

## **HANCOCK PLACE SCHOOL DISTRICT**

### **District Administrative Offices School**

9417 South Broadway  
Lemay, MO 63125  
544-1300

### **Hancock Place High School**

229 West Ripa Ave.  
Lemay, MO 63125  
544-1200 Gym: 544-6440

### **Hancock Place Middle School**

243 West Ripa Ave.  
Lemay, MO 63125  
544-6423

### **Hancock Place Elementary**

9101 South Broadway  
Lemay, MO 63125  
544-1300

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

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

High School Principal  
High School Assistant Principal  
High School Assistant Principal

Dr. Cathy Lorenz  
Ms. Shelly Rost  
Mr. Ron Parker

Middle School Principal  
Middle School Assistant Principal

Mr. Scott Wilkerson  
Mr. Thomas Dittrich, Jr.

Elementary School Principal  
Elementary School Assistant Principal  
Elementary School Assistant Principal

Ms. Debbie Kyle  
Mr. Mike Dittrich  
Mrs. Denise Dunn

School Resource Officers

Mr. Steve Rowland  
Mr. Mike Schroeder

## **IMPORTANT PHONE NUMBERS**

Hancock Elementary

(314) 544-1300

Fax

(314) 544-4931

When calling with any bus issues and there is no answer at the front desk, please contact the transportation company below that services your child.

### Transportation Companies

Durham (Non-resident)

(314) 721-8657

First Student (Resident)

(314) 638-4500

### VICC

Transportation

(314) 721-8657

Counseling and Recruitment

(314) 721-8422

Students last name	A-D	Vickie Williams	ext. 3011
	E- H	Laverne Mitchum	ext. 3020
	I-M	Jennifer Christy	ext. 3021
	N-R	Mildred Scott	ext. 3027
	S-Z	Mary Meehan	ext. 3016

## **HANCOCK PLACE ELEMENTARY SCHOOL MISSION AND VISION**

### **Mission:**

Hancock Place Elementary School will provide a safe, caring, and professional learning community for all students. The faculty and staff of Hancock Place will actively collaborate to provide data-driven instruction and meet individual student needs. Hancock Place Elementary School will assist students in becoming life-long learners and productive, caring citizens.

### **Vision:**

Hancock Place Elementary School will provide a safe, positive, student-centered environment with an emphasis on high academic achievement and personal development.

Place Elementary School is committed to achieving *Excellence in Education*. To help us toward this goal, we look at what we are already doing right – and how to make it better and more effective. By working together as partners in education we can *all* keep Hancock Place Elementary School the *best*.

### **Hancock Place School District Standard Complaint Resolution Procedure For No Child Left Behind Programs**

The complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education (DESE) under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicated the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with the local district policy KL located in the Hancock Place School District Board Policies on line at [hancock.k12.mo.us](http://hancock.k12.mo.us) or in the Hancock Place School District Central Office, 9101 S. Broadway. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the department may require the parties to do so and may provide technical assistance to facilitate such a resolution.

Any persons directly affected by the actions of the department file a similarly written complaint if they believe state or federal laws or the regulation have been violated, misapplies, or misinterpreted by the department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or department personnel.

## **Federal Programs Parent/Guardian Notification**

**No child left behind (NCLB) requires a notification to parents/guardians when any of the following situations exist in a district receiving Federal funds.**

1. Districts must annually disseminate Federal Programs Complaint Resolution Procedures to parents/guardians of students and appropriate private school officials or representatives.
2. At the beginning of each school year, a participating school district must notify the parents/guardians of each student attending a building that receives Title I funds that they may request, and the district will provide in a timely manner, information regarding professional qualifications of their child's classroom teachers and any paraprofessionals providing services to their child.
3. A building that receives Title I funds must provide all parents/guardians notice that their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.
4. When a school is identified for School Improvement, the district must notify the parents/guardians of all children in the identified Title I building of its School Improvement status. Yearly updates are provided to parents with available options until the building is no longer identified for improvement.
5. Within thirty days after the beginning of the school year, a district must inform parents/guardians that their limited English proficient (LEP) child has been identified for participation in a language instruction educational program.
6. Parents/guardians of students enrolled in a persistently dangerous school, or students who are victims of violent criminal offense while on school property, must be notified of their option to transfer their student to a school that is not designated as persistently dangerous.

*(From the Missouri Consolidated Federal Programs Administrative Manual, January 2005)*

### **NO CHILD LEFT BEHIND (Public Law 107-110)**

Our district is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 have the right to know. Upon your request our district is required to provide you in a timely manner, the following information.

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provided instruction.
- Whether the teacher is teaching under emergency or provisional status through which state qualification or licensing criteria have been waived.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part.
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

## **POLICIES AND PROCEDURES**

### **ACCIDENT REPORT**

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

### **AFTER SCHOOL ACTIVITIES**

Hancock Elementary offers afterschool academics for students in the first and second semester. After school academic classes may be required if your child is reading below grade level. After school activities are attended from 3:15 – 4:15 on Monday, Tuesday, and Thursday.

### **ARRIVAL AND PICK UP**

**Arrival** - For the welfare and safety of all students, parents are not allowed to accompany their child to his/her classroom or the cafeteria. If you wish to speak to your child's teacher you will need to schedule an appointment during their plan time.

Students who plan to eat breakfast may be dropped off at 7:40 a.m. Students should not be dropped off before this time. If this becomes a habitual offense students could face discipline action. If a child needs to be dropped off before 7:40 please contact the front desk about signing your child up for Rooster Reading. Those who choose to eat breakfast at home should not be dropped off until 8:00 a.m. Please be aware that all traffic is expected to enter on Horn Avenue and exit on Broadway for arrival.

**Dismissal**- During dismissal we ask all car traffic enter on Broadway and will then be released and exit back to Broadway. For student safety during dismissal, please do not attempt to leave any lots until all students are safely in the vehicles. In addition, we will release car riders to all parents on the playground parking lot. Please do not remove your child from the line before they reach the playground area. If you drop your child off in the morning please stop at the curb before you reach the crosswalk. **The front circle is reserved for buses only.** If you plan to come into the building with your child please park on the playground and cross at the crosswalk. It is crucial that parents obey these requests as we try to alleviate traffic congestion and ensure student safety.

If you plan to pick up your children after school, you are requested not to take neighboring children along unless definite arrangements have been previously made with their parents and the school office has been notified ahead of time. **Any change in dismissal should be made in writing and submitted to the front desk before 2:00 p.m.**

Whether your child is a walker or a bus rider, please instruct him/her to adhere to the following:

- The child is to go directly home.
- The child should take the route as directed by the parent.
- He/she should not deviate from this route.
- Remember the dangers associated with strangers.
- Students should always use a crosswalk when available.

### **ART**

Elementary art education provides every student with opportunities to develop the necessary skills needed for self-expression. Art is unique in its ability to increase the student's visual awareness. The art program endeavors to aid, enrich, and build organizational skills in other curriculum areas. It attempts to provide aesthetic involvement in our cultural past and improve understanding of the world in which students live.

## **ASSEMBLY PROGRAMS**

- Students will be seated in the gymnasium or cafeteria as directed by the teacher.
- All talking should stop when an individual is standing on or in front of the student body.
- Whistling, booing, or shouting is not allowed. Applause is the acceptable way to show appreciation for the program.
- Students are to remain seated until they are dismissed.

**STUDENTS ARE NOT ALLOWED TO LEAVE THEIR CLASSROOM TO ATTEND AN ASSEMBLY UNLESS IT IS ONE TO WHICH HIS/HER CLASS HAS BEEN INVITED.**

## **ATTENDANCE**

School attendance laws of the state of Missouri require that children must attend school regularly. Regularity in attendance is essential for quality education. The state requirement for Hancock Elementary is 95%. Even though students may make up missed assignments at home, they miss the class discussion and integration of classroom objectives, which are critical to the overall learning process. We understand that children may need to miss school due to illness, but we certainly encourage avoiding absences due to other circumstances.

If your child is going to be absent, it is of utmost importance that parents notify the Hancock Place Elementary School attendance office (544-1300, ext. 103) before 9:00 a.m. on the morning of the absence. Please give the following information:

- Name of student, grade
- Teacher's name
- Length of and reason for absence

When the office has not been notified of a child's absence by 9:00 a.m., the office personnel will contact parents at home and/or work to verify the child's absence. The intent of this policy is to ensure your child's safety.

Our goal is to help each child reach his/her full academic potential. In order to reach that goal, children must be present. Therefore, our Board of Education adopted an Attendance Policy with the following expectations:

A child is tardy if he/she is not in the classroom by 8:10 A.M. If they are just entering the school building at that time, they are counted tardy.

Schools will accept parent/guardian phone calls or notes to say a child is sick or injured, but only for two (2) occurrences per quarter. After that, a physician's statement must be submitted to the office. If your child has chronic health problems, they should be discussed with the nurse. You will also be asked to provide a doctor's statement regarding the severity of the problem.

Absences and Tardies will be handled in the following manner:

Absence 4 - Parent contact by counselor

Absence 7 -Parent contact by administrator, notification to crisis/ VICC counselor, and possible notification and home visit by School Resource Officer.

Absence 8- Parent conference and attendance contract

Absence 10- Contact Division of Family Services.

## **BIRTHDAY PARTIES/TREATS**

Please let the teacher know ahead of time if you would like to send treats to class to celebrate your child's birthday. (NO GUM PLEASE.) Due to health regulations we ask that all treats be store bought. In planning for your child's home birthday party remember sending invitations to the homes of guests is preferred, rather than sending invitations to school with the student. We wish to avoid hurt feelings if at all possible. The Hancock Health and Wellness Committee encourage all community members and staff to provide healthy snacks to celebrate birthdays and classroom parties. **In addition, due to several students with severe latex allergies in our building we only allow Krylon balloons in our building.**

### **BUS SAFETY CODE**

A student's school day begins with the time they exit their home and ends when they return home. This is considered school time and school rules and consequences apply. The Hancock Place School District provides students with safe and convenient bus service. In order to keep the ride to and from school safe for everyone, students must behave in a responsible and respectful manner. Following the rules below will help to keep our buses safe and comfortable for everyone. Remember, it is a privilege, not a right to ride a school bus. Anyone who is not following the safety code endangers his/ herself and the others on the bus and *can lose the privilege* of riding the bus.

**Since it is often difficult to maintain exact times for pick up, students are required to be at their bus stops 10 minutes prior to pick up and remain there for 15 minutes after the designated pick up time.**

**For information about transportation schedules and routes, contact the elementary office at 544-1300, ext. 105. If this is a city transfer problem you may also call the VICC office at (314) 721-8657. If you have a resident bus problem you may also call First Student at (314) 638-4500.**

**IN ORDER TO CHANGE TRANSPORTATION, WRITTEN REQUESTS FROM THE STUDENT'S PARENT OR GUARDIAN MUST BE RECEIVED AND APPROVED BY A BUILDING ADMINISTRATOR BY 2:00 PM. PLEASE INCLUDE CONTACT INFORMATION SO WE MAY VERIFY THE WRITTEN REQUEST.**

### **CAFETERIA RULES**

The same general rules for behavior apply to the cafeteria as in the classroom. Students are to remain quiet in line, and should keep hands to themselves. Students who are loud or not lined up properly in the cafeteria with their class may be asked to go to the end of the line or sit away from their class for the remainder of the lunchtime. Students are required to raise their hand before getting out of their seat. Students are expected to keep their areas clean and not intentionally litter the cafeteria. Students may be asked to clean the cafeteria in lieu of a referral if they are found intentionally littering the cafeteria. Students are only allowed to purchase extras on designated days. The cafeteria does allow students to purchase low fat ice cream and other various snacks in the cafeteria. All proceeds go to providing supplies and different activities for students and teachers throughout the academic year.

Monday- Kindergarten and 4<sup>th</sup> grade

Tuesday – 1<sup>st</sup> Grade

Wednesday – 2<sup>nd</sup> Grade

Thursday – 3<sup>rd</sup> Grade

Friday – 5<sup>th</sup> Grade

### **CHAPERONES/VOLUNTEERS WORKING DIRECTLY WITH STUDENTS**

We welcome and encourage parent participation on field trips. Parents can assist the teacher with student supervision by monitoring the whereabouts of children. Any disciplinary intervention is to be referred to the classroom teacher. To avoid any miscommunication, chaperones or parent volunteers are asked to refrain from ever touching students in their assigned groups. In addition, parents are required to refrain from smoking or consuming alcoholic beverages while attending field trips. If parents do smoke or drink on a field trip they may be asked to provide their own transportation back to school. Hancock Place School District does maintain a smoke-free campus.

## **CHARACTER EDUCATION**

Making responsible and respectful citizens is a common goal of both teachers and administration. Hancock Elementary is a Caring School Community and practices the three R's.

### **Responsibility Respect Ready to learn**

All expectations of our students should be based around these three character traits. In addition to the three R's, the Caring School Community team will provide essential skills for our students to practice in their everyday interactions with adults and fellow students. The skills are called Tiger Traits and have been adapted from award winning book **55 Essentials** by Ron Clark. These are skills used to help show and reinforce character.

### **Tiger Traits**

Say "Good Morning"  
Say "Please/ Thank You"  
Clean up after yourself  
Be prepared for school  
Say "Excuse me"  
Line up when the whistle blows  
Make a new friend  
Always do your best  
Complement one another  
Keep your desk and area clean  
Always be honest  
Keep the bathrooms clean  
Learn from your mistakes  
Help keep the playground clean  
Do not disrespect with gestures  
Do not ask for a reward  
Do not save places in line or a tables  
Keep hands and feet to yourself  
Exercise, it's good for your health  
Hold the door for people  
Do not ever give up  
Be positive and enjoy life  
Surprise others by performing random acts of kindness  
Do something at home to help your parents  
If someone drops something and you are close, pick it up  
Do not stare at a student who is being reprimanded  
Greet visitors and make them feel welcome  
Introduce yourself to a teacher you don't know  
Teach something to somebody you know how to do  
When work is assigned, do not moan or complain  
Respect other students' comments, opinions, and ideas  
If you win don't brag, If you lose do not show anger  
Say congratulations to a classmate for something they have done  
Cover your mouth when you sneeze or cough and say excuse me  
When you receive something, do not insult the gift or the giver  
If someone is standing by them self at recess, ask them to play with you  
Respect bus rules and the bus driver



### **CLOSING OF SCHOOL**

All parents that have updated phone contacts with the office will be notified by an automated phone system in case of early closings. Therefore, it is essential that we have updated contact information for each student. On occasion, emergencies arise which make it necessary to dismiss students during the school day. You are urged to make arrangements for your children in case there is no one home to receive them. **In an effort to keep all available lines open, we ask that you do not call school.** Circumstances, which could change the school schedule, will be reported to local radio television stations. We will also update our webpage at [www.hancock.k12.mo.us](http://www.hancock.k12.mo.us) whenever possible.

### **NO ANNOUNCEMENT MEANS THAT SCHOOL WILL OPERATE ON REGULAR SCHEDULES!**

### **COMMUNICATION**

Open communication between home and school is critical to your child's success. Phone calls, emails, conferences, open house, report cards, school bulletins, and newsletters are common types of communication used to keep parents informed about their child's school experiences.

Please keep us informed. A dated, signed note sent to your child's teacher is required in the following circumstances:

- Your child is going to someone else's home after school
- If, because of medical reasons, it is necessary that your child remain in during recess, or to miss physical education class. If the condition persists longer than 3 days, we will need a note from your child's doctor.
- Your child will leave school early, or will leave and return during the day.

### **COMPUTER LAB**

The Computer Technology Curriculum will be implemented in various ways during the 2009-2010 school year. The computer laboratory is a learning facility where all students can be successful, have fun and learn information necessary for their future endeavors. The students in grades K-5 will be attending scheduled computer classes to learn computer skills such as keyboarding, Microsoft Word, Internet Research, Software Exploration, Hardware Components, etc. Classroom teachers will also be utilizing the lab with classroom projects and will be working with the Computer Teacher to expand on the core subject area curriculum through the use of technology. The lab will be available for classroom research, presentations, Accelerated Reading, Software demonstrations and hands on activities to enhance learning and incorporate all learning styles.

### **CONFERENCES**

All parents are encouraged to attend their scheduled parent-teacher conference. Parent-teacher conferences are scheduled for the fall and spring. The purpose of conferences is to provide an opportunity for the parent and teacher to share information about the child and to inform parents of the student's success in school. These important meetings provide valuable information for both parents and teachers about students. In addition, parents or teachers may request special conferences at any other time of the year, if desired. Good communication is a vital part of the child's educational experience. While we try to keep open lines of communication between teachers and parents, our number one concern is your child's education. Parents are asked to schedule extra conferences on the teacher's planning period to protect instructional time.

### **2009-2010 Parent Conference Dates**

Fall- October 28-29

Spring- March 10-11

## **COUNSELOR**

The elementary guidance program is designed to be an integral part of the total educational program, which seeks to develop the whole child to his/her fullest potential. The activities are student-centered and provide an accepting non-evaluative environment that allows each student to enhance their self-esteem, make good decisions, explore relationships, and problem solve.

The guidance counselors are available to all students, parents, and teachers during the regular school day. Services are provided in the form of:

- Individual Counseling
- Small Group Discussions
- Testing
- Parent Consultation
- Class Activities
- Teacher Consultation
- Referrals

Please feel free to contact our counselors to schedule a meeting.

Grades K-2    Mrs. Amy Shaikun    544-1300 ext. 113  
Grades 3-5    Mrs. Brandy Bates    544-1300 ext. 112

Please understand that our counselors and other employees are mandated reporters. There are certain situations that require the Hancock Elementary staff to contact Division of Family Services.

## **DRUG AWARENESS RESISTANCE EDUCATION (D.A.R.E.)**

The D.A.R.E. program is an internationally recognized cooperative effort of local law enforcement agencies and schools to help students learn to make good choices about all types of drugs. A St. Louis County police officer will join our staff one day each week. Every fifth grader will have class sessions with an officer who has trained to work with pre-adolescents as they become aware of the dangers of drugs. Students will study and explore ways to cope with peer pressure and other factors that influence their decisions. There will be a D.A.R.E. graduation ceremony scheduled during May for those students who successfully complete the program.

## **DESTRUCTION OF SCHOOL PROPERTY**

Our school and school equipment is public property of which we are very proud. Willfully damaging or destroying this property is cause for immediate disciplinary actions.

According to district policy, students found guilty of destroying or damaging any portion of the school or school property will be expected to pay for the damages. The principal will notify the parents in such instances. Students will also receive disciplinary action regarding the incident. If a student accidentally causes damage, they report it to their teacher immediately, so that the damage is not misconstrued as vandalism.

## **DISCIPLINE**

Please remember that a student's school day begins when the child leaves the home for his bus and does not end until he/she arrives back at his or her doorstep. Due to the possible serious consequences of certain acts, expulsion or suspension could be recommended on the first or subsequent offenses. No handbook can be expected to list each and every offense, which may result in the use of disciplinary action. In such cases, the Hancock School Place School Board has given the "Elementary Principal the right to exceed normal discipline recommendations if the situation merits such actions," to insure the effective and orderly operations of the school. (See revised statutes of State of Missouri, Section 167.161)

In order to maintain a safe, orderly environment for all who are citizens of Hancock Place Elementary School, high expectations regarding behavior have been established. We expect our students to:

1. Keep hands, feet, and objects to themselves.
2. Respect the rights, property, and feelings of others.
3. Always do their best.
4. Listen and follow directions the first time.

These four basic rules provide guidelines for all situations in all locations – the bus, the halls, restrooms, on the playground, in the classroom and wherever our students may be. Classroom teachers clearly establish expectations for their students and communicate frequently with parents regarding these expectations.

We need your help and support in order to maintain the highest standards of behavior in operating the kind of orderly school in which we can all be proud. The main purpose of any elementary school is to provide the educational environment in which all students have quality time to learn. Therefore, rules and regulations have been established based upon state laws and Hancock Place School District procedures.

#### I. STATE LAW 160.26

“The local Board of Education of each School District shall establish a policy of discipline.”

#### STATE LAW 167.161

“The school board of any district after notice to parents or other having custodial care and a hearing upon charges preferred, may suspend or expel a pupil for conduct which is prejudicial to good order and discipline in the school or which tends to impair the morale or good conduct of the pupils.”

#### STATE LAW 167.171

“The school board in any district, by general rule and for the causes provided in section 167.161 may authorize the summary suspension of pupils by principals of the schools for not to exceed ten days and by the superintendent of the schools for not to exceed ninety school days.”

#### STATE LAW 171.011

“The school board of each school district in the state may ... make all needful rules and regulations for the organizations, grading and government of the school district. . . .”

#### II. HANCOCK PLACE SCHOOL DISTRICT POLICIES

“The school board retains full legislative and judicial authority over the school in accordance with these policies and regulations and the expressed will of the electorate, but delegates all executive supervisory and instructional authority to its employees as herein after specified . . .”

“The principal is responsible for the building placed under his/her supervision . . .”

“The school principal shall have complete freedom to handle student discipline problems as he/she sees fit providing that the principal does not act contrary to district school policies or state laws. ..”

#### **PROCEDURES**

Students who commit a student misconduct behavior may be referred to the building administrator. After making parent contact, the teacher will send a completed misconduct report to the office via computer. The student will be called to the office, and the teacher will receive a copy of the referral with the action taken by the office.

#### **DUE PROCESS RIGHTS**

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with provisions outlined in the Board’s policy.

#### **COMPLAINTS AND GRIEVANCES**

Any alleged act of unfairness or any decision made by school personnel, which students or parents believe to be unjust or in violation of Board policy or school rules, may be appealed to the school principal.

## **CONSEQUENCES**

Most Hancock Place Elementary students conduct themselves in a way that exhibits personal reliability and responsibility. It is understood that consequences for inappropriate behavior exist for a minority of children and for the safety, welfare and benefit of the entire Hancock student body. Please understand that Hancock Elementary may have consequences for any inappropriate behavior from the time a child leaves their doorstep until they reach our doorstep and vice versa.

In those cases, situations or because of the possible serious consequences of certain acts not covered by the following list, state laws and the Hancock Board of Education has given the principal the authority and judgmental discretion to suspend or even recommend expulsion of the first or subsequent offense or any other actions the principal deems necessary to insure the safe, effective and orderly operation of the Hancock Place Elementary School. Therefore, we are establishing the following guidelines for Hancock Place Elementary School. Please read and discuss these rules with your children.

Teachers are to make parent contact for all misconduct reports prior to referral to the office and make note of this on the STUDENT MISCONDUCT FORM.

- ASD refers to After-School-Detention, 3:15 – 4:15 p.m.
- ISS refers to In School Suspension Students receiving ISS may not be allowed to retain bus privileges while serving days in ISS.
- OSS refers to Out Of School Suspension

ASD refers to after-school-detention (3:15-4:00 p.m.). Any student who does not appear in ASD may receive ISS or OSS, depending upon the severity and number of incidents. In addition to these consequences, parents may be asked to come observe their child as they participate in their daily routine.

The purpose of In School Suspension is to provide sufficient interventions to guide the students in making better choices in the learning environment. It is the intent of Hancock Elementary to provide students with problem solving and social skills that will prevent repeated occurrences from happening. Hancock Elementary Behavior Intervention Specialist will work with students in and out of the classroom to help them gain the skills to make better choices. It is the goal of Hancock Elementary to utilize the Behavior Intervention Specialist and our counselors before a referral is made to the principal. While we will make an effort to reduce office referrals and keep students in their primary learning environment there are certain acts that require the attention of a building administrator.

## **Disciplinary Procedures**

### **A. Alcohol and Controlled Substance Possession Usage**

The possession, use, sale or transfer of illegal and/or mind-altering drugs or drug paraphernalia, including school, on school property or at a school function, is not permitted. Any student under the influence of an illegal and/or mind-altering drug shall not be permitted on school property or to attend a school function. Anyone found in violation of this policy will be subject to suspension and/or expulsion from school. The district will also take appropriate legal action.

The school district accepts the responsibility, along with the parent, that in order to be successful in preventing young people from doing very serious harm to themselves, a program of cooperation and mutual concern must be maintained between the school and home. Accepted and established procedures will be followed on drug and alcohol abuse cases. The procedures used by the district will initially be directed at a rehabilitation center. The district, through its representative, will provide information about services that may be secured for the student.

The counseling program will pursue a positive, helpful position in dealing with the problem. The district will assist in securing the necessary therapy and parent cooperation. A current list of resources that provide therapy and counseling services will be maintained in each counseling center or the principal's office. The school district counselors will be responsible for seeing that this information remains current.

The counselor will also serve as the liaison with any program that is treating the abuse problem of a student. The counselor will be in contact with the treatment center and provide assistance as deemed appropriate.

Consequence: 10 days OSS, referral to Superintendent, and SRO

**B. Arson**

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

1st Offense: 1-10 days OSS, possible referral to superintendent, restitution if appropriate.

Subsequent Offense: 1-10 days OSS and possible referral to superintendent, restitution if appropriate.

**C. Assault**

Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

1<sup>st</sup> Offense: 1-10 days ISS, or OSS

2<sup>nd</sup> Offense: 1-10 days OSS, referral to SRO and parent conference.

3<sup>rd</sup> Offense: 1-10 days OSS, referral to building principal

4<sup>th</sup> Offense: 10 days OSS, referral to superintendent.

**D. Assault of a Staff Member**

Hitting, striking, and/or attempting to cause injury to staff member; placing a staff member in reasonable apprehension of imminent physical injury; physically injuring a staff member.

1<sup>st</sup> Offense- 10 days OSS, parent conference, possible referral to Superintendent.

Subsequent Offense- 10 days OSS, referral to superintendent.

**E. Bullying**

Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to:

Physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

Consequences:

1<sup>st</sup> Offense: ISS

Subsequent offense: 1-10 Days OSS

**F. Bus Behavior**

**LEVEL I BEHAVIORS**

- Be seated when the bus is moving
- Do not exit the bus once you have boarded
- Always share seats with others
- Speak quietly at all times
- Do not speak in a way that teases, hurts, offends or harasses others
- Keep the bus clean
- Do not eat or drink on the bus without the permission of the driver
- Follow the bus driver's directions as soon as they are issued without any instances of insubordination
- Keep hands, head and feet inside the bus
- Boarding and exiting the bus at unauthorized stops without prior approval

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

*Parental notification and one or more of the following:*

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

## **LEVEL II BEHAVIORS**

- Keep hands, head and feet inside the bus
- Do not throw any object on the bus or out of the bus
- Do nothing to threaten the safety of others on or off the bus
- Do not vandalize the bus or anyone's personal property
- Do not hit, punch, kick, or physically assault another student
- Do not act in a disrespectful or defiant manner toward the bus driver
- Do not use sexually explicit, inappropriate, or derogatory language or obscene gestures

## **CONSEQUENCES of LEVEL II misbehavior or CONTINUED LEVEL I misbehaviors:**

*Parental notification and one or more of the following:*

- Multiple days of after school detention
- One to five day bus suspension
- One to five day school suspension
- One to five days of ISS
- Behavior Contract

## **Level III Behaviors**

*Possession or use of the following:*

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

## **CONSEQUENCES of LEVEL III misbehavior or CONTINUED LEVEL II misbehaviors**

*Parental notification and one or more of the following:*

- One to ten day or longer bus suspension
- One to ten day school suspension
- Expulsion hearing in front of the school board
- Contact with police/school SRO
- Loss of bus privileges/service
- Referral to superintendent

### **F. Cellular Phones/Pagers/ IPODS/ Headphones/ Handheld Games**

#### **Consequence:**

These are prohibited and will be confiscated until parent picks up property in the office. Administration is not required to conduct investigation into lost or stolen items that are prohibited.

**G. Controlled Substance**

- a. Possession, sale, purchase or distribution of any over-the-counter drug or herbal product.

First Offense: 1-10 days OSS

Subsequent Offense: 10 days OSS and referral to superintendent.

- b. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

First Offense: 1- 10 days OSS, possible referral to superintendent.

Subsequent Offense: 10 days OSS and referral to superintendent.

- c. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drug defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

First Offense: 1-10 days OSS, possible referral to superintendent.

Subsequent Offense: 10 days OSS and referral to superintendent

**H. Dishonesty**

Any act of lying, whether verbal or written, including forgery.

1<sup>st</sup> Offense: Nullification of the forged document.

2<sup>nd</sup> Offense: ASD or ISS

3<sup>rd</sup> Offense: ISS and referral to counselor

**I. Disparaging or Demeaning Language**

Use of words or actions, verbal, written or symbolic meant to harass or injure another person; i.e. threats of violence or defamation of person's race, religion, gender or ethnic origin (constitutionally protected speech will not be punished).

**Consequences:**

1<sup>st</sup> Offense: 1 day ASD or ISS

2<sup>nd</sup> Offense: 1-3 days ISS or OSS, referral to counselor

3<sup>rd</sup> Offense: 3-5 days ISS or 1-3 days OSS, Parent Conference

4<sup>th</sup> Offense: 1-10 days ISS or OSS, Parent Conference, possible referral to Superintendent

**J. Disrespectful or Disruptive Conduct or Speech**

Verbal, written, pictorial or symbolic language or gesture that is directed at any person and 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. Students will not be disciplined for speech in situations where it is protected by law.

Consequences:

- 1<sup>st</sup> Offense: 1 day ASD or ISS
- 2<sup>nd</sup> Offense: ISS or OSS, referral to counselor
- 3<sup>rd</sup> Offense: ISS or 1-3 days OSS, Parent Conference
- 4<sup>th</sup> Offense: ISS or 1-10 days OSS, Parent Conference, possible referral to Superintendent

**K. False Reports of an Emergency Nature**

It is against federal law to tamper with emergency equipment, set off false alarms, make false reports, communicate a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

Consequence

Restitution, parent conference, referral to SRO, possible referral to superintendent.

**L. Failure to Meet Conditions of Suspension**

All students who are suspended or expelled are prohibited from school property for any reason unless permission is given by the superintendent or building administration.

- 1<sup>st</sup> Offense: 1-10 days OSS, possible referral to building principal
- Subsequent Offense: 10 days OSS, referral to building principal and SRO.

**M. Fighting**

Mutual combat in which both parties have contributed to the conflict either verbally or physically. A fight that occurs to and from school, depending on circumstances may receive the same consequences as a fight in school.

- 1st Offense: Parent Conference, ISS or 1-3 days OSS
- 2<sup>nd</sup> Offense: ISS or 3-5 days OSS, parent conference, possible referral to SRO
- Subsequent Offense: 5-10 days OSS, meeting w/ building principal, possible referral to SRO and Superintendent.

**N. Fireworks / Lighter/ Matches/ Possession or Usage**

This includes snaps and poppers

Consequence: 1-10 days OSS, referral to Superintendent and SRO when appropriate.

**O. Habitual Referrals to the Office**

Excessive referrals may result in increasing consequences ranging from loss of privileges, ISS, OSS, or referral to Superintendent. It is at the discretion of the building principal whether or not a student will be considered a habitual offender. Students who receive 5 or more referrals of any nature may be considered a habitual offender.

**P. Horseplay, Disagreements, Play Fighting**

Wrestling, play fighting, pushing, kicking or hitting that could result in physical injury.

Consequences:

- 1<sup>st</sup> Offense: Warning, ASD, ISS
- 2<sup>nd</sup> Offense: ASD or ISS
- 3<sup>rd</sup> Offense: 1 to 3 days ISS, Parent Conference
- 4<sup>th</sup> Offense: 3 to 5 days ISS or OSS
- 5<sup>th</sup> Offense: 3-10 days OSS, Parent Conference



**Q. Inappropriate Dress**

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 and safety.

Consequences:

- 1<sup>st</sup> Offense: Warning and modification of dress
- 2<sup>nd</sup> Offense: ASD and modification of dress
- 3<sup>rd</sup> Offense: Student will be sent home pending parent conference with principal

**R. Insubordination**

Willful disobedience at a directive.

Consequence:

- 1<sup>st</sup> Offense: ASD or ISS
- 2<sup>nd</sup> Offense: 1-3 days ISS
- 3<sup>rd</sup> Offense: 3-5 days ISS or OSS, parent conference
- 4<sup>th</sup> Offense: 3-10 days ISS or OSS, parent conference, possible referral to Superintendent.

**S. Sexual Harassment**

Lewd or inappropriate touching or remarks of a lewd, inappropriate, or sexually suggestive nature.

Consequence: ISS, 1-10 days OSS, referral to Superintendent and SRO when appropriate.

**T. Smoking / Non-smoking and possession**

Consequence: 1-10 days out of school suspension, referral to Superintendent and SRO when appropriate.

**U. Stealing, Robbery, Extortion**

**Minor Offense**

Consequence: Particularly in primary grades such as paper, pencils, candy, etc. teacher will contact parents. If thefts persist- referral to principal.

**Major Offense**

Consequence:

- 1<sup>st</sup> Offense: ISS or 1-3 days OSS, depending on value and type of item stolen.
- 2<sup>nd</sup> Offense: 3-10 days OSS pending a parent conference with the principal.
- 3<sup>rd</sup> Offense: 5 to 10 days OSS pending a parent conference with Superintendent.

In addition, restitution in full, referral to Superintendent and SRO when appropriate.

**V. Tardy**

Defined as a student not being in his/her classroom at the start of school. Tardiness will be documented on a semester basis.

**Excessive tardiness can be defined as educational neglect by the parent.**

Educational Neglect will be reported to Division of Family Services.

Consequence: ASD, possible parent conference with principal.

**W. Technology Misconduct**

- a. Attempting, 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, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

First Offense:

Principal/Student conference, loss of user privileges, ISS, and possible referral to superintendent.

Subsequent Offense:

Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

**X. Threat**

An expression of intent to do serious bodily injury to another person.

Consequence: Student will be suspended pending parent conference with building principal. Possible referral to SRO and Superintendent.

**Y. Truancy**

Defined as not coming to school, leaving the school premises during school hours without permission, not reporting to class or leaving class without permission.

Consequence: ASD, repeated offenses will result in ISS and will be reported to the Missouri Child Abuse Hotline for educational neglect.

**Z. Vulgarity**

Inflammatory comments, obscene gestures, or behavior made by a student on school property or while at school functions.

1<sup>st</sup> Offense: 1-3 days ISS or OSS

2<sup>nd</sup> Offense: 3-5 days ISS or OSS

3<sup>rd</sup> Offense: 3-5 days OSS and parent conference

4<sup>th</sup> Offense: 5-10 days OSS, parent conference

**AA. Weapon Possession**

Any instrument or device used to cause physical injury to another student.

Consequence: 1-10 days out of school, referral to superintendent and SRO. When appropriate, referral to Board of Education.

**DISSEMINATION OF STANDARDIZED TEST DATA**

Parents have the right to know how their children score on standardized tests. All test data is available upon request. Parents who have questions in regard to standardized test scores of their children are encouraged to contact the guidance counselor, who will properly interpret the data and will answer any questions.

**DRESS AND GROOMING**

We believe appropriate clothing should be worn to and in school at all times. Children’s schoolwork is their job. As you purchase new clothing or dress your children for school, remind them that they need to dress for the job and LOOK ready for school. While we are not anticipating any difficulty, your cooperation in sending children appropriately dressed is greatly appreciated. We do not presume to instruct children in choices for dress. Based on our work with children, however, cleanliness and good hygiene significantly matters to children. This can often determine whether or not his/her peers accept your child.

To enhance conditions in which children are successful, we ask for parent support in having children cooperate with the requests and positions we have taken as explained below:

- Students are expected to arrive at school with a neat and clean appearance.
- Students should bathe daily. Deodorant is often essential in upper grades.
- Clothing should not be so extreme or so inappropriate to the school setting as to disrupt the educational process. Therefore, clothing deemed distracting will not be permitted. No inappropriate symbols or language will be permitted on clothing worn to school. This includes the current trendy T-shirts with questionable or double-meaning messages.
- Hats should never be worn in a public building, except for special occasions.
- Properly fitted shoes must be worn at all times.
- Special dress or costumes may be worn only for special occasions. During Halloween season we ask that students bring their costumes to school and change into costumes prior to the party.
- Fingertip rule applies to the length of shorts and skirts.
- Midriff should not be exposed.
- In general, clothing should be comfortable and appropriate for both weather and classroom temperature conditions.

#### **EARLY DISMISSAL – MEDICAL OR DENTAL APPOINTMENTS**

If you must remove your child from school during the school day, please send a note to the classroom teacher stating the time you will pick up your child. To maintain instructional time as a priority, children do not wait in the office or meet parents at the front door. If it is necessary to take your child out of school during the school day, **YOU MUST COME INTO THE OFFICE TO SIGN HIM/HER OUT.** At that time, the secretary will call your child from their classroom to meet you in the office. In addition, please remember that every hour your child is out of school is an hour that they are missing out on academics. If your child has a morning appointment please do your best to make sure they do not miss out on their afternoon academics and vice versa.

#### **EMERGENCY DRILLS**

**EARTHQUAKE:** In the event of an earthquake, students will be directed to “drop and cover” which is announced over the intercom. Students and staff members should immediately go to designated areas (under desks for students) and remain there until given further directions. Further directions may be to evacuate the building and go to designated areas on the playground. Attendance will be taken upon reaching the playground. Designated adults will check with each teacher to learn whether or not any students/adults are missing. Students are to remain quiet to listen for an “ALL CLEAR” signal. Students will then listen to teachers further directions.

**FIRE DRILL:** The signal for a fire alarm is a continuous sounding of the fire alarm. Fire drill instructions are posted in every room. Drills will be held regularly and all students are to participate as if there were an actual fire.

Student Responsibilities for Fire Drill:

- Upon sounding of the alarm, come to order, be quiet
- Listen for directions from teachers or over the intercom.
- Upon direction of the teacher, file out of the classroom; if out of the classroom, listen for a teacher’s directions.
- Walk quietly and quickly down the hall. Stay in a single file line. There should be no needless conversations during any part of the drill.
- Listen for further directions from teachers, firemen, and/or others during exit from building. Follow teacher out of building and line up in a single file line. Remain silent and listen for additional directions.
- After “all-clear” announcement is made, follow the teacher’s directions for returning to the classroom.

**TORNADO DRILL:** The signal for a tornado drill is an intermittent sounding of the bells. Drills are held regularly and all students are to participate as if there were an actual tornado.

Pupil Responsibilities for a Tornado Drill:

- Upon hearing the bells, come to order, be quiet.
- Listen for directions from the teacher or over the intercom.
- Upon direction of the teacher, students should immediately go to the designated areas and remain there until given further directions.
- Walk quietly and quickly to assigned area. There should be no needless conversation during any part of the drill.
- Students are to assume a kneeling position with hands over their heads and remain quiet.
- Listen for further directions from teachers and/or the intercom.
- After the all-clear bells are sounded, follow the teacher's directions.

### **EMERGENCY PHONE NUMBERS**

We must have on file the name, address and phone number of a relative or friend in the event we cannot reach you in an emergency. It is essential that this record be kept current. Please notify the office if there are changes or additions during the year. Hancock Elementary will be using an automated phone system in case of emergency. For your child's safety it is imperative that you keep all phone numbers up to date with the office.

### **FIELD TRIP**

Throughout the school year, individual classes or grade level groups travel to places of interest that coincide with classroom instruction. These trips offer students the opportunity to extend their learning into the community.

During field trips, each student represents Hancock Place Elementary School. Students who have behaved appropriately at school are allowed to go on field trips throughout the year. If you accompany your child on the field trip please **DO NOT PARK ON THE PLAYGROUND**. We need this area for recess. If your child does not return the written permission form by the date required, then he/she will not be allowed to go on the trip. Verbal permission via telephone is not accepted (unless approved by principal). As representatives of Hancock Place Elementary School, we expect the following:

1. Courteous behavior to all parent chaperones. Students are expected to follow the directions of parents who are supervising the trip.
2. Good manners at all times. Your behavior on the bus and during the trip will leave a lasting impression on the people you encounter.
3. Chaperones are not allowed to smoke or consume alcoholic beverages on field trips.
4. Due to liability concerns, siblings will not be allowed to attend field trips on buses provided by Hancock Place School District.

### **FUNDRAISERS**

All fundraisers need to be scheduled with the building principal at least one month in advance. To help make our fundraisers as successful as possible we will make every attempt to have only one fundraiser at a time.

### **GIFTED PROGRAM (Tiger Accelerated Program)**

The Hancock Place School District believes every human being is of value, honors each person's uniqueness and empowers students as life-long learners through a variety of educational experiences and self-awareness challenges. Students with gifted needs have the right to receive an education program that challenges and develops a wide variety of superior student talents and abilities. These students have the right to a flexible educational experience committed to a variety of teaching methods, personal goal setting, individualized learning styles and a differentiated curriculum that matches their unique levels of social, emotional, intellectual and physical needs. Within this structure, a solid foundation of technology, research development, leadership, creativity and critical thinking are developed and nurtured to and beyond each student's potential. Furthermore, the elementary gifted program has developed a Wiki webpage for the purpose of communicating between our home and school community, as well as, showcasing a variety of student projects.

## **GUM**

Students are not to chew gum at any time. Although we all enjoy chewing gum, it has a nasty habit of ending up on clothing, shoes, stuck on desks, on chairs and on floors!

## **HEAD LICE**

A head louse is a bloodsucking insect parasite that is found on the heads of people. Itching, the major symptom of louse infection is caused by this bloodsucking parasite. At the scratch site, secondary bacterial infection may occur.

Head lice can be acquired by coming into close contact with an infested person, by wearing infested garments such as coats, caps, and scarves, by using infected combs and brushes, by lying on infested carpets or beds, or by an infected person.

Because school brings large numbers of children into close contact daily, they serve as a focal point for the transmission of all kinds of communicable diseases, including head lice infestation. Control depends on prompt case finding, proper handling of each case, effective treatment, and prevention of spreading.

Infested students will be sent home with a letter explaining recommendations for treatment. Readmission to school after effective treatment will be based on the absence of lice and nits as determined by the school nurse. **Parent must accompany their child to school before readmission to class may occur.**

## **HEALTH PROBLEMS**

A registered school nurse is on duty daily from 7:40 a.m. to 4:15 p.m.. Please alert the school nurse and teacher if your child has a health problem that may affect the child's functioning at school. This should be done at the beginning of each year and as changes occur. This may include chronic health problems such as diabetes, asthma, or epilepsy. Please promptly report to the nurse any communicable diseases such as strep throat, chicken pox, scabies or head lice. This information will be kept confidential and other students will be checked and notes sent home as appropriate.

## **HOMEWORK**

Students are usually given study time during the school day to complete assignments. As the child progresses through the grades, the amount of homework gradually increases. The amount may vary from day to day and grade level to grade level. Occasionally, a student may have a special project that might take several hours of work at home. However, work for these projects may be spread over several days or weeks.

In order to build communication between school and home, homework folders will be sent home nightly. We ask that you review the folders, help your child with their homework as necessary and sign the folder so your child may return to school with it the next day. Ultimately, it is the child's responsibility to return this folder every day with their homework finished. If the homework folder is not returned with homework completed or signed there can be consequences ranging from a lower grade received, loss of recess, or parent/principal conference. To avoid being overwhelmed with letters from school, we will make every attempt to send information from the office on Wednesdays.

## **ILLNESS GUIDELINES FOR REMAINING AT HOME FROM SCHOOL**

We realize that sometimes you are faced with a difficult decision as to whether or not to send your child to school if he/she is not feeling well. To assist you, read over the following guidelines. Please keep them in mind when trying to decide whether or not to keep your child home from school.

### **YOU SHOULD KEEP YOUR CHILD AT HOME FROM SCHOOL IF:**

- A rash is present that has NOT been evaluated by a physician stating that the student may return to school.
- A child complains of severe, persistent pain. This child should be referred to a physician for evaluation.
- A child's temperature (taken by mouth) is above 100 degrees or 1-2 degrees above the child's normal temperature. **IF YOUR CHILD IS SENT HOME BECAUSE OF A FEVER, VOMITTING, OR DIARRHEA, IT IS RECOMMENDED HE/SHE SHOULD REMAIN HOME FOR 24 HOURS.**
- A child shows signs of upper respiratory (cold symptoms) serious enough to interfere with the child's ability to learn. (Careful evaluation of students with a history of asthma).

- There are signs of conjunctivitis (pinkeye) with matter coming from one or both eyes; itching, crusts on the eyelids. A physician must evaluate the child and state that the student may return to school.
- There are open sores that have not been evaluated by a physician. There are signs of infestation of lice (nits in the hair, itchy scalp). The Hancock Place District has a nit free policy. This means that a student known to have nits in the hair may not attend school until the nits are successfully removed.
- An injury is sustained at home and requires medical treatment.

### **ILLNESS WHEN YOUR CHILD BECOMES ILL OR IS INJURED AT SCHOOL**

When your child develops a fever or other symptoms of illness or receives a significant injury while at school, the nurse will notify the parent, guardian or emergency contact person. For this reason, it is **EXTREMELY IMPORTANT** that the following items are on file in the guidance office. We obtain this information from the "Information Form" that is sent home at the beginning of each school year to up-date your child's records.

- Home phone number
- Home address
- Father's and mother's phone number at work
- Emergency contact person's phone number

If any of this information changes during the year, **parents must notify our office immediately. The school must have current information in order to reach parents in case of any emergency.**

**IT IS THE PARENT'S RESPONSIBILITY TO PROVIDE TRANSPORTATION HOME FOR THE CHILD. THE CHILD SHOULD BE PICKED UP AS SOON AS POSSIBLE**

### **IMMUNIZATIONS**

Missouri law requires that every child entering school must show evidence of adequate immunizations. It is the responsibility of the parent/guardian to obtain this information for the school.

Students may not enroll or attend school unless they have adequate proof of immunizations. Any student not properly immunized will be excluded from school until an adequate record can be provided.

### **KINDERGARTEN REGISTRATION**

Each spring our school conducts a kindergarten registration drive for the next year's kindergarten classes. Your child may enroll if he or she is five years old by July 31 of the current year. You will need to present a birth certificate, social security card, adequate immunization shot record and proof of residency at the time of kindergarten registration.

### **LIBRARY**

The Library Media Center (LMC) is "Open" to students daily from 7:30 am-4:00 pm. Students are encouraged to come to the LMC for story time, research, and book checkout. In addition, they will visit the library during scheduled times throughout the school year.

Books are checked out for a two-week period. Students with books that are overdue for three or more weeks will be fined until the book or books are returned. Students with over due books or fines pending will be allowed only one Accelerated Reading book.

The LMC is filled with books and materials to suit the needs and interest of our students. It serves as an inviting facility, which teaches students the uses and values of a library in an effort to help them develop a life-long habit of visiting libraries. It is our goal to instill life long learning through a love of reading.

### **LOST AND FOUND**

Parents should give the following suggestions careful consideration to help eliminate lost items:

- Clearly label your child's coat, jackets, sweaters, and caps with his/her full name and grade. When an article is lost do not let time elapse before trying to locate it.
- Use caution in allowing articles of sentimental or monetary value to be brought to school.

### **LOST OR DAMAGED TEXTBOOKS**

Textbooks become the students' responsibility when issued. While normal wear is expected, fines will be charged for damaged or lost books. When the textbooks are issued, the students should immediately write their names in the front of the books. The books must be turned in at the end of the school year or upon the students' withdrawal from the Hancock Place School District.

### **LOST BOOK CHARGES**

The following schedule has been adopted for the payment of lost books:

TEXTBOOKS	DEDUCT	STUDENT CHARGE
1 <sup>st</sup> year	none	pay <b>full</b> price
2 <sup>nd</sup> year	20%	80%
3 <sup>rd</sup> year	40%	60%
4 <sup>th</sup> year	60%	40%
5 <sup>th</sup> year	80%	20%
and each year thereafter		

LIBRARY BOOKS – Students who lose library books are charged the current replacement cost.

REFERENCE BOOKS – These books are not to be checked out and students are expected to pay the full price in the event a replacement is required.

### **LUNCH/BREAKFAST PROGRAMS**

The elementary school offers a lunch program as well as a breakfast program. Breakfast is served from 7:40 to 8:10 a.m. in the cafeteria.

**ALL STUDENTS ARE REQUIRED TO REMAIN AT SCHOOL DURING THE LUNCH PERIOD.**

Students may either bring their lunch or buy it in the cafeteria.

### **Cafeteria Prices for the 2009/2010 School Year**

Student Breakfast: \$1.25

Student Elementary Lunch: \$ 2.00

Student Secondary Lunch: \$2.25

Student Reduced Lunch: .40

Milk .50

**LUNCH PROGRAM:** A variety of entrée choices, fruit and vegetable choices, and milk will be offered daily. Students must select an entrée and 1, 2 or 3 sides and may choose milk.

### **School Breakfast Information**

**Price:** \$1.25 paid, \$ .30 reduced\*, free\* (\*if qualified)

No advance registration necessary! All students are welcome every day! Mornings can be really crazy! The alarm doesn't go off, the kids don't want to get up, there's no time to eat breakfast before the bus comes or they're just not ready to eat. If this sounds like your house, we have good news for you. Breakfast is available at school! Take advantage of this option to ensure your child eats a nutritious breakfast. Recent studies show a link between nutrition and learning. A nutritious breakfast helps students be more alert so they can actively participate in class. Breakfast at school is affordable, too. A full breakfast costs less than convenience store items. If you qualify for free and reduced price meals, you also qualify for the breakfast program, with no additional paperwork.

### **Kindergarten Parents**

All students are asked to key in a lunch pin number for Breakfast and Lunch. Often at the beginning of the school year the Kindergarten students have a difficulty learning their number. The Food Service Staff needs your assistance; please write your son or daughter's number on a card and encourage your child to learn their number. If your student has the card with them in the breakfast and lunch line our staff can better assist them the first few days of school. Thank you for your help in advance.

### **ALA CARTE PROGRAM:**

Chartwells offers the “Balanced Choices” program with 50% or more of its ala carte items being a healthier alternative. These items include baked chips, 100% Juice Smoothies, reduced fat ice cream, fresh fruit, etc.

**Parents/Guardian MUST complete a new application for the free/reduced breakfast and lunch program at the beginning of each school year, and be approved, to be eligible for this school year.**

Please complete the new application and return it to the school as soon as possible. Applications are available at the school office. Students approved last year will remain approved at their current status until October 1, 2009. Students who do not have a new, approved application on file after October 1, 2009 will be removed from the program.

### **No Charge Policy**

The Food Service Department uses the SIS accounting system. This program tracks student payment and sales information for the current year.

- All lines are cashless. **Prepayments will only be accepted in the morning.**
- Checks should be made payable to: **Hancock Place SCHOOL DISTRICT** with the Student’s name, student’s I.D. and amount enclosed in a prepayment envelope.
- Prepayment deposits are recommended weekly or monthly, to avoid negative student balances.
- **District policy allows no meal charges. Any student with a balance of less than \$2.00/\$2.25 or more will receive a cheese sandwich sack lunch until account is paid in full.**

### **Student Account Balances**

Balances from the previous School year or Summer School will be carried forward to the new school year. For balance information you may call the Food Service office at 314-544-1300, ext. 107. You may also check Student account information on the School District’s website.

### **MAKE-UP WORK**

If your child is absent, call the school by 9:00 a.m. and the attendance secretary will contact the teacher to send schoolwork home. The homework will be brought to the office for someone to pick up. This procedure will avoid taking the teacher away from the classroom duties. If you do not call before 9:00 a.m. we can not guarantee work will be ready or sent home by the end of the school day.

### **MEDICATIONS**

Whenever possible, parents should administer medication to their children at home. It is usually possible to manage medication at home (medicine prescribed three times a day can be given before school, after school and at bedtime).

Sometimes the student must have medication at school such as short-term antibiotics given four times a day, long-term medications that need to be taken at noon and PRN medications such as inhalers used to treat asthma problems. For the safety of your child, it is essential that the following be observed when medication is to be given during the school days.

1. The school must have on file a completed medication authorization form containing:
  - Student’s name
  - Name of medication
  - Diagnosis
  - Time and directions for administration
  - Dosage and route of administration
  - Possible side effects
  - Termination date for administration
  - Signature of the physician prescribing the medication
  - Parent/guardian signature
2. Medicine must be sent to school in the original container with the dosage instructions on the label (ask the pharmacist for a separate bottle for school).
3. Medication will be taken by the student at the designated time and supervised by authorized personnel.
4. Limited quantities of the medication should be sent to school.



5. Parents must notify the school when the medication is discontinued or the dosage time is changed. If the medication is resumed, a new order must be received.
6. No aspirin or over-the-counter medication will be administered to students unless the above provisions are followed.
7. New consent forms with appropriate signatures must be received annually. These forms are available in the nurse's office.
8. If you have any questions, please call the school nurse at 544-1300 ext 412.

### **MONEY**

When money is sent with your younger children at school, please put it in an envelope with the child's name and room number (or teacher) written on the outside. If the money is for our lunch program, please include the child's lunch number on the outside of the envelope. Please emphasize with your children the danger of leaving valuables in their desk or other places at school.

### **MOVIES AT HANCOCK PLACE ELEMENTARY SCHOOL**

We show very few movies at Hancock Place Elementary School. However, on occasion, we do show them. Just as you have discovered at home, children enjoy this activity. You may hear about a recent movie from your child. We are careful to provide specific reasons for showing a movie. These reasons may include the following:

- To draw attention to an issue.
- Some movies are used as a "perk" for students meeting the high expectations established for behavior and academic achievement over a period of time.
- To enhance or further the learning of a particular lesson or subject.

As a parent/guardian in the Hancock Place School District, you maintain the right to restrict your child from any activities you determine as objectionable. Just write us a note if ever you wish to exercise this option.

### **MULTICULTURAL, GENDER FAIR, DISABILITY AWARENESS**

We believe in treating all individuals with dignity and respect, and we celebrate diversity among people. We place a high value on issues of equality.

### **MUSIC**

The elementary music curriculum provides every student with opportunities to develop the student's musical potential through an awareness and understanding of the art of music. The sequentially developed curriculum introduces great works of music, literature, concepts of music and competencies in singing and playing classroom instruments.

### **NONDISCRIMINATION AWARENESS**

Students are instructed frequently about acceptance and tolerance for all creatures in the world. In addition to the instruction, we explicitly state that NO NAME CALLING is tolerated if it attacks another person's race, culture, skin color, eye color or shape, weight, size, intellectual ability, appearance or gender. Some of these words are heard elsewhere according to the children; however, they are instructed that such words are not tolerated at school.

### **NONDISCRIMINATION INFORMATION**

The Hancock Place School District does not discriminate on the basis of race, color, national origin, sex or handicap in admission, treatment or access to its programs and activities, or in employment in its programs and activities.

### **OASIS**

OASIS is a national nonprofit educational organization designed to enhance the quality of life for mature adults. Offering challenging programs in the arts, humanities, wellness, technology and volunteer service, OASIS creates opportunities for older adults to continue their personal growth and provide meaningful service to the community. Oasis volunteers at Hancock Elementary receive training and are utilized in helping to encourage and help students in their academic and social progress. Please contact Jean Parshall or Lisa Dunn at [oasis@hancock.k12.mo.us](mailto:oasis@hancock.k12.mo.us) or 544-1300 ext. 455 for more information.

## **PARENT PORTAL**

All parents are welcome to track their child's progress online from home by logging into a secure web-based data program called a Parent Portal. Parents can check on student grades, attendance, discipline and lunch status. All parents requesting a parent password may contact Carla Holman at ext. 104.

## **PATHS**

PATHS (Parents and Teachers Helping Students) is a district wide parent group with a goal of supporting the education and everyday activities here at Hancock Place School District. PATHS invites all parents and teachers to attend meetings the second Tuesday of every month at 6:30 p.m. in the high school library.

## **PARKING FOR STUDENT PICK-UP/DROP-OFF ZONE**

To alleviate traffic congestion in front of the building and, more importantly, to prevent students from running between buses or into the driveway, children **MUST BE DROPPED OFF AT THE DROP OFF ZONE ALONG THE SIDEWALK BEFORE THE CROSSWALK AND PICKED UP ON THE PLAYGROUND.**

At dismissal, please wait for your child outside the building. Parents standing outside the classroom doors create a distraction for the students before the bell rings and add to the congestion in the hallways at dismissal. Your cooperation is needed to insure the safety of all students.

## **PHYSICAL EDUCATION**

Physical education is unique in its contribution in that it is the only subject area specifically concerned with the child's physical fitness and development. Physical education contributes to the total education of the elementary student by providing the proper exercise essential to the development and continued maintenance of a healthy and efficient body. It contributes to the improvement of motor skills for greater efficiency in the activities of everyday living and survival skills, development of social skills and emotional maturation, and the understanding and appreciation for the place of motor activity in our culture.

Physical education will help the child develop a sense of fair play in competitive and cooperative activities with the emphasis being placed on giving his/her best effort to challenging situations.

As a parent we ask you for your support in helping your child be prepared for Physical Education. Students are to have appropriate footwear and comfortable clothes to move in during activities. If your child is dressed up on a gym day, please send an alternative set of clothes and shoes.

If your child needs to sit out for Physical Education, please send a note stating the problem and when they can return.

## **PLAYGROUND RULES**

- You may not throw rocks, sand or other non-game objects.
- Absolutely no standing or loitering by the doors
- Respect other people's clothing and property; no fighting, pulling, pushing or tripping.
- All accidents and injuries should be reported immediately to the playground teachers.
- Report serious arguments to the playground teachers – try to avoid tattling.
- Children must stay on the playground at all times.
- No child may be in the classroom unsupervised.
- Children must stay on the blacktop in damp weather.
- You must be seated when using the swings. You may not swing sideways.
- Do not bring pens, pencils, radios, or cassette players to the playground.
- Children must walk at all times into and out of the building.
- At the conclusion of recess, students are to line up immediately, remain quiet and listen for the supervisor's directions.

The playground rules are to insure student safety. If you play roughly, you will receive a warning. Should you continue to play roughly, you may be asked to stand by the fence, denied recesses, and/or be sent to the principal's office

Enter the building quietly following recess periods and move through the halls quietly so you do not disturb classes in session. Please check your shoes before entering the building to avoid tracking in mud or dirt!

### **POSITIVE REFERRALS**

Any teacher in the building can make positive referrals. A positive referral can be made to recognize a student for increased attendance, academic improvement, or just doing the right thing. This can be a great enforcer of positive values for our students. The student will be called down to the principal and a copy of the referral will be sent home letting the parents know how proud we are of the student.

### **QUESTIONS, CONCERNS, COMPLAINTS**

We want to know what you think about what happens at Hancock Place Elementary School. Please call or drop in at any time. If your child tells you something about school that sounds unreasonable, please send us a note or call. This type of communication helps prevent misunderstandings. When you are especially pleased about something a teacher or the school is doing, we'd like to hear from you then as well. A phone call or a note about something that pleases you can make a teacher's (or a principal's) day.

In the event that you are concerned about a situation at school, please follow the appropriate chain of command (below):

1. Teacher – your first contact
2. Counselor – depending on the situation
3. Principal
4. Superintendent

### **RECESS POLICIES**

Weather permitting; students are given one recess each day. Decisions to have outside recess during cold weather depend upon the temperature and wind chill factor. Shorter outside recess times are scheduled on very cold days.

Students should always dress for outside recess. If, because of medical reasons it is necessary that your child remain in during recess, a dated, signed note must be sent to your child's teacher. If the condition persists longer than three days, we will need a note from your child's doctor.

Public address announcements will be made when there will be no outside recess due to bad weather or for any other reason. Playground supervisors will supervise indoor recess in the classroom. Quiet games, talking with friends, etc. are usually allowed by the supervisor in charge.

RECESSES MAY BE DENIED TO STUDENTS WHO ARE MISSING ASSIGNMENTS, THOSE WHO ARE EXHIBITING UNACCEPTABLE BEHAVIORS, AND/OR STUDENTS NEEDING ADDITIONAL TEACHER ASSISTANCE.

### **REPORT CARDS**

We share academic progress with parents/guardians at the end of each quarter. In addition, parents are able to receive SIS access to monitor your child's academic grades online. Grades are determined based on daily class work, tests, and projects. The accepted marking systems are as follows:

#### Kindergarten and 1<sup>st</sup> Grade

- 4= Exceeds Grade Level Expectations
- 3= Meets Grade Level Expectations
- 2= Making Towards Grade Level Expectations
- 1= Below Grade Level Expectations

#### Grades 2-5

- A = 91 – 100
- B = 82 – 90
- C = 73 – 81
- D = 64 – 72
- F = 63 and below

#### Encore Classes (PE, Art, Music)

- O= Outstanding
- S= Satisfactory
- I= Improvement
- U= Unsatisfactory

## RESTROOM RULES

School is our “home away from home” and restrooms should remain clean at all times. Please help us keep the restrooms clean!

- Always use proper manners in the restrooms
- Always flush the toilets and/or urinals
- Help keep the floor, mirrors, and walls neat and clean
- Never write on the walls. (Pencils, crayons, and pens must be left in the classroom)
- Throw paper towels in the wastebaskets, not in the toilets, sinks, urinals, or on the floor.
- Never stand on toilet seats or hang on support bars
- Always respect your classmates' privacy

## ROOSTER READING

Rooster Reading is a morning reading program that meets in the elementary library from 7:00 a.m. until 8:00 a.m. every morning that school is in session. Students in first to fifth grade are welcome to join with a signed permission slip that includes parent contact information. During this time students read leveled library books and take Accelerated Reading comprehension test.

## SCHOOL BULLETINS

From time to time, each child will bring home bulletins from school. It is important that parents read these bulletins to be informed about school events. Your interest in reading them will encourage children to continue bringing them home.

## SCHOOL DAY

Grades K – 5                      8:10 a.m. – 3:05 p.m.

Students should arrive at 7:40 a.m. for those eating breakfast at school, or at 8:00 if eating breakfast at home. Students may not be dropped off before these times since there is no official adult supervision until these times.

## **SMOKE-FREE DISTRICT**

To provide a healthful school environment, smoking IS **NOT PERMITTED** on school district property at any time.

**SPECIAL SCHOOL DISTRICT**

The Special School District (SSD) of St. Louis County is required to provide a free appropriate public education to County residents, including those attending private/parochial schools, from ages three (3) through twenty-one (21) with diagnosed educational disabilities. These include learning disabilities, mental retardation, behavioral disorders/emotionally disturbed, physical/other health impaired, speech/language disorders, hearing impaired, visually impaired, deaf/blind, multi-handicapped, autism, traumatic brain injury, and early childhood special education. The majority of such public school students receive their special education services in classrooms located in the County's 23 local component school districts. Special Education classes for 3 and 4-year-old children with disabilities and Home Teaching for home/hospital bound students (with and without disabilities) also are provided by the SSD.

Parents, or anyone, who also has knowledge of and educational concerns about a child, may request a special education referral to any certified staff. When a parent/guardian wants a special education referral made or school staff believes one is needed, the school is to document whatever concerns they may have and the type and results of any alternative interventions implemented to address those concerns. This information will then be considered formally and a determination will be made about whether: a) an evaluation is warranted, b) no evaluation is needed, or c) more information or interventions are needed prior to making a final determination. Parents/guardians may appeal (to the SSD or through Hancock) decisions made at this time. Parents should also inform the school or district whenever they feel their child, birth through age twenty (20), has a disability of any type, even if special education services are not believed to be needed. An annual census of all resident children with disabilities and “suspected” disabilities is conducted in May of each year by both Hancock and the SSD.

Students with disabilities are entitled to a “free appropriate public education,” as determined by their Individualized Education Program (IEP). Students with disabilities, and their parents, have a number of rights and protection under both Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Act (IDEA). Under the Family Education Rights Privacy Act (FERPA), parents have the right to inspect, review, and if deemed necessary, request amendment of personally identifiable information maintained on the children. Copies of the SSD’s Compliance Plan and Hancock’s General Assurance

Document are available for review in both districts.

Questions or request for assistance/information should be directed to Mrs. Debra Kyle, Principal of Hancock Elementary School, or Dr. Greg Clark, Superintendent of Hancock Place School District.

### **STUDENT OF THE MONTH**

Once a month, the principal's office will be filled with students referred by their teachers for improved behavior or exceptional class performance. Although learning is our main goal, excellent behavior or achievement is also rewarded. A special time with the principals helps promote self-esteem, as well as building a positive relationship between the principals and our school community. In addition to positive verbal reinforcement, having lunch at a local restaurant with the principals will honor the students.

### **STUDENT RECORDS**

Hancock Place Elementary School respects the privacy of student records and recognizes that only pertinent and factual information should be contained in the permanent records of students.

### **STUDENT RETENTION POLICY**

The responsibility for determining the promotion or retention of students rests with the professional staff in partnership with the parents. Parents will be notified when their child is under consideration for possible retention.

### **STUDENTS LEAVING THE DISTRICT**

When students transfer to other schools during the school year, at least one week's notice, if possible, is requested in order to complete transfer forms. All textbooks, library books and other items that are the property of the Hancock Place School District must be returned.

### **STUDENT SUPPORT TEAMS**

SST members work collaboratively to identify appropriate interventions that address both academic and behavioral issues that are interfering with student success.

### **TELEPHONE CALLS**

Students may not be interrupted during school hours by outside calls and messages except in case of emergency. However, if it is necessary to reach your child at school between 8:00 a.m. and 2:45 p.m., call 544-1300 ext. 105. The school receptionist will relay messages to students.

Student use of the school telephone is discouraged. Students will be allowed to use the phone only in cases of emergency. After-school plans should be made prior to leaving home in the morning.

Parents who wish to contact a classroom teacher should be prepared to leave a message requesting that the teacher contact the parent at the teacher's convenience. Teachers are generally not available to come to the telephone during the time school is in session. Leaving a message may be necessary even before or after school since the teacher may be involved in a conference or attending a meeting at the time your call is made.

### **VACATION**

We encourage parents/guardians to schedule vacation to coincide with school vacations. When this is not possible, absences due to family vacations should be arranged with the principal and classroom teacher. Be sure to notify the attendance secretary of these absences prior to the vacation.

### **VISITING SCHOOL**

We welcome and encourage visits from parents, community members and other guests. We appreciate your strict adherence to our policy of checking in at the office when you are at school for any reason. Simply sign in and wear a visitor's pass for the duration of your stay. Following your visit, return the pass to the receptionist. This helps us in identifying all of the adults in the building. We do request, however, that students DO NOT bring other children as visitors due to the interruption in the educational process this practice could create.

**VISITOR BADGES ADD TO SCHOOL SECURITY BY PROVIDING AUTHORIZED INDIVIDUALS WITH HIGHLY VISIBLE CREDENTIALS.**

### **VOLUNTEERS IN PUBLIC SCHOOLS (VIPS)**

Many school learning experiences will be greatly enhanced with parent volunteers. Parent volunteers are necessary, encouraged, and appreciated. If you are interested, contact your child's classroom teacher. We need you!

