATION (PROVIDED BY SPECIAL SCHOOL DISTRICT PERSONNEL IN HAZELWOOD SCHOOLS).....	A-8
<b>EMERGENCY CLOSINGS AND EARLY DISMISSAL.....</b>	<b>A-8</b>
EARLY DISMISSAL .....	A-8
EMERGENCY COMMUNICATIONS.....	A-8
<b>EMERGENCY DRILLS.....</b>	<b>A-8</b>
<b>FIELD TRIPS.....</b>	<b>A-8</b>
<b>HEALTH AND SAFETY.....</b>	<b>A-9</b>
HEALTH SERVICES.....	A-9
ILLNESS OR INJURY .....	A-9
PHYSICAL EXAMINATION.....	A-9
MEDICAL INFORMATION .....	A-9
IMMUNIZATIONS.....	A-9
COMMUNICABLE DISEASES .....	A-10
CRITERIA FOR EXCLUSION FROM SCHOOL (CONTROL OF COMMUNICABLE DISEASE).....	A-10
PROCEDURES FOR ADMINISTERING MEDICATION FOR STUDENTS REQUIRING MEDICINE AT SCHOOL .....	A-10
EXCUSES FROM PHYSICAL EDUCATION OR OUTDOOR ACTIVITY .....	A-11
HOME TEACHING FOR LONG-TERM ILLNESS .....	A-12
<b>LIBRARY MEDIA CENTER INFORMATION.....</b>	<b>A-12</b>
<b>PARTY SNACKS/TREATS .....</b>	<b>A-12</b>
<b>PERSONAL BELONGINGS.....</b>	<b>A-13</b>
<b>SAFETY AND SECURITY .....</b>	<b>A-13</b>
SAFE SCHOOLS HOTLINE .....	A-13
SAFETY PATROL.....	A-13
<b>TRANSPORTATION OF STUDENTS.....</b>	<b>A-13</b>
<b>VOLUNTEERS .....</b>	<b>A-14</b>
<b>WITHDRAWALS .....</b>	<b>A-14</b>
<b>FERPA OPT-OUT FORM .....</b>	<b>A-14</b>

## BEHAVIOR GUIDE

<b>INTRODUCTION .....</b>	<b>B-3</b>
<b>DISCIPLINE REPORTING AND RECORDS.....</b>	<b>B-4</b>
REPORTING TO SCHOOL STAFF (POLICY JGF) .....	B-4
REPORTING TO LAW ENFORCEMENT OFFICIALS (POLICY JGF).....	B-4
STUDENT DISCIPLINE RECORDS (POLICY JGF) .....	B-6
STUDENTS RECEIVING SPECIAL EDUCATION SERVICES (POLICY JGE) .....	B-6

CONFIDENTIALITY (POLICY JGF).....	B-6
OFF-CAMPUS BEHAVIOR .....	B-6
<b>RIGHTS AND RESPONSIBILITIES OF STUDENTS, PARENTS AND SCHOOL STAFF .....</b>	<b>B-7</b>
I. STUDENTS' RIGHTS.....	B-7
II. STUDENTS' RESPONSIBILITIES .....	B-7
III. PARENTS' RIGHTS AND RESPONSIBILITIES .....	B-8
IV. SCHOOL STAFF RIGHTS AND RESPONSIBILITIES.....	B-9
<b>WHEN DO HAZELWOOD'S GUIDELINES BEGIN AND END? .....</b>	<b>B-10</b>
<b>DISCIPLINE PROCEDURES AND DUE PROCESS .....</b>	<b>B-10</b>
<b>EXPLANATION OF TERMS .....</b>	<b>B-12</b>
ACT OF SCHOOL VIOLENCE/VIOLENT BEHAVIOR.....	B-12
APPEAL .....	B-12
<i>BUILDING LEVEL</i> .....	<i>B-12</i>
<i>DISTRICT LEVEL</i> .....	<i>B-12</i>
CORPORAL PUNISHMENT (PROHIBITED) (POLICY JCA).....	B-12
DANGEROUS BEHAVIOR .....	B-13
DETENTION.....	B-13
DISCIPLINE COMMITTEE .....	B-13
DISCIPLINE HEARING (DH) .....	B-13
DISTRIBUTION OF UNAUTHORIZED MATERIALS .....	B-14
HALL PASS .....	B-14
MISCONDUCT.....	B-14
NEED TO KNOW (POLICY JGF) .....	B-14
PRINCIPAL'S SUSPENSION .....	B-14
SELLING/SOLICITATION.....	B-14
SCHOOL PROPERTY .....	B-14
SUSPENSION AND EXPULSION .....	B-14
<b>LIST OF INTERVENTIONS .....</b>	<b>B-15</b>
<b>LIST OF CONSEQUENCES .....</b>	<b>B-16</b>
<b>STUDENT BEHAVIOR GUIDE VIOLATIONS AND DISCIPLINARY CONSEQUENCES.....</b>	<b>B-17</b>
ACADEMIC DISHONESTY (POLICY JG).....	B-17
ARSON (POLICY JG) .....	B-17
ASSAULT/ATTACK (POLICY JG) .....	B-17
BOMB THREATS (POLICY EBCC) .....	B-17
BULLYING/CYBERBULLYING (POLICY JFCF) .....	B-18
BUS/BUS STOP MISCONDUCT (POLICY JFCC).....	B-18
CELL PHONES OR OTHER ELECTRONIC DEVICES AND CAMERAS (POLICY JG) .....	B-19
CONTROLLED SUBSTANCES (POLICY JFCH) .....	B-19
<i>USE OR POSSESSION</i> .....	<i>B-19</i>
<i>TRANSFER OR SALE</i> .....	<i>B-20</i>
DANGEROUS BEHAVIOR (POLICY JG) .....	B-20
DETENTION VIOLATIONS (POLICY JG).....	B-20
ACCUMULATION OF MORE THAN 6 HOURS DETENTION (POLICY JG).....	B-20
DISRUPTIVE BEHAVIOR (POLICY JG) .....	B-21
DRESS CODE VIOLATIONS (POLICY JG).....	B-21
EXTORTION (POLICY JG) .....	B-22
FALSE ALARM/MISUSE OF EMERGENCY EQUIPMENT (POLICY EBCC).....	B-22
FIGHTING (POLICY JG).....	B-22

FIREWORKS/EXPLOSIVE DEVICES (POLICY JG/JFCJ) .....	B-23
GAMBLING (POLICY JG) .....	B-23
GROUP/GANG ACTIVITIES/SYMBOLS (POLICY JFCE).....	B-23
INDECENT EXPOSURE (POLICY JG/AC-R) .....	B-24
INSUBORDINATION (POLICY JG).....	B-24
LEAVING SUPERVISED AREA WITHOUT PERMISSION (POLICY JED/JG) .....	B-24
LEAVING CAMPUS WITHOUT PERMISSION (POLICY JED/JG).....	B-25
OBSCENITIES/INAPPROPRIATE LANGUAGE (POLICY JG) .....	B-25
OBSCENITIES/INAPPROPRIATE LANGUAGE DIRECTED AT A STAFF MEMBER (POLICY JG).....	B-25
PHYSICAL AGGRESSION (POLICY JG).....	B-26
PHYSICAL CONTACT WITH STAFF (INAPPROPRIATE) (POLICY JG).....	B-26
POSTURING TO FIGHT (POLICY JG) .....	B-26
SEXUAL HARASSMENT (POLICY JG/AC-R).....	B-26
SEXUAL MISCONDUCT (POLICY JG/AC-R) .....	B-27
TARDY (PER QUARTER) (POLICY JED/JG) .....	B-28
TECHNOLOGY MISUSE/ABUSE (POLICY JG).....	B-28
THEFT (STEALING/POSSESSION/TRANSFERRING STOLEN PROPERTY) (POLICY JG) .....	B-28
THREAT TO/ HARASSMENT OF STAFF (POLICY JG).....	B-29
THREAT TO/HARASSMENT OF STUDENTS (POLICY JG) .....	B-29
TOBACCO AND TOBACCO PRODUCTS, MATCHES OR LIGHTERS (POLICY JG).....	B-29
<i>POSSESSION</i> .....	B-29
<i>USE/DISTRIBUTION</i> .....	B-30
TRUANCY (POLICY JED/JG).....	B-30
VANDALISM (POLICY JG).....	B-30
WEAPONS (POLICY JFCJ).....	B-30
<i>POSSESSION</i> .....	B-31
<i>DISPLAYING, HANDLING, BRANDISHING, USE OR ATTEMPTED USE</i> .....	B-31
<b>HAZELWOOD SCHOOL DISTRICT EXPECTATIONS FOR BUS RIDERS GRADES K-12 ....</b>	<b>B-31</b>
<b>ELEMENTARY SCHOOL PHONE NUMBERS .....</b>	<b>B-34</b>
<b>REVISION COMMITTEE 2011.....</b>	<b>B-35</b>

## **WELCOME BACK TO SCHOOL**

Dear Parents, Guardians and Students,

Welcome to a new, exciting school year. At school you will find a professional staff dedicated to the success of each child. As you become an active member of the learning community, our commitment to high standards of instruction, as well as emotional, social and academic success, will be evident. With parents, students and educators working as a team, your school will continue to be a strong, successful learning environment for everyone.

This handbook, which includes the Hazelwood School District Elementary Behavior Guide, serves as an important means of communication between home and school. Included are many policies, regulations and services that should answer many of your questions throughout the school year. Each year several revisions in policy may occur, so please take time to review this handbook as a family, so that both you and your child are familiar with the contents.

Our elementary schools foster close home and school relationships, which are essential to promoting the best interest of the children. We encourage parents to visit the school and to become as involved as your schedule allows. Throughout the year, programs that encourage family participation and involvement will be scheduled, and these activities create the community atmosphere that makes each school special.

It is our hope that this handbook will be helpful to you and will promote understanding of the Hazelwood School District and school policies and procedures. Feel free to come in and experience our many wonderful programs and activities throughout the year. Your presence is always welcome. We wish you the best for the coming year.

Sincerely,

The Elementary School Principals

## **MISSION, VISION AND VALUE STATEMENTS**

### **MISSION STATEMENT**

We are a collaborative learning community guided by a relentless focus to ensure each student achieves maximum growth.

### **VISION STATEMENT**

HSD will foster lifelong learners, productive citizens, and responsible leaders for an ever-evolving society.

### **VALUE STATEMENTS**

We will place the education and well being of each student above all other considerations.

We will form partnerships with parents and community members to ensure the success of each student.

We will commit to implementing innovative solutions while dismantling ideas that are no longer working for students.

We will create an inclusive learning climate that meets the needs of a diverse community.

We will monitor academic progress in a timely manner and provide differentiated support for each student to reach maximum growth.

We will collectively set high academic expectations using student data as well as each student's social and emotional needs to drive instruction.

We will collaboratively and independently use assessment data to reflect upon and revise our educational practices to ensure each student's maximum growth.

We will maintain a district climate where staff, parents, and community members model positive qualities and characteristics expected of each student.

## **Governing Principles**

The Hazelwood School District Board of Education expects all district business to be conducted, and all decisions to be made, based on the following operating principles:

- Equity
- Child-Focused
- Fiscally Responsible
- Excellence
- Diversity
- Fairness
- People-Friendly
- Positive Culture
- Accessibility to Information
- Responsible innovation
- Safety and Security

# ***HANDBOOK***

## **ATTENDANCE AND ABSENTEEISM**

### **HOURS**

Grades K-5    Arrival 8:30 a.m.    School Begins 8:50 a.m.    Dismissal 3:50 p.m.

Although students should not arrive before 8:30 a.m., it is important for students to be in the classroom before 8:50 a.m. Supervision will begin at 8:30 a.m.

There are half-day dismissals throughout the year. Dismissal for half-days is 11:50 a.m. Please check the district calendar for these specific dates.

### **TARDINESS**

When students arrive at school after the tardy bell (8:50 a.m.), they must stop in the office for a pass before going to class. The Hazelwood School District Elementary Behavior Guide stipulates the consequences for excessive tardiness.

### **DISMISSAL**

As a safety precaution, no student will be released from school prior to the completion of his/her normal school day without the approval of the principal. This approval may be granted upon request from the parent or legal guardian. Students are to be released only to parents, legal guardians or those specifically approved by them. Any other adult who requests a student to be released will be asked for identification and the parent will be called. Students will be dismissed from the school office; NOT the classroom. Parents must sign the student out in the office.

If your child is to go home from school in a manner that deviates from the normal routine, you must send a note to the classroom teacher on that day. If we do not receive a note, your child will be sent home in the usual manner.

### **RELEASING STUDENTS TO PARENTS**

All students released prior to regular dismissal must be signed out by a parent or guardian. Do not go to the child's classroom. If it is necessary to take your child out of school for a medical or dental appointment, or because of an emergency, come to the office. Teachers have been instructed not to release students except to the office. Please help us ensure your child's safety.

## **STAYING AFTER SCHOOL**

All students are dismissed at the regular dismissal time. If it is necessary that the child be kept after school or if the child volunteers to help a teacher, parents will be notified. If your child is staying after school for an activity or club, please pick up your child promptly. Transportation for your child is your responsibility.

## **BEFORE AND AFTER SCHOOL CARE**

Some of the schools have before and after school care provided by the YMCA. For registration information, call the YMCA at 521-1822.

## **ABSENTEEISM**

Missouri State Law requires that students attend school six hours per day. If your child is unable to attend school, please call the school office before 8:30 a.m. to report the child's absence and reason for absence. Upon your child's return, please send a note with the child indicating the date(s) of absence(s), the reason for the absence(s) and the parent's signature. Excused absences are due to situations over which the students or their parents have no control. These situations are defined as illness of the student, death of a family member, and/or extreme emergency. Absences for other reasons will be unexcused unless approved by the principal in advance according to Hazelwood School Board Policy "JED".

## **ABSENTEE CALL-IN**

We have an absentee call-in line available in each school office 24 hours a day. Please call your school's attendance number to report your child's absence. Please give child's name, teacher's name or room number and the reason for the absence.

## **AWARDS AND MOTIVATION**

Each school in the district offers a variety of motivational programs designed to enhance the students' interest and encourage enthusiastic participation in the learning process. The PTA sponsors and organizes many of these programs in conjunction with the school throughout the year. These activities include district-wide programs, school-wide programs, classroom-related programs and assemblies. Typically assembly themes include student performance, cultural presentations and professional speakers.

## **BEHAVIOR AND DISCIPLINE**

### **GENERAL CONDUCT**

Misbehavior such as physically harming another student, defiance or contempt toward the school staff, disrupting the learning environment, fighting, pushing, lying, stealing, cheating, inappropriate language, and promoting these behaviors in others will be dealt with firmly. The Hazelwood School District Elementary Behavior Guide is located within this handbook. Please review this important document with your child for understanding of its contents.

## **STUDENT EXPECTATIONS**

The Hazelwood Board of Education, staff and parents expect students to treat others as they wish to be treated. (Refer to the Behavior Guide.)

## **BUS/BUS STOP MISCONDUCT**

Students are under the authority and supervision of the bus drivers while on the bus and are expected to adhere to their directions and the Hazelwood School District rules and regulations. Bus rules for student conduct are sent to all students at the beginning of the school year. Please review these rules with your child/children. (See the Behavior Guide.)

## **CHANGE OF ADDRESS OR PHONE NUMBERS**

For your child's safety and well being, please notify the school immediately if you have a change of address and/or phone number either at home or at work. If you have a change of address, documentation of such a change must be presented to the school office. Cell phone numbers may also be sent to the school office.

## **DRESS CODE**

Students are expected to come dressed appropriately for school. Dress or appearance that may be interpreted as potentially disruptive to the educational process, causes health and safety problems, or which deface school property is not permitted. Please see Behavior Guide for more specific information on dress code. Students will not be allowed to remain at school improperly dressed.

## **SCHOOL UNIFORMS**

The following elementary schools have adopted school uniforms:

**Armstrong, Arrowpoint, Barrington, Brown, Grannemann, Garrett,  
Jamestown, Keeven, Larimore, Lusher, Townsend, Twillman and Walker**

**Please call the school office for details.**

## **CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

### **DETENTION**

The District has implemented a detention program as an alternative intervention to out-of-school suspension. This program allows appropriate disciplinary action to be taken without interrupting the learning process. Detention may be assigned for infraction of school rules, classroom rules or violations as outlined in the Elementary Behavior Guide. Students who have been assigned detention, yet continue to disregard school and classroom rules, will be suspended.

## **SUSPENSION**

Occasionally, students will violate the rights of others and/or disturb the educational environment to such an extent that suspension is warranted. For offenses resulting in suspension, refer to the Behavior Guide.

## **CAFETERIA SERVICES**

Cafeteria services are provided during breakfast and lunch. All breakfasts and lunches served meet the requirements of the U.S. Department of Agriculture and include a choice of drink. Breakfast is free for all elementary students. Please go to [www.hazelwoodschoools.org](http://www.hazelwoodschoools.org) for current lunch prices. Schools will continue the Computerized Prepayment System for complete balanced (Type A) school meals. Payment may be in cash or check. Please make all checks payable to Hazelwood School District.

Parents can log onto [www.myLunchMoney.com](http://www.myLunchMoney.com) and prepay for their child's meals using a credit card. Once your account is established, you can check balances and fund the account from your computer, phone or fax. Parents without Internet access can call a toll-free number (800-479-3531) to receive an application to pay by phone or fax.

Siblings may not use each other's accounts without permission from the Food Services Director.

A charge is made against this account each time the student enters his or her student number on a keypad at the cafeteria checkout. No money is exchanged at the time the Type A meal is purchased. This prepayment is necessary for complete Type A lunches. ***Please help your child memorize his/her student number.*** The week after school starts, children will be given a card with their student number on it. The card will be swiped as they go by the entrance to the cafeteria line. Students should be taught to keep their identification number confidential. Students are reminded when their account is low. Another prepayment envelope will be given to each child when the account shows that the student has only three lunches left.

Students qualifying for free meal benefits make no payments. Students qualifying for reduced price meals must make prepayments of adjusted amounts according to the same procedures as all other students. Students must still enter their number. Students who have no money in their account will be provided a free sandwich.

\*In order to reduce the amount of paper usage and increase efficiency, the District is no longer copying and sending home menus. The menus are available on our website at [www.hazelwoodschoools.org](http://www.hazelwoodschoools.org).

**Students may not bring carbonated drinks or soda to school in their lunches.**

**Information regarding free/reduced meals is available in the school office.**

## **COMMUNICATION**

### **BOARD OF EDUCATION**

Check [www.hazelwoodschoools.org](http://www.hazelwoodschoools.org) for dates and places for Board of Education meetings.

### **CONTACTING TEACHERS**

Parents wishing to contact their child's teacher may call the school office or a teacher's voice mailbox.

To leave a message for a teacher, dial 953-5203 (Express Messaging). If you know the voicemail number, it will instruct you to enter it now. If you don't know the voicemail number, press 11, listen, and then enter the last name followed by first name of the teacher.

**TEACHERS WILL NOT TAKE CALLS DURING CLASS TIME.** Please make appointments for conferences with teachers in advance.

### **PARENT PORTAL**

The parent portal is a web-based, password protected website, that not only displays homework and grade information, you can also see immunization information, attendance and discipline for your student. See our website at [www.hazelwoodschoools.org](http://www.hazelwoodschoools.org) for additional information and to sign up.

### **REPORT CARDS AND PROGRESS REPORTS**

Report cards are issued four times a year. Mid-quarter progress reports are sent home with students who are demonstrating academic or behavioral problems. Additional progress reports will be sent as needed.

### **PARENT CONFERENCES**

The first and third quarter report cards are presented during the parent-teacher conferences. Additional conferences are suggested whenever the teacher or parent feels communication needs to be facilitated through direct contact.

### **EXPRESSING CONCERNS AND PROBLEM SOLVING**

Whenever concerns or problems arise, please contact the classroom teacher first in an attempt to clarify the facts and to correct the situation. In addition to the classroom teacher, the schools provide a team of specialists who are also available for support and consultation. If you still have concerns, please contact the principal.

Parents are encouraged to contact the school regarding changes that affect their child's academic performance or social/emotional adjustment to school. Such changes may include death, divorce, remarriage, new sibling, hospitalization, illness, medication, etc.

### **PARENT VISITS**

Parents are encouraged to visit the school; however, visits to individual classrooms must be arranged in advance by contacting the teacher to schedule a visit. **FOR THE SAFETY OF OUR STUDENTS, ALL VISITORS MUST REGISTER IN THE SCHOOL OFFICE UPON THEIR ARRIVAL.** Please check out at the office after your visit.

### **SCHOOL-TO-HOME COMMUNICATION**

The school will periodically send communications containing special announcements and information about school activities. Log on to the Hazelwood website for up-to-the-minute information about the district. Each school has a home page on the web. Watch for school and district activities on HSD-TV. Sign up for the district e-mail newsletter, "HSD E-Mail Extra", at [www.hazelwoodschoools.org](http://www.hazelwoodschoools.org)

Please check on a regular basis for school announcements and class work that is sent home.

## **CURRICULUM AND GRADING**

### **CURRICULUM**

The Hazelwood School District curriculum is carefully developed and consistently revised to provide a comprehensive program which will best prepare our students for the world of tomorrow. The core subjects include reading, communication arts, mathematics, science and social studies. Students also receive instruction in art, music, health, physical education, study skills, library skills, computer applications and group counseling activities through the Missouri Model Guidance curriculum.

The District aligns curricula, instruction and assessment to the Missouri Show-Me Standards and Grade Level Expectations or Course-Level Expectations. The expectations required under the No Child Left Behind Act of 2001 also provide more specific achievement targets for the Missouri Assessment Program's (MAP) Grade-Level Assessment (GLA) and End-of-Course (EOC) Assessment. More specific information about District curriculum can be accessed at [www.hazelwoodschoools.org](http://www.hazelwoodschoools.org)

## **ACADEMIC STANDARDS AND GRADING SCALE**

Academic standards and grading policies have been set by the Hazelwood Board of Education in order to maintain the high quality for which our schools are known. Students are expected to perform according to their highest potential and all students are required to demonstrate consistent mastery for each grade level in order to be promoted. Report cards are sent home each quarter to inform parents of their child's academic progress, effort, conduct and work habits. Grades in grade levels three through five are assigned according to the following categories:

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

## **GRADING**

The types of grades to be identified and recorded for the purpose of determining quarterly and/or final grades include the following:

1. Oral or written tests, such as unit tests or other assessments
2. Independent practice activities completed at school
3. Long-term projects or special assignments which require considerable student time, effort and research.
4. Contributions made by a student that illustrate understanding of specific concepts or skills (a student may show this orally, in writing or demonstration).

## **PROMOTION AND RETENTION POLICY**

Students not demonstrating mastery of essential skills are given special attention and may receive additional help beyond normal group instruction as directed by the principal and instructional staff. Students who have not demonstrated consistent mastery of the required skills may not be recommended for promotion to the next grade level. While the wishes of the parent or legal guardians will be given proper consideration, the decision to promote/retain is a professional decision that will be made by the school staff.

## **SPECIAL PROGRAMS**

The Hazelwood School District provides services to students and their parents from birth through 21 years. The following are a few of those programs. Call for more information.

ECE – The Early Childhood Education program for three and four year olds. – 953-4944

ECSE – Early Childhood Special Education for three and four year olds. – 953-4957

ELL – English Language Learners – 953-4954

GALACTIC – Gifted Alternative Learning Activities Involving Children – A program for the gifted and talented students is available for those students who qualify. – 953-4954

PAT – The Parents as Teachers program offers screenings, parent/child classes, group meetings and personalized home visits. – 953-5109

### **SPECIAL EDUCATION (PROVIDED BY SPECIAL SCHOOL DISTRICT PERSONNEL IN HAZELWOOD SCHOOLS)**

Special education programs are provided for students who qualify according to the criteria established by Special District diagnostic team. Visually, orthopedically, hearing impaired, and other health-impaired students receive services per the guidelines established by the State of Missouri and Special School District.

### **EMERGENCY CLOSINGS AND EARLY DISMISSAL**

#### **EARLY DISMISSAL**

Occasionally, early dismissal of students will occur. Be sure to have plans made for the care of your child should school be dismissed earlier than usual. This includes safe transportation from school for students who do not ride a bus. Early dismissal cancels all night activities, including practices.

#### **EMERGENCY COMMUNICATIONS**

In case of early closing of school due to bad weather or other natural disaster, or in case of emergency related to your child, please be sure to list three additional emergency contact names and phone numbers. Notify the school office if any of the numbers change.

Please tune to area radio and television stations such as KMOX-1120 AM, KTVI-Channel 2, KMOV-Channel 4, KSDK-Channel 5 and KPLR-Channel 11, for cancellation information; or call the **Hazelwood School District Snow Line at 953-SNOW**. ***You can also log on to the Hazelwood School District website for up-to-the-minute closings. Unless absolutely necessary, please do not call the school to find out whether school is in session. Such calls tie up the phone lines.***

### **EMERGENCY DRILLS**

Every school in the Hazelwood School District must conduct emergency drills for severe weather, earthquake, bomb threats and intruders. Each school has an individualized emergency plan.

### **FIELD TRIPS**

Field trips are a definite part of the learning situation at school. Each class will normally take one field trip by bus each year. Permission of parents is required before a child will be allowed to go on a field trip. Permission slips are sent home with children prior to the trip. These slips contain all necessary information.

## **HEALTH AND SAFETY**

### **HEALTH SERVICES**

Your children benefit from the professional services of a registered nurse if they become ill or injured. The nurse is in the buildings full time. You will receive the nurse's office numbers from the school office.

### **ILLNESS OR INJURY**

In case of illness or injury, a child will be cared for temporarily by the school nurse or an authorized member of the school staff. School personnel will render first-aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the emergency room at the hospital. Remember that an emergency telephone number for the student's doctor must be on file at the school.

If a child is feeling unwell, running a fever, vomiting, or has diarrhea during the evening or in the morning before school, they should not come to school that day.

### **PHYSICAL EXAMINATION**

Every child attending the Hazelwood School District should have a complete physical examination at the beginning of the school year in kindergarten, grades 4, 7 and 10. Students new to the school system should have a complete physical examination regardless of grade level. Forms for this purpose are available from the school nurse or on the Health Services website.

### **MEDICAL INFORMATION**

We must have on file **MEDICAL INFORMATION** for your child. This should list numbers where you can be reached in case of illness or emergency. It should also list someone who is always available to pick up your child if we cannot reach you. The telephone number of the student's family doctor must be listed in this information. For your child's safety, please notify the school of any changes in medical information or telephone numbers immediately.

Update your child's emergency information whenever changes are needed in names and/or phone numbers.

### **IMMUNIZATIONS**

Proof of immunization must be sent to the school nurse. The nurse is authorized to accept documentation from a physician on the physician's letterhead that includes the month, day, and year of vaccine administration. Students should be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B and varicella (chickenpox). Students who are not adequately immunized or have documentation of exemption will not be permitted to attend class. The school clinic has information pertaining to the immunization requirements.

Locations for the St. Louis County Health Departments where immunizations are available can be picked up from the school clinic.

## **COMMUNICABLE DISEASES**

Parents are required to have their children immunized against all possible communicable diseases. There are some communicable diseases where this is not possible. If your child contracts a communicable disease and has to stay at home for a long period of time, each teacher will make arrangements for make-up work. If you are not sure when your child should be sent back to school, call the school nurse or your physician.

## **CRITERIA FOR EXCLUSION FROM SCHOOL (CONTROL OF COMMUNICABLE DISEASE)**

Children are sent home for the following reasons:

1. Temperature of 100 or above
2. Vomiting due to illness
3. Diarrhea
4. Undiagnosed rash, lice or scabies
5. Suspected eye infection
6. Suspected contagious disease

Children may return to school as follows:

1. Temperature below 100 for 24 hours without medication (e.g. Tylenol, Motrin, etc.)
2. Rash: absence of symptoms, and/or note from the doctor stating that the student is not contagious or that treatment has been started.
3. Vomiting or diarrhea: following normal diet for 24 hours - child has no further vomiting or diarrhea.
4. Pink eye: absence of symptoms, and treatment from doctor (e.g. antibiotic drops/ointment) for 24 hours or diagnosis by doctor that student is not contagious.
5. Head lice: absence of lice, "nits" or eggs. Parent/adult must accompany child to the clinic to be checked by school nurse before returning to the classroom.

## **PROCEDURES FOR ADMINISTERING MEDICATION FOR STUDENTS REQUIRING MEDICINE AT SCHOOL**

Hazelwood School District policy (JHCD) allows for the administration of medication to students who require it during the school day to enable them to remain in school and participate in their education. Below are the required procedures for providing this service for students.

- Administration of any medication at school requires written direction from the physician and written permission from the parents. Written direction from the physician includes the name of the student, the name of the medication, the dosage, the frequency of administration, the time medication is to be given at school, the reason for the medication, possible side effects and the termination date for administering the medication. (A form is available in the clinics.)
- Medication must be delivered by the parent/guardian or other responsible adult.

- No over-the-counter medication shall be given to a student without written directions from a physician and parent/guardian.
- The district **will not** administer the first dose of any medication.
- The parent/guardian of the student must assume responsibility for informing the nurse of any change in the student's health or medication.
- If there is a change in medication or medication dosage, a written prescription is needed from the physician.
- All medication is to be in the original prescription bottle, or the original over the counter container, with no more than a 30-day supply and the following information on the label:
  - Child's name*
  - Name of medication and dosage*
  - Physician's name*
  - How the medication is to be given (time and frequency)*
  - Special storage requirements (e.g. refrigeration)*
- Schedule II (controlled substances) medication shall be inventoried upon receipt, using a form available in the clinic.
- The policy also addresses the need for students with chronic respiratory illness, who use metered dose inhalers, to use their medicine at school.
- The District will accept the prescription label as an equivalent of the physician's or authorized prescriber's order for short-term medication administration (two weeks or less).
- Parents/guardians are responsible for picking up any medication that remains at the end of the school year. If it is not picked up, the nurse will destroy what is left.

Parents who have questions or concerns should contact the school nurse.

**No student is allowed to have medication of any kind (even cough drops, aspirin, etc.) in his/her possession. A physician's order is required for students with inhalers to self-administer. Please contact your school nurse for more information. All other medications must be kept in the nurse's office. Medications are only administered in the clinic by qualified school personnel.**

Refrigeration is available.

### **EXCUSES FROM PHYSICAL EDUCATION OR OUTDOOR ACTIVITY**

Students may be excused from going outside or from physical education classes for a maximum of two days upon receipt of a note from a parent or guardian. This note must state the reason for the excuse; specify the dates the child should be excused and must be approved by the principal. An extension of time to be excused for a specific illness may be granted upon receipt of a signed statement from a doctor stating that: (a) the child should be excused from outdoor activity and/or P.E, and (b) the duration of time for which the excuse applies.

## **HOME TEACHING FOR LONG-TERM ILLNESS**

If your child must be out of school for a prolonged period, contact the principal as soon as possible so that it can be determined whether your child qualifies for services which would bring a teacher to your home or to the hospital.

## **SAFE SCHOOLS/HEALTHY STUDENTS**

The Safe Schools/Healthy Students Initiative is a program funded by the U.S. Department of Education. The program seeks to increase access to high-quality mental health care services by connecting available service providers to the homes, schools and greater community of those within the Hazelwood School District.

Students in pre-kindergarten through 12th grade and their families have access to a child and adolescent psychiatrist through BJC Behavioral Health. Licensed counselors and social workers will provide up to eight sessions of after-school/school-based counseling and/or therapy. The services are available to students on-site at their respective schools as well as at the Hazelwood School District Family Outreach Center.

For more information, call the Family Outreach Center at 314-953-5160.

## **LIBRARY MEDIA CENTER INFORMATION**

Students are allowed to check out materials from the school's Library Media Center (Library). This is both a privilege and a responsibility. Your child is responsible for any materials that he/she borrows from the Library Media Center. These materials should be properly cared for and returned on time. Charges will be assessed for any lost or damaged materials. Please help your child find a place at home where materials will be safe from moisture, pets, younger children who may not know how to care for these materials or any other possible damage.

## **PARTY SNACKS/TREATS**

Hazelwood School District follows the recommendations of the St. Louis County Department of Health and the Advanced Missouri Eat Smart Guidelines with regards to party treats. Food prepared in private homes is not permitted. The Department of Health recommends these precautions:

1. Food at parties and other functions in schools should be limited to commercially prepared individually packaged treats.
2. Foods prepared at home should not be brought in the classroom for sharing.
3. Distribution and handling of food should be limited to teachers and staff.
4. Good hygiene is the most effective way to prevent the spread of germs. Students and staff should practice careful hand-washing especially after using the bathroom and before eating or handling food.

Parental cooperation is greatly appreciated. Typically, there are two classroom parties a year. Each school principal and staff will decide which parties are appropriate for their school. The Advanced Missouri Eat Smart Guidelines require food that meets certain health guidelines.

Therefore, cupcakes and candy are not allowed. Go to the district website to view the Eat Smart Guidelines.

### **PERSONAL BELONGINGS**

Students are not to bring any electronic devices or other valuables to school. Cameras, compact disc players, cell phones, iPods, MP3 players, pagers or other electronic communication devices, etc. should be turned off and placed out of sight during school hours. Students are cautioned not to bring large amounts of money to school. Any loss or damage to personal belongings is the responsibility of the student and parent—not the school.

Students who do not follow this guideline may be subject to disciplinary action.

### **SAFETY AND SECURITY**

#### **SAFE SCHOOLS HOTLINE**

Students and parents alike are encouraged to report any threat against a student, faculty, staff or building to the principal in charge, however, anonymous reports can be taken through the Safe Schools Hotline at **314-889-SAFE (7233)**.

#### **SAFETY PATROL**

Students selected for the school safety patrol will assist school staff getting kindergarten and/or first grade students off and on the bus, as well as being assigned other duties. These students are selected from the fifth grade and are dependable citizens of our school.

### **TRANSPORTATION OF STUDENTS**

It is the responsibility of parents to see that their children are at the assigned bus stop or at school on time. Students who ride the bus are expected to observe proper behavior. **Bus conduct rules are sent home from the Transportation Department. Generally, the guidelines in the Student Behavior Guide will be enforced on the bus also. (See Behavior Guide.)**

**Parents whose children walk to school are asked to discuss the following guidelines with their children:**

1. Walkers are not to arrive at school prior to 8:30 a.m.
2. Discuss the importance of safe walking procedures with your children.
3. Walkers are expected to cross only at corners and crosswalks.
4. If you wish to have a middle or high school student pick up a younger child at school, please remind your older children that they are under the authority of the Hazelwood School District when on school grounds. Insubordination and disruptive behavior will result in a referral to either their school principal, Hazelwood Security or the police. We ask that older students wait outside the building and not enter during dismissal time.

### **Parents who drive their students to school:**

When entering and exiting the parking lot, please drive carefully. Be considerate of other drivers and be cautious of the children. Please do not block the bus lane. Individual schools will have additional directions that need to be followed.

*School rules regarding conduct and behavior apply to all students from the time they leave home —on the way to school and on the way home—not just while students are on school grounds.*

### **VOLUNTEERS**

The Hazelwood School District appreciates the countless hours our volunteers have spent improving the quality of education for our students. School volunteers are an integral part of the success of our school district. All school volunteers are required to complete a volunteer application and agreement, as well as sign a confidentiality agreement, technology usage agreement and universal precautions statement.

In addition, a criminal background check shall be performed for each volunteer who has regular and frequent contact with students; unsupervised or one-on-one contact with students; or serves in a supervisory role. The volunteer will be asked to pay the \$10 criminal background fee. All the completed paperwork and fee should be returned to the school at which you plan to volunteer. A master list of approved volunteers will be maintained at the District level. Once approved to volunteer at any school, eligibility will apply to all District buildings. The District can perform updated criminal background checks on volunteers on an annual basis without further cost to the volunteer.

Volunteer forms are located at [www.hazelwoodschoools.org](http://www.hazelwoodschoools.org). Please mail completed packets to The Learning Center, Attn: Communications Office, 15955 New Halls Ferry Road, Florissant, MO 63031

### **WITHDRAWALS**

Please notify the school as soon as possible if your child is going to be moving from our attendance area.

**This Handbook is meant to be a general guide to the procedures and rules of the Hazelwood School District. Each elementary school has specific rules and procedures for the same information found in this guide. Your school will be sending this information home with your student the first week of school. During the year your school will send home announcements about activities, programs, important calendar dates and general newsletters.**



**Family Educational Rights and Privacy Act (FERPA)  
Notice of Directory Information and  
DIRECTORY INFORMATION OPT-OUT FORM – 2011-12**

***(TO BE FILLED COMPLETED ONLY BY THOSE WISHING TO OPT-OUT)***

The Hazelwood School District designates the following information contained in the educational records of its students as “directory information” for the purpose of FERPA: **student’s name; parent’s name; grade level; enrollment status; participation in school-based activities and sports; weight and height of athletic team members; degrees, honors and awards received; artwork or coursework displayed by the District; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy. By law, military recruiters may request a student’s address and telephone number** (for high school students only) if the opt-out form is not completed and returned.

The **primary** use of directory information in the Hazelwood School District is to include this type of information from a student’s education records in certain school publications, such as: **a playbill showing a student’s role in a drama production; honor roll or other recognition lists; graduation programs; sports activity sheets, such as for football, showing weight and height of team members; YEARBOOK; school newspapers and school district publicity, such as Hazelwood News, HSD E-Mail Extra, HSD-TV and the HSD website. School district publicity could also include release of information to media.**

Parents of students and students 18 years of age or older have the right to refuse the designation of the above information as directory information. If you **DO NOT** want the Hazelwood School District to disclose directory information from your education records without your prior written consent, you must notify us in writing. **Please complete this form and return it to the school’s office ONLY IF YOU WANT TO RESTRICT THE DISTRICT FROM RELEASING THE INFORMATION.** Upon receipt, your information will not be released from the time of receipt without prior written authorization. This notice will be published on an annual basis. This form is applicable for the 2011-2012 school year.

**To: Hazelwood School District**  
**Subject: Directory Information Opt-Out Notice 2011-12**

I understand that, under FERPA guidelines, Hazelwood School District may disclose basic information about a student that is generally not considered harmful or an invasion of privacy without the parent’s (or student’s, if 18) consent, which is released as “Directory Information.” The District allows parents who would like to opt out **TWO** choices – opting out only for information provided to **military recruiters** (high school only) or opting out for **everything**. This is notification that the parent (or student, if 18 years old) **does not** want the information included in Hazelwood School District Directory Information and that this information should not be disclosed without parental (or student’s, if 18 years old) written consent, except as required by law: (list the full name of student and school)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Circle One: Military recruiters only      OR      All Information**

**Note: Return of a completed form with “All information” circled means that the student’s portrait will NOT BE INCLUDED IN THE YEARBOOK.**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**



# **Elementary Student Behavior Guide**

**2011-2012**

**Approved by School Board:  
May 17, 2011**

In accordance with the provisions of The Americans With Disabilities Act, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and the Regulations thereunder, and P.L. 93-112: Rehabilitation Act of 1973 and Section 504 thereunder, it shall be the policy of the Hazelwood School District that no person shall, on the basis of age, sex, race, disability, national origin, political or religious belief, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any education program or activity conducted by the District, including the employment of professional and non-professional personnel.

Inquiries by persons concerning protection against discrimination assured them by The Americans With Disabilities Act, Title VI, Title IX and Section 504 of the Rehabilitation Act, and the Regulations may be directed by letter or telephone to:

Ms. Julia Thorpe, Assistant Superintendent for Student Services  
Hazelwood School District  
15955 New Halls Ferry Road  
Florissant, MO 63031  
(314) 953-5000  
Relay Service 1-800-735-2466

August, 2011

Dear Parents, Guardians, and Students:

Welcome to the new school year! Whether you are a returning student or new to our district, I hope your summer was restful and you are now looking forward to making the most of the wonderful educational opportunities that are available to you in the Hazelwood School District.

This Student Behavior Guide is developed to assist staff, students, and parents in knowing and understanding the standards of behavior and the consequences of failing to meet those standards.

**Please sit down with your child and review this Student Behavior Guide. Make sure he/she understands his/her personal responsibility, the seriousness of the policies/procedures/guidelines, the severity of the consequences and the impact they would have on his/her educational future. We suggest you review this Student Behavior Guide not only in the beginning of the school year but periodically during both semesters. We need your support, participation and commitment.**

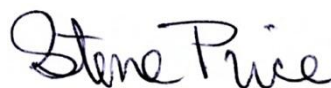
Thank you for your help and involvement. Working together, we can provide a safe, secure educational environment for each and every child. Our goal is to make Hazelwood a place where everyone learns, grows and reaches his/her full potential.

If you have questions after reading the Student Behavior Guide, you are encouraged to contact your building principal.

Sincerely,



Cheryl D. Latham  
Board President



Steve Price, Ed.D.  
Superintendent

## INTRODUCTION

The Board of Education recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens, and in promoting an effective instructional program in the district's schools. Acceptable behavior is based on respect for one's self, and for the worth and human dignity of others. The development of such behavior in students is a dual function of the home and school.

The behavior of students should reflect the high standards of good citizenship required in a democracy. To foster good conduct and to provide for safe and orderly schools, the Board of Education has adopted these guidelines for student behavior. **(Policy JG)** When the guidelines are not met, it is our goal to provide appropriate interventions for the education of students to prevent repeated infractions. The guidelines apply to all students, although special procedures must be followed in regard to disciplining students with disabilities.

The Student Behavior Guide is based on the premise that rules must be enforced fairly, firmly, and consistently in a manner that is legal, equitable and just. Students are under the supervision of the school while on their way to and from school, bus stops, on the bus, on any district campus or in any district building, while attending or participating in any school function either at the home school or away, and while participating in field trips or other school-sponsored activities.

Principals, assistant principals, or their designees are responsible for assigning consequences in the student behavior guide. Professional judgment will be used to determine the consequences of specific incidents. Most types of school discipline issues are listed in this guide. *However, it is impossible to list every issue that might interfere with smooth operations of the school. Administrators have the responsibility and authority to deal with all issues even though the specific issues might not be listed in this guide.*

The Student Behavior Guide is distributed to all parents in August or upon enrollment. It is intended for parents to review this information with their children. In addition, a copy of the Student Behavior Guide is reviewed with students at the beginning of each semester.

All employees of the district annually receive instruction related to the application of:

1. the Student Behavior Guide;
2. disciplining students with disabilities; and
3. instruction in the necessity and requirements for confidentiality.

## **DISCIPLINE REPORTING AND RECORDS**

In compliance with state law, the Board of Education establishes explicit channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of violence and other behaviors that endanger the welfare or safety of students, staff and patrons of the district. The purpose of this policy is to designate specific actions committed by students that must be reported to teachers, administrators and/or law enforcement officials as well as those actions that must be documented in a student's discipline record.

### **Reporting to School Staff (Policy JGF)**

School administrators shall report acts of school violence to teachers and other school district employees. In addition, any portion of a student's Individualized Education Program (IEP) that is related to demonstrated or potentially violent behavior shall be provided to any teacher and other district employees with a need to know. Teachers and other school district employees who have a need to know will also be informed by the superintendent or designee of any act committed or allegedly committed by a student in the district that is reported to the district by a juvenile officer or an employee of the Missouri Children's Division, sheriff, chief of police, or other appropriate law enforcement authority in accordance with state law. Such reports shall not be used as the sole basis for denying educational services to a student. Any teacher who is aware of an incident in which a person is believed to have committed an act that if committed by an adult would be first, second or third degree assault, sexual assault or deviated sexual assault against a student or school employee, while on school property, buses or at school activities shall immediately report such incident to the principal. The teacher shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

### **Reporting to Law Enforcement Officials (POLICY JGF)**

Any felony listed in this section, or any act that if committed by an adult would be a felony listed in this section, that is committed on school property, on any school bus or at any school activity must be reported by the appropriate school administrator to the appropriate law enforcement agency as soon as reasonably practical. The following acts are subject to the reporting requirement under section **167.261, RSMo.:**

1. First or second degree murder under sections 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under sections 565.023, .024, RSMo.
3. Kidnapping under section 565.110, RSMo.
4. First, second or third degree assault under sections 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under sections 566.040, .070, RSMo.
6. Forcible rape or sodomy under sections 566.030, .060, RSMo.
7. Burglary in the first or second degree under sections 569.160, .170, RSMo.
8. Robbery in the first degree under section 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under sections 195.211, .212, RSMo.
11. Arson in the first degree under section 569.040, RSMo.

12. Felonious restraint under section 565.120, RSMo.
13. Property damage in the first degree under section 569.100, RSMo.
14. Child molestation in the first degree pursuant to section 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to section 566.083, RSMo.
26. Sexual abuse pursuant to section 566.100, RSMo.
27. Harassment under section 565.090, RSMo.
28. Stalking under section 565.225, RSMo.

Missouri Statutes require the Hazelwood School District and other school districts in the state of Missouri to share discipline records when a student transfers to another district and to make that information available to law enforcement agencies when required. School districts also have the authority to uphold suspensions and expulsions invoked by other districts when a student moves or transfers.

### **Law Enforcement to Report to Superintendent**

Law enforcement, as soon as reasonably practical, must report to the Superintendent or designee if a student is charged or alleged to have committed the following acts under section **167.115 RSMo.:**

1. First or second degree murder under sections 565.020, .021, RSMo.
2. Kidnapping under section 565.110 RSMo.
3. First or second degree assault under sections 565.060, .060, RSMo.
4. Forcible rape or sodomy under sections 565.030, .060 RSMo.
5. Burglary in the first degree under section 569.160 RSMo.
6. Robbery in the first degree under section 569.020 RSMo.
7. Distribution of drugs under sections 195.211, .212 RSMo.
8. Arson in the first degree under section 569.040 RSMo.
9. Voluntary or involuntary manslaughter under sections 565.023, .023 RSMo.
10. Sexual assault or deviate sexual assault under sections 566.040, .070 RSMo.
11. Felonious restraint under section 565.120 RSMo.
12. Property damage in the first degree under section 569.100 RSMo.
13. Possession of a weapon under section 571 RSMo.
14. Child molestation in the first degree pursuant to section 566.067 RSMo.
15. Sexual misconduct involving a child pursuant to section 566.083 RSMo.
16. Sexual abuse pursuant to section 566.100 RSMo.

Administrations shall report this information to teachers and/or other district employees with a need to know while acting within the scope of their assigned duties.

### **Students Not Permitted to Attend or Enroll**

Students alleged by law enforcement or convicted/adjudicated of committing one of the following will not be readmitted or enrolled in a regular program of instruction under section **167.171.3 RSMo.:**

1. First or second degree murder under sections 565.020, 021 RSMo.
2. First degree assault under section 565.050 RSMo.
3. Forcible rape or sodomy under sections 566.030, .060 RSMo.

4. Statutory rape or sodomy under sections 566.032, .062 RSMo.
5. Robbery in the first degree under section 569.020 RSMo.
6. Distribution of drugs to a minor under section 195.212 RSMo.
7. Arson in the first degree under section 569.040 RSMo.
8. Kidnapping under section 565.110 RSMo.

Readmittance or enrollment may be permitted when a pupil has been acquitted or adjudicated not to have committed any of the above acts. This section does not apply to a student with a disability who is convicted or adjudicated guilty as a result of an action related to the student's disability. The District may, at the Superintendent or designee's discretion, provide an alternative education program if he/she determines such enrollment is appropriate.

#### **Student Discipline Records (POLICY JGF)**

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to teachers and other school district employees with a need to know, and shall be provided in accordance with state law to any district in which the student subsequently attempts to enroll within five (5) business days of receiving the request. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

#### **Students Receiving Special Education Services (POLICY JGE)**

Students currently receiving special education services will be disciplined in the same manner as other members of the student body except as noted on the student's Individual Education Plan. For those students who are receiving services from the Special School District, a discipline hearing will be held first, followed by a Manifestation Determination to determine whether or not the violation is related to the student's disability. The hearing officer will then submit a detailed report of the hearing to the appropriate assistant superintendent and the superintendent.

The superintendent will then decide if any further disciplinary action will be taken. That decision could include the possibility of suspension for up to 180 school days or recommendation to the Board of Education for expulsion.

#### **Confidentiality (POLICY JGF)**

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used to the limited purpose of assuring that good order and discipline is maintained in the schools.

#### **Off-Campus Behavior**

Behavior that occurs off campus that disrupts the academic process or threatens the safety of students and/or staff may be addressed as if the behavior occurred on campus.

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS, PARENTS AND SCHOOL STAFF**

### **I. STUDENTS' RIGHTS**

The educational community is a part of a triad of stakeholders striving to ensure quality education for our children. Each stakeholder (students, staff and parents) is equally important to meet this challenge. It is impossible to list all the rights and responsibilities of stakeholders. The rights and responsibilities apply to all students, although special procedures must be followed in regard to disciplining students with disabilities. The following rights shall not be construed to deny or limit others retained by students at school in their capacity as students or citizens.

#### A. Students have the right to:

- obtain a quality education in a safe, non-threatening environment.
- be respectfully treated as individuals with special needs and wants.
- have school records kept confidential.
- not be discriminated against in all classes and in all disciplinary matters.
- due process.

### **II. STUDENTS' RESPONSIBILITIES**

Students have the responsibility to respect and honor the rights of all persons involved in the educational community, to exercise the highest degree of self-discipline in observing and adhering to state and local laws, district and school policies and procedures, including Student Behavior Guide. It is impossible to list all student responsibilities, but it is emphasized that the lack of responsibility creates infringement on the rights of others.

#### A. Students:

- are responsible for their actions; therefore, they must accept consequences for their inappropriate behavior.
- have the responsibility to abide by the laws of the United States of America, the State of Missouri, and the policies of the Board of Education.
- have the responsibility to abide by all of the administrative guidelines set by the school.
- have the responsibility to abide by the guidelines developed within individual classrooms.

- have the responsibility of conducting themselves in such a way as to benefit the class and the school.
- have the responsibility of doing class assignments.
- have the responsibility to respect all school staff as the authority within the school setting.
- have the responsibility to notify school staff of any potentially dangerous situation(s).

### **III. PARENTS' RIGHTS AND RESPONSIBILITIES**

#### **A. Parents have the right to:**

- expect a quality education for their children.
- expect that their children will be treated according to the district governing principles listed on page iii.
- receive information about the progress of their children unless prohibited by a court order.
- review their children's school records unless prohibited by a court order.
- participate in decisions involving their children's education and be informed of decisions relating to discipline of their children unless prohibited by a court order.

#### **B. Parents have the responsibility to:**

- maintain open lines of communication with their children, teachers and the educational support staff and be available to assist as needed.
- support the efforts of classroom teachers and the educational support staff in maintaining appropriate student behavior.
- monitor and promote the academic progress of their children.
- make sure that their children attend school regularly.
- inform school staff about factors which will affect their children's ability to learn/ behave in the school environment.
- read and understand the Student Behavior Guide.

#### **IV. SCHOOL STAFF RIGHTS AND RESPONSIBILITIES**

A. School staff have the right to:

- work in a safe, non-threatening atmosphere conducive to learning.
- expect that students will follow the guidelines of the school.
- expect that students will maintain regular attendance and report to class on time with homework completed.
- be treated respectfully by students and parents.
- expect cooperation, support and communication from parents unless prohibited by a court order.

B. School staff have the responsibility to:

- provide a quality education for all students.
- inspire in each of their students a need to achieve up to his/her individual potential.
- maintain a record of intervention strategies utilized with individual students.
- establish and coordinate a building behavior management plan that is positive, consistent and effective.
- regularly communicate classroom policies to students and parents.
- practice fair, effective behavior management techniques.
- be impartial when dealing with the parents and students in their school.
- report any suspected child abuse or neglect to the Missouri Children's Division through the building procedures. School staffs are "mandated reporters" under Missouri laws pertaining to child abuse or neglect.

C. Administrators have the additional responsibility to:

- assist staff members in the practice of effective management techniques.
- plan and promote practices that will maintain a safe and orderly environment.
- support the efforts of staff in maintaining appropriate classroom student behavior.
- plan and maintain adequate supervision of students.
- communicate to appropriate staff the consequences of reported student inappropriate behavior.
- be visible during the school day.
- maintain accurate records of disciplinary actions.

## **WHEN DO HAZELWOOD'S GUIDELINES BEGIN AND END?**

Students are under the supervision of the school while on their way to and from school, at bus stops, on the bus, on any district campus or in any district building, while attending or participating in any school function either at the home school or away, and while participating in field trips or other school sponsored activities.

Behavior that occurs off campus that disrupts the academic process or threatens the safety of students and/or staff may be addressed as if the behavior occurred on campus.

## **DISCIPLINE PROCEDURES AND DUE PROCESS**

When a student is suspected of behaviors that are violations of the Student Behavior Guide, the following process will be initiated:

- An investigation will be initiated to discover all pertinent factors relating to the occurrence. The investigation process will include the collection of information from the student(s) involved, school staff and any witnesses to the occurrence. The principal or his/her designee will conduct this investigation.
- The student shall be advised of the specific charges and explanation of the known facts.
- The student shall be given the opportunity to admit or deny the charges and to present his/her version or behavior.
- If a student denies the charges, he/she shall be provided an oral or written explanation of the incident that forms the basis of the proposed disciplinary action (suspension, or recommendation to the superintendent for review). In such cases, the administration will get written statements from as many witnesses as possible.
- The student and his/her parent/guardian will be informed of the specific violation and an explanation of the known facts.
- After the investigation has been concluded, the parents should be informed by telephone, letter, e-mail or note prior to the date the student is expected to serve the consequence.
- The student and his/her parent/guardian will be provided a completed Student Referral Form (upon request) explaining the facts that form the basis of the proposed disciplinary action (detention, suspension, or recommendation to the superintendent for review).
- When a student is suspended, an administrator will contact the parent by telephone, followed by a suspension letter.

- Only in an emergency will a principal detain a student without parental notification.
- A student may be removed from school immediately at the discretion of the principal, superintendent, or school board if the student poses a threat of harm to other students or staff.
- If there is a violation of the law, the School Resource Officer (SRO) or police and the parent/guardian will be called. The Assistant Superintendent shall be notified accordingly.
- The superintendent will schedule a hearing for all recommendations for consideration of additional suspension days up to 180 school days or for the recommendations to consider expulsion. The purpose of this due process hearing is to verify the facts and provide the student and parents/guardians with an opportunity to present additional data or extenuating circumstances. The Superintendent or designee will determine if additional days of suspension are warranted and under what conditions a student may return to school.
- If the parent has questions regarding a decision or the appeal process of a suspension of more than 10 days, they may contact the assistant superintendent who supervises their child's school.
- Additional due process measures shall be taken as required by law with respect to students with disabilities.
- Parents/guardians shall be required to participate in a conference with teachers and/or administrator or administrator's designee prior to a student's return to school following a suspension for greater than ten (10) days or at the principal's discretion after suspensions for ten (10) days or less.
- Student discipline records are a part of the student's file and will be shared with the receiving school when a student transfers.

## EXPLANATION OF TERMS

Parents, students, teachers and administrators have the right to expect that schools will provide an atmosphere that is safe, cooperative, respectful, and, therefore, conducive to learning. *Board of Education Policies are located on our website at [www.hazelwoodschoools.org](http://www.hazelwoodschoools.org).*

In this document, the assignment of detention will be either before or after school for elementary students. The assignment of detention will be either after school or on Saturday mornings for middle and high school students. The assignment of a suspension could be “*in-school*” or “*out-of-school*” except where specified. All references to the number of suspension days in the Student Behavior Guide will specifically be school days. (For example: a 10-day suspension means 10 school days, not calendar days. Snow days are not counted as school days.) Students are not to be on any district campus or attend any district-sponsored event while on suspension.

It should be noted that repeated discipline infractions would result in more severe disciplinary action being taken when appropriate. This might include a suspension, discipline hearing (parent notification), or expulsion.

### **ACT OF SCHOOL VIOLENCE/VIOLENT BEHAVIOR**

Act of school violence or violent behavior is defined as the exertion of physical force by a student with the intent to do physical injury to another person.

### **APPEAL**

An appeal is defined as a formal request to a higher authority for a change in or confirmation of a previous decision.

- **BUILDING LEVEL**

If a parent or student would like to discuss any discipline action, the appeal process begins with the building principal or his/her designee. **Detentions, in-school and/or out-of-school suspensions up to 10 school days cannot be appealed beyond the building principal.** The building principal’s decision is **final**.

- **DISTRICT LEVEL**

If an out-of-school suspension exceeds 10 days, the student and/or his parent/guardian may appeal the suspension to the assistant superintendent. The appeal process would typically move from the assistant principal to the building principal to the assistant superintendent.

### **CORPORAL PUNISHMENT (PROHIBITED) (POLICY JCA)**

Corporal punishment is defined as the use of physical punishment as a consequence of misconduct. *No person employed by or volunteering on behalf of the Hazelwood School*

*District shall administer or cause to be administered corporal punishment upon a student attending district schools.*

*A staff member may, however, use reasonable physical force to restrain a student if it is essential for the preservation of order or for the protection of self, other persons or the property of the school district. The appropriate administrator will be notified immediately.*

### **DANGEROUS BEHAVIOR**

Dangerous behavior is defined as behaving in such a way that could reasonably cause injury to a student, teacher or other staff member (e.g. running though the halls, horse playing, wrestling, inappropriate use of equipment or materials, etc.)

### **DETENTION**

A detention is defined as a period of time before or after school that is provided for students who have minor violations of the Elementary School Student Behavior Guide. (See list of violations pages 17-31.) *A principal's decision to issue a consequence of detention to a student cannot be appealed beyond the building level.*

### **DISCIPLINE COMMITTEE**

A discipline committee consisting of the assistant superintendents of school accountability shall review the student misconduct and make a decision regarding the length of the suspension. The Discipline Committee should insure that discipline is fairly and consistently applied to all students, regardless of race, ethnicity, disability, gender, school location or any other factors. The Discipline Committee's decision normally shall be made prior to the end of the Principal's Suspension.

### **DISCIPLINE HEARING (DH)**

Discipline Hearing is defined as a meeting convened when a principal has requested a suspension of more than 10 days. *The purpose of this due process hearing is to verify the facts and provide the student, parents and school with an opportunity to present additional data or extenuating circumstances.*

*When a student is referred to a discipline hearing, the student will be suspended out-of- school (OSS) until the hearing is convened within 10 school days. After a detailed report has been submitted to the superintendent regarding the incident, the superintendent will then make a decision concerning further disciplinary action. The superintendent's decision may include the possibility of suspension for up to 180 school days or recommendation to the Board of Education for expulsion.*

*When a student is referred to a discipline hearing, the student will be suspended out-of-school until the hearing is held and the superintendent has made a decision concerning further disciplinary action.*

## **DISTRIBUTION OF UNAUTHORIZED MATERIALS**

Distribution of unauthorized materials is defined as distributing materials not authorized by the school district. Distribution of unauthorized materials is prohibited on school property.

## **HALL PASS**

The hall pass is defined as the permit used when it is necessary for a student to go from one building location to another with authorization from a staff member. *The hall pass is to be issued only when, in the judgment of the staff, there is a real need.*

## **MISCONDUCT**

Misconduct is defined as any violation of policies and guidelines established by the Board of Education.

## **NEED TO KNOW (POLICY JGF)**

Need to know is defined as the right of all school personnel who are directly responsible for the student's education or who otherwise interact with them, to be aware of the student's discipline record, issues and needs.

## **PRINCIPAL'S SUSPENSION**

Each building principal can suspend a student for up to ten (10) school days as a means of discipline. The suspension can be in-school or out-of-school. If suspended in-school, the student will be closely supervised by a staff member. *A principal's suspension cannot be appealed beyond the building level.*

## **SELLING/SOLICITATION**

Selling is defined as the sale of items not approved by the school principal. Solicitation is defined as requesting a member of the school community to purchase goods or services or distributing flyers without the approval of the school principal.

## **SCHOOL PROPERTY**

School property is defined as any physical asset utilized, supervised, rented, leased or controlled by the school district including, but not limited to, school playgrounds, parking lots, school buses and any property on which any school activity takes place.

## **SUSPENSION AND EXPULSION**

The terms "suspension" and/or "removal" is defined as exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for "suspensions" in this policy. Suspension may be in-school or out-of-school. Regarding **in-school-suspension**, the student is deprived of attending regular classes, participating in co-curricular activities or school sponsored functions whether on campus or at another facility for

the determined number of days, but the student is expected to attend school, report to the in-school suspension room, complete assignments, and behave appropriately. Regarding **out-of-school suspension**, the student is deprived of all the privileges of attending school, participating in classes, participating in or attending any co-curricular activities or school sponsored functions whether on campus or at another facility for a determined number of days up to and including 180 school days. ***Students who have been suspended may not be on any school district property or attend any Hazelwood function whether on campus or off campus during the period of the suspension unless authorized to do so by the superintendent or principal.***

The term “expulsion” is defined as exclusion for an infinite period. *Procedures that should be followed to suspend a student differ from those that are required to expel a student. A principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to one hundred eighty (180) school days.*

*Any student suspended after the third occurrence shall be strongly encouraged to attend a family meeting with a district social worker, counselor and administrator prior to being readmitted.*

Additional procedures for discipline for students with disabilities are sometimes required, as discussed in policy JGE, Discipline of Students with Disabilities. The district honors suspensions and expulsions from another in-state or out-of-state school district including a private, charter or parochial school or school district pursuant to law and policy JEC.

## **LIST OF INTERVENTIONS**

Teachers and administrators may use a variety of interventions to help the student interact in a socially appropriate manner and succeed academically. These may include but are not limited to:

- Instruction on District Standards of Behavior, the Student Behavior Guide, and the Safe Schools Act
- Individual instruction on guidelines, expectations, etc.
- Student and parent signature on Student Behavior Guide
- Class, team, or grade level meeting to review behavior expectations
- Teach expectations at the beginning of the year and review on an ongoing basis
- Teach expectations to new students
- Teach expectations in the classroom
- Teachers develop class expectations with students
- Behavior goals
- Academic goals
- Role-play and re-teach expectations throughout the year
- Verbal praise for appropriate behavior
- Recognition for appropriate behavior
- Incentive plans for appropriate behavior
- Citizenship, effort, and improvement recognition
- Individual student incentive plans

- Positive telephone call/note home
- Conference with student
- Redirection for inappropriate behavior
- Preferential seating
- Loss of privileges
- Refocus area in the classroom
- Refocus area outside of the classroom
- Student behavior reflection time
- Cueing techniques
- Extra time for assignments
- Parent phone call
- Counselor contact
- Conflict mediation
- Social worker contact
- Student Assistance Team/ CARE Team/Staffing Team contact
- School Resource Officer (SRO) contact
- Behavior contract/goals
- Academic contract/goals
- Weekly progress report
- Student planner
- Lunch detention with teacher
- Parent conference including other school staff
- Mid-Quarter Reports
- Monitor time and location of offenses

### **LIST OF CONSEQUENCES**

When a student fails to comply with the expectations of the Student Behavior Guide, it may be necessary to assign appropriate consequences. These may include but are not limited to:

- Warning
- Parent notification
- Police notification
- Bus suspension
- Conference with the teacher, counselor, social worker or administrator
- Loss of privileges
- Before-school detention
- After-school detention
- In-school suspension
- Out-of-school suspension
- Discipline Hearing
- Student Intervention Program
- Long-term suspension for up to 180 school days
- Expulsion

## **STUDENT BEHAVIOR GUIDE VIOLATIONS AND DISCIPLINARY CONSEQUENCES**

### **ACADEMIC DISHONESTY (POLICY JG)**

Academic dishonesty is defined as plagiarism, cheating on tests, copying all, or part of other student's assignments or papers, and/or forging parent/teacher's signature on documents.

#### **FIRST OCCURRENCE**

- Parent notification.
- Assignment may be redone.

#### **REPEATED OCCURRENCES**

- Could result in more severe consequences.

### **ARSON (POLICY JG)**

Arson is defined as starting or attempting to start a fire or attempting to cause an explosion.

#### **FIRST OCCURRENCE AND REPEATED OCCURENCES**

- Consequences can range from a 1-10 day out-of-school suspension and/or discipline hearing depending on the severity of the incident.
- Counselor referral.
- Social worker referral.
- Police notification as needed, and up to 10 days out-of-school suspension and/or a discipline hearing or EXPULSION.

### **ASSAULT/ATTACK (POLICY JG)**

Assault/Attack is defined as one-sided physical aggression that causes fear of physical injury, or actual physical injury to anyone while they are under the supervision of the school.

#### **FIRST OCCURRENCE AND REPEATED OCCURRENCES**

- Police notification as needed and up to 10 days out-of-school suspension and/or a discipline hearing or EXPULSION.

### **BOMB THREATS (POLICY EBCC)**

Bomb threat is defined as making a false report regarding the possession or location of explosive materials and/or making a threat to bring a bomb to school. *This is a serious offense that may endanger the lives of others. Offenders shall be prosecuted to the maximum penalty allowed by the law.*

#### FIRST OCCURRENCE AND REPEATED OCCURRENCES

- Discipline hearing or EXPULSION.
- Police notification.

#### **BULLYING/CYBERBULLYING (POLICY JFCF)**

Bullying is defined as purposeful, deliberate, and negative exclusion of a student by an individual or group, in person or through any multi-media tools. This intimidation and harassment, as well as *physical violence, verbal taunts, name-calling, put-downs, threats, extortion, theft, or damaging personal property will be considered bullying. This includes harassment.*

#### FIRST OCCURRENCE

- Parent notification.
- Warning or 1-5 hours of detention or 1-5 days suspension.
- Counselor referral.

#### REPEATED OCCURRENCES

- 1-5 hours of detention or 1-10 days suspension or discipline hearing or police notification as needed.
- **All statements regarding or relating to bullying will be taken seriously and will be dealt with accordingly.**

#### **BUS/BUS STOP MISCONDUCT (POLICY JFCC)**

Bus/bus stop misconduct is defined as any violation of the Student Behavior Guide. *Bus riding is a privilege, not a right. In cases where the violation is severe (i.e. weapons, drugs, attack, etc.), the principal will follow the Student Discipline Guide in determining the consequence, which may include suspension from bus service.*

#### FIRST OCCURRENCE

- Parent notification.
- Warning or preferential seating.
- 1-5 days bus suspension.

#### SECOND OCCURRENCE

- 1-10 days bus suspension.

#### REPEATED OCCURRENCES

- 5-10 days suspension off bus and parent conference.
- Longer bus suspension or removal from the bus for the remainder of the semester/year.

## **CELL PHONES OR OTHER ELECTRONIC DEVICES AND CAMERAS (POLICY JG)**

Cell phones or other electronic devices and cameras are to be turned off and placed out of sight during school hours, including before and after school, while on school property.

### **FIRST OCCURRENCE**

- Warning.

### **REPEATED OCCURRENCES**

- 1-5 hours detention or 1-10 days suspension.

Recording video of discipline infraction will cause discipline for the person recording and confiscation of device for possible deletion of video. Cell phones and other electronic devices are brought at your own risk; thefts will not necessarily be investigated.

## **CONTROLLED SUBSTANCES (POLICY JFCH)**

Alcohol and controlled substances are defined as any alcoholic beverage, controlled substance, counterfeit substance, or imitation controlled substance as defined in the Narcotic Act, Section 195.010, RSMo.

The use, sale, transfer, possession or being under the influence of alcoholic beverages, controlled substances or other substance that is detrimental to the individual student's health and welfare and the health and welfare of other students. Students will be held responsible for any illegal substances identified in the student's locker or found in student's possessions (book bag, jacket, purse, etc). This includes paraphernalia (pipe, rolling papers, or other ways of using this substance), including alcoholic beverage, prescription, over-the-counter medication and inhalants. If a student brings a counterfeit or imitation controlled substance (for example – oregano) to school, they will be subject to disciplinary consequences.

## **USE OR POSSESSION**

### **FIRST OCCURRENCE**

- Depending upon the nature of the offense, consequences may range from warning, detention, in-school suspension (ISS), out-of-school suspension (OSS) and/or Discipline Hearing (DH).
- Parent notification.
- Further consequences may be recommended at that time to receive clinical counseling and continue study in basic subjects before there is any consideration for readmission prior to the end of a 180 days suspension.
- Mandatory counseling, and/or social worker, and police notification as needed.

#### **REPEATED OCCURRENCES**

- The student shall be suspended for up to 180 school days by the superintendent of schools with a recommendation to the Board of Education for **EXPULSION** from further school attendance.
- Police notification.

#### **TRANSFER OR SALE**

##### **FIRST OCCURRENCE**

- The student shall be suspended for 180 school days by the superintendent of schools with a recommendation to the Board of Education for **EXPULSION** from further school attendance.
- Police notification.

#### **DANGEROUS BEHAVIOR (POLICY JG)**

Dangerous behavior is defined as behaving in such a way that could reasonably cause injury to a student, teacher or other staff member (e.g. running through the halls, horse playing, wrestling, inappropriate use of equipment or materials, etc.).

##### **FIRST OCCURRENCE**

- Parent notification.
- Warning.
- 1-5 hours of detention or 1-5 days of suspension depending on the nature of the incident.

##### **REPEATED OCCURRENCES**

- Could result in more severe consequences.

#### **DETENTION VIOLATIONS (POLICY JG)**

##### **FIRST OCCURRENCE AND REPEATED OCCURRENCES**

- Fifteen minutes late - add 1 hour detention.
- Missing detention - add 2 hours detention per hour missed.

#### **ACCUMULATION OF MORE THAN 6 HOURS DETENTION (POLICY JG)**

##### **FIRST OCCURRENCE AND REPEATED OCCURENCES**

- 1 day suspension.
- Parent Notification.

## **DISRUPTIVE BEHAVIOR (POLICY JG)**

Disruptive behavior in the classroom, school or during school activities is defined as intentional acts or conduct, which disrupts the educational process (e.g. talking, making noises, getting out of seat without permission, etc.) *In addition, students are prohibited from displaying or using disruptive items during the school day.*

### **FIRST OCCURRENCE**

- Parent notification.
- Warning or 1-5 hours of detention.

### **SECOND OCCURRENCE**

- 1-5 hours detention or 1-5 days of suspension for continued disruptive behavior.

**Repeated disruptive behavior will result in more severe disciplinary action.**

## **DRESS CODE VIOLATIONS (POLICY JG)**

Student dress code is defined as attire that will not disrupt nor distract from the instructional procedures of the school. The school administrator(s) or designee will make the determination if clothing is disruptive, inappropriate, or poses a safety hazard. *The following is a list that is intended to inform not limit. Students are to wear clothing that is clean and safe. Shoes must be worn at all times. Items of clothing that are inappropriate for school dress and are not permissible are shoes with wheels, flip-flops, tight fitting clothing, revealing or suggestive clothing, tube tops, revealing tank tops, halter-tops, midriff, sleepwear and see-through clothing. Headgear (e.g. hats, caps, scarves, bandanas, hair rollers, hairnets, picks, combs, and plastic hair coverings), coats and jackets will not be worn in the building. Sunglasses and dark glasses, unless prescription, are considered inappropriate attire. Chains used with wallets, keys, etc. or as a belt or decoration are inappropriate and not allowed. Clothing with vulgar, profane, or suggestive messages or pictures of illegal substances or alcoholic beverages are also inappropriate. No clothing, coloring, insignia or other symbol or combinations of symbols indicating membership in, affiliation with, or support for any gang or similar organization associated with violence, drugs, intimidation or other criminal activity will be allowed on school grounds or at school sponsored activities. It is also required that clothing be worn in the correct manner. For example: slacks or shorts are to be worn at the waist—not sagging, etc.* Those schools that are designated “uniform” schools will adhere to their building policies when students are in uniform.

### **FIRST OCCURRENCE**

- Appropriate modifications made.
- Items may be confiscated and will be returned only to the parent.

### **REPEATED OCCURRENCES**

- Parents are called and appropriate modifications made.
- Items may be confiscated and will be returned only to the parent.
- Detention and/or suspension.

## **EXTORTION (POLICY JG)**

Extortion is defined as the solicitation of money, information, or anything of value by means of oral or written threats or for return of protection.

### **FIRST OCCURRENCE**

- 3-5 hours detention or 1-2 days suspension.

### **SECOND OCCURRENCE**

- 1-10 days suspension.

### **ADDITIONAL OCCURRENCES**

- 5-10 days suspension or possible discipline hearing and police notification.

## **FALSE ALARM/MISUSE OF EMERGENCY EQUIPMENT (POLICY EBCC)**

False alarms or misuse of emergency equipment including 9-1-1, is defined as activating an emergency response when no emergency exists. *This act is a serious offense that may endanger the lives of others, thus offenders are subject to disciplinary consequences, police notification, and/or charges.*

### **FIRST OCCURRENCE**

- Up to 10 days suspension and possible discipline hearing depending on the severity of the incident.

## **FIGHTING (POLICY JG)**

Fighting is defined as conflict to which both parties have contributed physically. *Students are expected to seek non-violent solutions to solve disputes. If physical confrontation is anticipated, students are to seek assistance from the school staff.*

*Any student joining in or who inhibits adults from interceding will be considered a participant. Individuals instigating, or encouraging the fight, other than the original participants, will be considered posturing to a fight. (See page 26 for more information about posturing). Students who do not disperse upon request when watching a fight will be subject to disciplinary consequences.*

### **FIRST OCCURRENCE**

- 1-5 hours detention or 1-5 days suspension and mandatory guidance counseling intervention.

### **SECOND OCCURRENCE**

- 1-5 days suspension or 5-10 days suspension.

### **ADDITIONAL OCCURRENCES**

- 5-10 days suspension or discipline hearing.

## **FIREWORKS/EXPLOSIVE DEVICES (POLICY JG/JFCJ)**

Fireworks and explosive devices are defined as any object that may or may not cause an explosive sound/reaction, which may result in physical injury or property damage.

### **FIRST OCCURRENCE AND REPEATED OCCURRENCES**

- Possession-warning or 1-5 hours detention.
- Igniting—3-10 days suspension and police notification as needed.

## **GAMBLING (POLICY JG)**

Gambling is defined as the participation in any activity in which money or other items are, or may be, exchanged. *Gambling paraphernalia will be confiscated. Offenders are subject to disciplinary consequences, police notification, and/or charges filed if warranted.*

### **FIRST OCCURRENCE**

- Warning or 1-5 hours detention.

### **REPEATED OCCURRENCES**

- 1-5 hours detention or 1-10 days suspension (ISS) or (OSS), with the possibility of a discipline hearing, which may result in additional days of suspension.

## **GROUP/GANG ACTIVITIES/SYMBOLS (POLICY JFCE)**

Group/gang activity or symbols is defined as an association or group of two or more individuals, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, including violence, drug use or distribution, and acts of intimidation. *Students are prohibited from promoting or participating in any gang activity. Students are prohibited from displaying or wearing any secret organization or gang logos, from writing or distributing any gang related symbols or literature, and communicating in any kind of gang sign language.*

### **FIRST OCCURRENCE AND REPEATED OCCURRENCES**

- Warning or 1-5 hours detention or up to 10 days *out-of-school* suspension or discipline hearing and police notification as needed, depending on frequency and severity.

## **INDECENT EXPOSURE (POLICY JG/AC-R)**

Indecent exposure is defined as an attempt to intentionally expose a person's private body parts.

### **FIRST OCCURRENCE**

- Warning or 1-5 hours detention or 1-10 days suspension.

### **SECOND OCCURRENCE**

- 1-10 days suspension.
- Counselor and/or social worker referral.

### **REPEATED OCCURRENCES**

- Discipline hearing

## **INSUBORDINATION (POLICY JG)**

Insubordination is defined as refusal to follow the directions of school district personnel including, but not limited to, administrators, teachers, substitute teachers, security officers, SRO (School Resource Officer), bus drivers, food service workers, etc. *Refusing to identify oneself upon request or giving false identification also constitutes insubordination.*

### **FIRST OCCURRENCE**

- Warning or 1-5 hours detention or 1-3 days suspension.

### **SECOND OCCURRENCE**

- 1-5 hours detention or 1-10 days suspension.

### **REPEATED OCCURRENCES**

- 1-10 days suspension or discipline hearing.

## **LEAVING SUPERVISED AREA WITHOUT PERMISSION (POLICY JED/JG)**

### **FIRST OCCURRENCE**

- Warning or 1-5 hours detention or 1-10 days suspension and/or police notification as needed.

### **REPEATED OCCURRENCES**

- Will lead to more severe consequences.

## **LEAVING CAMPUS WITHOUT PERMISSION (POLICY JED/JG)**

### **FIRST OCCURRENCE**

- 1-5 hours detention or 1-10 days suspension, parent notification and/or police notification as needed.

### **REPEATED OCCURRENCES**

- Will lead to more severe consequences.

## **OBSCENITIES/INAPPROPRIATE LANGUAGE (POLICY JG)**

Obscenities/Inappropriate language is defined as any offensive comment, obscenity, obscene gesture, profanity, and racial or ethnic slanders or slurs, whether verbal, written or multi-media form.

### **FIRST OCCURRENCE**

- Warning or 1-5 hours detention or 1-5 days suspension.

### **REPEATED OCCURRENCES**

- 1-5 hours detention or 1-10 days suspension.

## **OBSCENITIES/INAPPROPRIATE LANGUAGE DIRECTED AT A STAFF MEMBER (POLICY JG)**

Obscenities/Inappropriate language is defined as any offensive comment, obscenity, obscene gesture, profanity, and racial or ethnic slanders or slurs, whether verbal, written or multi-media form.

### **FIRST OCCURRENCE**

- Parent notification
- Warning or 1-5 hours detention or 1-5 days suspension.

### **SECOND OCCURRENCE**

- 1-10 days out-of-school suspension.

### **REPEATED OCCURRENCES**

- 5-10 days out-of-school suspension, which may result in a discipline hearing, or **EXPULSION**.

## **PHYSICAL AGGRESSION (POLICY JG)**

Physical aggression is defined as one or more students engaging in physically aggressive behavior which may or may not cause physical injury or property damage.

### **FIRST OCCURRENCE**

- Warning and parent notification.
- 1-5 hours detention or 1-5 days suspension and/or police notification as needed.

### **SECOND OCCURRENCE**

- 1-10 days suspension and police notification as needed.

### **REPEATED OCCURRENCES**

- 5-10 days suspension or discipline hearing and/or police notification as needed.

## **PHYSICAL CONTACT WITH STAFF (INAPPROPRIATE) (POLICY JG)**

Inappropriate physical contact is defined as any inappropriate or unwelcome contact with an adult.

### **FIRST OCCURRENCE AND REPEATED OCCURRENCES**

- Depending upon the nature of the infraction, consequences may range from detention, suspension and/or discipline hearing or EXPULSION.
- Police notification as needed.

## **POSTURING TO FIGHT (POLICY JG)**

Posturing to fight is defined as the act of engaging in pre-fight activities (yelling, bumping, dropping books, squaring off, etc.) or instigating others to exhibit these behaviors.

### **FIRST OCCURRENCE**

- Warning or 1-5 hours detention and mandatory guidance counselor intervention.

### **SECOND OCCURRENCE**

- 1-5 hours detention and mandatory guidance counselor intervention or 1-3 days suspension.

### **REPEATED OCCURRENCES**

- 1-10 days suspension and/or a discipline hearing.

## **SEXUAL HARASSMENT (POLICY JG/AC-R)**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. This includes verbal comments, sexual name-calling, gestures, jokes, slurs, sexually oriented pictures or letters and the spreading of rumors of a sexual nature.

*Every student and staff member has the right to attend school and work in an environment free of sexual harassment, offensive use of sex oriented jokes, or epithets. Such conduct is improper, contrary to school district policy, and unlawful and therefore, prohibited for all students and employees of the school district. Individuals who experience sexual harassment from students or staff members should make clear that such behavior is unwelcome and offensive to them and should report such conduct to an administrator or any staff member. Administrators will fully investigate the concern and will conduct the investigation with full recognition of the rights of all parties involved and will maintain confidentiality of the report and details of such an investigation to the fullest extent possible. There will be no retaliation against or adverse treatment of any student who uses this procedure to resolve a concern.*

#### **FIRST OCCURRENCE**

- Depending upon the nature of the violations and the number of discipline referrals the student has received, the administrator may use a wide range of consequences from conference with the student, parent conference, detention, in-school suspension (ISS), or out-of-school suspension (OSS)
- Mandatory counselor and/or social worker intervention.
- Police notification as needed.

#### **REPEATED OCCURRENCES**

- 1-10 days out-of-school (OSS) suspension and/or a discipline hearing.
- Mandatory counselor and/or social worker intervention.
- Police notification.

#### **SEXUAL MISCONDUCT (POLICY JG/AC-R)**

Sexual Misconduct is defined as one who forcibly, intentionally, or consensually touches another person's body and/or clothing in a way that constitutes or results in sexual contact. This includes sexual gestures, possession or distribution of sexual paraphernalia and/or magazines. *Students who engage in sexual misconduct are subject to disciplinary consequences, possible police notification and charges if warranted.*

#### **FIRST OCCURRENCE AND REPEATED OCCURRENCES**

- Warning or 1-5 hours detention or 1-10 days suspension and police notification as needed and/or discipline hearing.
- Mandatory guidance counselor intervention.

## **TARDY (Per Quarter) (POLICY JED/JG)**

Tardy is defined as arriving late to school, class or assigned area. *Students who are tardy in arriving to school are to check in at the office before reporting to class. These guidelines start over at the beginning of each quarter.*

### Grades K-3

- Third tardy - contact parent or guardian.
- Fourth tardy - warning letter from the principal.
- Additional occurrences - may be referred to the school social worker or possibly Missouri Children's Division for further investigation.

### Grades 4 & 5

- Third tardy - written warning.
- Fourth tardy - 1 hour detention
- Additional occurrences – will result in additional detentions and may be referred to the school social worker or possibly Missouri Children's Division for further investigation.

## **TECHNOLOGY MISUSE/ABUSE (POLICY JG)**

Technology misuse/abuse is defined as any attempt, regardless of success, to gain unauthorized access to a technology system for information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer “viruses,” “hacking” tools, access inappropriate sites, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

### FIRST OCCURRENCE AND REPEATED OCCURRENCES

- Depending upon the nature of the offense, consequences may range from loss of privileges to suspension.

## **THEFT (STEALING/POSSESSION/TRANSFERRING STOLEN PROPERTY) (POLICY JG)**

Theft is defined as the unauthorized acceptance, possession, purchase, taking, and/or transfer of property belonging to another. *Any student finding an item on school property is expected to turn the item in to the office immediately. If a student fails to do so, it may be considered theft. Offenders are subject to disciplinary consequences, police notification when deemed appropriate, legal prosecution and restitution.*

### FIRST OCCURRENCE

- Warning or 1-5 hours detention or 1-10 days suspension.

## SECOND OCCURRENCE

- 1-5 hours detention or 1-10 days suspension.

## THIRD OCCURRENCE

- 5-10 days suspension and police notification as needed.

## **THREAT TO/ HARASSMENT OF STAFF (POLICY JG)**

Threats are defined as gestures, posturing, verbal comments, and pictorial, written statements or multi-media form made to harm an individual's life, family, physical well-being, emotional well-being, and/or personal property. *Any comments that could be construed as a threat will be taken seriously and result in disciplinary consequences. This includes bullying.*

### FIRST AND REPEATED OCCURRENCES

- 1-10 days out-of-school suspension and/or a discipline hearing or EXPULSION

## **THREAT TO/HARASSMENT OF STUDENTS (POLICY JG)**

Threats are defined as gestures, verbal comments, and pictorial, written statements or multi-media form made to harm an individual's life, family, physical well-being, emotional well-being, and/or personal property. Harassment is defined as abusive behavior towards another student based on race, color, national origin, sex, or disability that creates a hostile environment. This includes gestures, verbal comments, pictorial or written statements, or threats. *Any comments that could be construed as a threat or harassment will be taken seriously and result in disciplinary consequences. This includes bullying or cyber-bullying.*

### FIRST OCCURRENCE

- Warning or 1-5 hours detention or 1-5 days suspension and/or counselor referral and team conference

### REPEATED OCCURRENCES

- Up to 10 days out-of-school suspension and/or a discipline hearing EXPULSION
- Mandatory counselor referral.

## **TOBACCO AND TOBACCO PRODUCTS, MATCHES OR LIGHTERS (POLICY JG)**

Tobacco and tobacco derivatives are defined as any material made from the tobacco plant including, but not limited to, smoking, chewing and other use of tobacco products by students on school premises, including school buses, during the school day and/or while the student is under the supervision of school personnel. *Tobacco use is recognized as a health hazard to the user and secondhand smoke recognized as a health hazard to others. Offenders are subject to police notification when deemed appropriate.*

## **POSSESSION**

### FIRST OCCURRENCE

- Warning or 1-4 hours of detention.

## REPEATED OCCURRENCES

- 1-5 days of suspension.

## USE/DISTRIBUTION

### FIRST OCCURRENCE

- 5 hours detention or 1-10 days suspension.

### REPEATED OCCURRENCES

- 1-10 days suspension (OSS) and/or a discipline hearing and police notification as needed.

## TRUANCY (POLICY JED/JG)

Truancy is defined as an absence from school/class without the knowledge and consent of parents/guardians and the administration. Students who leave school during any session without the consent of the principal shall be considered truant. This truancy procedure may also be considered for those students who have accumulated excessive, unjustifiable absences, even with the consent of parent/guardians.

### FIRST OCCURRENCE

- One hour detention per hour of truancy - up to 6 hours detention.
- Repeated truanancies may be referred to the social worker.
- 10 or more truanancies may be referred to the Missouri Children's Division.

## VANDALISM (POLICY JG)

Vandalism is defined as the destruction, misuse, defacing, and/or theft of property. *Student/parent shall be expected to repair or make restitution for damages, and may be subject to additional disciplinary consequences. Police notification and charges could be filed if warranted.*

### FIRST AND REPEATED OCCURRENCES

- Warning or 1-5 hours detention or 1-10 days suspension and restitution and/or discipline hearing depending on the severity of the damage.

## WEAPONS (POLICY JFCJ)

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. 930 (g) (2).
4. An instrument or device used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Students in possession of a weapon are subject to disciplinary consequences, police notification, and charges if warranted. Students are not to bring any type of weapon to school (real, imitation or toys). ***It is essential that every student and every parent understand that anyone who violates the weapon policy should expect the severest consequence.***

## **POSSESSION**

### **FIRST OCCURRENCE AND REPEATED OCCURRENCES**

- Up to 10 days out-of-school suspension and/or a discipline hearing or EXPULSION.
- Police notification as needed and a report filed.

## **DISPLAYING, HANDLING, BRANDISHING, USE OR ATTEMPTED USE**

### **FIRST OCCURRENCE AND REPEATED OCCURRENCES**

- 10 days out-of-school suspension and discipline hearing or recommendation to the superintendent to extend the suspension to 180 school days and recommendations to the Board of Education for EXPULSION.
- Police will be called in all cases where a weapon is used or attempted to be used and a report will be filed.

When a legitimate item (such as a tennis racket or scissors) is used or displayed as a potential weapon against another person, the weapon policy will be enforced. In accordance with federal law, and the Safe Schools Act, any student who possesses a firearm (as defined in 18 U.S.C. 921) in a school building, on school property, on a school bus or at a school function will be suspended from school for a minimum of one calendar year. In most occurrences, students who unintentionally bring an object that could be considered a weapon (like, but not limited to, those mentioned above) may leave the item with an administrator immediately upon entering the building with no penalty incurred.

## **HAZELWOOD SCHOOL DISTRICT** **EXPECTATIONS FOR BUS RIDERS GRADES K-12**

Students are important in keeping the bus on schedule and promoting **maximum safety conditions** to and from school. Arrive 10 minutes before your assigned time and be ready to **board the bus in an orderly manner** as soon as the bus arrives. Be careful when you are approaching the bus stop; use sidewalks when available. For your protection, as well as for others – **stay out of the street.**

When boarding the bus, go as far to the rear of the bus as possible unless you have an assigned seat. **You will be expected to obey the bus driver.**

Avoid loud talking, loud laughing, or unnecessary conversation with the bus driver. Keep your head, arms, hands, etc. inside the bus at all times. Do not yell at passersby. **Obscenities and profanity will not be tolerated.**

**Smoking is prohibited.** In case of violations of this expectation, the discipline policy regarding smoking will be administered – including the loss of bus riding privileges.

If the bus has an emergency, mechanical trouble, or is delayed on the road, remain seated until the driver gives you instructions. If you are waiting for a bus to arrive, please wait until your regular bus or a relief bus arrives.

Students are not permitted to sit in the driver’s seat, operate the stop arms, sit on the heater box, or stand in the aisle in front of the first row of seats. Eating, drinking, and cell phones are prohibited on the bus. Radios and animals shall not be transported on the bus. No skateboards, no basketballs, footballs, etc. are allowed. No band instruments larger than you can hold in your lap are allowed.

Fighting, wrestling, pushing, shoving, “roughhousing or horseplay” of any kind are prohibited on the bus or at the waiting area. Students who throw snowballs, rocks, or other objects at or from the bus will be disciplined or reported to the administration or law enforcement agency.

When it is necessary to cross the street after getting off the bus, the driver will protect your crossing with the stoplight and stop arm. Students are to cross **in front** of the bus under the driver’s supervision. This may also apply in instances where pupils wait for the bus on the opposite side of the street.

Students may only leave and board the bus at their regular stops and at school. Permission to deviate from this is upon the principal’s approval with a note from the parent. You are to ride the bus to which you are assigned. No one is allowed to board a bus except those assigned.

The emergency door is for use **only in an emergency.**

Students causing damage to the seats or any other part of the bus will be subject to disciplinary consequences – including reimbursement to the school district for the damages.

Consequences are determined by the principal, depending on the severity and other circumstances. Consequences may include removal from the bus and/or other disciplinary actions as defined in The Student Behavior Guide.

**ACTION BY A STUDENT OR OTHERS HARMFUL TO STUDENTS AND/OR DRIVER OR ACTIONS BY A STUDENT OR OTHERS WHICH CAUSES DAMAGE TO SCHOOL PROPERTY IS SUBJECT TO MAXIMUM CONSEQUENCE AUTHORIZED BY THE BOARD OF EDUCATION AND ALSO SUBJECT TO APPROPRIATE ACTION BY THE LOCAL LAW ENFORCEMENT AGENCY.**

**HELP US – HELP YOU**

**CALL**

**THE SAFE SCHOOLS HOTLINE**

**889-SAFE**

**TO REPORT**

**BULLYING, DRUGS, GANGS, AND/OR**

**WEAPON VIOLATIONS**

**ALL CALLS ARE**

**ANONYMOUS AND CONFIDENTIAL**

## Elementary School Phone Numbers

Dr. Beverly Boyd	Barrington Elementary	953-4050
Mr. Matthew Phillips	Brown Elementary	953-4100
Dr. Christa Warner	Cold Water Elementary	953-4150
Dr. Crystal Reiter	Garrett Elementary	953-4200
Dr. Lisa Strauther	Jamestown Elementary	953-4300
Dr. Betty Scheller	Lawson Elementary	953-4550
Dr. Jane McKinney	McCurdy Elementary	953-4650
Dr. Jennifer Roper	McNair Elementary	953-4700
Mr. Patrick Lane	Russell Elementary	953-4750
Dr. Eric Arbetter	Walker Elementary	953-4900
Mrs. Mara Berry	Gifted Education/ELL/Migrant	953-4952
Ms. Elena Amirault	Early Childhood	953-5000
<b>Dr. Steve Sandbothe</b>	<b>Assistant Superintendent</b>	<b>953-5030</b>

Mrs. Kamina Hunter	Grannemann Elementary	953-4250
Ms. Sue Fields	Keeven Elementary	953-4450
Ms. Lois Taylor	Townsend Elementary	953-4800
<b>Dr. Darrell Strong</b>	<b>Assistant Superintendent</b>	<b>953-5036</b>

Mrs. Lynette Jackson	Arrowpoint Elementary	953-5300
Dr. Rhonda Ely	Larimore Elementary	953-4500
Dr. Brenda Harris	Twillman Elementary	953-4850
Ms. Patricia Adkins	Federal Programs	953-4955
<b>Dr. Tyrone McNichols</b>	<b>Assistant Superintendent</b>	<b>953-5032</b>

Dr. Amy Dittmar	Armstrong Elementary	953-4000
Ms. Sheilah Fitzgerald	Jana Elementary	953-4350
Mrs. Mary Shaw	Jury Elementary	953-4400
Dr. Julie Melton	Lusher Elementary	953-4600
<b>Dr. Grayling Tobias</b>	<b>Assistant Superintendent</b>	<b>953-5034</b>

## **REVISION COMMITTEE 2011**

Michelle Chitwood, Teacher - Armstrong Elementary  
Emily Dudley, Teacher - Armstrong Elementary

Lynette Jackson, Principal – Arrowpoint Elementary  
Robb Harkey, Teacher – Arrowpoint Elementary  
Yolanda Carter, Parent – Arrowpoint Elementary

Bev Boyd, Principal – Barrington Elementary  
Trezette Dixon, Parent – Barrington Elementary

Matt Phillips, Principal – Brown Elementary

Christa Warner, Principal – Cold Water Elementary  
Nancy Marxkors, Teacher – Cold Water Elementary  
Rondilynn Chunn, Parent – Cold Water Elementary

Lisa Strauther, Principal – Jamestown Elementary

Jindra Stodola, Counselor – Keeven Elementary

Betty Scheller, Principal – Lawson Elementary

Jane McKinney, Principal – McCurdy Elementary

Brenda Rone, Principal – McNair Elementary  
Judy Heuring, Teacher – McNair Elementary

Patrick Lane, Principal – Russell Elementary  
Sally Perano, Instructional Specialist – Russell Elementary  
Jeffrey Schultz, Teacher – Russell Elementary

Eric Arbetter, Principal – Walker Elementary

Ann Gibbons – Board of Education Member  
Desiree Whitlock – Board of Education Member

Steve Schmidt – Coordinator of Alternative Programs

Ty McNichols, Assistant Superintendent  
Steve Sandbothe, Assistant Superintendent  
Grayling Tobias, Assistant Superintendent



*Hazelwood School District*

**2011-2012**

Please sign and return this form to your child's teacher. I have received a copy of the Elementary School Behavior guide and I have been informed that it is my child's and my responsibility to read and follow the Elementary School Behavior Guide.

\_\_\_\_\_  
Parent/Guardian (Please Print)

\_\_\_\_\_  
Parent/Guardian (Please Sign)

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student Name (Please Sign)

\_\_\_\_\_  
Student ID Number


\_\_\_\_\_  
Teacher Name

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above signees attest that recording video of discipline infraction will cause discipline for the person recording and confiscation of device for possible deletion of video.



Hazelwood  
School   
District

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*We're on the move!*

[www.hazelwoodschoools.org](http://www.hazelwoodschoools.org)