

## 2017-2018 HERMITAGE MIDDLE SCHOOL STUDENT HANDBOOK

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# 2017-2018 HERMITAGE MIDDLE SCHOOL STUDENT HANDBOOK

## STUDENT HANDBOOK

### HERMITAGE MIDDLE SCHOOL

#### HERMITAGE R-IV MISSION STATEMENT

Students of Hermitage R-IV will acquire the knowledge and skills to communicate effectively; to recognize and solve problems; to gather, analyze, and apply information and ideas; and to make decisions and act as responsible members of society.

#### WELCOME

Welcome to Hermitage Middle School, *Home of the Hornets*.

The years that you spend in middle school can be some of the most significant years of your life. It is a time when you can acquire attitudes, knowledge, and skills that will determine your success in high school, as well as life.

The policies and procedures described in this handbook are to help us accomplish the district's mission statement quoted above. Most of the rules and regulations are just common courtesy and common sense, which most of you would follow without a handbook. Some of the things found in the handbook must be provided for legal reasons. Having a set of policies also gives direction, so that everyone is working together to achieve positive ends.

Successful accomplishment of the district's mission ensures the possibility of success for every student after they finish high school. People tend to find satisfaction and earn income by selling their time, knowledge, and skills to someone. Potential satisfaction and earnings tend to be directly related to the quantity and quality of these that a person has to offer. Earning a diploma is a noble goal; but acquiring the highest level of knowledge and skills available in school should be the major objective. Graduation is the natural outcome of such a quest.

Ultimate success in school, employment, and life is directly proportionate to one's self-discipline and consequent behavior, especially the ability to get along with all of the people with whom you come into contact. When prospective employers seek references, they always ask about behavior and attendance first. These are habits that we encourage you to develop while in school.

The faculty, staff, and administration is here to assist you. With a positive attitude, your experience at Hermitage Middle School will be interesting, enjoyable, and rewarding.

#### GUIDANCE SERVICES

Students are encouraged to seek the assistance of the guidance counselor and use the guidance facilities for academic and career planning and for dealing with special problems--social or personal. The counselor and guidance facilities are located in the upper hall near the steps, and are available before, after, and during school. To visit with the counselor during the school day, you should make an appointment first and if it requires missing a class you should clear it with the teacher--unless it is an emergency situation.

The guidance office has college catalogs and applications available and a computer program with information on almost every college and technical school in America, as well as hundreds of careers and requirements to enter them. There are also videos available on many careers and materials to assist you in writing resumes, seeking jobs, etc. Applications and study helps for the ACT are also available. If you need help that is not readily available here, the counselor will assist you in finding it. You are encouraged to use all of these services.

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**SPECIAL POLICY STATEMENTS**

This policy is included in the Handbook to comply with Federal government requirements.

**Nondiscrimination**

**Anti-Discrimination Law Compliance**

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer.

**Collateral Prohibitions**

As part of this obligation, the Board is also prohibited from, and declares a policy against:

1. Retaliatory actions based on making complaints of prohibited discrimination or participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination;
2. Aiding, abetting, inciting, compelling or coercing discrimination; and
3. Discrimination against any person because of such person's association with a person protected from discrimination due to one or more of the above-stated characteristics.

**Compliance Officer Appointment**

To ensure that these obligations are met, the Board designates the following individual to act as the district's nondiscrimination laws compliance coordinator, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent informed of the state of compliance with this policy district wide:

Name of Office:	Principal
Business Address:	P.O. Box 327, Hermitage, MO 65668-0327
Phone - FAX:	(417) 745-6277 - (417) 745-6475

**Reporting and Complaint**

Complaints and reports regarding discharge of the duties summarized in this policy should be addressed to the compliance coordinator. Any employee of the district or member of the Board of Education who becomes apprised of a possible violation of this policy must report the matter to the coordinator. In the event the compliance coordinator is the subject of a report that would otherwise be made to the compliance coordinator, reports should instead be directed to

Name of Office:	Principal
Address:	P.O. Box 327, Hermitage, MO 65668-0327
Phone - FAX:	(417) 745-6417 - (417) 745-6475

who will assume the coordinator's duties for the purpose of that complaint.

**Grievance Procedure and Resolution of Complaints**

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The administration will establish an effective grievance procedure and take any other actions necessary to carry out this policy, with due regard for the substantive and procedural rights of all parties concerned.

### **Confidentiality and Records**

To the extent permitted by law, any public record held by this school district that is generated or received pursuant to this policy shall be closed and available only to the Board acting as a quorum, a committee appointed by the Board to carry out this policy on a permanent or ad hoc basis, the compliance coordinator and other administrators whose duties require access to the record in order to carry out this policy. Such persons may share access, on an individual basis, to such records with complainants or participants in a grievance or other resolution, only to the extent such disclosure promotes the purposes of this policy and is not prohibited by FERPA or any other law. Certain other limited disclosures may be required when material in the records is integral to an action affecting a constitutionally recognized property or liberty interest.

### **Public Notice and Dissemination**

A copy of this policy will be posted in a public area of each building used for instruction and/or administrative offices. A copy of this policy will also be distributed annually to employees, parents or guardians, and students. The administration is directed to further publicize this policy and provide for such training or instruction as necessary to ensure district wide compliance with anti-discrimination laws, including instruction in recognizing behavior indicative of a violation of this policy.

### **Limitations**

Nothing in this policy shall be construed as creating a cause of action. Neither the proscriptions of, nor actions taken under, this policy shall on that basis stop the Board from fully arguing for or against the existence of any fact and the scope or meaning of any law in any forum.

## **ATTENDANCE POLICY**

Before a student will be officially enrolled, the student must be in attendance for ten consecutive days.

Hermitage R-IV School's Attendance Policy is based on research that reveals that there is a direct relationship between daily attendance and student achievement. The student who is frequently absent misses class instruction, discussion, and social interaction that cannot be made up even if the written work that was missed is completed. Research also demonstrates that students who are frequently absent have lower grades than what their academic aptitude indicates they should and that they have less success in the job force and future academic endeavors. Ensuring that a student maintains regular attendance requires a cooperative effort by the student, parent(s)/guardian(s), and school personnel. Regular and punctual patterns of attendance are expected of each student enrolled in the school district. Because we believe students' success is of utmost importance, we want students to know that his/her attendance counts. All transcripts will include a copy of a high school attendance profile showing the number of absences. We want colleges/trade schools and employers to know they are getting students with the advantage of regular attendance when they admit/hire them.

It is recognized that regular attendance plays an important role in the educational progress of all students. Therefore, the following policy shall govern school attendance:

1. A student who misses school for any reason, except suspension, shall be allowed the number of days missed plus one to make up work missed during the absence. For example, if a student is absent and doesn't receive an assignment on Monday, they will be given the assignment Tuesday and it will be due Wednesday. If the student misses Monday and Tuesday, the student gets two days, therefore work would be due on Friday. Work assigned before an absence will be due at the discretion of the

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teacher.

2. A student who misses class due to attending school related activities will not be counted absent but is responsible for asking for work the day prior to attending the activity. They will receive one extra day to finish their work once they return to school. For example, if a student attends an activity on Monday and Tuesday and returns on Wednesday, their work will be due on Thursday.
3. It is the responsibility of the student to make up any work missed during an absence. The student is responsible for requesting assignments from their teachers. Upon request, teachers should provide the student with the assigned work that was missed.
4. After an absence, if the student has any documentation to show the reason for their absence they should turn it into the office.
5. A student will be allowed a maximum of seven (7) absences of any class in a semester. Students who are absent eight (8) or more times in any class during the semester will be required to attend Friday School from 3:15 PM until 8:15 PM for each day they have missed over seven (7) days to make up excessive absences. If a student does not attend any Friday School they are assigned, they will not receive a passing grade for the semester. No distinction will be made between excused and unexcused absences. All days absent from school will be counted toward the seven (7) days allowed with the exception of days missed due to college visits that have been pre-arranged and school activities. Providing professional documentation (doctor, dentist, lawyer, etc.) for an absence will not excuse the absence but will be considered when determining exceptions. Exceptions to this policy will only be made due to extenuating circumstances, such as a long-term medical absence, and will need to be approved by the Attendance Appeals Committee.
6. When four (4) days of absence have been accumulated in any semester, the parent will be notified in writing by the principal.
7. When the seventh day of absence in any one (1) semester has been accumulated, a warning letter will be sent to the parent stating that any more absences will result in no credit for that semester unless their child attends Friday School.
8. A senior who has more than seven (7) days of absence in the second semester of their senior year will not be permitted to participate in graduation ceremonies unless they have attended a Friday School for each absence over seven (7).
9. If a student misses fourteen (14) days or more and the Attendance Appeals Committee does not approve the absences, the student will not receive credit for the semester. If a student's absences are excessive, under the Board Policy, the student and/or his/her parents/guardians have the right to appear before an Attendance Appeals Committee, consisting of five (5) teachers elected by the building staff to present their case. The request to meet this committee should be made to the building principal within one week of receiving an attendance letter. If the Attendance Appeals Committee determines that the absences exceed the policy, credit for the semester will be denied. A student that has been assigned Friday School for absences over (7) days will be allowed up to (6) Friday Schools to make up days missed over the (7) days in the semester. Any absences over 13 will be deemed "extreme" excessive absences and not recoverable by serving Friday School. The student must be able to serve all Friday Schools before then end of the semester to receive credit. Any exceptions will be determined by the Attendance Appeals Committee.

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10. If the Attendance Appeals Committee determines that the absences are excessive, under the Board Policy, the student and/or her/his parents/guardians have the right to appear before the Board of Education at its regular meeting. The request should be made in writing to the Superintendent within one week of receiving notification of the Attendance Appeals Committee's decision. Should the Board of Education determine that the absences are excessive, the student will be denied credit for the semester in question.
11. If a student is absent from school for three consecutive days without notifying the school principal's office, the principal or his secretary will attempt to contact that student or his/her parent/guardian to determine the reason for the absence. If, after two days, attempts at communication have been unsuccessful, a registered letter will be sent notifying the student and his/her parent/guardian that the student will be dropped from our rolls after the tenth consecutive day of absence and the student will have to be reenrolled in order to attend classes again.

### **Friday School**

Students attending Friday School to make up attendance hours will be under the direct supervision of a staff member and must attend the entire time period from 3:15 PM- 8:15 PM. It is the student's responsibility to bring school work with them and secure this work before Friday School begins. Students need to pick up an assignment list from the office at the beginning of the day and have each of their teachers assign work throughout the day. Once the student gets finished with their work, the remainder of the time period is to be spent in "Sustained Silent Reading" or working on supplemental materials provided by teachers (Moby Max, ALEKS, Spelling City). Once the student gets finished with their work, the remainder of the time period is to be "Sustained Silent Reading." No cell phones or head phones will be allowed during Friday School. The teacher will be given a phone number to contact parents if there are any problems. If the student is sent home because of poor behavior, or leaves early, they will not receive credit for Friday School and will forfeit their credit for the semester.

## **HEALTH AND SAFETY**

### **Immunization of Pupils**

"As required by Section 167.181 RSMO, it shall be the duty of the parent or guardian of every pupil hereafter entering the public schools, within thirty (30) days after the pupil is enrolled, to furnish to the principal, or to such person as the superintendent may direct, satisfactory proof that said pupil has been immunized against poliomyelitis, diphtheria, rubella, and measles, or that the immunization process is being accomplished in accordance with the rules and regulations promulgated by the Division of Health of the Department of Public Health and Welfare of Missouri, or within such time, to furnish the principal his or her written objection to the immunization of such pupil."

### **Head Lice Checks**

Hermitage School periodically checks all students for head lice. If a student is found to have head lice or nits (eggs), the student will not be allowed to attend school until proper treatment has been obtained.

1. For a student to re-enter school, he/she must have been treated with a medically approved lice and nit kill.
2. All nits must be removed from the hair shafts.
3. Proof of treatment (box label) must be brought to the principal.

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4. Student will be rechecked for lice and nits upon return to school. If lice or nits are still present, the student must leave school until free of lice and nits.
5. The student will be rechecked between 5 and 10 days for reinfestation.
6. Should lice or nits be found when the student is rechecked, the parents must take the student to a doctor for treatment and present a letter signed by a doctor stating that the student is without lice or nits.
7. The Division of Family Services and the County Health Department will be notified of recurring infestations.
8. Absences due to head lice will be included in the general attendance policy. Students will be sent home the day lice or nits are found. Subsequent days will be considered unexcused.

### **CHILDREN WITH HEAD LICE OR NITS MAY NOT ATTEND SCHOOL**

#### **Physical Examinations**

The school will arrange for periodic vision, hearing, dental, and scoliosis screening of students. Other health tests or examinations may be given with permission of parents.

All students who participate in any athletic program must obtain a physical examination by a physician prior to practicing or participating in athletics. Principals may request physical examinations or statements from physicians prior to participation in other school programs if there are apparent problems.

#### **The Taking of Medication**

Any student who must take medication, prescription or over-the-counter, must first go to the principal's office with information as to what it is and why it must be taken at school. If you have the medication with you, bring it to the office. You should also bring directions and explanations from your parent/guardian and doctor, if appropriate.

#### **Nursing Facilities**

Students who feel that they have a need to see the school nurse must have a pass from the principal's office before the nurse will see them. Students are not allowed to call home due to illness without permission from the nurse or principal. Public schools are allowed to bill Medicaid when Medicaid recipients are seen by school nurses. This will be done automatically by the District.

#### **Fire Drills**

The procedure for fire drills will be used for any emergency situation indicating that the building should be evacuated. The fire alarm will be a CONTINUOUS RINGING of the bells. Leave the building quickly, but without running, using the exit door shown as the primary exit for the room that you are in on the building evacuation plan posted in each room. If that door is blocked, use the designated secondary exit. Go immediately to the designated assembly area and stay with your group so that everyone may be accounted for. Always follow the directions of your teacher or the person in charge. The signal to return to class will be three long rings of the bell or instructions of the principal or superintendent.

#### **Tornado Drills**

The tornado warning alarm will be a SERIES OF SHORT RINGS of the bell system. Whistles will be used if power fails and we are unable to use the bells. When the alarm sounds, follow the instructions of your teacher and proceed to the area designated and quickly sit against a wall with your arms over your heads. We will use the interior part of corridors and stay away from entrances as much as possible. Students who are outside will be moved into the building to a

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designated area. The signal to return to normal activities will be three long rings of the bell or instruction of the principal or superintendent.

### **Earthquake Drills**

The principal will announce that we are having an earthquake drill and students will remain in their classroom under their desks. After earthquake, students will be evacuated via the fire evacuation routes. Teachers are to take class record books with them to verify that all students are accounted for and check students for injuries. Students or employees will only be allowed re-entry into the building when given permission by the principal or superintendent.

### **Bomb Threat Drills**

Faculty members and students will follow the evacuation procedures as outlined in the Fire Drill. Teachers will secure their class record book and verify all students are accounted for. The administration will contact local law enforcement authorities

### **Hostage or Armed Intruder Drill**

An administrator will make an announcement and activate an alarm. Teachers are to make sure doors are locked and that windows are closed and covered. Students are to get on the floor next to interior walls located away from doors and windows. Teachers are to keep students calm and maintain order in the classroom, while awaiting further instruction from an administrator or law enforcement official. Students and teachers may choose to arm themselves with items in the room to throw at an intruder if one should make it into the classroom where students are located. Students and teachers are allowed to use whatever force necessary to defend themselves and others in a crisis situation.

### **Hazardous Material/Chemical Spill Drill**

An administrator will announce "In-Place Sheltering" on the building intercom and make sure custodial personnel have secured the building for ventilation. The designated area of assignment will be determined by the location of the hazardous material or chemical spill.

### **Searches**

School administrators and staff reserve the right to search student's handbags, pockets, purses, backpacks, lockers, vehicles, and other locations where personal belongings are located on school property or while attending school activities. At the discretion of the administration, law enforcement officials may be involved in these searches. This policy is to ensure that illegal items are not brought to school and that our students are safe.

## ACADEMIC RECORDS/POLICIES/PROCEDURES

### **Student Records**

Educational records are retained according to the guidelines set forth in the Missouri Public Schools Records Manual and the Family Educational Rights and Privacy Act. Records are available only to those who are specifically designated to have access to them by District Policy. This policy can be found in the Board of Education Policy Manual and is available upon request. "Directory Information" may be released as deemed necessary by school officials; unless notified to the contrary in writing by parent or eligible student.

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Definition: Student Education Records are defined as records which are directly related to a student and are maintained by schools. It does not include records maintained by individual staff members for their personal use. Every effort is made to keep information placed in the Student Education Record factual and objective.

Record Accessibility: Student Education Records are accessible to:

School officials, including teachers of the district who have legitimate educational interest in the records.

Parents and/or legal guardians.

Parents and/or legal guardians of students 18 years of age and older who are dependent upon their parents as defined by Internal Revenue Code.

Officials of schools in which the student seeks or intends to enroll.

Other agencies, institutions, or individuals upon receipt of written release from parent, guardian, or eligible student.

Other state and federal offices and agencies as prescribed by law.

A record access log is kept as part of the Student Education Record indicating all who have had access except professional staff members of the district.

Student record maintenance is the responsibility of the principal.

Directory Information: Designated items are: student's name, parent's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph.

### **Transfer Credit**

Students transferring in mid-term will be placed in classes similar to those attended at their previous school if possible. Students who have not been attending an accredited school may enroll only at the start of a semester.

Transfer credit will be accepted from accredited public schools, accredited and nonaccredited private schools, and through evaluation of home instruction provided by parents. A transcript of credit will be required for students transferring from public or accredited private schools, and certification of areas of instruction must be provided by parents if credit for home instruction or from unaccredited schools is required.

The number of transfer credits that may be counted toward meeting graduation requirements will be determined by the high school principal after consideration of the overall curriculum used for the subject areas for which credit is requested, qualifications, and certification of teachers under whom credit was earned, and the amount of instructional time that was required, etc. The principal will supply the parent/guardian with a list of information and documentation required and a copy of school board policy covering these situations. Not more than seven (7) units of credit will be accepted for the equivalent of a full school year of instruction. Students transferring from private schools in grades 7-12 will be given a standardized test. At the discretion of the principal, students scoring at a lower grade level may be placed in a lower grade than the grade last attended.

### **Course Requirements by Grade Level**

#### **Required courses for 6<sup>th</sup> grade students:**

English  
Reading  
Math

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Science  
Social Studies  
Physical Education  
Rotating Electives (Music, Art, Agriculture Science)

### Required courses for 7<sup>th</sup> grade students:

English  
Math  
Science  
Social Studies  
Physical Education  
Keyboarding/FACS (semester of each)  
Rotating Electives (Music, Art, Agriculture Science)

### Required courses for 8<sup>th</sup> grade students:

English  
Math  
Science  
Social Studies  
Physical Education/Careers  
Keyboarding/Health  
Rotating Electives (Music, Art, Agriculture Science)

### Middle School Promotion Requirements

English 3 units	3 units	Physical Education
Reading ½ unit	1 unit	Health Education
Mathematics 1 unit	3 units	Keyboarding
Science 1 unit	3 units	Agriculture Science
Social Studies 1 unit	3 units	Art
Music ½ unit	1 unit	Careers

### Promotion to 7<sup>th</sup>, 8<sup>th</sup> or 9<sup>th</sup> grade

The requirements for promotion to 7<sup>th</sup>, 8<sup>th</sup>, or 9<sup>th</sup> grades are as follows:

1. Students must pass ten (10) quarters of the sixteen (16) quarters required in the basic subjects of English, Science, Mathematics, and History, and may not fail more than two (2) quarters in the same subject.
2. Students may not fail more than two (2) quarters in the same non-basic subject during the school year.
3. Students reading skills may be no lower than one year below grade level. (Refer to Board Policy IKE.)
4. Students who do not meet the above requirements, may, in some cases determined by the principal, be permitted to make up failed work in summer school

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in order to move to the next grade. The number and type of classes failed, attendance, behavior, and teacher recommendations will be considered when making this decision.

### **Honor Roll**

Excellence Honor Roll is made up of those students who maintain no grade below A-.

Principal's Honor Roll is made up of those students who maintain a 3.0 grade point average on a 4.0 scale and have no grade lower than C.

Honorable Mention will be made up of those students who maintain a 2.67 grade point average on a 4.0 scale.

### **Mid-Quarter Progress Reports**

Progress reports will be mailed to parents at mid-quarter. These reports will include current grades for all classes. Parents are encouraged to contact the school regarding these reports and work with their children to help them progress successfully.

### **Reward Trip**

Students who meet one or more of the following requirements will be rewarded with a special activities trip. Tickets and transportation will be provided; students will be responsible for purchasing their own food. Quarterly grades will be used. Cutoff is 3<sup>rd</sup> quarter for grades. Students will be expected to commit to their participation in this trip before tickets are ordered. Students may qualify for this trip by meeting one or more of the following criteria as of the last grading period prior to the trip:

1. Absent 2 or fewer days\*\* (Regardless of reason)
2. Grades all A's and/or B's\*\*
3. No grade lower than a C AND no disciplinary write-ups to the office (including disciplinary action for tardies) prior to the trip

\*\*Anyone suspended from school for more than 2 days prior to the trip is automatically disqualified from the trip. This supersedes all of the above.

### **MAP Testing Reward**

Students that score proficient or above on the "MAP" test will be rewarded during the next school year following completion of the test. The reward system will be agreed upon by eligible students and the principal. Any student scoring "Below Basic" on a MAP Test will only be allowed to miss classroom instruction two days per semester for school related activities the following school year.

### **Right to Hold Records**

The Board of Education reserves the right to refuse to issue a diploma, transcript, or report card to students who owe just obligation to the school.

### **School Fees and Debt**

Any student owing money for more than thirty (30) consecutive days will not be allowed to participate in reward trips, co-curricular or extra-curricular activities until fees are paid in full.

### **SOAR (Second Opportunity for Academic Recovery)**

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When approved by the principal, credit may be recovered quarterly, through Saturday School. Saturday School includes instructional time that is comparable to middle school courses. Students who receive an F in a core class (Math, Science, English, and Social Studies) can recover their credit up to a D- if they complete their Saturday School requirements. Completing these requirements will help students continue to complete core courses needed for promotion to the next grade level.

### **Study Hall/RTI**

All students will receive a study hall/RTI (Response to Intervention) time during the day. Study Hall will consist of structured tiered groups based on a student's grades in core areas (Math, Science, English, or Social Studies). Teachers will offer students additional instructional time to make improvements in the subject area(s) to strengthen a student's ability to progress in core subjects. During RTI time, students will participate in targeted skill enhancement in areas identified through beginning and mid-year assessments.

Rules for Hornet Study Hall/Advisory Time include:

- 1.NO locker, bathroom or drink passes.
- 2.Students must make an appointment with and obtain a pass from the teacher they want to see during advisory. The appointment must be made the day before or before school on the day of the appointment.
- 3.Teachers will make their own appointments and must completely fill out each advisory pass they give to a student.
- 4.Students must report to advisory each day before they go to an appointment. Students may not stay in another teacher's room instead of reporting to advisory even if they have an appointment to return to that teacher's room. Teachers may not use e-mail as an advisory pass.
- 5.Students may make only one appointment for each advisory period. Once students go to that appointment, they must remain there for the entire period.
- 6.The librarian will make her own appointments and will make available to teachers a list of students with overdue books or fines. These students will not be allowed to travel until the matter is resolved.
- 7.To attend an appointment, the students must sign out in their advisory room, and their advisory teacher must sign their pass before they can leave.
- 8.Club sponsors will provide a list to the office to be placed in the daily announcements of their members names and dates of meetings. Club sponsors will provide a list of their members to the office ASAP after the school year starts and update that list as needed throughout the school year.
- 9.Any student who violates these rules will lose traveling privileges. The duration of the penalty will be at the discretion of the advisory teacher and the principal.
- 10.The same school tardy policy that applies to all classes will be used during the advisory period.

## MISCELLANEOUS PROCEDURES/INFORMATION

### **School/Classroom Visits by Parents/Guardians**

Parents/guardians may visit their child's classroom after stopping at the appropriate office, signing in, and obtaining a visitor's pass. Parents/guardians may not visit classroom other than those of their own children. Parents/guardians are to contact the principal and teacher in advance to schedule classroom visits. When visiting their child's classroom, parents/guardians may observe the class; however, they are not to participate unless asked to do so by the teacher. Whispering, attempting to talk to their child or other distractions are not allowed. Parents/guardians may not loiter in hallways or other public area of the school. Visits by parents/guardians will be limited to two per month. Any parent/guardian causing a disruption or disturbance may be barred from future visits to the school.

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### Visits by Students not Enrolled in Hermitage R-IV Schools

All visitors are required to check in and must be approved by the principal. Children who are not enrolled in the Hermitage R-IV School District will not be permitted to visit the school or classes on days when school is in session.

### Change of Address

Any change of address or telephone number occurring during the year should be reported to the office as soon as possible.

### Accident Insurance

Hermitage R-IV will provide a limited Accident Insurance policy on students that will allow students to participate in all school activities. However, parents are encouraged to have an additional policy on their child that would provide a broader coverage for their child's health.

### School Closing

School will be closed when weather conditions are such that buses are unable to run safely. Students are asked to listen to the radio and TV stations for school closing announcements. Families will also receive a School Reach message notifying them of school closure or early dismissal. Please do not call the administration or radio/TV stations for this information.

Extracurricular events scheduled for a day when school is dismissed early for inclement weather or closed for inclement weather shall be postponed. An exception may be made if a team is involved in tournament play.

### School Lunch Program

The school operates a closed lunch system. This means all students must eat in the cafeteria. Lunches may be brought to school if the student does not wish to participate in the school lunch program. The cost of lunch is \$2.10 per day and may be purchased on a daily, weekly, biweekly, or monthly basis. **STUDENTS OWING \$10 OR MORE WILL NOT BE ALLOWED TO EAT UNTIL THEIR BILL IS PAID IN FULL. THIS WILL BE STRICTLY ENFORCED. STUDENTS MAY ASK FOR A PEANUT BUTTER SANDWICH IF THEY ARE NOT ALLOWED TO EAT. LUNCHES SHOULD BE PAID FOR IN THE HIGH SCHOOL OFFICE BEFORE FIRST HOUR.** Extra milk is 35 cents each. Breakfast is served beginning at 7:50 a.m. in the class rooms.

Students are to go directly to the cafeteria for lunch and are to remain there until granted permission to leave by the lunch supervisor or principal. Students are responsible for cleanliness at the table where they are eating.

### Withdrawal Procedure

Students who leave Hermitage High School during the school year must obtain a Withdrawal Form from the office. All books and materials must be returned to the proper teacher. Library books must be returned to the library and any financial obligations--library fines, lunch charges, etc.--must be paid before grades will be issued. The form must then be returned to the office for verification and to receive transfer credit.

### Flower Delivery

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Flowers for special occasions will be delivered to the office and distributed before the end of the day. The delivery of balloons is discouraged. Balloons are not permitted on school busses.

### **Lost and Found**

Any items found at school should be turned in to the office. Students inquiring about items lost will be asked to describe the items.

### **Bulletin Boards**

A number of bulletin boards exist in various areas of school for the convenience of the student body. Information relative to classes, social functions, and extra activities are posted. All information to be posted in these areas must first be given approval by the office.

### **Consumption of Food and Drink**

Students are to consume all food and drinks in the cafeteria area. Food and drinks are not allowed in the hallways and classrooms unless given permission by the principal.

## SPECIAL RULES/POLICIES

### **Residency**

Each new student that desires to enroll at Hermitage R-IV will need to complete the residency verification form with the appropriate documentation and have it notarized before a student can be enrolled in the district.

The Public School Laws of Missouri (RSMo 167.020) concerning residence and tuition state: *In order to register a pupil, the Parent or Legal Guardian of the pupil... shall provide, at the time of registration, ...Proof of residency in the district... "residency" shall mean that a person both physically resides within a school district and is domiciled within that district. The domicile of a minor child shall be the domicile of the Parent or Court-Appointed Legal Guardian.*

### **Tardies**

Students who are tardy will be subject to the following disciplines each quarter:

- 1-3 tardies - teacher's record in grade book and inform student
- 4-5 tardies - after-school detention
- 6 tardies - 1 day ISS
- 7 tardies - 1 day ISS
- 8 tardies - 1 day ISS
- 9th and each additional tardy - 2 days ISS

### **Bus Rules**

Students riding buses must obey the following rules:

1. The bus driver is in complete charge at all times, and passengers must obey his/her instructions.
2. At all times, passengers must avoid unnecessary noise which might divert the driver's attention and cause an accident.
3. Students should board the bus and go immediately to their assigned seats and remain seated, facing forward with backs against seat back, feet in front of them, and arms and hands kept to themselves.
4. Scuffling, fighting, obscene language, throwing articles, littering, and disobedience of instructions given by the driver will not be tolerated.

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5. No food or beverage is to be consumed on the bus.
6. Keep hands, head, and arms inside the bus at all times. Buses are wide and clearance is small when passing tree limbs and oncoming vehicles.
7. Students must be prompt and be at the pickup points on time. Students must cross 10 feet in front of the bus when loading or unloading.
8. A signed note from a parent is required before a student will be let off the bus anywhere other than home.
9. Students may not ride a bus other than their own assigned bus to or from school.
10. Harassment of others will not be tolerated. (See Discipline Policy)
11. The driver is authorized to assign students to seats on either a temporary or permanent basis.
12. The possession of tobacco, alcohol, or drugs in any form will not be permitted.
13. No animals, weapons, explosives, or hazardous materials are to be brought onto the bus.
  
14. Students who damage the bus or bus equipment will be required to pay for the full cost of repairs.
15. The use of electronic music devices on the bus is up to the discretion of the bus driver and/or sponsor of extracurricular or co-curricular activities.

Students violating any of the above rules are subject to disciplinary action. Misconduct reports will be given to the principal for disciplinary action. The principal will give the student a copy of the report which must be signed by the parent before the student may ride the bus. The second offense results in loss of bus riding privileges. Extreme disciplinary problems may result in loss of bus privileges on the first offense or permanent removal from the bus.

### Wednesday School

In an effort to try to keep parents informed and help students keep up with their work, Wednesday School will be assigned to students that fail to complete their assignments. Failure to complete assignments is considered not turning in work, or turning in work that is less than half complete for two assignments during the week. Teachers will give the assignments to the Wednesday School tutor and students will complete these assignments and may receive help in any subject area they need. Students will receive 50% credit for correctly completing work in Wednesday School. They will also benefit and be more capable of staying current with the rest of the class by completing these assignments. Teachers will provide a list of student's missing assignments to the principal on Monday to determine who should be assigned Wednesday School. The student will bring home a note from the principal stating what assignments they have not completed, and this will require a parent signature. It must be turned in to the principal by the start of school on Wednesday. Failure to return the note will result in a call to the family for notification. If the office calls for notification the student will serve a detention on Thursday from 3:09 to 4:00 p.m. It must be turned in to the principal by the start of school on Wednesday. **Wednesday School hours will be from 3:09-5:00 pm.** Students may leave at 4:00 pm if their parents pick them up or if their parents write a note for them to drive home or attend school related activities. **They are only excused at 4:10 pm if all work is completed!** Wednesday school will take precedence over all other school activities. Cell phones or any other electronic device will be left with the Wednesday School teacher until the student leaves Wednesday School.

### Bullying

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or

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harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

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Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

### **Entering and Leaving Building and Classes**

When students arrive on school property in the morning, they are not to leave the school grounds until the end of the school day, unless permission has been granted by the principal's office. Any violation of this rule will result in disciplinary action. Students must sign out and in the office when leaving or returning to school during the day. Students leaving school without following proper procedures will be considered truant.

Students are to leave their vehicles and the parking lot immediately upon arriving at school and come to the school building. No one is allowed to return to the parking lot without permission of the principal or superintendent.

Students will not be allowed to enter the building until 7:50 a.m. and should leave the building by 3:15 p.m., unless taking part in a scheduled activity under the direct supervision of a teacher.

All students shall obtain a hall pass from the teacher to leave class for any reason while classes are in session. The name of the teacher releasing the student must be on the back of the hall pass. Students must sign out when they are leaving the room, and must sign back in upon their return.

### **High School**

Middle School students are never to be in the High School unless going to or from class or with written permission from a teacher or the principal. They are never to be in the high school before school unless they are with a teacher. Violation of this policy will result in disciplinary action.

### **Gym Rules**

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1. No students will be allowed in the gym unless an adult supervisor is present.
2. Street shoes will not be permitted on the gym floor.
3. Stomping and banging on the bleachers is **NOT** permitted. No artificial noisemakers will be allowed. Pep activities will be limited to before games, at half-time, and during timeouts of all games.
4. There will be no unauthorized activities in the gym before school, at lunch time, or after school.
5. All gym bags will be placed in the lockers in the dressing areas before school and any items left unattended on the floor or counters will be removed.
6. Signs will be permitted in the gym with the approval of the principal. Only masking tape may be used and signs must be removed immediately after the contest.
7. Students who leave the building during extracurricular activities must leave school property immediately, and will not be allowed to return for the remainder of the evening.

### **Personal Electronic Gear**

CDs, CD players, Ipods, MP3 players, cameras, or any other electronic or cellular devices will not be allowed for student use from 8:05 AM to 3:09 PM unless written permission is granted from the principal. Students using these items during school hours will have them confiscated by the principal and they will only be returned to a parent or guardian. The school will not be held liable for theft of any equipment.

### **Cell Phones**

Cell phones or cameras will NOT be allowed in the student's possession from 8:05 AM to 3:09 PM. Students that feel they must bring their cell phone in the building will have a designated area (1<sup>ST</sup> hour teacher) to leave their phone during school hours. It will be the student's responsibility to leave their cell phone in the designated area before school starts and pick it up at the end of the school day. Each day teachers will provide a list of all names of students who have turned in a cell phone to the office during 1<sup>st</sup> hour. A student will only be able to use their cell phone if they receive permission from the principal and are allowed to make a call with the principal present. Cell phones that are seen by any staff member will be confiscated and will result in disciplinary action. The phone will not be returned until the end of the next school day. **Cell phones are also not allowed in locker room or dressing areas at any times. They must be given to coaches or staff members before entering these areas. This includes all activities at Hermitage or other sites.**

### **Field Trips**

Electronic devices and phones on a field trip are up to the discretion of the supervisor. Field trips are a trip away from the classroom environment and the school campus. Any misuse of electronic devices or cell phones while on a school field trip will constitute losing the privilege of use on future trips and a discipline referral once the staff and student return to school.

### **Lockers**

Each student will be assigned a locker and will be held responsible for the contents of this locker. A student may not switch or change lockers. Any school lockers used by students will be maintained in a safe and orderly manner by each student. All lockers are to be kept clean and neat and free of trash. No liquids, explosives, or dangerous instruments will be placed in or stored in lockers. The school remains co-tenant of the lockers and may conduct routine, random searches for missing property or disorderly or unsafe conditions. Students do not have the right to open or use the locker space assigned to other students.

Students who choose to place locks on their lockers may use one of their own or check out one from the school. If private locks are used, a key or combination must be given to the principal's

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office at the time the lock is installed. Combination locks may be checked out in the principal's office. Lost or damaged locks will incur a \$7.00 replacement charge. Locks will be cut off lockers if combinations are not provided to the office.

The school is not responsible for the theft or loss of items from student lockers. Students are urged not to keep valuable in their lockers at any time. If it is necessary to bring something of value to school, they may leave it in the office for the day

### **Library**

The library is open from 7:50 a.m. until 3:30 p.m. each day. If you need to do work for a research project, please check with the librarian about staying later.

No food or drink is allowed in the library.

Magazines and reference materials may not be checked out.

Books may be checked out for a two-week period. If the book is needed for a longer period of time, please bring the book in and renew it. Any student with a book more than 1 week overdue will be assigned to detention.

If you have an overdue book, you may not check any other materials out and your grades will be withheld until the book is returned or paid for.

### **School Computers**

Hermitage R-IV provides your students with a school laptop to use during the school day. The computers are also available to use at home and outside of school if laptop insurance is purchased. The device issued to the student/user is the property of the Hermitage R-IV School District. This device is on loan to the student, and must be used in accordance with the following policies and procedures, the District's Acceptable Use Agreement and any applicable laws. Use of this device, as well as access to the "network", the Internet, and email are a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of the Hermitage R-IV School District. Refer to the technology handbook for more information.

The use of school computers in labs or in classrooms for school work is encouraged; however, permission and supervision by a faculty or staff member is always required. Unauthorized use of school computers will result in disciplinary action.

Using school computers for information or games related to violent or potentially violent activities, or materials considered to be obscene, will result in a minimum 365-day suspension from using any school computer without direct observation by a teacher and suspension from school for one or more days.

Each year, all students and their parents will be required to sign a computer use agreement before students have access to them.

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### **Technology Violations and Disciplinary Policies and Procedures**

Students are expected to follow all policies and procedures of the district, including those related to technology usage and the discipline code of conduct. Discipline consequences will progress as violations occur through the use of the laptop. Low-level, first time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

Progressive discipline steps might include, but are not limited to:

1. Warning
2. In-Class Consequence
3. Parental Contact
4. Discipline Referral
5. Loss of laptop

Any or all of the preceding steps may be used when determining consequences for inappropriate use. Classroom interventions will be the first level of discipline. Teachers will issue verbal warnings, adjust seat changes, remove use of computer in their specific class, contact parent/guardians, and solicit intervention from administration when violations to the acceptable use policies occur.

<b>Tech-related Behavior Violations</b>	<b>Equivalent “traditional” Classroom Violations</b>
Email, instant messaging, internet surfing, computer games (off task behavior)	Passing notes, look at magazines, games, cellular devices, etc. (Disruptive Behavior)
Failure to bring your device to class	Missing supplies/unprepared for class
Cutting and pasting without citing sources	Plagiarism
Cyber-bullying	Bullying, harassment
Damaging, defacing, or endangering laptop	Vandalism, property damage
Using profanity, obscenity, racist terms	Inappropriate language
Chronic, tech related behavior violations (see above)	Disruptive Behavior, Failure to Follow Directions, and Misuse of School Equipment
Deleting browser history	Misuse of School equipment, Vandalism
Unauthorized downloading or installing software	Misuse of School equipment, Vandalism
Attempts to defeat or bypass the district’s Internet filters	Misuse of School equipment, Vandalism
Computer phone texts	Unauthorized cell phone feature use
Violent games, activities or obscene materials	365-day suspension from using any school computer without direct observation by a teacher and suspension from school for one or more days

### **Communication Channels**

Communication is encouraged between teachers and students. Email, text and cell phone messages must be school related.

### **Books and Equipment**

Each student is responsible for all books and equipment issued to him/her. If an item issued to a student is misplaced, stolen, or damaged, the student will be required to pay for the item on a replacement basis of the book or piece of equipment. A second book will not be issued until the first book is paid for.

## **EXTRA/CO-CURRICULAR POLICIES**

### **Student Clubs/Organizations**

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With approval of the Board of Education, students may form other clubs or organizations to promote special interest, provide leadership training, or provide opportunities for educational or social activities. In order to be approved to use school facilities, the organization must submit written objectives and a constitution or by-laws must be approved by the principal. At least one faculty member must agree to serve as sponsor of each organization approved.

Organizations will not be approved that would deny membership against students because of race, religion, national origin, age, marital status, sex, or physical handicaps.

Student organizations will be permitted to use school facilities and schedule meetings and other activities before or after school hours as approved by their sponsor. Approval of the principal is required to schedule meetings or other activities during school hours. At least one sponsor must be present at all meetings or other activities.

### **Fundraising by Organizations**

Student organizations may establish membership dues and use approved fund- raising projects to finance activities. All fundraising projects must be approved by the principal.

Organizations are encouraged to use service-type activities or concession sales as school events for fundraising. Sale of products that are assembled or produced by the organization will be permitted. Sale of advertising or sponsorship of yearbook pages or newspaper space is permitted.

Sale of specialized products that are not readily available in the community may be approved on an individual basis. Each organization will be limited to the sale of one product or line of products during each school year. Approval of the principal must be obtained before a commitment is made to participate in any commercial fund- raising program or any materials that are purchased to be sold.

### **School Dances**

General school policies and regulations are in effect at all school-sponsored dances. Students leaving the building during the dance, without permission of the sponsor, will not be permitted to return. Students who invite out-of-school guests will observe the following regulations:

1. The guest must be the student's date and adhere to the rules and regulations that apply to students.
2. The student will be responsible for the behavior of his/her guest.
3. The student must sign the guest list and the guest must be approved by the principal by noon the day of the dance.
4. Hermitage alumni and dates may attend school dances with approval of the administration.
5. Prom may be attended only by students in grades 9 and above. Grade levels allowed at other dances will be designated for each dance.
6. During dances, students are to be in the building or off school property.
7. Students are only allowed to enter a dance during the first hour of the dance unless authorized by the principal and cannot re-enter once they leave.
8. Students who are on the "Academically Ineligible" list will not be allowed to attend dances.

### **Interscholastic Activities and Contests**

A program of interscholastic athletics and contests shall be conducted in the school under the general direction of the principals. The program shall be operated under applicable rules and

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regulations of the Missouri State High School Activities Association and the Polk County League. All students must present written permission from parents, the results of a physical examination by a physician, and evidence that they are covered by accident insurance prior to practicing and participating in any athletic program.

In order to participate in any interscholastic activity, high school students must meet all eligibility requirements of the Missouri State High School Activities Association (MSHSAA) as well as the following school requirements:

1. Middle School students must pass seven classes and maintain a 1.67 (C-) average on a 4.0 scale to be eligible. Grades will be checked on a mid-quarter and quarterly schedule. If a student is ineligible they will have weekly grade checks and may become eligible if at that time their grades indicate they have gained eligibility and they have had three hours of tutoring. Students who are ineligible may continue to

attend practice in a sport so that they may begin participating in the sport when they become eligible, unless the season will end before the student has the opportunity to participate. If a student receives two or more "F's" for the semester, they will be ineligible for the next semester.

Students who are ineligible MAY NOT participate in athletic events including managers, statisticians, camera operators, etc.; or participate in cheerleading. Students may attend but not participate in athletic events and will not be allowed to use school provided transportation. Students that are involved in other school activities may not attend any activities for their organization until they improve their academic status and are taken off the "Ineligible List." If a student is ineligible and part of their grade is based on an educational activity or field trip, the sponsor should meet with the principal to discuss the situation.

2. Student must not be under suspension (this includes ISS or OSS) from school or extracurricular activities.
3. Student must attend at least four (4) periods of the school day of the event. If the student has a doctor/dentist appointment the day of an event, the student must obtain approval prior to the day of the event from the principal. Any unexcused absence during the day of an event will make the student ineligible until the student has been in school eight (8) consecutive class periods.
4. Student must follow additional guidelines as required by the sponsor of the activity.
5. No student whose behavior is unsatisfactory will be allowed to represent the school in extracurricular activities.
6. All athletes and cheerleaders must ride the bus both to and from all games scheduled away from home, unless other arrangements are made in advance with the principal AND the coach. This list will be approved by the sponsors or coaches and principal. Students must be signed out with the sponsor or coach.
7. Only Hermitage R-IV pupils, employees, and certified adult supervisors will be permitted to ride activity buses.

### **Standard Complaint Resolution Procedure for Improving America's Schools Act Programs**

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to 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 provides instruction.

Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.

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Whether your child is provided services by paraprofessionals and, if so, their qualifications. 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; and

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.

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by the 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 indicate 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 local district policy: To ensure that these obligations are met, the Board of Education designates the following individual to act as the districts nondiscrimination laws compliance coordinator, who shall also be the appointee for all laws specifically mandating such as appointment, and who shall have the duty of keeping the superintendent informed of the state of compliance with this policy district wide: Principal (417-745-6417)

Complaints and reports regarding discharge of the duties summarized in this policy should be addressed to the compliance coordinator. Any employee of the district or member of the Board of Education who becomes apprised of a possible violation of this policy must report the matter to the coordinator. In the event the compliance coordinator, reports should instead be directed to the Principal (417-745-6417) who will assume the coordinator's duties for the purpose of the complaint.

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 no 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 resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, 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.

### **DISCIPLINE POLICY**

#### **Purpose and Philosophy of Discipline**

The Hermitage R-IV School has the responsibility, conferred upon it by the state, to provide free

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and appropriate public education to children residing in the Hermitage R-IV School District until they graduate or reach the age of 21. To discharge this function effectively and equitably, school authorities and parents must insure an environment, which is conducive to the learning process. To provide an effective learning environment, an attitude of respect and mutual trust must be developed among students, parents, and teachers. Consistent and reasonable standards of conduct are necessary to maintain an atmosphere where orderly learning is possible and encouraged. Rules which establish discipline guidelines for students are needed to maintain standards of conduct that reflect the expectations of the school and community. The guidelines are designed to facilitate the development of self-control and self-discipline to students and should be considered a part of the overall education program.

### **Student Rights and Responsibilities**

The Board of Education believes that students have rights, which should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among these student rights and responsibilities are the following:

#### **All Students Have the Right To:**

1. Have the opportunity for a free education in the most appropriate learning environment.
2. Have the opportunity for freedom of speech and of the press so long as the exercise of those rights is not disruptive.
3. Be secure in their persons, papers, and effects against unreasonable searches and seizures; privacy in regard to their personal possessions, unless there is reasonable suspicion that prohibited materials are being concealed.
4. Expect that the school will be a safe place with no fear of physical, mental, or sexual harassment.
5. Expect an appropriate environment conducive to learning and not be discriminated against on the basis of gender, race, color, or religion, national origin, or handicap.
6. Expect to be fully informed of school rules and regulations.

#### **All Students Have The Responsibility To:**

1. Know and adhere to reasonable rules and regulations established by the local Board of Education and implemented by school administrators and teachers.
2. Respect the human dignity and work of every other individual.
3. Refrain from libel, slanderous remarks, and obscenity in verbal, nonverbal, and written expression.
4. Study diligently and maintain the best possible level of academic achievement.
5. Be punctual and present in the regular school program.
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety.
7. Help maintain and improve the school environment, preserve school property, and exercise care while using school facilities.
8. Refrain from disobedience, misconduct, or other behavior which would lead to any

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physical harm or to the disruption of the educational process.

9. Respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities.
10. Obey the law and rules so as not to be subjected to ill effects or endanger others by the possession or the use of alcohol, illegal drugs, and other unauthorized substances.
11. Carry only those materials which are acceptable under the law and accept the consequences for unacceptable articles stored in lockers.

### **Discipline Procedures and Actions**

All District personnel responsible for the supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school, on any property of the school, on any school bus going to or returning from school, during school intermissions or recess periods, and at any school activity away from the school,

The following disciplinary or corrective actions may be used by responsible staff members to remediate or correct unacceptable student behavior:

1. Verbal directives may be given to students for the immediate correction of minor behavior problems.
2. Conferences may be held with students to discuss behavior problems and obtain an oral or written commitment for correcting behavior.
3. Specific seats or locations may be assigned to students.
4. Students may be assigned specific educational assignments or tasks that are related to inappropriate behavior.
5. Parents of students may be contacted or a conference may be arranged to inform them of problems and ask for their assistance.
6. Students may be referred to the principal for appropriate disciplinary actions. A disciplinary report of the incident must be completed and sent to the principal.
7. Conferences may be held involving students, the principal, teachers, and other staff members, and/or parents, to review disciplinary options and determine actions to be taken.
8. The principal may change the daily class schedule or teacher assignment of students.
9. Students may be suspended from participating in extracurricular activities or attending specific school or school-sponsored activities.
10. Students may be suspended from riding buses to and from school, or to and from school activities.
11. Students may be given an in-school suspension or detention assignment in lieu of participating in class, recess, or other activities.
12. Physical force may be used in an emergency situation where it is necessary to restrain a student or to protect the student or other persons from physical injury.

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13. Corporal punishment may be used for the purpose of maintaining order and discipline, only after other options have not been effective. Corporal punishment may be inflicted only with a lightweight paddle in the presence of two (2) staff members. It should be used only to correct specific misbehavior after students have been warned that corporal punishment may be used to correct that type of misbehavior.
14. Teachers may assign students up to two (2) before- or after-school detentions. These will be served with the teacher who assigns the detention. Students may be assigned after- school detention by principals. Notice will be given to students or parents at least one day before the detention is to be served.

Unless principals or teachers contact parents, it is the responsibility of students to inform parents of the detention and arrange for needed transportation. After-school detentions may be assigned on Tuesday or Thursday from 3:05 to 3:45 p.m. Failure to serve the detention will result in in-school suspension. Failure to bring enough work to stay busy during the entire forty (40) minutes may result in additional discipline.

15. Students may be suspended from school attendance by the principal or the Superintendent of Schools for improper conduct. Before students are suspended, they must be given oral or written notice of the charges against them. If the charges are denied, they must be given an explanation of the facts that form the basis for suspension and have an opportunity to present their version of the incident.

Principals are authorized to suspend students for a period not to exceed ten (10) school days for serious misconduct.

All suspensions shall be reported to parents by letter with a copy of the letter sent to the Superintendent of Schools. Arrangements should be made to confer with parents regarding the reason for suspension and the conditions under which the student may re-enter school. Following the third suspension of a student for any reason, a conference with the Superintendent shall be required for re-entrance.

The Superintendent of Schools is authorized to suspend students from school attendance for a period not to exceed one hundred eighty (180) school days. If a student is suspended for more than ten (10) days, the student or parent may appeal the decision to the Board of Education. If an appeal is made, the suspension shall not be enforced until a hearing before the Board is held, unless in the judgment of the Superintendent, the presence of the student poses a danger to persons or property, or threatens to disrupt the educational process.

16. Students can be expelled from school only by action of the Board of Education. Principals may present a recommendation to the Superintendent for expulsion of a student by providing written reasons why expulsion is recommended. Students shall have the right to a hearing before the Board of Education before a decision to expel is made.
17. Any punishment, suspension, or expulsion may be set aside by the person or group imposing the discipline by placing students on probation for a specified period of time. Any disciplinary action will be suspended so long as conditions of probation are met.
18. Charges may be preferred against students with law enforcement authorities for violating statutory law or other unlawful actions on school property or at school-sponsored activities and disciplinary action taken.

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19. Habitual offenders: Students who have been referred to the office with disciplinary reports five (5) times in a semester will receive a minimum of three (3) days OSS. Referrals for tardiness do not count toward this total.

Students who have been referred six (6) times in a semester will receive a minimum of five (5) days OSS. A conference with student, parents, and principal will be required before student may return. Referrals for tardiness do not count toward this total.

Students who have been referred seven (7) times in a semester will receive a minimum of ten (10) days OSS. A conference with student, parents, principal, and superintendent will be required to determine student's future options. Referrals for tardiness do not count toward this total.

20. The school district may, at the discretion of the administration, take into consideration the seriousness of the offense and disciplinary record of the offender, impose punishments which are harsher or less severe than those listed for the individual offenses.

### **In-School Suspension (ISS) Rules**

1. Students assigned to ISS are to report to the Principal's office upon arrival at school.
2. Vo-Tech students who are assigned to ISS will miss Vo-Tech on those days and will be counted absent there.
3. Students who misbehave in ISS will receive additional ISS days and/or out-of-school suspension (OSS). Smoking in ISS will result in five (5) OSS days. The assigned ISS days will be served upon return to school after OSS days and/or other absences.
4. Students are to be reading, writing, or studying the entire time they are in ISS. They will at no time put their heads down on the desk, pass notes, or talk with other students. Such behavior will be considered misbehavior and dealt with as described in 3 above.
5. Students should take all of their books, notebooks, pencils, pens, etc., with them. They should also have some assignments with them. The office will bring other assignments to them from their teachers.
6. All ISS assignments are to be completed on the day that they are assigned, unless designated otherwise by the teacher. Assignments must contain the name of the teacher and the student.
7. Students in ISS are not allowed to communicate with one another or other students. Violation of this will result in assignment of one (1) additional ISS day for each offense.
8. Any graffiti found on the desks, walls, etc., will result in assignment of additional ISS, and graffiti will be cleaned up.
9. Students will use the restroom once in the morning and once in the afternoon and will be escorted by the teacher in a group.
10. Students will be dismissed by the ISS teacher at 2:56.

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11. Students assigned to ISS will be added to the ineligibility list on the day ISS is assigned, and will remain there until the day following completion of their ISS day(s).

### **Out-of-School Suspension (OSS)**

In cases of wrongdoing, the principal may assign OSS, or in extreme cases, may recommend expulsion by the Board of Education. The length of the suspension will be determined by two factors: 1) the nature of the wrongdoing; and 2) the frequency of the wrongdoing. Students may have someone pick up assignments from school while under OSS and must have the work completed upon their return to school. Work turned in later than their first day back will not be accepted. They may take planned tests upon their return.

Students assigned to OSS will be added to the ineligibility list on the day OSS is assigned, and will remain there until the day following completion of their OSS day(s).

While under OSS, the student may not be on school property unless permission is granted by the principal or superintendent.

### **Misconduct and Consequences of Misconduct**

The following guidelines are established to indicate expectations of the school for reasonable standards of conduct and the type of action that may be used to correct unacceptable conduct. Other types of behavior problems should be evaluated by the person in charge of an activity and corrective action taken that is appropriate for the seriousness of the offense.

#### 1. **Truancy**

Truancy is defined as absence from school or classes without prior knowledge and permission of the parents/guardians or school authorities. Students who leave school during the day without consent of principal shall be considered truant.

**Misconduct** - One or more classes missed during school day.

**Action** - Minimum of one day in-school suspension for first offense.

One day ISS for subsequent offenses.

**Misconduct** - Truant for one or more school days.

**Action** - Two (2) days in-school suspension for each day truant.

#### 2. **Tardiness**

Students should be inside classrooms and ready for class work with all needed materials when the bell rings. Coming to class fifteen (15) minutes late or longer shall be defined as an absence.

**Misconduct** - Entering class late without a hall pass or a special explanation from a teacher or the office.

**Action** - 1-3 tardies in a quarter - teachers record in grade book and inform student.

4-5 tardies in a quarter - after-school detention.

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6-8 tardies in a quarter - 1 day ISS.

9 - and each tardy thereafter in a quarter - 2 days ISS.

### 3. **Improper Dress**

Students are expected to dress in a moderate type and style of clothing that is appropriate for school activities and to exercise personal grooming practices that contribute to individual health and safety. Interpretation of this policy is the responsibility of the principal. Extremes in type, style, or manner of wearing clothing or extremes in grooming that would tend to disrupt the school program will not be permitted. Obscene lettering and suggestive artwork on clothing is not permitted. Clothing and or jewelry that advertises alcohol, tobacco, or drugs is prohibited. Students are not to wear any head covering in the school building during the school day. Tank top straps must be 1 ½ inches in width and halter tops are not allowed. Sun glasses will not be worn to class unless for medical reasons. No skin showing more than a hands width below the collar bone. Shorts and skirts must be of appropriate length and must be below the tips of the longest finger when standing straight. Leggings, exercise pants or other items that are form fitted to the body may be worn if they are accompanied by a shirt length that extends below the tips of the student's longest finger when standing straight. Jeans or other items of clothing with cuts or holes in them will not be allowed if they need spandex or shorts under them. Jeans or shorts must be in proper position on the waist. No wallet chains or any chain of that fashion are to be worn to school. Undergarments should not be shown.

**Misconduct** - Dressing or grooming in a manner that is not appropriate for school activities, or that is designed to disrupt school activities.

**Action** – 1<sup>st</sup> offense Students will be given proper attire to wear and assigned a detention for their first offense. Their clothing will be returned after the school's clothing has been returned and cleaned. Hats may be confiscated.

2nd offense - 1 day ISS

3rd and subsequent offenses – 2 days ISS

### 4. **Public Display of Affection**

An undue display of affection by students, such as holding hands, placing arms around one another, or kissing, will not be permitted at school, on buses, or at school-sponsored events regardless of gender of those involved.

**Misconduct** - Undue display of affection at school or school-sponsored events.

**Action** - Verbal reprimand and completion of disciplinary report by person observing act for first offense.  
Second and further incidents - in-school suspension for one or more days.  
Suspension from school attendance and/or extracurricular activities for repeated violations.

Suspension from school attendance and/or extracurricular activities for repeated violations.

### 5. **Misuse of Lockers**

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Students are expected to properly care for lockers by shutting and opening them properly and not taping things to the outside of the locker, etc.

**Misconduct** - Abuse of lockers resulting in damage to the locker or lock mechanism.

**Action** - Student assessed for damages and denied use of locker for thirty (30) to ninety (90) days and one day of ISS.

**Misconduct** - Use of unassigned locker

**Action** - Suspension of locker privileges for ten (10) to thirty (30) days.

### 6. **Vandalism of School or Private Property**

Students are expected to exercise care in the use of the school buildings and equipment and to reimburse the school for deliberate damage to school property.

**Misconduct** - Deliberate damage, destruction, or loss of school or private property.

**Action** - Financial restitution plus out-of-school suspension for one or more days.

### 7. **Theft of School or Private Property**

Students are expected to respect the property of the school, staff members, classmates, and all visitors of the school district.

**Misconduct** - Theft of school or private property.

**Action** - Restitution and three (3) to (10) ten days out-of-school suspension. After students have served the suspension for theft, if restitution has not been made, the students will be placed in ISS until restitution is made.

Subsequent offenses will result in recommendation to superintendent for expulsion.

Any major incident will be reported to the superintendent and law enforcement authorities. Long term suspension or expulsion is possible for first time offenders.

### 8. **Possession of Weapons or Hazardous Materials**

Weapons and/or hazardous materials are not permitted on school premises or school vehicles. Weapons include, but are not limited to, blackjacks, firearms, explosives, gas gun, knife, chain, switchblade knife, knuckles, spring gun, and projectile weapons. The term weapon may also include any item that is intended to be used to inflict harm. Hazardous materials include, but are not limited to, fireworks, poisonous or volatile chemicals, or any such item that is likely to cause harm. If you have questions about

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specific items or materials, visit with the principal BEFORE bringing them to school.

**Misconduct** - Possession of weapons or hazardous materials on school property.

**Action** - Weapons or hazardous materials will be confiscated if brought on school property.

Weapons and hazardous materials will be turned over to law enforcement authorities.

Possession of a firearm, weapons, or hazardous materials is an automatic suspension from school by the principal for up to ten (10) days. Additional days may be added by the superintendent, with possible referral to the Board of Education for expulsion. The Safe Schools Legislation of 1996 mandates suspension for a period of not less than one year (i.e., 365 calendar days) or expulsion of a student who is determined to have brought a firearm to school in violation of district policy and the incident must be reported to the local law enforcement agency.

The Superintendent of Schools may modify the expulsion requirement on a case-by-case basis to comply with the discipline of students with disabilities in accordance with the requirements of Part B of the Individuals With Disabilities Education Act and Section 504 of the Rehabilitation Act.

### 9. Possession or Use of Tobacco Products or Lighters

Students are not permitted to smoke or use tobacco products, including snuff, on school premises, on buses, or at school-sponsored events. Because use is prohibited, possession of tobacco products, or lighters on school property is not allowed.

**Misconduct** – Possession of tobacco products or lighters.

**Action** - One day in-school suspension and tobacco products or lighters will be confiscated and will only be returned to parents.

Subsequent offenses will result in three (3) days of ISS.

**Misconduct** - Use of tobacco products

**Action** - Students using tobacco products on school premises or buses will be assigned in-school suspension for three (3) days.

Possession or use of tobacco products in the school building is a misdemeanor.

Suspension from school for three days will be imposed for second or subsequent offenses.

### 10. Possession or Use of Alcohol, Drugs, and other Controlled Substances

Alcohol, drugs, or other controlled substances are not to be brought on school property

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or to school events. Students shall refrain from using any substance that can be expected to have a physiological or psychological effect that would impair learning.

**Misconduct** - Possession of alcohol, drugs, drug paraphernalia, or other controlled substances on school property or at school events. This includes appearing at school or school events under the influence of these substances.

**Action** - Ten (10) days out-of-school suspension and long-term suspension or expulsion recommended.

Ninety (90) day suspension for second offense.

Expulsion for subsequent offenses.

The Safe Schools Legislation of 1996 also requires that the school administration report such offenses to the superintendent and local law enforcement agencies.

### 11. **Disruptive Behavior**

Students are expected to behave in a manner that is conducive to effective learning and to comply with instructions of teachers, administrators, and supervisory employees. Behavior that interferes with the educational process or is detrimental to the general good order of the school will result in disciplinary action.

**Misconduct** - Disruptive conduct in class, such as excessive noise, being out of assigned seat, use of abusive or obscene language, throwing objects, interfering with other students, or class activities, water guns, offensive scents or other inappropriate behavior.

**Action** - Teacher will give verbal reprimand and/or detention. May refer to principal if misconduct continues. Principal may remove student from class, assign after-school detention, require parental conference, or assign in-school suspension for one or more days. Second offense will result in two (2) or more in-school suspensions.

Continued offenses may result in suspension from school for one to three (3) days per offense.

**Misconduct** –Disruptive conduct in building that is considered general mischief/ horseplay. This includes is pushing, shoving, poking, tripping, wrestling, or running, etc.

**Action** – 1<sup>st</sup> Offense – Detention or ISS may be assigned

2<sup>nd</sup> Offense 1-3 days of ISS

3<sup>rd</sup> Offense 2-5 days of ISS or OSS

**Misconduct** - Disruptive conduct on school grounds, building areas other than classrooms, and at school-sponsored events.

**Action** - Detention or in-school suspensions may be assigned. Students

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may be suspended from school attendance and suspended from extracurricular activities.

Students misbehaving at school-sponsored events may be required to leave the event and be prohibited from attending similar events or participating in extracurricular activities for a period not to exceed ninety (90) days.

**Misconduct** - Failure to follow instructions of school personnel. Insubordination is non-verbal or verbal refusal to follow a request by school personnel, or continued disregard for school rules.

**Action** – 1<sup>st</sup> Offense - Detention or in-school suspension may be assigned

2<sup>nd</sup> Offense 1-3 days of ISS or OSS depending on severity

3<sup>rd</sup> Offense 3-10 days of OSS and long-term suspension

**Misconduct** - Failure to attend Wednesday School after it has been assigned.

**Action** - ISS will be assigned for Thursday, or the first day school is in session following Wednesday School, and the student will be assigned an additional Wednesday School. The student will be ineligible to attend or participate in any school activities until Wednesday School has been served. An additional day of ISS will be assigned for every Wednesday School missed. For example, if a student misses three Wednesday Schools in a row, they will be assigned ISS for three (3) days the following week.

**Misconduct** - Disrespectful language to staff members or other students.

**Action** – One to three (1-3) days of ISS for first offense. ISS or OSS for subsequent offenses.

**Misconduct** - Any behavior (verbal or nonverbal) that implies a violent threat of any kind toward any person or property will be considered to be serious and handled as such. This includes such things as threatening to “kill someone, shoot something or someone up, beat someone up,” etc., or finding someone associated with weapons, explosives, etc., of a suspicious nature. Any person who is of another person and does not report it to a staff member or proper authorities will also be susceptible to disciplinary action.

**Action** - The student will be immediately suspended from school for one or more days and law enforcement authorities notified. Long-term suspension from school or expulsion may be recommended depending upon the seriousness of the incident. The student will not be readmitted to school until a parent or guardian comes to school with the student for a conference with the principal and/or superintendent.

### 12. Possession and Use of Cell Phone and electronic Devices

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Cell phones, cameras, and electronic devices will NOT be allowed in the student's possession from 8:05 AM to 3:09 PM. Students that feel they must bring their cell phones and other electronic devices in the building will have a designated area (1<sup>st</sup> hour teacher) to leave their phone and other devices during school hours. It will be the student's responsibility to leave their cell phone or other devices in the designated area before school starts and pick it up at the end of the school day. Teachers will have students report to them during 1<sup>st</sup> hour if cell phones are brought to school to track and turn in a list to the office. A student will only be able to use their cell phone and other devices if they receive permission from the principal and are allowed to make a call with the principal present. Cell phones that are seen by any staff member will be confiscated and will result in disciplinary action. The phone will not be returned until the end of the next school day. **Cell phones are also not allowed in locker room or dressing areas at any times. They must be given to coaches or staff members before entering these areas. This includes all activities at Hermitage or other sites.**

**Misconduct** – Possession of cell phone or other electronic devices during school hours.

**Action** – Afterschool Detention for first offense. If determined by the principal that the student did not realize they had possession of their cell phone and it is the student's first discipline referral, the student will not lose eligibility. Subsequent offenses will result in 1-2 days of ISS.

**Misconduct** – Use of cell phone or unauthorized use of a camera or other electronic device during school hours.

**Action** – 2 days of ISS

### 13. Sexual Harassment

Intimidating, hostile or offensive behavior, verbal or physical, constituting sexual harassment at school, on busses, or at extracurricular activities.

**Misconduct** - Sexual advance, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment.

**Action** - Detention, in-school or out-of-school suspension may be assigned. Students may also be suspended from extracurricular activities.

### 14. Acts of Violence

The Safe Schools Legislation of 1996 has established a new crime relating to behavior on school property. It is a class D felony and applies to both youths and adults. It concerns the crime of assault while on school property. Its definition includes the following elements: (a) Knowingly causes physical injury to another person, or (b) With criminal negligence, causes physical injury to another person by means of a deadly weapon, or (c) Recklessly engages in conduct creating a grave risk of death or serious physical injury, (d) Act must occur on school property, including vehicles and school-sponsored activity.

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The law further requires that the principal report to the superintendent and the local law enforcement agency, in this case, the sheriff, if the person believed to have committed an act which, if committed by an adult, would be an assault or sexual assault while on school property (including school bus or school activities).

"Acts of school violence" or "violent behavior" is defined as the exertion of physical force by student with intent to do serious bodily harm to another person while on school property, including a school bus, or while involved in school activities. Fighting or other types of physical encounters that involve pushing, shoving, kicking, or striking another person or persons can be considered to be acts of school violence or violent behavior and will not be allowed at school or school events.

**Misconduct** - Fighting or other physical action when both parties have contributed to the conflict either verbally or physically.

**Action** - First offense, suspension from school attendance from one to ten (1-10) days.

**Misconduct** - Assaulting another person without apparent provocation.

**Action** – Suspension, OSS from school attendance and extracurricular activities for a period of ten to ninety (10-90) days with report made to law enforcement authorities.

**Misconduct** - Assaulting a teacher or other school employee.

**Action** - Student will be immediately suspended from school with a recommendation for expulsion to the Board of Education. A report will be made to law enforcement authorities.

In all situations mentioned above, the administration will make every effort to comply with the Safe Schools Legislation of 1996.

### 15. **Misconduct on Buses**

Student will be expected to observe the same general standards of conduct on buses that apply to behavior in the school building. Additional regulations that apply to bus riders will be given to students at the beginning of each school year or published in student handbooks. The regulations apply to activity trips as well as riding buses to and from school.

**Misconduct** - Failure to follow instructions of the driver or sponsor, failure to occupy an assigned seat, failure to return conduct notice, or serious misconduct that interferes with the safe operation of the bus by the driver.

**Action** – 1<sup>st</sup> Offense - A Bus Conduct Report will be filled out and the student will receive a warning from the bus driver. Parent/Guardian will be notified.

2<sup>nd</sup> Offense – A Bus Conduct Report will be filled out and given to the building principal. The student may be suspended from riding the bus for one (1) to three (3) days.

3<sup>rd</sup> Offense – A Bus Conduct Report will be filled out and given to the building principal. The student may be suspended from riding the bus for three (3) to five (5) days.

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4<sup>th</sup> and subsequent offenses – A Bus Conduct Report will be filled out and given to the building principal. The student may be suspended for five (5) days to the remainder of the school year.

**Action** - Notification of parents and suspension from riding the bus for one to three (3) days for first offense.

A suspension of ten (10) days is authorized for subsequent offenses, and students may be suspended from riding for an indefinite period for persistent misbehavior.

### 16. **Cheating**

Copying another's work on homework or tests with or without the permission of the student whose work is being copied. Giving your work to another for the purpose of allowing another student to benefit from your work is considered cheating. Procuring homework or test answers in any method other than through one's own work will be considered cheating. Other forms of cheating includes cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, misrepresenting sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

**Misconduct** - Cheating on homework assignment or test.

**Action** - Zero grade for homework assignment or test. One to three (1-3) days in-school suspension.

Subsequent offenses - Three (3) days in-school suspension and recommendation to the superintendent for long-term suspension for continued occurrences.

### 17. **Bullying/Cyberbullying**

Communication with another by any means including telephone, writing, or via electronic communications with the intention to intimidate or inflict physical, emotional, or mental harm. For full definition see page 14-16.

**Misconduct** – Bullying or Cyberbullying at any time during the school year.

**Action** – One to ten (1-10) days of in-school or out of school suspension with possible long term suspension or expulsion.

### 18. **Misconduct of Handicapped Students**

Students considered to be handicapped are expected to comply with established discipline guidelines and are subject to appropriate disciplinary procedures for misconduct. A suspension from school attendance of ten (10) days or more requires the approval of the team that formulated the Individualized Educational Program for the student. Long-term suspension or expulsion can be imposed only for misconduct that is not related to the handicap of the student.