

MIDDLE SCHOOL

STUDENT-PARENT

HANDBOOK AND BEHAVIOR GUIDE

2011-2012


Hazelwood  
School  
District



*We're on the move!*



# Hazelwood School District



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**MIDDLE SCHOOL 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 PROCEDURES.....</b>	<b>A-1</b>
EXCUSED ABSENCES .....	A-1
REPORTING ABSENCES .....	A-1
PRE-ARRANGED ABSENCES (VACATIONS).....	A-1
EARLY DISMISSAL.....	A-1
LATE ARRIVAL .....	A-1
MAKE-UP WORK DUE TO ABSENCES .....	A-1
<b>BOOK BAGS .....</b>	<b>A-2</b>
<b>CHANGE OF ADDRESS OR PHONE NUMBER.....</b>	<b>A-2</b>
<b>CHILD ABUSE AND PROTECTION .....</b>	<b>A-2</b>
<b>CLUBS AND ACTIVITIES.....</b>	<b>A-2</b>
<b>CURRICULUM AND GRADING .....</b>	<b>A-2</b>
CURRICULUM.....	A-2
GRADING SCALE .....	A-3
<b>DUE PROCESS .....</b>	<b>A-4</b>
<b>FIELD TRIPS .....</b>	<b>A-4</b>
<b>FOOD SERVICES.....</b>	<b>A-4</b>
<b>GUIDANCE AND COUNSELING SERVICES .....</b>	<b>A-4</b>
<b>HALLWAY BEHAVIOR .....</b>	<b>A-5</b>
<b>HALL PASSES .....</b>	<b>A-5</b>
<b>HARRASSMENT AND BULLYING .....</b>	<b>A-5</b>
<b>HOMEWORK .....</b>	<b>A-5</b>
<b>IF THERE IS AN ISSUE AT SCHOOL.....</b>	<b>A-6</b>
<b>ILLNESS AND MEDICAL NEEDS .....</b>	<b>A-6</b>
ILLNESS OR INJURY.....	A-6
COMMUNICABLE DISEASES.....	A-6
SPECIAL MEDICAL NEEDS .....	A-7
MEDICATION.....	A-7
<b>IMMUNIZATIONS.....</b>	<b>A-7</b>

<b>INTERNET USE .....</b>	<b>A-7</b>
<b>LEAVING CAMPUS .....</b>	<b>A-8</b>
<b>LIBRARY PROCEDURES .....</b>	<b>A-8</b>
<b>LOCKERS .....</b>	<b>A-8</b>
<b>MEETING WITH TEACHERS.....</b>	<b>A-8</b>
<b>PARENT CLASSROOM OBSERVATION.....</b>	<b>A-9</b>
<b>PARENT PORTAL .....</b>	<b>A-9</b>
<b>SCHOOL CLOSING DUE TO INCLEMENT WEATHER—953-SNOW .....</b>	<b>A-9</b>
<b>SOLICITATION .....</b>	<b>A-9</b>
<b>STUDENT DRESS .....</b>	<b>A-9</b>
<b>STUDENT RECOGNITION.....</b>	<b>A-10</b>
<b>TARDIES .....</b>	<b>A-10</b>
<b>TELEPHONES AND MESSAGES.....</b>	<b>A-10</b>
<b>TEXTBOOKS.....</b>	<b>A-10</b>
<b>TRANSPORTATION SERVICES .....</b>	<b>A-10</b>
<b>VALUABLES.....</b>	<b>A-10</b>
<b>VISITORS.....</b>	<b>A-11</b>
<b>VOLUNTEERS .....</b>	<b>A-11</b>
<b>FERPA OPT-OUT FORM .....</b>	<b>A-11</b>

## **BEHAVIOR GUIDE**

<b>INTRODUCTION .....</b>	<b>B-3</b>
<b>DISCIPLINE REPORTING AND RECORDS.....</b>	<b>B-4</b>
<b>CONFIDENTIALITY (POLICY JGF).....</b>	<b>B-4</b>
<b>OFF-CAMPUS BEHAVIOR.....</b>	<b>B-4</b>
<b>REPORTING TO LAW ENFORCEMENT OFFICIALS (POLICY JGF).....</b>	<b>B-4</b>
<b>STUDENT DISCIPLINE RECORDS (POLICY JGF) .....</b>	<b>B-6</b>
<b>STUDENTS RECEIVING SPECIAL EDUCATION SERVICES (POLICY JGE).....</b>	<b>B-6</b>
<b>RIGHTS AND RESPONSIBILITIES OF STUDENTS, PARENTS AND SCHOOL STAFF .....</b>	<b>B-7</b>
<b>I. STUDENTS' RIGHTS .....</b>	<b>B-7</b>
<b>II. STUDENTS' RESPONSIBILITIES.....</b>	<b>B-7</b>
<b>III. PARENTS' RIGHTS AND RESPONSIBILITIES.....</b>	<b>B-8</b>
<b>IV. SCHOOL STAFF RIGHTS AND RESPONSIBILITIES.....</b>	<b>B-9</b>
<b>WHEN DO HAZELWOOD'S GUIDELINES BEGIN AND END? .....</b>	<b>B-11</b>
<b>DISCIPLINE PROCEDURES AND DUE PROCESS .....</b>	<b>B-11</b>
<b>EXPLANATION OF TERMS.....</b>	<b>B-12</b>
<b>ACT OF SCHOOL VIOLENCE/VIOLENT BEHAVIOR.....</b>	<b>B-13</b>
<b>ALTERNATIVE SUPPORT CENTER (ASC) .....</b>	<b>B-13</b>

APPEAL .....	B-13
BUILDING LEVEL .....	B-13
DISTRICT LEVEL.....	B-14
CORPORAL PUNISHMENT (PROHIBITED) (POLICY JCA) .....	B-14
DANGEROUS BEHAVIOR .....	B-14
DETENTION.....	B-14
DISCIPLINE HEARING (DH) .....	B-14
DISTRIBUTION OF UNAUTHORIZED MATERIALS .....	B-15
HALL PASS .....	B-15
MISCONDUCT.....	B-15
NEED TO KNOW (POLICY JGF) .....	B-15
SATURDAY DETENTION.....	B-15
SCHOOL PROPERTY .....	B-15
SELLING/SOLICITATION.....	B-15
STUDENT IDENTIFICATION BADGES .....	B-15
STUDENT THERAPEUTIC AND ENRICHMENT PROGRAM (STEP).....	B-15
SUSPENSION AND REMOVAL (SEE BOARD POLICY JGD).....	B-16
<b>LIST OF INTERVENTIONS.....</b>	<b>B-17</b>
<b>LIST OF CONSEQUENCES .....</b>	<b>B-18</b>
<b>STUDENT BEHAVIOR GUIDE VIOLATIONS AND DISCIPLINARY CONSEQUENCES.....</b>	<b>B-18</b>
ACADEMIC DISHONESTY (POLICY JG).....	B-18
ACCUMULATION OF MORE THAN 8 HOURS UN-SERVED DETENTION (POLICY JG).....	B-19
ALCOHOL AND CONTROLLED SUBSTANCES (POLICY JFCH) .....	B-19
ARSON (POLICY JG) .....	B-20
ASSAULT/ATTACK (POLICY JG).....	B-20
BOMB THREAT (POLICY EBCC) .....	B-20
BULLYING (POLICY JFCF) .....	B-21
FIRST OCCURRENCE.....	B-21
BUS/BUS STOP MISCONDUCT (POLICY JFCC).....	B-21
CELL PHONES, PAGERS OR OTHER ELECTRONIC COMMUNICATION DEVICES, ETC. (POLICY JG) .....	B-22
DANGEROUS BEHAVIOR (POLICY JG).....	B-22
DISRUPTIVE BEHAVIOR (POLICY JG).....	B-23
DRESS CODE (POLICY JG).....	B-23
EXTORTION (POLICY JG).....	B-24
FAILURE TO MEET CONDITIONS OF SUSPENSION (POLICY JG).....	B-24
FAILURE TO SERVE DETENTION (POLICY JG).....	B-24
FALSE ALARMS/MISUSE OF EMERGENCY EQUIPMENT (POLICY EBCC).....	B-25
FIGHTING (POLICY JG).....	B-25
FIREWORKS AND EXPLOSIVE DEVICES (POLICY JG/JFCJ).....	B-26
FORGERY (POLICY JG) .....	B-26
GAMBLING (POLICY JG) .....	B-26
GROUP/GANG ACTIVITIES OR SYMBOLS (POLICY JFCE) .....	B-27
HAZING (POLICY JFCF) .....	B-27
IDENTIFICATION BADGE (ID) POLICY VIOLATION (POLICY JG) .....	B-27
INDECENT EXPOSURE/PANTSING (POLICY JG/AC-R) .....	B-28
INSUBORDINATION (POLICY JG).....	B-28
LEAVING CAMPUS WITHOUT PERMISSION (POLICY JED/JG).....	B-28
OBSCENITIES/INAPPROPRIATE LANGUAGE (POLICY JG) .....	B-29
OBSCENITIES/INAPPROPRIATE LANGUAGE DIRECTED AT A STAFF MEMBER (POLICY JG).....	B-29

PHYSICAL AGGRESSION (POLICY JG) .....	B-29
PHYSICAL CONTACT WITH STAFF (INAPPROPRIATE) (POLICY JG).....	B-30
POSSESSION OF TOBACCO AND TOBACCO PRODUCTS, MATCHES OR LIGHTERS (POLICY JG).....	B-30
POSSESSION .....	B-30
USE .....	B-30
POSTURING TO FIGHT (POLICY JG) .....	B-30
SEXUAL HARASSMENT (POLICY JG/AC-R).....	B-31
SEXUAL MISCONDUCT (POLICY JG/AC-R) .....	B-32
TARDINESS (POLICY JED/JG).....	B-32
TECHNOLOGY MISUSE/ABUSE (POLICY JG).....	B-32
THEFT (STEALING/POSSESSION/TRANSFERRING STOLEN PROPERTY) (POLICY JG) .....	B-33
THREAT TO/ HARASSMENT OF STAFF (POLICY JG).....	B-33
THREAT TO/HARASSMENT OF STUDENTS (POLICY JG) .....	B-34
TRUANCY (POLICY JED/JG).....	B-34
UNAUTHORIZED ENTRY (POLICY JG) .....	B-35
VANDALISM (POLICY JG).....	B-35
WEAPONS (POLICY JFCJ) .....	B-36
POSSESSION .....	B-36
DISPLAYING, HANDLING, BRANDISHING, USE OR ATTEMPTED USE .....	B-36
<b>HAZELWOOD SCHOOL DISTRICT EXPECTATIONS FOR BUS RIDERS GRADES K-12 ....</b>	<b>B-37</b>
<b>HAZELWOOD SCHOOL DISTRICT MIDDLE SCHOOL ADMINISTRATORS.....</b>	<b>B-40</b>
<b>MIDDLE SCHOOL STUDENT BEHAVIOR GUIDE COMMITTEE MEMBERS .....</b>	<b>B-41</b>

## **WELCOME BACK TO SCHOOL**

August, 2011

Dear Parents, Guardians and Students,

Welcome back to a new school year. We hope that this will be a very positive, productive year for each of you. Your teachers and principals are committed to working with you to provide an environment that is conducive to learning and a program which challenges each student to do his/her best. Our goal is to provide the support needed so that all of our students achieve at high levels. Please be aware that we have added the Middle School Behavior Guide to this handbook.

We hope that you find this handbook helpful. If you have any questions, we encourage you to contact us at the phone numbers listed below.

Have a great year.

Sincerely,

The Middle 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 PROCEDURES**

### **EXCUSED ABSENCES**

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

### **REPORTING ABSENCES**

Please use the school's automated answering service to report the absence. The service is available 24 hours a day for reporting absences.

### **PRE-ARRANGED ABSENCES (VACATIONS)**

Pre-arranged absences such as vacations require a parent letter submitted to the attendance secretary a minimum of three days in advance of the planned absence(s) if the absence is to be excused. Work requests, such as Take Your Daughters and Sons to Work Day, also require a three-day notice for the student to have an excused absence. If the pre-arranged absence is canceled, please notify the attendance secretary immediately.

### **EARLY DISMISSAL**

For the safety of the children, a student will not be released to a sibling, friend, etc., without a note from the parent for each occurrence. Each note will be verified so it is important that a telephone contact number be included. Any person picking up your child must produce proper identification and be listed on the emergency contact information before the child will be released.

### **LATE ARRIVAL**

Students arriving late to school should report to the attendance secretary in the main office for a late slip to be presented to the classroom teacher.

### **MAKE-UP WORK DUE TO ABSENCES**

Students absent more than two consecutive days may request homework through the main office before 9:00 a.m. and pick up the homework between 2:00 p.m. – 3:00 p.m. on the same day. Requests made after 9:00 a.m. will be honored, but will not be ready for pick-up until the following day.

## **BOOK BAGS**

Book bags can be used to carry books and materials to and from school, but must remain in the student's locker during the school day. Students may not travel with book bags throughout the day or take book bags into the classroom.

## **CHANGE OF ADDRESS OR PHONE NUMBER**

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.

## **CHILD ABUSE AND PROTECTION**

Missouri law requires that school administrators, counselors, or teachers report all incidents of suspected child abuse or neglect to the proper legal authorities. Any school employee, pursuant to the performance of his/her duties, having reasonable cause to believe that a child coming before him/her has physical injuries that may have been intentionally inflicted by a person responsible for the child's care, shall notify the administrator in charge of the child.

## **CLUBS AND ACTIVITIES**

There will be many opportunities for the students of the middle schools to become involved in their school community. Students will be informed about upcoming meetings, events and activities. Information will be posted at various areas around the building. Because studies show that students feel more "ownership" in their school and achieve at higher standards when they participate in extracurricular activities, we strongly encourage participation in one or more after school activity. Unless a student is suspended from bus privileges, he/she will be offered a ride home on the District's activity bus, which leaves school at the end of the activity. The activities offered are determined by the availability of staff to supervise students. Activities may include: yearbook, intramurals, and science club.

## **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.hazelwoodschools.org](http://www.hazelwoodschools.org)

## **GRADING SCALE**

### **2011-12**

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

## **MIDDLE SCHOOL GRADING**

90% Summative Assessments—assessments *OF* learning

- Projects
- Tests

10% Formative Assessments—assessments *FOR* learning

- Quizzes
- Homework
- Class work
  - Cooperative learning
  - Group learning
  - Participation
  - Class discussions

Grades will serve to provide teachers, students and parents with accurate information regarding the student's learning. Teachers will evaluate the academic performance of students at the middle school level based upon their learning of the stated curricular objectives. These teacher evaluations will be designated into two basic areas. These areas include a summative assessment category (90% of final grade) and a formative assessment category (10% of final grade). Summative assessments will represent the evaluation *OF* the students' learning. Summative assessments will include tests and projects that are directly aligned to the formative assessments and the stated curricular objectives. Formative assessments will represent a measurement *FOR* student learning. Formative assessments will include quizzes, class work and homework that are directly aligned to the stated curricular objectives and are designed to assist teachers in guiding instruction to meet the students' individual readiness needs. Academic performance will be the only criterion for academic grades.

## **DUE PROCESS**

All students shall be afforded due process regarding suspensions, and/or expulsions for misconduct. This shall include being notified of the charges and having the opportunity to respond to the charges.

## **FIELD TRIPS**

Students will be provided opportunities to participate in field trips throughout the year. It is the student's responsibility to return the written permission slip and fees by the designated date. Failure to return the necessary paperwork and fees may result in the student not participating in the activity. Teachers may develop the criteria for student field trip eligibility. These criteria may include, but are not limited to attendance, academic performance and behavior. Attendance at school on the day of a field trip is expected even if a student chooses not to participate or is not allowed to participate in the field trip. Meaningful activities will be provided. Students are responsible for all work missed due to participation on a field trip.

## **FOOD SERVICES**

The District uses a computerized meal accounting system. The system scans the bar code on the student's I.D. badge; therefore, students must display and use their District-issued student I.D. badge to eat breakfast and lunch each day. Students must prepay for their breakfast/lunch. Pre-payments into a student's account may be done by obtaining a pre-payment envelope from the cafeteria cashier or by picking one up in the grade level offices. Students who are on a free or reduced payment lunch plan must have the annual paperwork filled out and returned each year. Failure to turn in these forms in a timely manner may result in a delay of students being approved for the free or reduced meal prices. Students should not borrow or lend money. Students are not allowed to charge lunches. Students may also bring their lunch. Lunch items brought from home should meet the District's EatSmart guidelines. The District will accept on-line credit card payments at [www.mylunchmoney.com](http://www.mylunchmoney.com). For additional information regarding the on-line payment system, visit [www.hazelwoodschoools.org](http://www.hazelwoodschoools.org)

## **GUIDANCE AND COUNSELING SERVICES**

Guidance services such as assistance with educational planning, interpretation of test scores, career information, academic assistance, and help with home and/or social concerns are available to all middle school students in the Hazelwood School District. Counselors also have access to information on community services that provide assistance and conduct support groups on an as-needed basis. Counselors will help mediate student conflicts and work with students in the classroom setting to provide information on issues that students face on a daily basis. Students who would like guidance services may make an appointment to visit with their counselor by following their school's procedure or by having their parents call the school. Hazelwood School District middle schools also have a social worker available who collaborates with school staff to assist with various student and family matters.

## **HALLWAY BEHAVIOR**

At all times, students are to walk in our hallways and maintain a reasonable tone of voice. Students are asked to avoid intentionally leaving black marks on our floors out of consideration to our custodial staff and to keep our schools looking clean and neat. Students are asked to walk on the right side of the hall. Hallway behavior, such as, hitting, kicking, shoving, sliding or tripping, is not allowed.

## **HALL PASSES**

Students are not permitted in the halls during class periods unless accompanied by a teacher or in possession of a hall pass from a teacher or staff member. Students must have a pass to see a teacher, counselor, principal, or to use the telephone.

## **HARRASSMENT AND BULLYING**

All students are expected to treat one another with courtesy, dignity and respect. No students are to be subjected to any form of harassment or bullying. Any student who believes he/she needs help in stopping any type of harassment or bullying shall verbally report the incident to any staff member with whom he/she feels comfortable discussing the incident, or may write and submit the complaint on a Student Statement Form. If a thorough investigation reveals that harassment or bullying has occurred, prompt consequences will be assessed that match the severity of the occurrence. Repeated incidents of harassment or bullying will result in increasingly serious consequences to the offender in accordance with our Middle School Student Behavior Guide. If a parent is aware of bullying at school, they should call their child's teacher, counselor, grade level principal, or the Safe Schools Hotline at 889-SAFE.

## **HAZELWOOD 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.

## **HOMEWORK**

Home study is a necessary part of school. Students will be expected to spend time doing homework in addition to attending their scheduled classes to achieve satisfactory progress. Some assignments are long-range in nature and require planned study time for completion.

Students are strongly encouraged to develop good study habits. Study buddies in each class are helpful in order to discuss or retrieve missed work when absent. Homework policies are developed in each class or grade level team to promote the success and learning of all students and deter failing grades. Parents are reminded that daily reading is a part of homework.

### **IF THERE IS AN ISSUE AT SCHOOL**

The Hazelwood School District is committed to the success of every student. It is well understood the best results are achieved when the home and school work in partnership with one another. Although steps are taken to assure that each student has a positive school experience, issues will sometimes occur. To ensure that issues are handled promptly and effectively, the district has prepared guidelines for seeking solutions to issues:

1. Talk first with the teacher if the issue is related to the classroom.
2. You may contact the grade level principal if you wish to receive assistance in solving issues that are not resolved after talking with the teacher.
3. You may contact the principal if you wish to receive assistance in solving issues that are not resolved after talking with the grade level principal or if they involve a function of the school. Questions related to Special School District will be directed to the area coordinator.
4. You may contact the assistant superintendent if you wish to receive assistance in solving issues that are not resolved after talking with the principal. Other issues or questions concerning the school district should be directed to the appropriate Central Office Administrator.
5. You may contact the superintendent (in writing) if you wish to receive assistance in solving issues that are not resolved after talking with the assistant superintendent.

### **ILLNESS AND MEDICAL NEEDS**

#### **ILLNESS OR INJURY**

Students who become ill or injured during the school day are responsible for notifying school personnel. In case of minor injury or non-serious illness, action will be taken to comfort and reassure your child. In case of serious injury or illness, emergency first aid will be provided as required. Parents/guardians or other persons authorized by parents on the emergency card will be notified.

#### **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.

## **SPECIAL MEDICAL NEEDS**

It is essential that we know if your child has special medical needs. It is the parent's/guardian's responsibility to fill out appropriate emergency forms and provide us with emergency procedures in the event that your child needs to be treated for such emergency conditions as allergic or diabetic reactions.

## **MEDICATION**

Students are not permitted to bring medicine to school or take medicine while at school unless permission from the parent/guardian is on file in the school office. Students with 100 degrees Fahrenheit or above must be free of fever for 24 hours without the aid of aspirin or non-aspirin before they can return to school.

## **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.

New for 2010-2011, all incoming eighth (8<sup>th</sup>) grade students will be required to have Tdap (tetanus, diphtheria, and pertussis) vaccinations *if* the child has completed the recommended childhood DTaP/DTP vaccination series *and has not* received a Td booster within the past two (2) years.

## **INTERNET USE**

The Internet is available for research use. We will follow the Acceptable Use Policy of the Hazelwood School District. The library and classrooms will have the World Wide Web access through the Internet. Students will not be allowed to create, send or receive e-mail at school unless the assignment is part of an approved instructional project. An Internet privilege may be revoked due to inappropriate use of access privileges. Any student in an inappropriate site will have his/her license revoked for one school year. "Students specifically agree not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material, nor shall a member encourage the use of controlled substances." Students may not post, print, or download any files without the consent of the supervising teacher. Doing so may result in loss of Internet privileges.

## **LEAVING CAMPUS**

Students are not allowed to leave campus unless written permission from parent(s) has been given and approved in the office. Students wanting or needing to walk home must have a note on file in the office giving permission from the parent(s)/guardian(s) for the student to walk home. Bus transportation is provided on early dismissal days, but students will be allowed to walk if they have a permission slip from the parent(s) on file in the office prior to the day of early dismissal. If further clarification is needed, please contact the building administration.

## **LIBRARY PROCEDURES**

The Middle School library is located on the main floor and contains hardback and paperback titles for use by our students and faculty. The library is open during regular school hours for student use and is used on a regular basis by classes doing research and/or check-out. The purpose of the school library is to provide educational resources for the student population. The library is also a place for relaxation and reading enjoyment, as well as a place for quiet study and research. In order to maintain this atmosphere, appropriate library behavior is expected.

## **LOCKERS**

Each student will be issued his/her own hallway locker and lock at the beginning of the school year. Personal locks may not be used on hallway lockers. All lockers are the property of the Hazelwood School District and may be entered at the discretion of the administration.

- Lockers **MUST** be locked at all times. Leaving a locker set on a number makes it accessible to other students.
- Locker combinations **MUST NOT** be shared or exchanged with others.
- Students who change lockers without permission from the office, or use another student's locker, will be subject to disciplinary action.
- Students are responsible for all items kept in their locker.

A locker will be assigned to each student for the school year. Since a locker is the property of the school, it may be inspected. Students must use only the locker that is assigned to them. To assure that the equipment in our building is treated with care, stickers or taped items may not be used on or inside lockers. The size of our lockers requires that they house only required school supplies, books and coats. If a lock is lost, a new lock will be issued at replacement fee of \$5.00.

## **MEETING WITH TEACHERS**

To meet with your child's team or individual teacher, please contact the team, individual teacher or the main office. The team or teacher will contact you to schedule a meeting.

## **PARENT CLASSROOM OBSERVATION**

We appreciate and encourage your active participation in your child's educational program. If you would like to observe your child's classroom, we will make every effort to accommodate your request. During your observation visit, please refrain from speaking with your child, other students and/or teachers during their instructional time. If after the observation, you would like to speak with your child's teacher, an appointment can be made by calling the school.

## **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.

## **SCHOOL CLOSING DUE TO INCLEMENT WEATHER—953-SNOW**

Please tune to area radio and television stations such as KMOX-1120 AM, KTVI-Channel 2, KMOV-Channel 4, KSDK-Channel 5, KPLR-Channel 11 and HSD-TV, 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.*

## **SOLICITATION**

Students may not sell items at school.

## **STUDENT DRESS**

Students must come to school dressed in appropriate attire every day. Students' grooming is expected to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere.

Students should respond appropriately to any reasonable staff request involving the dress code. When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications. Please refer to the Student Behavior Guide for more specific information on the dress code and disciplinary actions. In schools with uniforms, students are expected to comply with the school uniform policy.

## **STUDENT RECOGNITION**

In the Hazelwood School District we have high expectations for student behavior and academic achievement. The Hazelwood School District middle schools will recognize students' achievement both formally and informally through various programs and awards. The categories for achievement may include, but are not limited to:

- Academic Achievement (Honor Roll)
- Presidential Physical Fitness Award
- Good Citizenship
- Perfect Attendance
- Presidential Education Achievement Award
- Team Recognition Awards
- MAP Recognition Awards

## **TARDIES**

Tardy is defined as arriving late to school, class or other assigned area. Students who are tardy in arriving to school are to sign in at the office before reporting to class.

## **TELEPHONES AND MESSAGES**

The office and classroom telephones are for business use, but may be used when permission is given by the office staff and/or teacher. Students are not to use these phones without permission. Parents are asked not to call and leave messages for students except in the case of an emergency.

## **TEXTBOOKS**

All textbooks are furnished to students; however, payment must be made for lost or damaged books. Students should put their name in all texts in ink. Fines will be assessed for lost or damaged books.

## **TRANSPORTATION SERVICES**

Students are under the direct supervision of the bus driver on the way to and from school. Unacceptable behavior may result in the loss of the privileges to ride the bus for a period of time. The District does not allow students to ride any bus, either to school or home from school, other than their selected regular routed bus. Students are not to have drinks or food on the bus. Students, not the school district or the bus driver, are responsible for their own personal property and for reporting a problem to the driver immediately.

## **VALUABLES**

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.

## **VISITORS**

Parents/guardians are welcome to visit our middle schools. All parents/guardians must first visit the school office to sign in and receive a visitor's badge each time they visit. Staff members have been asked to monitor to assure that all guests have registered in the office. Parents/guardians who wish to meet their children after school are asked to wait in the office, rather than in the hallways or next to the classroom doors. For safety reasons, it is important for us to know who is in our school buildings at all times.

## **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

**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: \_\_\_\_\_**



# **Middle School 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, 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

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 each trimester. We need your support, participation, and commitment.**

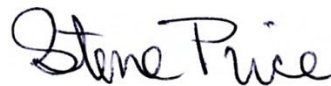
Thank you for your help and involvement. Working together, we can provide a safe, secure educational environment for each and every child. Our goal is to make Hazelwood a place where everyone learns, grows, and reaches their full potential.

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.

Professional judgment will be used by administrators 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 trimester.

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.

### **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.

### **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 a 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 **167.261, RSMo.:**

1. First or second degree murder under sections 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under section 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.
16. Sexual abuse pursuant to section 566.100, RSMo.
17. Harassment under section 565.090, RSMo.
18. 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 565.050, .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, .024 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 chapter 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 (IEP). 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.

## **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 who ride the bus or walk to school 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 of the incident (due process).
- If the 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 to the occurrence 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 must be informed by telephone, letter, email, 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, assistant superintendent, or superintendent 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 shall be notified. The parent/guardian and Assistant Superintendent shall be notified accordingly.
- The discipline hearing officer will schedule a discipline hearing (DH) and make a recommendation to the Discipline Committee for additional suspension days up to 180 school days or expulsion. The purpose of the discipline hearing is to verify the facts and provide the student and parents/guardians with an opportunity to present additional data or extenuating circumstances. The Discipline Committee 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.hazelwoodschools.org](http://www.hazelwoodschools.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.) NOTE: Students are not to be on any district campus or attend any district-sponsored event while on suspension.

When the behavior guide refers to the number of occurrences, the district considers the number of occurrences that happen in the same school year. (For example, if a student was in a fight in 6<sup>th</sup> grade and again in 8<sup>th</sup> grade, the second fight would be a first occurrence of the student’s 8<sup>th</sup> grade year). It should be noted that repeated discipline infractions within a school year 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 serious physical injury to another person, while on school property, including while on school transportation in service on behalf of the district, or while involved in school activities.

### **ALTERNATIVE SUPPORT CENTER (ASC)**

The superintendent may offer an alternative to a long term out-of-school suspension. The Alternative Support Center (ASC) is a district wide program for middle and high school students that provides academic and social skills instruction as well as individual and group counseling. Students will be required to complete the program before they are considered eligible to return to their home school. The ASC is housed on the campus of Hazelwood Central High School. Transportation to and from the ASC is the responsibility of the parents. Parent involvement is mandatory.

### **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.**

## **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.

### **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 through the halls, horse playing, wrestling, inappropriate use of equipment or materials, etc.).

### **DETENTION**

A detention is defined as a period of time after school or on Saturday that is provided for students who have minor violations of the Middle School Student Behavior Guide.

### **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 discipline 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 Discipline Committee regarding the incident, the Discipline Committee will then make a decision concerning further disciplinary action. The Discipline Committee'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 discipline hearing is held and the Discipline Committee 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, rules and regulations 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 interacts with him/her, to be aware of the student's discipline record, issues, and needs.

## **SATURDAY DETENTION**

Saturday detention is defined as a required study period provided on Saturday mornings.

## **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.

## **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.

## **STUDENT IDENTIFICATION BADGES**

A student identification badge is defined as the badge/tag issued by the school to be worn by the student for identifying a person as a student. The Student Identification tag must be worn around the neck on a school-issued lanyard, except in cases when it presents a safety hazard. The student must replace lost or defaced ID's and lanyards for additional costs. Failure to pay fines could impact participation in school-related activities.

## **STUDENT THERAPEUTIC AND ENRICHMENT PROGRAM (STEP)**

The superintendent may offer another alternative to a long term out-of-school suspension. This program is housed off campus and provides students an opportunity to continue their

studies as well as to receive individual and group counseling. The student may attend STEP for a minimum period of one semester up to a maximum period of one school year. Transportation to and from the program is the responsibility of the parents. Parent involvement is mandatory.

#### **SUSPENSION AND REMOVAL (SEE BOARD POLICY JGD)**

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. The Board of Education may expel a student.*

*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-Trimester 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
- Bus suspension
- Conference with the teacher, counselor, or administrator
- Loss of privileges
- Before-school detention
- After-school detention
- Saturday detention
- In-school suspension (ISS)
- Out-of-school suspension (OSS)
- Discipline Hearing (DH)
- Alternate Support Center (ASC)
- Student Therapeutic Enrichment Program (STEP)
- Long-term suspension for up to 180 school days
- Expulsion

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

**(THE EXPECTATIONS FOR STUDENT BEHAVIOR IS ADDRESSED IN HAZELWOOD SCHOOL DISTRICT POLICY JG).**

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

Academic dishonesty is defined as plagiarism, cheating on tests, copying all, or part of other student's assignments or papers or providing work to another student for the purpose of academic dishonesty.

#### **FIRST OCCURRENCE**

- Parent notification
- Assignment must be redone – if plagiarized
- Parent/student/team conference

#### **SECOND OCCURRENCE**

- Parent notification
- 0% on the assignment
- 1 day in-school suspension (ISS) provided there has been additional instruction about academic dishonesty

#### **REPEATED OCCURRENCES**

- Parent notification
- 0% on the assignment
- 2-5 days in-school suspension (ISS) provided there has been additional instruction about academic dishonesty

#### **ACCUMULATION OF MORE THAN 8 HOURS UN-SERVED DETENTION (POLICY JG)**

At the discretion of the administrator 8 or more recently assigned un-served detentions may be combined to the following consequences.

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

- 1- 3 days in-school suspension (ISS) or out-of-school suspension (OSS) at the discretion of the administrator
- Parent notification

#### **ALCOHOL AND 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., and in schedules I, II, III, IV, and V in section 202 © of the Controlled Substance Act, 21 U.S.C. }812 (c).

The Hazelwood School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug related paraphernalia is also prohibited. Students may only be in possession of medication as detailed in Board policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion, or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent, or designee. All controlled substances shall be turned over the local law enforcement.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

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

- 1-10 days out-of-school suspension(OSS) and/or discipline hearing with the possibility of suspension for up to 180 days or EXPULSION depending on the severity of the incident
- Parent notification
- Guidance counselor intervention
- Police notification, as required by law

#### **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**

- 5-10 days out-of-school suspension(OSS) and/or discipline hearing with the possibility of suspension for up to 180 days or EXPULSION depending on the severity of the incident
- Parent notification
- Police notification, as required by law
- Guidance counselor intervention and/or possible psychological assessment
- Possible restitution

#### **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**

- 10 days out-of-school suspension (OSS) and/or a discipline hearing with the possibility of suspension for up to 180 days or EXPULSION
- Possible guidance counselor intervention
- Police notification, as required by law

#### **BOMB THREAT (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**

- 10 days out-of-school (OSS) suspension and/or a discipline hearing with the possibility of suspension for up to 180 days or EXPULSION
- Police notification, as required by law
- Psychological assessment conducted and verified by District designated agency

## **BULLYING (POLICY JFCF)**

Bullying is defined as purposeful, deliberate, and negative exclusion of a student by an individual or group. This may include intimidation and harassment, as well as *physical violence, verbal taunts, cyber bullying, name-calling, put-downs, threats, extortion, theft, or damaging personal property. This includes harassment.*

**All behaviors regarding or relating to bullying will be taken seriously and will be dealt with accordingly.**

### **FIRST OCCURRENCE**

- Depending upon the nature of the offense, consequences may range from warning, detention, in-school suspension (ISS) or out-of-school suspension (OSS)
- Parent notification

### **SECOND OCCURRENCE**

- Depending upon the nature of the offense, consequences may range from 3 - 5 days in-school suspension (ISS) or out-of-school (OSS) suspension with counseling and team conference

### **REPEATED OCCURRENCES**

- Depending upon the nature of the offense, consequences may range from 5 - 10 days out-of-school (OSS) suspension and/or a discipline hearing with the possibility of suspension for up to 180 days or EXPULSION
- Guidance counselor intervention and/or possible psychological assessment

## **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, which may be lost for misbehavior. In cases where the violation is severe (i.e., attack, bullying, drugs, weapons, etc.), the principal will follow the Student Discipline Guide in determining the consequence, which may include loss of bus privileges. Parent will be notified within 24 hours of bus suspension.*

### **FIRST OCCURRENCE**

- Depending upon the severity of the incident, consequences may range from warning, detention, in-school suspension (ISS), out-of-school suspension (OSS) or 1-5 days bus suspension

### **SECOND OCCURRENCE**

- Depending upon the severity of the incident, consequences may range from detention, in-school suspension (ISS), out-of-school suspension (OSS) or 3 - 10 days bus suspension

#### REPEATED OCCURRENCES

- Longer bus suspension or removal from the bus for the remainder of the trimester/year

#### **CELL PHONES, PAGERS OR OTHER ELECTRONIC COMMUNICATION DEVICES, ETC. (POLICY JG)**

Blackberries, 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.

#### FIRST OCCURRENCE

- Written warning, parent notification and/or confiscation of device

#### SECOND OCCURRENCE

- 4 hours detention and confiscation of device...to be returned to parent/guardian

#### REPEATED OCCURRENCES

- Consequences can range from detention to out-of-school (OSS) suspension and/or discipline hearing with the possibility of suspension for up to 180 days or **EXPULSION**. The electronic communication device will be confiscated and returned to the parent/guardian

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.

*\* When an employee of the school district asks a student to surrender a device for violating this policy, the student must do so immediately. Refusal to surrender such devices to school personnel will be considered an act of Insubordination, and the student will be disciplined according to the Middle School Behavior Guide. \**

#### **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 AND REPEATED OCCURRENCES

- Depending upon the nature of the offense, consequences may range from warning, detention, in-school suspension (ISS) or out-of-school suspension (OSS)
- Parent notification
- Possible guidance counselor intervention

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

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

Disruptive behavior is defined as verbal, written, pictorial or symbolic language or gestures that are directed at any person that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions, (e.g., inappropriate language, misbehaving in classrooms, getting out of seat without permission, hallway misbehavior, misbehavior in restroom, on buses, etc.). Students will not be disciplined for speech in situations protected by law.

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

- Depending upon the nature of the offense, consequences may range from warning, detention, in-school suspension (ISS) or out-of-school suspension (OSS)
- Parent notification
- Possible guidance counselor intervention

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

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

Dress Code is defined as attire that will disrupt and/or 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 tight fitting clothing, revealing or suggestive clothing, tube tops, revealing tank tops, halter tops, midriff, sleepwear and see through clothing. Headgear (e.g., coats, jackets, hats, caps, scarves, beads, insignias on skin, bandanas, hair rollers, hairnets, picks, combs, and plastic hair coverings shall not 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 is 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.*

### **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
- Consequences can range from after-school detention to out-of-school suspension

## **EXTORTION (POLICY JG)**

Extortion is defined as threatening or intimidating any person for the purpose of obtaining money or anything of value.

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

- 5 - 10 days out-of-school suspension, with the possibility of a discipline hearing, which may result in suspension for up to 180 days
- Police notification, as required by law
- Charges could be filed, if warranted

## **FAILURE TO MEET CONDITIONS OF SUSPENSION (POLICY JG)**

Failure to meet conditions of suspension is defined as coming within 1,000 feet of any public school in the district while on suspension for any offense that requires reporting to law enforcement or for an act of school violence or drug-related activity.

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

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

- 10 days out-of-school (OSS) suspension and/or a discipline hearing with the possibility of suspension for up to 180 days or EXPULSION
- Police notification, as required by law

## **FAILURE TO SERVE DETENTION (POLICY JG)**

After school detention is defined as additional time to be served after regular school hours. *The times and dates of the assignment is at the discretion of the principal, assistant principal, and/or teacher.*

Saturday detention is defined as a required study period provided on Saturday mornings from 8:00 am until 12:00 noon. *Students must bring appropriate schoolwork. Transportation is the responsibility of the parents. No student will be allowed to enter after 8:00 a.m.*

(These guidelines start over at the beginning of each trimester)

### **FIRST OCCURRENCE**

- After school detention may result in after-school and/or a two hour Saturday detention
- Un-served Saturday detention may result in an additional Saturday detention

### **REPEATED OCCURRENCES**

- Up to 5 days in-school suspension (ISS)

#### **FAILURE TO SERVE 8 HOURS OR MORE OF UNSERVED DETENTION**

- Up to 3 days in-school suspension (ISS) or out-of-school suspension (OSS) at the discretion of the administrator

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

False alarms or misuse of emergency equipment 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, as required by law, and/or charges.*

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

- 10 days out-of-school (OSS) suspension and/or a discipline hearing with the possibility of suspension for up to 180 days or EXPULSION
- Police notification, as required by law

#### **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, encouraging, or taping the fight, other than the original participants, will be considered part of the fight and will be subject to disciplinary consequences. Students who do not disperse upon request when watching a fight will also be subject to disciplinary consequences.*

#### **FIRST OCCURRENCE**

- 3 - 10 day out-of-school suspension (OSS), and/or discipline hearing depending on the severity of the incident
- Guidance counselor intervention
- Police notification, as required by law, depending on the severity of the incident

#### **SECOND OCCURRENCE**

- 5 - 10 day out-of-school suspension (OSS) and/or discipline hearing depending on the severity of the incident
- Possible guidance counselor intervention
- Police notification, as required by law, depending on the severity of the incident

#### **REPEATED OCCURRENCES**

- 10 days out-of-school (OSS) suspension and/or a discipline hearing with the possibility of suspension for up to 180 days or EXPULSION
- Police notification, as required by law, depending on the severity of the incident
- Guidance counselor intervention and possible psychological evaluation

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

Fireworks and explosive devices are defined as any object, if lit, produces a chemical reaction, noise, disruption or explosion, regardless of whether there is physical injury or property damage.

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

- 1-10 days out-of-school suspension (OSS) and/or discipline hearing with the possibility of suspension for up to 180 days or EXPULSION depending upon the potential harm of the item used
- Police notification, as required by law

## **FORGERY (POLICY JG)**

Forgery is defined as forging parent/teacher's signature on documents.

### **FIRST OCCURRENCE**

- Parent notification
- Parent/student/team conference

### **SECOND OCCURRENCE**

- Parent notification
- 1 day in-school suspension (ISS) provided there has been additional instruction about forgery

### **REPEATED OCCURRENCES**

- Parent notification
- 2-5 days in-school suspension (ISS) provided there has been additional instruction about forgery

## **GAMBLING (POLICY JG)**

Gambling is defined as the participation in any activity and/or game of chance where money or other items are/or may be exchanged. *Gambling paraphernalia will be confiscated. Offenders are subject to disciplinary consequences, Police notification, as required by law, and/or charges filed, if warranted.*

### **FIRST OCCURRENCE**

- 3 - 5 days in-school suspension (ISS)

### **REPEATED OCCURRENCES**

- 5 - 10 days out-of-school suspension (OSS), and/or discipline hearing, with the possibility of suspension for up to 180 days

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

Group/gang activity or symbols is defined as an association or group of two (2) or more individuals, whether formal or informal, having as one (1) 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. Individuals instigating, or encouraging the group/gang fight or activity will be subject to disciplinary consequences. Students who do not disperse upon request when watching a group/gang fight or activity will also be subject to disciplinary consequences.*

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

- Depending upon the nature of the violations and the number of discipline referrals a student has received, the administrator may use a wide variety of dispositions. These could include, but are not limited to, student conference, SRO (School Resource Officer) conference, parent conference, after school detention, Saturday detention, in-school suspension or out-of-school suspension
- Parent notification
- Police notification, as required by law

## **HAZING (POLICY JFCF)**

Hazing is defined as any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

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

- Parent notification
- 1-10 days out-of-school (OSS) suspension and/or a discipline hearing with the possibility of suspension up to 180 days or EXPULSION
- Police notification, as required by law

## **IDENTIFICATION BADGE (ID) POLICY VIOLATION (POLICY JG)**

**Student identification must be worn in plain sight by all students, without exception.**

Each student must wear **only** his/her own current ID badge. Students who do not have their identification badges (I.D.'s) displayed **may not** be allowed to ride the school bus from school. (If allowed to ride the school bus without ID the student will be issued an office referral). Students are expected to present their ID badge immediately when requested by

staff. Refusal to present ID badge to school personnel will be considered an act of Insubordination and the student will be disciplined according to the Middle School Student Behavior Guide.

#### FIRST OCCURRENCE AND REPEATED OCCURRENCES

- Consequences can range from a verbal warning, bus referral, to bus and/or in-school suspension

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

Indecent exposure/pantsing is defined as intentional, or attempt to exposure of person's private body parts.

#### FIRST OCCURRENCE AND REPEATED OCCURRENCES

- Depending on the nature of the violation, the administrator may use a variety of dispositions. These could include, but not limited to 1 - 10 days in-school suspension (ISS) or out-of-school suspension (OSS), and/or discipline hearing with a recommendation for suspension up to 180 days
- Parent notification

#### **INSUBORDINATION (POLICY JG)**

Insubordination is defined as refusal to follow the directions of school district personnel including, administrators, teachers, substitute teachers, SRO (School Resource Officer), etc. Refusal to present your ID badge upon request and/or refusing to identify oneself upon request or giving false identification also constitutes insubordination.

#### FIRST OCCURRENCE AND REPEATED OCCURRENCES

- Depending upon the nature of the offense, consequences may range from warning, detention, in-school suspension (ISS) or out-of-school suspension (OSS)
- Parent notification
- Possible guidance counselor intervention

**Repeated insubordination will result in more severe disciplinary action.**

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

Leaving campus without permission is defined as leaving campus without permission from school personnel and parents.

#### FIRST OCCURRENCE

- 1 - 5 days in-school suspension (ISS)
- Parent notification

#### **REPEATED OCCURRENCES**

- 1 - 5 days out-of-school suspension (OSS)
- Parent notification
- Possible guidance counselor intervention

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

Inappropriate language is defined as any offensive comment, obscenity, obscene gesture, profanity, and racial or ethnic slanders or slurs, whether verbal or written, when such language substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

- Depending upon the nature of the offense, consequences may range from detention to 10 days out-of-school suspension (OSS)

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

Inappropriate language is defined as any offensive comment, obscenity, obscene gesture, profanity, and racial or ethnic slanders or slurs, whether verbal or written which is directed at a staff member, when such language substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

#### **FIRST OCCURRENCE**

- Depending upon the nature of the infraction, consequences may range from 1-10 days in-school suspension (ISS) or out-of-school suspension (OSS)

#### **REPEATED OCCURRENCES**

- 10 days out-of-school suspension (OSS), which may result in a discipline hearing, with the possibility of suspension up to 180 days or EXPULSION

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

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

#### **FIRST OCCURRENCE**

- 1 – 10 days out-of-school suspension (OSS)

#### **REPEATED OCCURRENCES**

- Depending upon the nature of the infraction, consequences may range from 1-10 days out-of-school suspension and/or discipline hearing with the possibility of suspension for up to 180 days or EXPULSION
- Possible guidance counselor intervention

## **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 1-10 days out-of-school suspension and/or discipline hearing with the possibility of suspension for up to 180 days or EXPULSION
- Police notification, as required by law

## **POSSESSION OF 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, including matches, or lighters, 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 is recognized as a health hazard to others. Offenders are subject to police notification, as required by law when deemed appropriate.*

### **POSSESSION**

#### **FIRST OCCURRENCE**

- 1 to 3 days in-school suspension (ISS) or out-of-school suspension (OSS)

#### **REPEATED OCCURRENCES**

- 3-10 days out-of-school (OSS) suspension and/or a discipline hearing with the possibility of suspension for up to 180 days or EXPULSION
- Possible appropriate intervention

### **USE**

#### **FIRST OCCURRENCE**

- 1- 5 days out-of-school suspension (OSS)

#### **REPEATED OCCURRENCES**

- 5-10 days out-of-school suspension (OSS) and/or a discipline hearing with the possibility of suspension for up to 180 days or EXPULSION
- Appropriate interventions

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

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

**All behaviors regarding or relating to posturing to fight will be taken seriously and will be dealt with accordingly.**

**FIRST OCCURRENCE**

- 3 days in-school suspension (ISS) and possible guidance counselor intervention

**SECOND OCCURRENCE**

- 3 - 5 days out-of-school suspension (OSS) and possible guidance counselor intervention

**REPEATED OCCURRENCES**

- 5-10 days out-of-school suspension (OSS) and/or a discipline hearing with the possibility of suspension for up to 180 days or EXPULSION
- Possible guidance counselor intervention

**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, texts, 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 investigations 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 violation, 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), and/or discipline hearing
- Possible guidance counselor intervention
- Police notification, as required by law

**REPEATED OCCURRENCES**

- Up to 10 days out-of-school (OSS) suspension and/or a discipline hearing with the possibility of suspension for up to 180 days or EXPULSION
- Possible guidance counselor intervention
- Police notification, as required by law

## **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. Indecent exposure or sexual gestures "may" constitute sexual misconduct. *Students who engage in sexual misconduct are subject to disciplinary consequences, Police notification, as required by law and charges if warranted.*

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

- Up to 10 days out-of-school (OSS) suspension and/or a discipline hearing with the possibility of suspension for up to 180 days or EXPULSION
- Possible guidance counselor intervention
- Police notification, as required by law

## **TARDINESS (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 trimester. A total of 10 school days worth of unexcused absences is necessary for a referral to family court.* Infraction will result in parent notification for each of the following consequences.

- second tardy.....written warning
- third tardy.....after-school detention
- fourth tardy.....2 hour Saturday detention
- fifth tardy.....4 hour Saturday detention
- sixth tardy.....1 day in-school suspension
- seventh tardy and repeat occurrences.....3 days in-school suspension (ISS) with mandatory guidance counselor intervention

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

Technology misuse/abuse is defined as any attempt, regardless of success, to gain unauthorized access to a technology system or 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 10 days out-of-school suspension and/or discipline hearing
- Possible guidance counselor intervention
- Restitution

**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 (e.g., books, clothing, electronic devices, locks, purses, etc.) 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, as required by law when deemed appropriate, legal prosecution, and restitution.*

**MINOR**

- If the value of the item(s) is under \$50, 1-10 days out-of-school suspension (OSS) and restitution
- Possible guidance counselor intervention
- Police notification, as required by law

**MAJOR**

- If the value of the item(s) is over \$50, 1-10 days out-of-school suspension (OSS) and/or a possible discipline hearing with the possibility of suspension for up to 180 days, and/or EXPULSION
- Possible guidance counselor intervention
- Restitution
- Police notification, as required by law

**REPEATED OCCURRENCES**

- 5-10 days out-of-school suspension (OSS) and/or a possible discipline hearing with the possibility of suspension for up to 180 days or EXPULSION
- Possible guidance counselor intervention
- Restitution
- Police notification, as required by law

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

Threats are defined as gestures, verbal comments, and pictorial or written statements 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 OCCURRENCE AND REPEATED OCCURRENCES**

- 1-10 days out-of-school suspension (OSS), and/or discipline hearing with the possibility of suspension for up to 180 days or EXPULSION
- Possible guidance counselor intervention and/or psychological assessment
- Police notification, as required by law

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

Threats are defined as gestures, verbal comments, and pictorial or written statements 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.*

**All statements regarding or relating to threats/harassment will be taken seriously and will be dealt with accordingly.**

### **FIRST OCCURRENCE**

- Depending upon the nature of the offense, consequences may range from warning, detention, in-school suspension (ISS) or out-of-school suspension (OSS).
- Parent notification

### **SECOND OCCURRENCE**

- Depending upon the nature of the offense, consequences may range from 3 - 5 days in-school suspension (ISS) or out-of-school (OSS) suspension with guidance counseling and/or team conference

### **REPEATED OCCURRENCES**

- Depending upon the nature of the offense, consequences may range from 5 - 10 days out-of-school (OSS) suspension and/or a discipline hearing with the possibility of suspension for up to 180 days or EXPULSION
- Guidance counselor intervention and/or possible psychological assessment

## **TRUANCY (POLICY JED/JG)**

Truancy is defined as students who are absent without the knowledge and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the principal. Students may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parent/guardians. A student will be considered truant if he/she arrives five (5) or more minutes past class starting time. This is an accumulation from all classes over the course of the entire school year. *A total of 10 school days worth of unexcused absences is necessary for a referral to family court.*

- first truancy ..... parent notification, written warning or after school detention  
one hour for every hour truant
- second truancy ..... after school detention
- third truancy ..... 2 hours Saturday detention
- fourth truancy ..... 4 hours Saturday detention and notification of guidance counselor

- fifth truancy..... 1 day in-school suspension
- sixth truancy and repeated occurrences.....3 days in-school suspension (ISS) with mandatory guidance counselor intervention and/or social worker notification

### **UNAUTHORIZED ENTRY (POLICY JG)**

Unauthorized entry is defined as entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

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

- Warning, up to 10 days out-of-school suspension (OSS), and/or discipline hearing with the possibility of suspension for up to 180 days or EXPULSION

### **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, as required by law and charges could be filed if warranted.*

#### **MINOR**

- If the value of the item(s) is under \$50, warning up to 5 days out-of-school suspension (OSS), possible guidance counselor referral and restitution

#### **MAJOR**

- If the value of the item(s) is over \$50, warning up to 10 days out-of-school (OSS) suspension and/or possible discipline hearing, possible recommendation for suspension up to 180 days, guidance counselor referral and/or EXPULSION
- Restitution
- Police notification, as required by law

#### **REPEATED OCCURRENCES**

- 5- 10 days out-of-school (OSS) suspension and/or a discipline hearing with the possibility of suspension for up to 180 days or EXPULSION
- Restitution
- Police notification, as required by law

## **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, bullets, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, knuckles, mace, machine gun, pepper spray, poison, projectile weapon, rifle, rifle cartridges, shot gun, shot gun shells, spring gun, switchblade knife, and other items, 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, as required by law, 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 most severe consequence.***

### **POSSESSION**

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

- 10 days out-of-school suspension (OSS) and/or discipline hearing with the possibility of suspension for up to 180 days or EXPULSION
- Police notification, as required by law and a report filed

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

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

- 10 days out-of-school suspension (OSS) and/or discipline hearing with a recommendation 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 an 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 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.**

The purpose of the student's I.D. is to ensure pupil identification, prevent riding the incorrect bus, and provide control of pupil conduct. All students must have their I.D. badge to board the bus in the morning and the afternoon. If in the driver's opinion, the student is not behaving according to bus expectations, the driver will request the student's I.D. to record the student's name.

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**

**HAZELWOOD SCHOOL DISTRICT**  
**MIDDLE SCHOOL ADMINISTRATORS**

<b>CENTRAL MIDDLE</b> .....	953-7400
Robert Lawrence, Principal	
Paul Alvord, Assistant Principal	
Dr. Kathy Hustava, Assistant Principal	
Dr. Rosalyn Manahan, Assistant Principal	
<b>EAST MIDDLE</b> .....	953-5700
Dr. Gary Jansen, Principal	
Janice Jones, Assistant Principal	
Katy Chambers, Assistant Principal	
Chauncey Granger, Assistant Principal	
<b>NORTH MIDDLE</b> .....	953-7500
Dr. Laurie Birkenmeier, Principal	
Scott Cornett, Assistant Principal	
Curtis Wren, Assistant Principal	
<b>NORTHWEST MIDDLE</b> .....	953-5500
Willicia Hobbs, Principal	
TBA, Assistant Principal	
Dr. Randa Windsor, Assistant Principal	
<b>SOUTHEAST MIDDLE</b> .....	953-7700
Dr. Sonya Ptah, Principal	
Tina Clark-Scott, Assistant Principal	
Dr. Russ Tepen, Assistant Principal	
Vera Cooper, Assistant Principal	
<b>WEST MIDDLE</b> .....	953-7800
Dr. Allison Klouse, Principal	
Nyron Edwards, Assistant Principal	
Dr. Kevin Morrison, Assistant Principal	

**DISTRICT ADMINISTRATION SUPERVISION RESPONSIBILITIES**

Dr. Darrell Strong, Assistant Superintendent for Northwest and West .....	953-5036
Dr. Grayling Tobias, Assistant Superintendent for Central and North.....	953-5034
Dr. Tyrone McNichols, Assistant Superintendent for East and Southeast .....	953-5032

**Middle School Student Behavior Guide**  
**Committee Members**

Revised: March 29, 2011

Laurie Birkenmeier - Principal	Sara Paige - Parent
Brenda Brown – SSD Area Coordinator	Theresa Perry – Parent
Vera Cooper – Assistant Principal	Erin Perkins - Parent
Mike Dudley – Team Leader	Kim Potts - Parent
Nyron Edwards – Assistant Principal	Sonya Ptah – Principal
Ann Gibbons – Board Member	Fred Robinson - Parent
Adam Hamilton - Teacher	Donna Rudroff – Librarian
Stacy Hargrove – Teacher	Steve Sandbothe – Assistant Superintendent
Emily Harmon - Counselor	Steve Schmidt – Coordinator/ Alt. Programs
Renea Hatcher - Parent	Cynthia Sims – Parent/SSD Instructional Assistant
Courtney Herkenhoff - Teacher	Marybeth Steinbrugge - Parent
Bryan Hindrichs – Assistant Principal	Wade Steinhoff – Assistant Principal
Willicia Hobbs – Principal	Sue Sevmek - Parent
Darlene Howard – Parent/ PTSA	Grayling Tobias – Assistant Superintendent
Janice Jones – Assistant Principal	Bonnie Waldrop – Teacher
Allison Klouse – Principal	Thomas Wallis – Teacher
Cheryl Latham – Board Member	Marquita Weber - Teacher
Robert Lawrence – Principal	Desiree Whitlock – Board Member
Ghani McKenny - Parent	Yolanda Wilkes - Parent
Jerren McKenny – Parent	Rosalind Williams – Teacher
Tyrone McNichols – Assistant Superintendent	Randa Windsor – Assistant Principal
Angela Morgan – Parent	Curtis Wren – Assistant Principal
Vicki Mount – Teacher	
Stephanie Pace – Teacher	



# Hazelwood Middle School Home-School Agreement

This home-school agreement is designed to serve as a tool by which parents, students, and school staff will develop and build a partnership to help everyone learn, grow, and reach their full potential.

## Student Agreement

To do my best, I will:

- come to school on time every day believing that I can and will learn
- follow school procedures and take the materials I need to each class
- read at home for 20-30 minutes each night
- focus on the task and work to the best of my ability
- finish assignments/homework and turn them in on time
- treat others with respect

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parent/Guardian Agreement

To help my child reach his/her full potential, I will:

- ensure that my child attends school and is on time
- establish a regular time and quiet place for homework, provide assistance, and check for completion
- encourage reading at home
- communicated regularly with appropriate school staff
- attend Parent/Teacher Conferences and other school events
- treat others with respect

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Teacher Agreement

To encourage and support students learning, I will:

- provide a safe, productive learning environment
- set high expectations for myself and students
- use methods and resources which enable students to be successful
- communicate effectively with students and parents
- assure that decisions are made based on what is best for our students
- treat others with respect

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Principal Agreement

To support this compact, I will:

- encourage students to do their best each and every day
- promote ongoing improvement of instructional practices
- maintain a positive, safe, and orderly school environment
- help students, parents, and staff communicate effectively
- assure that decisions are made based on what is best for our students
- treat others with respect

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Hazelwood School District

## 2011-2012

Please sign and return this form to your child's teacher. Your signature indicates that you have received a copy of the Middle School Behavior Guide. You are aware that it is your child's and your responsibility to read and follow the Middle School Behavior Guide.

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Parent/Guardian (Please Print)

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Parent/Guardian (Please Sign)

---

Student Name (Please Print)

---

Student Name (Please Sign)

---

Student ID Number

---

Teacher Name

Comments:

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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)