

# HALLSVILLE R-IV MIDDLE SCHOOL



STUDENT HANDBOOK  
2015-16

## **WELCOME TO HALLSVILLE MIDDLE SCHOOL**

Hallsville Middle School is a child-centered and standards-driven learning community. We offer a vast array of programs, policies, and practices that are tailored to maximize the learning potential of every student. The Hallsville Middle School is united in developing the whole student. All students will be challenged to develop their unique talents in a nurturing atmosphere of high expectations and personal support.

In a safe, well-disciplined and motivating environment, every student will be given unlimited opportunities to participate, learn, and succeed. Developmentally appropriate curricula will ensure that every student acquires the knowledge, skills, self-confidence, and character necessary for productive citizenship in an ever-changing and complex society.

As independent, life-long learners, all Hallsville Middle School students will be able to think critically, solve problems, communicate effectively, cooperate with others, make wise decisions, and experience personal fulfillment. To that end, we must forge a strong partnership between the home, school, and community to ensure the intellectual, emotional, social, and physical development of every student.

Clinton Hague  
Hallsville Middle School Principal

### **Dear Parent or Guardian:**

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.
- 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.

## **Family Education Rights and Privacy Act (FERPA)**

Directory Information: Schools may disclose, without consent, "directory" information including: a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, parents may request that the school not disclose directory information about them. This means that should a parent revoke Directory information, the student's name will not appear in any newspaper article, printed in any school program, appear on any district web page, or announced at any school event (including, but not limited to sports, plays, and award ceremonies). Parents have 15 days from the beginning of school or date of enrollment to revoke directory information. This request must be provided in writing and will be considered valid for the remainder of the current school year.

### **Hallsville R-IV Public Schools Hallsville, Missouri**

#### **PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Hallsville R-IV School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Hallsville R-IV School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Hallsville R-IV School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Hallsville R-IV School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed Monday – Friday (8:00 am – 3:30 pm) in the office of the Director of Special Services, Mrs. Shae Collier. Alternative times are available by request (696-5512, ext 622).

This notice will be provided in native languages as appropriate.

## **NOTICE OF NONDISCRIMINATION**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Hallsville School District ("School District") are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

### **COMPLIANCE COORDINATOR**

Mrs. Shae Collier Special  
Services Administrator  
Hallsville School District 6401  
E. Hwy 124 Hallsville, MO  
65255 573-696-5512 ext. 622

# COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Hallsville District ("School District") does not discriminate on the basis of disability against qualified individuals with a disability with respect to the School District's services, programs or activities.

***Employment:*** The School District does not discriminate on the basis of disability in its hiring or employment practices. The School District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

***Effective Communication:*** The School District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in School District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The School District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the School District should contact the Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 72 hours before the scheduled event (and, preferably, at least four (4) business days before the event).

***Modifications to Policies and Procedures:*** The School District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs and activities.

The ADA does not require the School District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a School District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator below. In addition, as stated in the School District's Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

## **COMPLIANCE COORDINATOR**

Mrs. Shae Collier Special  
Services Administrator  
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E. Hwy 124 Hallsville, MO  
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### **WELCOME**

Welcome to Hallsville R-IV Middle School. The faculty, staff, and administrators have worked hard in preparation for the school year in order to provide students with the best possible education. The policies and procedures contained in this student handbook will be followed and it is in your best interest to be familiar with them. The ultimate purpose of education is to help each student become an effective citizen and gain the skills necessary to be successful in the workplace. To develop and accept the responsibilities and obligations of good citizenship will help each one of you to participate in the world of tomorrow. We encourage you to participate in the many activities offered and reap the rewards that are part of the formula for success in a very complex world.

### **SCHOOL INFORMATION**

The official address is as follows:

Hallsville R-IV Middle School  
421 East Highway 124  
Hallsville, Missouri 65255

Phone: (573) 696-5512  
FAX: (573) 696-7238  
Web Site: [www.hallsville.org](http://www.hallsville.org)

### **REGISTRATION**

Before being enrolled into the Hallsville R-IV School District, students and parents are required to verify and sign a variety of documents. These include, but are not limited to, Permission to Video/Computer Access Agreement, Code of Conduct, Parent Information, and Locker Agreement. Once completed, these forms will remain on file as indicated until such time the student leaves the district or changes need to be made. It is the responsibility of the parent or guardian to make the necessary changes and inform the Hallsville R-IV School District immediately.

### **SCHOOL HOURS**

Supervision by staff begins at 7:40 a.m.; therefore, students are not to be on school grounds and doors will be locked until that time. This includes the parking lot. Students are to be off school grounds by 3:30 p.m. unless they are under the direct supervision of a teacher.

### **PRESCRIPTION AND OVER-THE-COUNTER MEDICATION**

Students are not allowed to possess or distribute prescription or over-the-counter medication unless approved by the principal and nurse. Any medication to be taken during school hours requires a doctor's note or prescription; this includes prescription medications, Tylenol, Ibuprofen, Tums, etc. The school does not provide over the counter medications, those should be delivered to the school nurse in the original container for your child's use.

The school nurse must administer medication prescribed by a physician. Violations will be addressed within the discipline section of this handbook.

### **LEAVING SCHOOL/PARKING LOT**

Students are not permitted to leave the school grounds at any time during the school day without a permit from the office or school nurse. Failure to follow the proper procedure will be considered truancy.

Middle school students who ride to school in an automobile must immediately leave the parking lot and enter the building. No other middle school students are to be in the parking lot without permission at any time.

## **Student Attendance**

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

In case of absence, it is the responsibility of the parent/guardian to contact the school. If the school is not notified on the day of absence, a note from the parent/guardian will be required on the first day of the student's return to school. The absence will be recorded and coded verifying the reason for the absence.

Reasons for absences include, but are not limited to:

1. Illness of the student (Doctor's statement may be required to support such absences.)
2. Days of religious observance
3. Death in the family
4. Family emergencies

When absences are foreseen the school must be notified in advance of the student absence.

The following procedures should be followed by students who are absent so as to prevent academic difficulties:

1. The student shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance if the absence is foreseen.
2. All assigned work shall be submitted upon returning to school.
3. All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher.

### **Excessive Absences**

The purpose of the attendance policy is to encourage regular school attendance by all students. There is a direct relationship among attendance, grades, and success in school. Students who are absent from school are not able to participate in class discussions, small group activities, or class experiments. Some of these experiences are not possible to make up; therefore, regular attendance is an important component of the educational process

Students are required to make up work as a result of class periods missed. It is the student's responsibility to meet with the teacher to obtain the necessary assignments and instructions.

Any exceptions to the items cited above shall be approved by the Board of Education. Each principal may have written policies which further detail procedures for making up work, reporting absences, etc.

1. After a student has been absent for three (3) consecutive days, it is the building principal's responsibility to contact the parent/guardian by telephone or letter in order to inquire about the reason for the student's absence.
2. If the principal is unable to contact the parent/guardian within three (3) days or the parent/guardian does not give a reasonable explanation for the absence within three (3) days, the building principal shall send a registered letter to the parent/guardian requesting a conference within a week.
3. If the parent/guardian does not contact the principal within a week of receipt of the registered letter, the building principal will make a referral to the proper legal authorities.
4. The building principal shall also notify the office of the Superintendent in writing of the excessive absence and continue to update the Superintendent on the situation.

Any absence from class as a result of a school-sanctioned activity is not recorded as an absence for purposes of this policy. Example: field trip, athletic event, student activity, etc. It is the student's responsibility to remind all of his/her teachers following a school-sanctioned absence to use the attendance correction form if he/she was reported absent inadvertently.

A student is expected to make up work as a result of class periods missed. It shall be the student's responsibility to meet with the teacher and receive the necessary instructions and assignments.

Any exceptions to the items cited above shall be approved by the Board of Education.

Each principal may have written policies which further detail procedures for making up work, reporting absence, etc.

### **STUDENT SCHEDULE CHANGE POLICY**

Students will be given five (5) days from the first day of class each semester to request a schedule change. The request must be accompanied by a sound educational reason and written permission from the parents.

### **PROGRESS REPORTS**

Progress Reports are issued at mid-term and the reports will be handed to students during advisory. Parents are encouraged to monitor progress online and contact faculty members if they have questions concerning the reports.

### **SCHOOL MEALS**

Lunch times are as follows:

Regular Schedule Days:

1<sup>st</sup> Shift: 11:43-12:07

2<sup>nd</sup> Shift: 12:09-12:33

Student Meal Prices:

Breakfast: \$1.00

Lunch: \$1.75

Reduced Meal Prices:

Breakfast: \$.25

Lunch: \$.40

**Please note: Students are NOT allowed to carry a negative lunch account balance. If there are not sufficient funds to cover the cost of a meal, the student will be served a peanut butter sandwich and milk until such time that funds are deposited into their account.**

### **VISITING THE SCHOOL**

Visitors to the school are required to sign in at the Middle School office and obtain a visitors pass. The school does strive to keep class disruption at a minimum to ensure the educational process is not interrupted. Visitors may enter only at the main entrances since all other outside doors are locked for security reasons.

### **BELL SCHEDULE**

Regular Schedule Days:

1<sup>st</sup> Hour: 8:05-8:55

2<sup>nd</sup> Hour: 8:59-9:49

3<sup>rd</sup> Hour: 9:53-10:43

4<sup>th</sup> Hour: 10:47-11:39

Lunch/Advisory (see above)

6<sup>th</sup> Hour: 12:37-1:27

7<sup>th</sup> Hour: 1:31-2:21

8<sup>th</sup> Hour: 2:25-3:15



### **STUDENT CONDUCT AND MATTERS OF DISCIPLINE**

The discipline code (Regulation 2610) is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. **In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.**

Consequences can be broken down into four categories:

Firstly, there are **conferences**. These are discussions between the student, the teacher, the principal, and the parent. Not every conference will include all the previously listed parties, but the process of correction often begins here.

Secondly, there are **detentions**. These detentions can be teacher assigned or principal assigned. They can be either before school or after school. The detention assignments are at the discretion of the teacher and/or the principal. *It should be noted that if a detention is missed, the student is required to attend ISS.*

Thirdly, there is **In School Support (ISS)**. ISS will be assigned on the first available school day as determined by the principal. Students are required to complete academic work and stay busy for the entire time; teachers will send all work for that day, and any late or missing work.

Any difficulty while in ISS, or for matters more serious than what they can accommodate, the fourth and last category of consequences is reserved for: **Out of School Suspension (OSS)**. A student can be put out of school by the grade level principal for as few as one (1) day and for as many as ten (10) consecutive school days. During a period of OSS the student is not authorized to attend school, be on school property, or participate in any school-sponsored activities. All work assigned during the suspension must be picked up by a parent or designee and is due upon the student's return to school. OSS is the most severe disciplinary maneuver leveraged against a student with the exception of being formally expelled from school by an act of the Board of Education. Any suspension from school for more than ten (10) consecutive school days will come from the Superintendent of Schools. Parents/Guardians of students suspended for more than ten (10) school days may make a written request for a hearing before the Board of Education. This request will be addressed to the Superintendent who will review all matters concerning the suspension and refer the request for a Board hearing.

With that said, let it be known that the wise and prudent student will never proceed past a conference with his/her teacher or principal. It only gets worse from there.

### Hallsville Middle School Discipline Matrix

OFFENSE	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>	4 <sup>TH</sup>
	REFERRAL	REFERRAL	REFERRAL	REFERRAL
Fighting with fist/hands/feet	5 OSS	7 OSS	10 OSS	10 OSS
Pushing, Shoving, Disruptive Conduct	1 ISS	2 ISS	1 OSS	3 OSS
Tardies	1=Warning	2-6=Lunch Det.	7-9=Detention	10+=ISS
Public Display of Affection (Kissing/Groping)	Detention	1 ISS	2 ISS	1 OSS
Cheating is Progressive Discipline, with 0 credit	Detention	1 ISS	1 OSS	3 OSS
Skiping/Truancy will serve double the time missed	Detention	1 ISS	3-10 ISS	3-10 ISS
Out of Assigned Area of School	Detention	1 ISS	2 ISS	3 ISS
Vulgar Language Directed at Faculty or Staff	5 OSS	7 OSS	10 OSS	10 OSS
Swearing/Vulgar or Inappropriate Language	Detention	1 ISS	2 ISS	3 OSS
Disrespect to Faculty, Staff, or other Students	Detention	1 ISS	1 OSS	3 OSS
Disobedience to Faculty or Staff	Detention	1 ISS	2 ISS	3 ISS
General Harassment / Bullying	Detention	1 ISS	2 ISS	2 OSS
Threats or Extortion to Teacher	5 OSS	7 OSS	10 OSS	10 OSS
Threats of Extortion to Students	3 OSS	4 OSS	5 OSS	7 OSS
Sexual Harassment	1 ISS	1 OSS	3 OSS	5 OSS
Defiance	2 OSS	3 OSS	4 OSS	5 OSS
Boisterous Conduct or Horseplay	Detention	1 ISS	2 ISS	3 ISS
Electronic Devices are Prohibited	Warning	Detention	Detention	ISS
Cafeteria Misconduct/Littering	Warning	Lunch Detention	Detention	1 ISS
Possession of Tobacco/Tobacco Products	2 OSS	3 OSS	5 OSS	7 OSS
Under the influence /Controlled Substance/ Alcohol	10 OSS and ref to Supt			
Possession/Sale/Purchase/Distribution/Consumption of illegal or controlled substance or alcohol	10 OSS and ref to Supt			
Assault with intent to do bodily harm	10 OSS and ref to Supt			
Arson	10 OSS and ref to Supt			
False Alarms	10 OSS and ref to Supt			
Possession of or use of Weapons	10 OSS and ref to Supt			
Physical contact that is sexually harassing	3 OSS min 10 OSS max and ref to Supt	10 OSS and ref to Supt		
Vandalism/Theft (restitution is required)	1 ISS Min.	10 OSS and ref to Supt		
Bus Discipline	Warning	3days off	5 Days Off	10 Days Off
Dress Code Violation	Warning	Admin	1 ISS	3 ISS

*\* Decisions made regarding student discipline will be at the discretion of the principal.*

## **Hallsville Middle School Student Dress**

Clothing/Apparel that causes undue attention or distraction from the educational process.

Examples include:

Tight/Revealing Clothes

See-through Blouses/Shirts

Bare Midriff Tops

Bare Back Tops

Low cut or hip hugger pants/jeans

Exposed Undergarments

Halter Tops/Tank Tops/Spaghetti Straps/Off shoulder tops (straps must be at least 2 inches)

White cotton ribbed underwear tank tops (Unless under another shirt)

Shorts or skirts shorter than a student's finger tips in length when fully extended at one's side.

Pajamas (including PJ bottoms)

Slippers

Holes, Slits or Splits in Clothes that expose skin in an inappropriate manner.

Hats/Head Coverings, including hoods of sweatshirts (unless medically or religiously required)

In addition: SHIRTS THAT ARE LONGER THAN A STUDENT'S FINGERTIPS WHEN FULLY EXTENDED AT ONE'S SIDE MUST BE TUCKED IN.

Clothing/Apparel which is considered dangerous or a health hazard:

Excessively Baggy or Loose Clothes and Wallet Chains

Pants Worn Below the Hips

Barefoot – APPROPRIATE SCHOOL SHOES MUST BE WORN AT ALL TIMES

No shirts with drug and alcohol advertisements

No obscene or offensive clothing

*\* Decisions made regarding student dress will be at the discretion of the principal.*