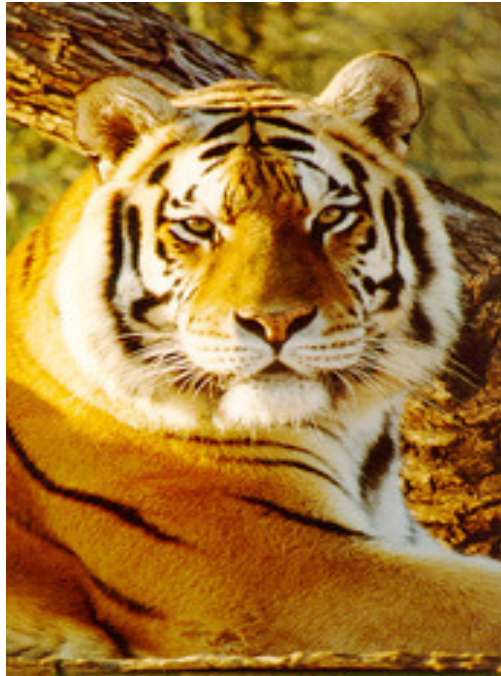


# HANCOCK HIGH SCHOOL



*“A Renaissance School with A+ Certification”*



**STUDENT/PARENT HANDBOOK**  
**2008-2009**

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## **FORWARD**

Welcome to Hancock Senior High School. We believe that our School District must have a compelling, shared vision of what we hope our High School will be like in the future. Our mission is to prepare students for a rapidly changing world by maximizing academic and physical growth, encouraging respect for cultural differences, and developing a personal system of values.

Attainment of these goals will result in students acquiring the skills and knowledge which are necessary in becoming well-informed, self-sufficient citizens prepared to contribute to society.

## **HANCOCK HIGH SCHOOL SCHOOL PROFILE**

The School District of Hancock Place, bordered by the city of St.. Louis, the Mississippi River, and the neighboring school districts of Bayless and Mehlville, is located in the community of Lemay, Missouri, one of the oldest communities in south St. Louis County, dating back to 1703.

Hancock High School serves grades 9-12, with a total student enrollment of around 500. In this comprehensive school, approximately 75% of the graduating Class of 2008 are going to college or seeking additional training beyond high school.

The total number of faculty members is 41. One - half have a master's degree or higher.

Hancock High School uses a traditional 7 period schedule, with students also taking an Advisory class. Classes meet for 48 minutes each day..

The addition of the A+ program in 1997-98 has provided funds and programs for Hancock High School to offer a diversified curriculum that will prepare students for the post secondary world.

## **PHILOSOPHY OF HANCOCK HIGH SCHOOL**

The educational philosophy of Hancock High School evolves from the district philosophy that education is fundamental to the life of a democracy. We believe that the welfare and total development of the child is a paramount consideration in all school activities. Through experience, the child should gain control over the skills and information which are necessary to meet the common needs of life and learn to live as an acceptable and contributing citizen of the United States. Hancock High School believes that in order to serve its students, it must prepare them for an ever-changing society by maximizing academic and social growth, encouraging respect for cultural differences and developing a personal system of values. Attainment of these goals will result in students instilled with positive self-concepts, young adults challenged by the excitement of new learning, and citizens prepared to individually contribute to society. Hancock High School believes that the successful academic program should and will integrate all the above aspects of students learning and growth.

**MISSION & VISION STATEMENTS  
of the  
SCHOOL DISTRICT OF HANCOCK PLACE**

Hancock Place School District, through a safe and enriching educational setting, will prepare students for a changing global environment by encouraging exceptional academic performance, lifelong learning, and responsible citizenship.

**TO IMPLEMENT THE MISSION STATEMENT WE BELIEVE:**

- Strong building and staff leadership is needed to ensure that all students have the opportunity to develop an understanding of their self-worth, ability and potential.
- High expectations of staff and students are necessary to maximize learning.
- There must be a safe, clean, caring, and supportive environment free from distractions.
- There must be frequent monitoring of student performance with constant feedback and reinforcement.
- Students should be encouraged to enjoy the experience of learning and should acquire the skills necessary for a lifetime of continuous learning and adaptation to change.
- Academic excellence and good behavior should be recognized and rewarded.
- Students should acquire the ability to interact and form positive relationships with diverse populations.
- Education is a partnership between the school, the student, the home and the community in which students participate in satisfying, responsible and productive ways.
- It is essential to develop basic academic skills; to obtain and process information; to solve problems; to think critically; and to communicate effectively.
- The school should nurture the understanding of the traditions and heritage of the Hancock Place School District and Lemay community.
- Students should be given opportunities to explore careers of interest and encouraged to pursue career choice through post-secondary education.

**VISION STATEMENT**

**Hancock Place School District envisions:**

- An Educational Community that is student-centered where both students and staff perform at their highest levels.
- A Responsible Community that teaches students respect for self and others.
- A Strong Community Partnership that commits to a standard of excellence for all programs and services.
- A Healthy Community that provides a safe and secure environment that places the welfare of students above all else.

Hancock Place School District envisions students:

## ACCIDENT REPORT

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

## ASSEMBLIES

Everyone at some time in their lives, will be a member of various groups and audiences and correct audience courtesy is essential. Our assemblies provide training for this as well as being educational and entertaining. We will have several Assembly programs during the course of the year.

## ATTENDANCE POLICIES

Attendance is a privilege. Although the State of Missouri has compulsory school attendance law which guarantees an educational opportunity for its youth, admittance to and continued attendance in a public school are privileges dependent upon the student's compliance with the laws of the State of Missouri; the policies of the Hancock Place School District, and the rules and regulations of the school.

Interaction among students and between students and teachers is an important part of the learning experience. Hancock Place School District encourages a high rate of attendance so students may have the opportunity to receive the best possible education.

If a student is not going to be in school on any given day, his or her parents or legal guardian must call the attendance secretary as early in the day as possible so the school will know the reason for the absence. If the parents or legal guardian does contact the school, the student must bring a note signed by parents or guardian when he or she returns to school, explaining the reason for the absence. When the student returns to school after being absent, he or she may directly go to his/her 1st hour class.

The attendance procedure is as follows:

1. Once a student exceeds 8 absences per semester in a class, credit may be denied. The student faces the possibility of not receiving credit for the class.
2. Before the credit is removed, the credit will be withheld for the following semester. The student will be placed on an attendance contract requiring the student to miss fewer than 8 days during the semester immediately following the semester in question in order to have the credit restored., Failure to honor the contract will mean a loss of credit and necessitating the student to re-take the course(s).
2. Before the credit is removed, the student will be afforded a contested case due process hearing, which is in accordance with the Administrative Procedures Act. This hearing will take place before credit is removed.
3. Extenuating circumstances of a medical nature (such as a serious, extended, or re-occurring illness or injury), upon a receipt of a letter from the doctor in charge, will be considered. Details concerning these type of circumstances may be obtained from the student's counselor or Assistant Principal's office.
4. When a student has accumulated a total of 5 absences, the Assistant Principal's office will mail an attendance policy letter explaining the attendance policy and the danger of not receiving credit from class. The letter will ask the parent/guardian to contact the attendance office if there are extenuating circumstances to be considered. The district Crisis Counselor will also be notified and may arrange for a home visit.
5. When a student is absent from school, regardless of the reason, it is the student's responsibility to contact his or her teachers to make arrangements for making up assignments, tests, etc., missed during the absence. Students absent a minimum of three or more consecutive days may contact the Administrative offices for class assignments.
6. Students may be charged for one unexcused absence for every five unexcused tardies.
7. Students with excessive absences and/or tardies may be referred to the superintendent.

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

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

Students and parents / guardians submitting a request for a waiver to the Attendance Review Committee should not expect a waiver when some or all of the reasons for the absences are due to one or more of the following:

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

Trips/Vacations - When a family is leaving town, a student may be excused provided that:

- a. The school is notified in advance of the absences and the student procures assignments in advance.
- b. Assigned work is turned in upon returning to school and all tests are made up at the teacher's direction.

Absences on The Day of an Activity - Students must be in attendance a full day to attend or participate in activities or practice sessions, unless approved by the Principal.

### ATHLETIC ELIGIBILITY

Eligibility to participate in Athletics is a privilege, which is attained by meeting the standards of the Missouri State High School Activities Association and the Hancock Place School District. To be eligible you must...

- a. Be a good citizen. A creditable citizen is one whose conduct will not discredit upon himself/herself or his/her school.
- b. Be enrolled in courses that offer 3.0 units of credit, and have earned 3.0 units of credit the preceding semester. Incoming freshmen for their first semester must only have been promoted.
- c. Meet age requirements. If you are 19 prior to July 1<sup>st</sup> preceding the opening of school, you are ineligible.
- d. Have parent permission to participate, a doctor's health certificate, be covered by medical insurance, and make application to participate.

Although these are not all the eligibility requirements, they are of major concern. If you have any questions concerning eligibility, contact your coach, athletic director, or principal.

### BELL SCHEDULE

#### MONDAY, TUESDAY, THURSDAY, FRIDAY

7:40 a.m.	-	8:28 a.m.	1 <sup>st</sup> Hour
8:32 a.m.	-	9:20 a.m.	2 <sup>nd</sup> Hour
9:24 a.m.	-	9:56 a.m.	3 <sup>rd</sup> Hour -Advisory
10:00 a.m.	-	10:48 a.m.	4 <sup>th</sup> Hour
10:52 a.m.	-	11:40 p.m.	5 <sup>th</sup> Hour
11:44 p.m.	-	12:56 p.m.	6 <sup>th</sup> Hour
1 <sup>st</sup> Lunch		11:44 - 12:06	
2 <sup>nd</sup> Lunch		12:09 - 12:31	
3 <sup>rd</sup> Lunch		12:33 - 12:56	
1:00 p.m.	-	1:48 p.m.	7 <sup>th</sup> Hour
1:52 p.m.	-	2:40 p.m.	8 <sup>th</sup> Hour



**WEDNESDAY (EARLY RELEASE)**

7:40 a.m.	-	8:24 a.m.	1 <sup>st</sup> Hour
8:28 a.m.	-	9:12 a.m.	2 <sup>nd</sup> Hour
9:16 a.m.	-	10:00 a.m.	4 <sup>TH</sup> Hour
10:04 a.m.	-	10:48 a.m.	5 <sup>th</sup> Hour
10:52 a.m.	-	11:36 p.m.	7 <sup>th</sup> Hour
11:40 p.m.	-	12:52 p.m.	6 <sup>th</sup> Hour
1 <sup>st</sup> Lunch	11:40 - 12:02		
2 <sup>nd</sup> Lunch	12:05 - 12:27		
3 <sup>rd</sup> Lunch	12:30 - 12:52		
12:56 p.m.	-	1:40 p.m.	8 <sup>th</sup> Hour

**BUS TRANSPORTATION**

Bus transportation is provided for those students whose residency is one mile or more from the school of attendance. Bus routes, pick-up points and times are established with the cooperation of the contracted bus service.

**CAFETERIA**

Students will eat during the three lunch shifts. Lunch shifts will take place during 6<sup>th</sup> Hour. Students are not to leave the cafeteria or appropriate outside area during the lunch period. Permission to leave the designated areas must be obtained from a Building Administrator. Leaving the school grounds or designated areas during the lunch period will be considered a truancy.

The following procedures are to be followed in the lunchroom.

1. When students are scheduled for lunch, they are required to go to the cafeteria.
2. Students must obtain permission to leave the proper areas.
3. Seats are not assigned unless a student's conduct is such as to warrant special attention.
4. No student should cut in line or save a place for another student.
5. No food or drink will be permitted outside of the proper areas.
6. Trays, dishes, and waste paper will be carried to the clean-up area or counter before leaving the cafeteria.
7. Tables and chairs should be left clean, neat and orderly.
8. The no charge policy is as follows:

\*

When a student owes for one meal the cashier will give them a letter stating the Cafeteria has a no charge policy. The student will be allowed to keep their meal and their account will be charged. (At the elementary level the letter will be given to the Student's Teacher so that the note can be sent home). At no time will the Secondary or Elementary Students be allowed to charge for ala carte items.

\*

When a student owes for two meals the cashier will inform the student that they may not charge for any additional meals. They will be informed that they may take a cheese sandwich and milk for the day. At the elementary level we will not take a tray of food from a child; we will call the parent letting them know that their child owes money. At the elementary level the student will be charged for the second meal.

\*

At the elementary level the Food Service Department will work with the Administrator's to contact Parents that are falling 2 or meals behind. We will make every attempt to put the responsibility for paying for meals in a timely manner on the Parents and not the child. If we have a student that repeatedly does not have money we will need to discuss possible solutions.

\*

If the Administrators know that a family has applied for Free or Reduced meals but the process has been delayed, please inform the Food Service Department so that the students receive a Hot meal.

### CARS

Students who drive to school are to observe safe-driving practices and rules of courtesy. Students that drive in a careless manner around school may lose driving privileges. Students driving to school are required to park on the student parking lot. Parking permits may be purchased from the Principal's secretary.

### CANCELLATION OF SCHOOL

When it becomes necessary to cancel school because of snow or for some other reason, students should watch local news stations for the School Closing. In addition, families will be notified through our automated information system.

### CONDUCT - GOOD PRACTICES

1. Students should walk through the halls quietly. There should be no whistling, running, or yelling.
2. Respect public property by not marking on chairs, desks, lockers, and walls.
3. Soda and food is to be consumed in the cafeteria and not taken to classrooms.
4. Students are not to leave the grounds except by special permission from the administrative office.
5. Students should wear conventional modes of dress while attending classes or school functions.
6. Students should respect the rights of others and not do anything that infringes upon other's rights.

### DANCES

Dances (except the Jr./Sr. Prom) are open to all Hancock High School students and their registered guests. Non-students who attend dances must be approved and registered in the high school office by their host no later than 24 hours prior to the day of the dance. Each host will be permitted one registered guest and will be responsible for the conduct and actions of their guest. Guests must be at least of high school age.

### DEFICIENCY REPORTS

At the midway point of each quarter, progress reports are mailed/e-mails to parents of all our students. These reports will make parents and students aware of any need for improvement in a particular class. Parents are encouraged to contact teachers and advisors to discuss the progress reports. If a student is performing poorly in a course(s) a parent – teacher conference may be required.

### DETENTION POLICY

Teachers may assign detention time to students for disciplinary problems. The teacher and student must make arrangements for serving this detention. However, if a student fails by the next day to attend or make arrangements to attend, the teacher will contact that student's parents. If the student still fails to serve the detention, the student will be referred to the Assistant Principal's Office. In addition, Building Administrators can assign lunch detention and/or after school detention, known as 9<sup>th</sup> Hour. Students assigned a 9<sup>th</sup> Hour are to report to the library by 2:45p.m. Students will be expected to follow all rules and guidelines outlined by the 9<sup>th</sup> Hour teacher. Students serving this detention will be released at 3:30 p.m. Students that fail to attend an assigned detention will be assigned THURSDAY SCHOOL. THURSDAY SCHOOL detention begins at 2:45p.m. and ends at 4:30p.m. Students that fail to attend THURSDAY SCHOOL will serve an out of school suspension.

## DRESS

We take pride in the appearance of our students. Since your dress reflects the quality of the school, your conduct, and your school work; all students are expected to dress and groom themselves neatly in appropriate clothing. Wearing of any head gear in the building is prohibited. Hats, caps, hair rollers, hair nets, picks, combs, and plastic hair coverings are not permitted. Sunglasses and dark glasses, unless prescription, are considered inappropriate attire. **Clothing that is revealing or suggestive is not to be worn.** Clothing, necklaces, belt buckles, or other accessories that depict vulgarity, gang symbols, or **depict weapons of any kind,** or advertise controlled substances are prohibited. Chains that may be used as weapons or detract from the well being of the educational environment are prohibited. Any item that detracts from the educational environment is prohibited.

## EARLY DISMISSAL

An early pass out of the building is supplied and filled out by the office personnel only. This pass is required before a student can be dismissed from school early. The student must bring a note from his/her parent stating the reason for the early dismissal, or telephone contact must be made to receive parental permission. Students leaving without administrative approval will be considered truant. Students that become ill during the school day and leave school without checking out in the Attendance Office will be considered truant. **Parents must show proper identification and follow check out procedures when checking a student out.**

## **EXTRA-CURRICULAR ACTIVITIES AND ORGANIZATIONS**

### ATHLETICS

Our Athletic program is an integral part of our overall education program. Its purpose is to provide educational experience that will help high school youth acquire knowledge, skill, and emotional control that contributes to the highest type of citizenship. We attempt to instill in our student-athletes a desire to win, but also how to be courteous in winning and gracious in defeat. Athletic experience provides important educational outcomes, particularly those attributes of citizenship, such as a sense of fair play, respect for others, proper attitudes, and self-discipline.

Hancock High School offers interscholastic competition on the varsity and junior varsity or sophomore levels in Boys and Girls Basketball, Cross Country, Wrestling, Baseball, Volleyball, Soccer, and Girls Softball. If interest level increases in any sport a freshman level team can be added. The length of the season for each sport is approximately three or four months depending upon the sport and the time of year. A well-rounded athletic program requires your cooperation and support. All boys or girls interested in participating in Athletics at Hancock are encouraged to talk to individual coaches about participation.

### MEETINGS

All clubs/extra curricular activities meetings will be held before or after school or during ARP.

### CHEERLEADERS

Cheerleaders promote information, enthusiasm, and excitement throughout the student body for our athletic teams. Our main goal is to instill in our classmates, as well as the faculty, a desire to back and support the TIGER teams, whether victorious or in bearing defeat. Cheerleading tryouts are held in the Spring. Any student interested in being a cheerleader is more than welcome to try out. Meetings and practices are scheduled throughout the school year.

### DRAMA

Drama is more an active organization than a club. No meetings are scheduled at regular intervals. The program is designed to help promote and educate in the field of Dramatics. The program consists of two major productions a year. Not only are plays produced, but interest is promoted by touring colleges and theaters to view plays. Guest speakers and the showing of films about the theater are activities throughout the year.

FCCLA

FCCLA (Family, Career, and Community Leaders of America) is a service organization whose members are involved in many projects that help others. The organization is open to any student in a FACS class.

FCCLA (Family, Career, and Community Leaders of America) is a service organization whose members are involved in many projects that help others. The organization is open to any student in a FACS class.

SPANISH CLUB

The Spanish Club is an organization to supplement Spanish classes. Its purpose is to promote an appreciation of the Spanish culture, people, and language. The main focus is to raise money for summer trips to Spain.

HISTEP

TAHC (Teenage Health Consultants) / HiSTEP (High School Taught Elementary Program) is a program designed to help elementary students choose a healthy life style free from drugs and alcohol. Trained high school students act as role models for the district and teach the program.

NATIONAL HONOR SOCIETY

The object of the Honor Society is to create an enthusiasm for scholarship, stimulate a desire to render service, promote worthy leadership, and encourage the development of character in all students of Hancock. Class rank, leadership ability, and good character determine membership. A student must have a grade point average of 3.0 or better; be in grades 10, 11, or 12; and be selected by the faculty.

RENAISSANCE

The mission of the Renaissance Program at Hancock High School is to acknowledge the educational and moral achievements and outstanding contributions of students and staff members through a process of reinforcement, recognition, and reward. Renaissance conducts various activities throughout the school year to reward students and teachers for their efforts and achievements.

SCHOOL NEWSPAPER - - THE GROWLER

The JEG - Newspaper class publishes the GROWLER. The purpose and goals of the paper are to help inform the student body of the events of the school, and to provide an outlet for student expression.

SCHOOL YEARBOOK - - THE MEMENTO

The Yearbook staff is selected from students enrolled in Communications. The goal of the Yearbook is to provide a pictorial and written record of the events and occurrences of the school year.

STUDENT GOVERNMENT

The goal of the Student Government is to encourage students to participate in all school activities, to create a better understanding between the students and the faculty, to establish high ideals of conduct, to represent and serve the student body and parents of the school, and to develop an appreciation of the democratic way of life. The Student Government of Hancock High School is comprised of 24 elected members (4 class officers and two representatives from each class.) Elections are held at the beginning of the school year and members serve one year terms.

### FIELD TRIPS

Each student going on a school excursion must have a permit form on file with the sponsoring teacher. Students on a field trip are expected to dress and conduct themselves in an appropriate manner.

### FIRE AND DISASTER PROCEDURES

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

### FRATERNITIES, SORORITIES OR SECRET ORGANIZATIONS

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

### GRADING SCALE

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

A	100-95%	C	78-76%
A-	94-91%	C-	75-73%
B+	90-88%	D+	72-70%
B	87-85%	D	69-67%
B-	84-82%	D-	66-64%
C+	81-79%	F	63% and below

### GUIDANCE PROCEDURES

Students should schedule appointments with their counselor several days in advance by seeing the Guidance secretary. Students should make the appointments on their own time during ARP, or before or after school. The secretary will complete a pass slip and place it in the appropriate teacher's mailbox.

### HALL PASS SYSTEM

The school operates under the principle that while in school, students are always under the direction of a supervising teacher. When it is necessary for a student to go from one supervising teacher to another supervising teacher, the student's permit for such a trip is the pass. The pass is to be issued only when, in the judgment of the teacher, there is real need. Students of senior high school age should be mature enough to sit through the classes without leaving. Student should use the 5 minute passing time to use the restroom. Violations of the pass system by students shall result in the cancellation of the pass privilege. Only one student is permitted per pass.

### HEALTH ROOM - - NURSING SERVICES

A registered nurse serves as the school nurse in the Health Room. The nurse's schedule will be posted on the bulletin board adjacent to the Health Room. Students will be dismissed from class at the discretion of the teacher. If the nurse is not in the Health Room, the student should report to the Principal's Office. Students' health records are kept in the Health Room. All 10th grade students and students new to the Hancock District must obtain a physical examination that will be filed with the nurse. Health and immunization information are required of all students. Vision and hearing screening tests are given to various grade levels.

## HOMEWORK POLICY

In order to take full advantage of the educational opportunities offered, students are required to complete all homework assignments. Those students having difficulty completing assignments are encouraged to obtain tutoring through the Guidance Office or during ARP.

Students that are absent from school have as many days to make up the work as they were absent. (e.g. 2 days absent equals to 2 days to make-up work.) The exception being a student that has been absent four days in a row will have one week from the date he/she returns to school to make up the missed assignments. To obtain assignments contact the administrative offices.

Failure to complete an assignment could result in a referral to detention, referral to the guidance counselor, referral to the principal, or a parent-teacher conference.

## HONOR ROLL

At the end of each semester grading period, the honor roll is posted. The honor roll contains the names of students who have attained a Grade Point Average (GPA) of 3.0 or above for that semester. Students that have a GPA of 3.5 or above will receive First Honors. Students with a GPA of 3.0 to 3.49 will receive Second Honors. The following numeral values have been assigned to letter grades to compute the G.P.A. - A=4.00; A-=4.00; B+=3.0; B=3.0; B-=3.0; C+=2.0; C=2.0; C-=2.0; D+=1.0; D=1.0; D-=1.0; and, F=0.0. To compute the GPA the numerical values corresponding to the grades received are added and the number of grades divides the sum.

Advanced courses, (AP U.S. History, Calculus, College Composition) will use the following numeral value for each letter grade. A=5.0, B=4.0, C=3.0, D=2.0, F=0.0.

## STUDENT DISCIPLINE

Public Schools in the State of Missouri have the responsibility to provide public education for all children until they graduate or reach the age of 21. To discharge this function effectively and equitably, school authorities and parents must ensure an environment in the high school which is conducive to the learning process. The disciplinary policies, rules, regulations and procedures of Hancock High School are designed to foster student responsibility, respect for the rights of others and to insure the orderly operations of the high school and school sponsored events.

Due to possible serious consequences of certain acts, expulsion or suspension could be recommended on the first or subsequent offenses. No handbook can be expected to list each and every offense, which may result in the use of disciplinary action. In such cases, the Hancock Place School Board have given the **“High School Principal the Right to exceed normal discipline recommendations if the situation merits such actions”**, to insure the effective and orderly operations of the school. (See revised statues of State of Missouri, Section 167.161)

Suspension:

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

Due process procedures (Informal due process required prior to all suspension out of school):

1. Student must be given oral or written notice of charges
2. Student must be given an oral or written statement of the facts that are the basis for the suspension, unless the student admits the charges.
3. Student must be allowed an opportunity to give his or her version of the facts

4. Student must be readmitted if suspended over ten (10) days and an appeal to the board is requested, unless the superintendent finds that the student's presence poses a continuing danger to persons or property or disruption of the academic process, in which case the student will be removed immediately and the notice and hearing will follow as soon as practicable.

Documentation - Any referral will result in documentation in student's discipline record.

### **DISCIPLINARY PROBATION**

Any student who accumulates a combined eight (8) or more days of "out-of-school" suspension or ten (10) or more combined days of "out of school and in school suspension" will be placed on disciplinary probation. The Principal (or designees) will, in writing, contact parents and student to review school expectations and past behavior history.

The purpose of the contact will be to establish a cooperative effort between the school, home and student for the purpose of outlining expectations and communicating possible consequences of continued unacceptable behavior.

Any student on disciplinary probation may continue to attend Hancock High School provided they adhere to the written behavior/academic progress contract as established by the school administrator and discussed with parents and students.

### **CONDITIONS OF THE PROBATION WILL INCLUDE:**

At the end of the semester, students on disciplinary probation will have their record reviewed to determine either the continuation of disciplinary probation or a return to regular student status. Any student on disciplinary probation who fails to follow the established behavior contract and make reasonable academic progress, will be recommended for suspension of up to 90 school days following due process procedures.

If a student continues to have problems following High School rules and guidelines, but does not commit major offenses, the Principal may consider assignment to an alternative school in lieu of suspension.

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

First Referral: Ten (10) day suspension, referral to Superintendent, notice to law enforcement officials.

Subsequent Referral: Long term out-of-school suspension or expulsion, notification of law enforcement officials

A. Threatening Staff: Ten (10) day suspension, referral to Superintendent, notification to law enforcement officials.

2. **VANDALISM** - Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Referral: Suspension from school until the violation is resolved by the Building Administration, notification to law enforcement officials, and restitution in full.

Subsequent Referral: Suspension from school 10 days, referral to Superintendent, notification to law enforcement officials and restitution in full.

3. **ARSON** - Starting a fire or causing an explosion that causes damage to property or buildings.

First Referral: Suspension from school 10 days, referral to Superintendent, notification to law enforcement officials, and restitution in full

4. THREATS OF MASS DESTRUCTION - Any verbal or written expression that creates a substantial risk of damage to school property or any school activity.

First Referral: Student suspended 10 days, referral to superintendent, notification of law enforcement

5. THEFT - Theft, attempted theft or willful possession of stolen property.

First Referral: Suspension from school for five (5) days, and notification to law enforcement officials

Subsequent Referral: Suspension from school for ten (10) days, referral to superintendent, and notification to law enforcement officials.

6. DISRESPECTFUL CONDUCT OR SPEECH - Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings/vulgarity or inflammatory comments to staff members:

First Referral: Student suspended 5 – 10 days, parent conference prior to returning to school

Second Referral: Student will suspended 10 days and referral to Superintendent

7. DISRUPTIVE SPEECH OR CONDUCT - Conduct or verbal, written or symbolic language, or inflammatory comments which materially and substantially disrupt classroom work, school activities or school functions.

First Referral: Student assigned to detention

Second Referral: Student assigned to detention or ALC, parent contact

Third Referral: Student assigned ALC, parent conference

Fourth Referral: Student suspended out of school

Fifth Referral: Student suspended out of school pending parent conference

8. DRUGS/ALCOHOL

- A. Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia.

First Referral: Ten (10) day suspension from school and professional evaluation prior to return, notification to law enforcement officials. If student refuses evaluation, a referral will be made to the superintendent for 90 day suspension.

Subsequent Referral: Expulsion and notification to law enforcement officials

- B. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia.

First Referral: Expulsion and notification to law enforcement officials.

- C. Sale, purchase or distribution under the pretense of any illegal substance.

First Referral: Student will suspended 10 days and referral to Superintendent



9. CONTROLLED SUBSTANCE VIOLATION - Suspected attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drug, or drug-related paraphernalia

First Referral: Student will be sent home, parent will be contacted, and SRO will be notified.

Second Referral: Student will be suspended and referred to the Superintendent

10. EXTORTION/THREATS/BULLYING - Threatening or intimidating any student

First Referral: After school detention or assigned to ALC, parent contact

Second Referral: Assigned to ALC, parent contact

Subsequent Referral: Assigned to ALC or OSS, parent conference, possible notification to law officials

11. FALSE ALARMS - Tampering with emergency equipment, setting off false alarms, making false reports

First Referral: Suspended from school to ten (10) days, referral to superintendent and proper authorities for appropriate legal action.

12. FIGHTING - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Referral: Student will be suspended five (5) days, parent contact, and notification to law officials.

Subsequent Referral: Student will be suspended 10 days out-of-school, and referral to Superintendent and notification to law officials.

13. PUBLIC DISPLAY OF AFFECTION - Physical contact which is inappropriate for the school setting. The only acceptable form of affectionate behavior is holding hands.

First Referral: The behavior will be corrected by the Teacher and a referral will be made to Guidance office.

Second Referral: Student will be assigned detention, parent contact

Subsequent Referral: Student will be assigned ALC, parent contact

14. SEXUAL HARASSMENT - (see Board Policy JBA)

A. Use of verbal, written, or symbolic language that is sexually harassing

First Referral: Student conference, referral to Guidance office, parent contact, and possible notification to law officials.

Second Referral: Student assigned detention or ALC

Subsequent Referral: Assigned to ALC, or possible out of school suspension, parent conference, and notification to law officials.

B. Unwanted physical contact that is sexually harassing

First Referral: Student will be suspended 5-10 days out of school, parent contact

Subsequent Referral: Student will be suspended 10 days out of school, referral to Superintendent and notification to law enforcement officials

15. FIREWORKS - Possession (including snap-n-pop type items)

First Referral: Student will be assigned to detention or ALC

Second Referral: Student will be suspended to ten (10) days and a parent conference is scheduled prior to the student returning to school.

Third Referral: Student will be suspended pending a referral to the superintendent

16. FIREWORKS - Igniting or exploding\* (snap-n-pop type items)

First Referral: Student will be suspended for 10 days and a parent conference is scheduled prior to the student returning to school.

Second Referral: Student will be suspended pending a referral to the superintendent

17. MISSING SUPPLIES

First Referral: Student will be assigned detention by the classroom teacher.

Second Referral: Student will be assigned detention or ALC, parent contact

Subsequent Referral: Student will be assigned ALC

18. TOBACCO

A. Possession of any tobacco products on school grounds, bus or at any school activity.

First Referral: Conference with S.R.O., parent contact, assigned detention

Second Referral: 1 - 3 days ALC, parent contact, referral to S.R.O. and Juvenile officer

Subsequent Referral: Student will be suspended up to 5 days out of school

B. Use of any tobacco products on school grounds, bus, or at any school activity

First Referral: 3 days ALC, parent contact, referral to S.R.O. and Juvenile officer

Second Referral: 5 days out of school suspension, parent conference and referral to S.R.O./Juvenile officer

Subsequent Referral: 10 days out of school suspension, referral to S.R.O./Juvenile officer, and superintendent

C. St., Louis County law makes it illegal for students to possess or use tobacco products: "It shall be unlawful for any student to smoke or carry lighted cigarettes, cigars, pipes, or other tobacco products inside or on school property or within 300 feet of an elementary, middle, or secondary school building.."

Penalties: Any violation will result in a fine of not more than \$150.00 for the first conviction, no more than \$250.00 for the second, and \$500.00 for any subsequent conviction.

19. TARDIES - The recording of tardies will take place over a quarter.

First and Second Offense: Verbal warning

Third Offense: Teacher will notify the students guardian of situation

Fourth Offense: Student assigned a consequence by the Teacher.

Fifth Offense: Office referral-Guardian contacted by an Administrator-ALC assigned-**Student receives (1) Unexcused absence.**

Subsequent Offenses: Students shall receive a day of ALC for each subsequent offense, until the 10th tardy.

Tenth Offense: Student will be assigned ALC pending parent conference. **Student will also receive their second Unexcused absence.**

20. MISSED TEACHER DETENTIONS

First and Subsequent Referral: Student assigned 8<sup>th</sup> Hour or ALC.

21. MISSED SCHOOL DETENTION (9<sup>TH</sup> HOUR)

First and Subsequent Referral: Student will receive an office referral.

22. TRUANCY

First Referral: Principal/student conference, parent contact and detention.

Second Referral: Student assigned to 1 day ALC, and parent contact.

Third Referral: Student assigned to ALC pending parent conference.

Fourth Referral: Student will be suspended up to 1 day. Possible referral to juvenile authorities if student is under 16 years of age.

Fifth and Subsequent Referral: Student will be suspended pending parent conference.

**Excessive truancies may result in referral to the Superintendent.**

23. FORGERY/MISREPRESENTATION/CHEATING

First Referral: Student will be assigned detention.

Second Referral: Student will be assigned ALC

Third Referral: Student will be suspended for 3-5 days and a parent conference scheduled prior to the student returning to school.

Subsequent offense: Student will be suspended 5 - 10 days and a parent conference is scheduled prior to the student returning to school.

24. ACCEPTABLE USE POLICY VIOLATION/PLAGIARISM

First Referral: Student may be assigned ALC and/or have computer privileges suspended

Subsequent Referral: Student may be assigned ALC/OSS and/or have computer privileges revoked.

25. WEAPONS (see Board Policy JFCJ)

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

First Referral: 10 day suspension, referral to Superintendent, for one year expulsion and police referral

B. Weapons (Object capable of being used as a weapon or appearance to cause bodily harm)

First Referral: Up to a 5 day suspension and parent conference.

Second Referral: 10 day suspension and referral to superintendent, notification of law officials.

26. BUS PROBLEMS

A. Non-violent or non-threatening

First Referral: Seat assigned by the principal. The student must remain in the seat at all times.

Second Referral: Student will be removed from the bus for three (3) days.

Third Referral: Student is removed from the bus for five days, parent conference will be required.

Fourth Referral: Student will be removed from the bus for ten (10) days.

B. Violent or Threatening Nature

First Referral: Student will be suspended pending parent conference.

Second Referral: student will be suspended 10 days and referral to Superintendent.

27. DRESS - Display of clothing, coloring, insignia indicating membership in prohibited organizations.

First Referral: Warning and Parent Contact.

Second Referral: Student will be assigned detention or ALC

Third Referral: Student will be suspended for five (5) days and a parent conference will be arranged.

Subsequent Referral: Student will be suspended for ten (10) days and referral to Superintendent

28. UNACCEPTABLE SYMBOLS - Writing of graffiti, flashing gang signs, especially symbols that express symbols or messages of organizations prohibited by the Board.

First Referral: Detention, parent contact and restitution for damages

Second Referral: Student will be suspended 3-5 days or placed into ALC and a parent conference will be arranged.

Third Referral: Student will be suspended for ten (10) days and referral to Superintendent.

29. GAMBLING

First Referral: Assigned to ALC.

Second Referral: Student will be suspended 3 days and a parent conference will be arranged

Third Referral: Student will be suspended for ten (10) days and referral to Superintendent.

LIBRARY –MEDIA CENTER (L.M.C.)

The library is a place to study and do research for class work. It is not a social club or lounge where students can gather throughout the day to visit. Students must have a pass from a teacher to visit the library and the pass must

state the work the student is to be doing. Common sense rules of quiet and courteous behavior shall apply to all students in the library. Students with medical problems will not be assigned to the library without a doctor's excuse.

### LOCKERS

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

1. Students must use only the locker assigned. Lost or stolen items taken from another's locker is the responsibility of the student.
2. Locker combinations are not to be shared with other students.
3. If the locker becomes defective, the problem should be reported to the Principal's Office immediately.
4. Lockers are to be kept clean, orderly and treated with care.
5. The administration reserves the right to search or inspect the locker at any time.
6. A student using another student's locker will be assigned detention or will lose locker privileges for a semester. A student allowing someone else to use their locker will also lose locker privileges for a semester.

### LOST AND FOUND

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

### MEDICATION

The school district does not supply medication. If a student brings medication from home to be taken while at school, the following procedures will be in affect.

1. Only medication which has been prescribed by a physician will be taken at school.
2. Medication must be brought to school in a container appropriately and currently labeled by the pharmacy or physician, with instruction for administrating they medication.
3. All medication must be turned into the nurse. A pass will be given for the student to take the medication.
4. Aspirins and other over-the-counter medication will not be included in this policy.

### NON-RESIDENT STUDENTS

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

### PERMISSION TO LEAVE DURING THE DAY

If it becomes necessary because of illness or an emergency for a student to leave school, the student must report to the nurse or Principal's Office, call home, and receive permission to leave. Spending the class period in the restroom or leaving school without proper permission is considered a TRUANCY.

### PHYSICAL EDUCATION REQUIREMENTS

All students are required earn one credit of physical education is required to graduate. Students are expected to dress-out, participate in class and follow course guidelines. Students having excessive dress cuts will be in danger of failing the class. Students may also be referred to the Assistant Principal for possible disciplinary actions.

### ELECTRONIC DEVICES

Radios, stereos, MP3 players, cell phones and cameras of any kind are not permitted in school. Violations of this policy will result in the following:

First Offense: Student must retrieve item from building administrator.

Second Offense: Administrator will have parent contact before an item may be returned.

### REPORT CARDS

Report cards are issued at the end of each quarter. Semester grades are used to determine class rank, grade point average, grade point index, and athletic eligibility. Report cards for the 1<sup>st</sup> and 3<sup>rd</sup> quarters will be picked up at the parent conferences. Only semester grades are recorded on the student's Permanent Record.

### INCOMPLETE GRADES

Incomplete grade for semester grade must be made up within two (2) weeks of the end of the semester.

### SCHEDULE CHANGES

The schedule will be made out by the counselor after receiving input from the student, parent and teacher/advisor. Schedules will remain unchanged unless unusual circumstances warrant such. Changes will be made either prior to the opening of school or within the first two weeks of the beginning of the semester. If the change is made after the 10<sup>th</sup> week of the course a grade of "WF" will be recorded. No student will be allowed to enter another class after the last day of the third week of school. (Third week of the semester for semester course). All schedule changes must be made through the guidance office. All schedule change forms must be returned to the guidance office, before the change is final.

### STUDENT ELECTION

Student Council is in charge of all elections that take place in school with the exception of the Prom King and Queen Election. Elections are held during lunch periods in the cafeteria. Students are eligible to vote by virtue of their student status. In class elections, only members of each particular class are eligible to vote.

### STUDENT RECORDS

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

### STUDENT SEARCHES

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

### SUSPENSION

Students under suspension ARE NOT permitted to participate or attend any school activity during the suspension.

### TELEPHONE CALLS

Telephones in the Coaches, Guidance and Principal Offices are for business purposes. Students are not to be summoned from class for personal calls, emergency use only.

### TELEPHONE NUMBERS

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

### TEXTBOOKS

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

### VISITORS

All visitors to the school must report to the Principal's Office upon arrival for permission to visit and to sign the visitors' log. All visitors are required to wear a visitor's pass. Students are not permitted to bring visitors to school.

### WITHDRAWAL FROM SCHOOL

In order to withdraw from school, a student must report to the Guidance Office for a withdrawal slip. The slip must be properly signed by each indicated individual and returned to the Principal's Office. All money owed should be paid to the Guidance Office before withdrawal is complete. Students that fail to satisfactorily complete the slip or meet financial obligations will have a "hold" placed on their records.

### WORK PERMIT

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

### HOME TEACHING

A student enrolled in Home Teaching through Special District will receive credit in only two classes.

### GENERAL INFORMATION

1. A student must be enrolled in a minimum of six classes. Exceptions will be made for fifth year students and seniors that have an approved early dismissal.
2. Except by principal's permission a student may not be enrolled in more than two fine art courses per year.
3. Students must complete the entire course of study to receive credit. This means that a student enrolled in a course that offers one credit for one year must complete the year in order to receive credit. Transfer students may receive partial credit. Exceptions will be made on a case-by-case review.
4. Schedule changes for classes are made during the two weeks prior to the start of the new school year. A schedule will remain unchanged unless unusual circumstances warrant a change.
5. Schedule changes made before the 10th week of the course will allow the student to have no grade recorded on the permanent record. Changes after the 10th week of the course will require that a letter grade of "WF" or "WP" be recorded on the permanent record. Schedule changes initiated by students require parental permission.
6. No student will be allowed to enter a class after the last day of the third week of the course. Transfer students are excluded from the guideline. Exceptions will be made on a case-by-case review.

## GRADUATION REQUIREMENTS

The Missouri State Department of Education requires twenty-four (24) units of credit for graduation. Within certain guidelines, local boards of education are empowered to set their own requirements, as long as they meet the minimum State requirements. The Hancock Place Board of Education has set the following requirements for the class of 2009

Communication Arts	4 units (Language Arts I, II, III/Literature)
Social Studies	3 units (Am. History, Am. Govt., and World History)
Mathematics	3 units
Science	3 units
Computer Science	1/2 unit
Health	1/2 unit
Practical Arts	1 unit
Fine Arts	1 unit
Skills	1 unit
Physical Education	1 unit
Electives	6 units
<b>Total</b>	<b>24 units</b>

The student must also successfully pass tests covering the U.S. Constitution and Missouri Constitution.

Students that have not successfully completed twenty-four (24) units of credit by the last day of attendance for Seniors are not allowed to participate in commencement ceremonies. Seniors must have an official transcript from any school previously attended on file by the last day of attendance for Seniors. A student may apply only 3.5 credits toward graduation from correspondence classes or night school class.

## MISSOURI OPTIONS PROGRAM/S.C.O.P.E.

Students attending SCOPE for disciplinary reasons are considered to be suspended and are prohibited from attending extra-curricular activities or events.

Students attending SCOPE or the Missouri Options Program as an alternative placement to achieve academic success MAY be eligible to attend all extra-curricular events; including Prom.

## DIPLOMAS

Hancock High School offers three different diplomas. An academic diploma, an academic diploma with Honors, and an academic diploma with Distinguished Honors. To qualify for a Honors Diploma a student must maintain a combined score of 3.5 using the sum of the grade point average and cumulative results of the A.C.T. Any student with a "D" or "F" grade for any course beyond the Freshman year would be ineligible. To qualify for a Distinguish Honors Diploma a student must qualify for the Honors Diploma. In addition, the student must participate in at least two extra curricular activities of which one cannot be athletic.

## VALEDICTORIAN/SALUTATORIAN

Valedictorian and Salutatorian will be selected after the 8th semester grades. The student must be a full time student. A full time student is defined as being enrolled in a minimum of six classes.

## EARLY DISMISSAL

1. At the end of the sixth semester the student must have accumulated at least twenty-four (24) units of credit.
2. The student is responsible for ensuring that he/she is enrolled in classes that yield sufficient credits for graduation. The student should realize that failure of a class might jeopardize graduation.



3. A student must have a special need to receive Early Dismissal privileges. A planned experience in college, vocational school, on-the-job training, or employment will be considered as a special need.
4. The parents and student understand that if employment/school is terminated, the parent will notify Hancock High School and the student will be required to attend school for the full seven (7) periods of each day.
5. Verification of enrollment/employment is required.
6. Early Dismissal privileges are granted for only those hours in which a student is actually employed or attending school, but shall not total more than one class periods daily.
7. Correspondence credit will not be approved as part of the plan for graduation.
8. Early Dismissal privileges are granted at the start of each semester. Students requesting Early Dismissal privileges after the first two weeks of each semester will receive a grade of “withdraw passing” (WP) or “withdraw failing” (WF) and will receive no credit.

### EARLY GRADUATION

Ordinarily, a student will complete eight semesters of study in high school in order to receive a high school diploma. However, a student may qualify for graduation and early release after seven semesters under the following conditions and agreements.

1. A student must have completed the requirements for graduation as established by the State of Missouri and the Hancock Place Board of Education.
2. A student must have a special need to leave high school in less than eight semesters. A planned educational experience in college, vocational school, on-the-job training, or employment for the eighth semester.
3. The student must remain employed or in school until the end of the school year.
4. A verification of enrollment/employment is to be filled with the Early Graduation Application Form available in the Guidance Office. A change of employment/school would require the completion of a new verification of enrollment/employment.
5. The parent and student understand that if employment/school is terminated, the parent will notify Hancock High School and the student will be required to attend school for the full seven (7) period day.
6. Those students eligible for early graduation shall be eligible to receive their diploma with their graduating class in May or June.
7. A student's picture in the school yearbook shall be placed with the regular graduating class.
8. Correspondence credit will not be approved as part of a student's early graduation plan.

### STATEMENT OF PROGRAM INTENT

Incoming freshman year, students are required to select a program of study that will guide their course selection while a high school student. The student may select from one of the following programs of study.

- |                                |                                  |
|--------------------------------|----------------------------------|
| 1. College Bound (4 years)     | 2. College Bound (2 years)*      |
| 3. Vocational                  | 4. Metropolitan Technical School |
| a. Secretarial / Accounting    |                                  |
| b. Drafting / Consumer Science |                                  |

\*There are several programs available. An individual program will be developed to meet student's interest and aptitudes. Information regarding the different programs is available in the Guidance Office and in this Program Planner.

### **ACADEMIC INTERVENTION PROGRAM (AIP)**

If, at the completion of a **quarter**, a student is failing **two** or more of his/her subjects, the Principal (or designee) will, in writing, contact the parents and student to review student academic expectations.

The purpose of the contact will be to establish a cooperative effort between the school, the home, and the student in order to correct the problem causing the student to make failing grades and to established conditions under which the student may remain in school and be successful.

Any student who fails **two** or more subjects in any **quarter** will be placed on academic probation for the following **quarter**. At the conclusion of the **quarter** of academic probation's, the following will occur:

1. Provided the student has passed **six** or more his/her subjects, the student will be removed from **AIP** and returned to regular status.
2. Provided the student has passed **five or fewer** of his/her subjects, the student will remain on **AIP** during the next **quarter**.
3. **If a student remains in AIP for 7 consecutive quarters, he/she may be placed in an alternative learning environment.**

At the end of the **placement**, the student and parents may petition the Principal for re-admission. A decision to re-admit the student will be based on:

1. The student and parent's willingness to sign a contract outlining academic commitments appropriate for the student as determined by the Principal.
2. Other evidence of readiness to succeed in school such as appropriate attitude, participation in counseling or related activities during the suspension period and/or participation in community activities.

### **GRIEVANCE PROCEDURE**

The purpose of this procedure is to secure at the lowest possible level, solutions to acts of discrimination. Except as necessary for the purpose of implementing this procedure, all parties agree that these proceedings shall be kept as informal and confidential as possible.

STEP 1 - Within sixty (60) days of the alleged discrimination, the complaint should be discussed with the principal of the school with the object of resolving the matter informally.

STEP 2 - In the event that a person with a complaint is not satisfied with the informal disposition or if no decision has been rendered with 30 days after the last informal conference, the Petitioner may file a grievance in writing with the Compliance Office, Superintendent, Hancock Place School District, 9101 S. Broadway, St. Louis County, Missouri 63125, including the date of the alleged discrimination, and the specific complaint. The Petitioner may include a suggested remedy for the alleged discrimination and a description of any action that has been taken to remedy the situation.

Within five (5) regular work days after receipt of the written grievance, the Compliance Officer shall meet with the Petitioner for consideration of the grievance in an attempt to reach an equitable solution.

STEP 3 - Should the decision of the Compliance Officer be unsatisfactory to the Petitioner, or if no decision has been reached within twenty (20) regular days, the Petitioner may make a written appeal to the Board of Education. A copy of the appeal will also be sent to the Superintendent of the Schools, the Compliance Officer.

The Board of Education will set the hearing date not less than ten (10) regular work days or more than forth (40) regular work days after receiving the appeal. The Petitioner will be informed in writing of the time, date and place of the hearing at least five (5) regular work days prior to the hearing.

The Petitioner may be represented by another individual and may have witnesses appear at the hearing.

The Petitioner will be given a written decision of the Board of Education within thirty (30) regular work days following the conclusion of the hearing.

The final decision lies with the Board of Education except that if the decision is unsatisfactory to the Petitioner, the petitioner may appeal the decision to the Director, Office for Civil Rights, 12 Grand Building, 1150 Grand Avenue, Kansas City, MO 64106.

Decisions at steps two and three of the grievance procedure shall be in writing setting forth the decision and the reasons therefore, and shall be transmitted promptly to all parties of interest.

#### NON-DISCRIMINATION IN THE HANCOCK PLACE PUBLIC SCHOOLS

The Hancock Place Public school System is committed to the concept of equal opportunity for all individuals. The school system will not discriminate on the basis of sex, age, race, or handicapping condition in its employment procedures not in its operation of education programs and activities.

Following are the procedures and regulations designed to afford protection from indiscrimination to all persons in the Hancock Place School District.

#### EMPLOYMENT

All employees and applicants for positions in the Hancock Place Schools will be treated in a nondiscriminatory manner, applicants or employees will not be classified or segregated in any way that will adversely affect the Applicant's or employee's employment opportunities or status because of sex, age, race, or handicapping condition.

The non-discrimination requirement applied to: recruitment, advertising, application, selection, assignment, tenure, promotion, demotion, transfer, termination, benefits, and any other term, condition, or privilege of employment for all employees, both full-time and part-time. Sex, age or handicapping condition of an individual will be considered only in those positions where it can be shown that such consideration is essential to the successful operation of the employment function concerned.

#### EDUCATIONAL PROGRAMS

Sex, race or handicapping condition will not be used as basis for determining admission to educational programs of the Hancock Place School District. Course offerings will not be provided separately on the basis of sex except when the course deals exclusively with human sexuality. Sex discrimination is prohibited in academic or vocational counseling.

Students may be grouped within a class by ability, vocal range, or other non-sex criteria even though such groupings may result in a single-sex or primarily single-sex groups. Sex may not, however, be criteria for such groupings.

#### EDUCATIONAL ACTIVITIES

Sex, race or handicapping conditions will not be used as a basis for excluding a student from participating in interscholastic or intramural activities offered by the Hancock School District. Where selection is based on competitive skills, or the activity involved is a contact sport, separate teams for males and females may be provided.

Although the school is not required to spend equal amounts of money on girls' and boys' teams, it will not discriminate on the basis of sex in providing necessary supplies and equipment. It is the desire of the district to provide sports and activities to meet the interest and abilities of both boys and girls.

### FACILITIES

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

### GRIEVANCE PROCEDURE

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

### COMPLIANCE OFFICER

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

Dr. Greg Clark, Superintendent  
9101 S. Broadway  
St. Louis, MO 63125

Persons desiring additional information should contact the office listed on the previous page. Inquiries concerning Title IV may also be directed to:

Director of the Office for Civil Rights  
12 Grand Building  
1150 Grand Avenue  
Kansas City, MO 64106

## **HANCOCK SCHOOL DISTRICT SERVICES AND RIGHTS FOR STUDENTS WITH DISABILITIES**

The Special School District (SSD) of St. Louis County is required to provide a free appropriate public education to County residents, including those attending private/parochial schools, from ages three (3) through twenty-one (21) with diagnosed educational disabilities. These include: Learning disabilities, mental retardation, behavioral disorders/emotionally disturbed, physical/other health impaired, speech/language disorders, hearing impaired, visually impaired, deaf/blind, multi-handicapped, autism, traumatic brain injury, and early childhood special education. The large 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 also who has knowledge of and educational concerns about a child, may request a special education referral. When a parent/guardian wants a special education referral made or school staff believe 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 also should 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 Education Act (IDEA). Under the Family Education Rights and Privacy Act (FERPA), parents have the right to inspect, review, and if deemed necessary, request amendment of personally identifiable information maintained on the children. Copies of the SSD’s Compliance Plan and Hancock’s General Assurance Document are Available for review in both districts.

Questions or request for assistance/information should be directed to Mr. Jeff Buscher, Principal of Hancock High School or Dr. Greg Clark, Superintendent and Liaison to SSD.

#### HANDICAP ACCESSIBILITY FOR HANCOCK SENIOR HIGH SCHOOL

The buildings that comprise the high school are both fully accessible.

The dome gymnasium is fully handicap accessible while the gym B is entry accessible but not to restrooms.

The high school cafeteria is fully accessible but the lower gym area is not.

#### **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.

# HANCOCK PLACE SCHOOL DISTRICT

2008-2009

District Administrative Offices  
9101 South Broadway  
Saint Louis, Missouri 63125  
544-6403

Hancock High School  
229 W. Ripa  
Saint Louis, Missouri 63125  
544-1200 Dome-544-6440

Hancock Middle School  
243 W. Ripa  
Saint Louis, Missouri 63125  
544-6423

Hancock Elementary School  
9101 South Broadway  
Saint Louis, Missouri 63125  
544-1300

Superintendent  
Assistant Superintendent  
Assistant Superintendent  
High School Principal  
High School Assistant Principal  
High School Assistant Principal  
Athletic Director  
HHS Guidance Counselor

Dr. Greg Clark  
Mrs. Lisa Charles  
Mr. Paul Northington  
Mr. Jeff Buscher  
Ms. Shelly Rost  
Mr. Ron Parker  
Mr. Jerry Moser  
Mrs. Cindy Mayer

**Mrs. Ginger Steinhoff**

Middle School Principal  
Middle School Asst. Principal  
Middle School Asst. Principal  
District Crisis Counselor  
Middle School Counselor  
Elementary Principal  
Elementary Assistant Principal  
Elementary Assistant Principal  
Elementary Counselor

Mr. Scott Wilkerson  
Mr. Tom Dittrich, Jr.  
Mrs. Denise Dunn  
Mrs. Sherry Rischbieter  
Mrs. Amanda VanHorn  
Mrs. Debbie Kyle  
Mr. Mike Dittrich  
Mr. Kevin Grawer  
Mrs. Amy Shaikun  
Ms. Brandi Bates

Mascot - Tiger  
Colors - Blue and Gold