

HANCOCK HIGH SCHOOL



STUDENT/PARENT HANDBOOK 2020-2021

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

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

TO IMPLEMENT THE MISSION STATEMENT WE BELIEVE:

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

HANCOCK PLACE HIGH SCHOOL VISION STATEMENT

“Building a community of lifelong learners through respect and responsibility”

Character Core Values

Honesty – Respect - Responsibility

Building Goals

Academic Excellence

Teacher and Administrator Excellence

High Quality Facilities Support and Instructional Resources

Student, Parent, Community Involvement

ACCIDENT REPORT

If a student has an accident on school property or during a school function, an accident report should be filled out by staff and will be submitted online to the school nurse and building principal. Please contact the nurse or administration if a copy of the report is needed for insurance purposes.

ATTENDANCE AND ABSENCES

The Hancock Place School District understands that regular and punctual student attendance is paramount to student success and positive academic outcomes. Recent changes resulting from the Covid-19 pandemic have triggered the necessity to adapt attendance policies to better align with the various ways teaching and learning occur. Hancock Place School District Board Policy JED, Student Absences and Excuses, outlines in detail attendance expectations for students and parents/guardians including, but not limited to the expectation for daily, full-day student attendance and participation; the types of absences (excused; unexcused; truant); actions to be taken if unable to attend school; interval communication with parents/guardians following multiple absences; and efforts the district will take if absences exceed attendance expectations.

ATHLETIC ELIGIBILITY

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

- a. Be a good citizen. A creditable citizen is one whose conduct will not discredit upon himself/herself or his/her school.
- b. Be enrolled in courses that offer 3.0 units of credit, and have earned 3.0 units of credit the preceding semester. Incoming freshmen for their first semester must only have been promoted.
- c. Pass 6 of 7 classes. If he or she is taking 6 classes, the student must pass all classes.
- d. Meet age requirements. If you are 19 prior to July 1st preceding the opening of school, you are ineligible.
- e. Have parent permission to participate, a doctor's health certification, be covered by medical insurance, and complete application to participate.
- f. If a student is suspended 1-5 days OSS, they will have a one game suspension, and 6-10 days OSS will be a two game suspension to be served after the suspension has ended; this is in addition to not being allowed on school property or participating in any extracurricular activities during the suspension as well.

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

BELL SCHEDULE
HS MTHF

1. 7:40-8:32
2. 8:36-9:28
3. 9:32-10:24
4. 10:28-11:20
5. 11:24-12:47

1st lunch 11:20-11:47

cont. class 11:50-12:17

2nd lunch 12:20-12:47

6. 12:51-1:43
7. 1:47-2:40

HS W

1. 7:40-8:20
2. 8:24-9:04
3. 9:08-9:48
4. 9:52-10:32

5. 10:36-11:16

6. 11:20-12:00

1st Adv/lunch 12:00-12:27

2nd Adv/lunch 12:30-12:57

7. 1:01-1:40

BUS TRANSPORTATION

Bus transportation is provided for those students whose residency is one mile or more from the school of attendance. Bus routes, pick-up points and times are established with the cooperation of the contracted bus service. Students are expected to follow the safety rules of riding the bus, and the reasonable rules of the bus driver. Failure to adhere to the rules may result in disciplinary actions.

CAFETERIA

Students eat during two lunch shifts. Lunch shifts take place during 5th period on 2:40 pm dismissal days and during advisory on 1:40 pm dismissal days. Students are not to leave the cafeteria, appropriate outside area, or designated areas during the lunch period. Permission to leave the designated areas must be obtained from a principal. Leaving the school grounds or designated areas during the lunch period will be considered truancy. Bringing food from outside restaurants to students during lunch is prohibited.

The following procedures are to be followed in the lunchroom:

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

*When a student owes for one meal the cashier will give them a letter stating the Cafeteria has a no charge policy. The student will be allowed to keep their meal and their account will be charged. At no time will the Secondary Students be allowed to charge for ala carte items.

*When a student owes for two meals the cashier will inform the student that they may not charge for any additional meals. They will be informed that they may take a cheese sandwich and milk for the day.

*We will make every attempt to put the responsibility for paying for meals in a timely manner on the parents and not the child. If we have a student that repeatedly does not have money we will need to discuss possible solutions.

*Food and drink are to be consumed in the cafeteria and not taken to the classrooms unless the teacher has given permission.

CANCELLATION OF SCHOOL

In the event of inclement weather, a school messenger call will be sent out from the district. Announcements will also be available on local T.V. and radio, the Hancock Place School District website (www.hancock.k12.mo.us) as well as Facebook and Twitter. Please follow the Superintendent and Principal Twitter accounts for the most up to date information regarding cancellations: @HancockSupt and/or @ShellyVogler. Information will be updated as soon as it is available.

CARS

Students who drive to school are to observe safe-driving practices and rules of courtesy. Students that drive in a careless manner around school may lose driving privileges. Students driving to school are required to park in the student parking lot. Students parking anywhere beside the student lot will be asked to move the vehicle to the appropriate lot. Subsequent offenses may result in disciplinary action regarding insubordination (see page 10).

DANCES

Dances (except the Jr. /Sr. Prom) are open to all Hancock High School students and their registered guests. Non-students who attend dances must be approved and registered in the high school office. They must complete and return the proper form to office by their host no later than 24 hours prior to the day of the dance. Each host will be permitted one registered guest and will be responsible for the conduct and actions of their guest. Guests must be of high school age, but not older than 20.

DEFICIENCY REPORTS

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

DETENTION POLICY

Teachers may assign detention time to students for disciplinary problems. The teacher and student must make arrangements for serving this detention. However, if a student fails by the next day to attend or make arrangements to attend, the teacher will contact the student's parents. If the student still fails to serve the detention, the student will be referred to the Assistant Principal's office. In addition, an administrator can assign lunch detention and/or after school detention.

DRESS

We take pride in the appearance of our students. Since your dress reflects the quality of the school, your conduct, and your school work; all students are expected to dress and groom themselves neatly in appropriate clothing. Wearing of the following head-gear in the building is prohibited: Hats, caps, hair rollers, bandanas, combs, and plastic hair coverings are not permitted. Sunglasses and dark glasses, unless prescription, are considered inappropriate attire. **Clothing that is revealing or suggestive is not to be worn. Bra straps may not show; shirts must have straps but not spaghetti straps; cleavage must be covered; clothing must not be see-through, shorts must not be revealingly tight or short and pants may not have holes in inappropriate areas. Boy's pants must rest at hips; undergarments may not be visible. No sleeveless shirts. No slippers and no blankets. Large winter**

outerwear must not be worn and must be stored in a locker. Clothing, necklaces, belt buckles, or other accessories that depict vulgarity, gang symbols, or depict weapons of any kind, or advertise controlled substances are prohibited. Chains that may be used as weapons or detract from the well being of the educational environment are prohibited. Any item that detracts from the educational environment is prohibited.

EARLY DISMISSAL

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

EXTRA-CURRICULAR ACTIVITIES AND ORGANIZATIONS

ATHLETICS

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

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

MEETINGS

All clubs/extracurricular activities meetings will be held before or after school..

Below is a list of clubs currently being offered at HPHS:

Art Club, Book Club, DECA, FBLA (Future Business Leaders' Association), FCCLA (Family, Career, Community Leaders of America), Garden Club, GSA (Gay-Straight Alliance), Hi Step (High School Taught Elementary/Middle School Program), International Thespian Society, Key Club, National Honor Society, Newspaper (The Growler), Renaissance, Robotics, Senior Mentors, Skills USA, Spanish Club, Spotlight Players (drama), STUCO, Varsity H, and Yearbook (Memento), .

FIELD TRIPS

Each student going on a school excursion must have a permission form on file with the sponsoring teacher. Students on a field trip are expected to dress and conduct themselves in an appropriate manner. Students must be passing all classes to attend a non-curricular field trip.

FIRE AND DISASTER PROCEDURES

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

FRATERNITIES, SORORITIES OR SECRET ORGANIZATIONS

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

GRADING SCALE

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

A	100-90%
B	89-80%
C	79-70%
D	69-60%
F	59% and below

GUIDANCE PROCEDURES

Students are encouraged to seek the guidance of the counseling staff, but will only be seen if he or she has a signed pass from a teacher. If students are needed in the guidance office, a counselor will send for the student with a pass. Lists of services are located in the office.

HALL PASS SYSTEM

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

HEALTH ROOM - - NURSING SERVICES

A registered nurse serves as the school nurse in the Health Room. Students will be dismissed from class at the discretion of the teacher. If the nurse is not in the Health Room, the student should report to the Main Office. Student visits to the nurse should not exceed the amount of time for evaluation. Students will not nap in the nurse's office. The school nurse will evaluate the student's health and will determine if a student should be sent home. A student will be sent home if there is an elevated temperature, vomit, or needs advanced medical evaluation. Students should not call parents and determine they need to go home. All 10th grade students and students new to the Hancock District must obtain a physical examination that will be filed with the nurse. Health and immunization information are required of all students. Vision and hearing screening tests are given to various grade levels.

HOMEWORK POLICY

In order to take full advantage of the educational opportunities offered, students are required to complete all homework assignments. Students that are absent from school have as many days to make up the work as they were absent. (e.g., 2 days absent equals 2 days to make-up work.) The exception being a student that has been absent four days in a row will have one week from the date he/she returns to school to make up the missed assignments. To obtain assignments contact the administrative offices. Failure to complete an assignment could result in a teacher referral to detention.

HONOR ROLL

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

Advanced courses will use the following numeral value for each letter grade. A=5.0, B=4.0, C=3.0, D=2.0, F=0.0.

STUDENT DISCIPLINE

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

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

Suspension:

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

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

1. Student must be given oral or written notice of charges.
2. Student must be given an oral or written statement of the facts that are the basis for the suspension, unless the student admits the charges.
3. Student must be allowed an opportunity to give his or her version of the facts.
4. Student must be readmitted if suspended over ten (10) days and an appeal to the board is requested, unless the superintendent finds that the student’s presence poses a continuing danger to persons or property or disruption of the academic process, in which case the student will be removed immediately and the notice and hearing will follow as soon as practicable.

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

DISCIPLINE

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

In order to maintain a safe, orderly environment for all who are citizens of Hancock Place Schools, high expectations regarding behavior have been established. Due to the possible serious consequences of certain acts, expulsion or suspension could be recommended on the first or subsequent offenses. It is expected of all our students to maintain a safe environment by following the character traits of respect, responsibility, and honesty. These three basic rules provide guidelines for all situations in all locations – the bus, the halls, restrooms, on the playground, in the classroom and wherever our students may be throughout the day. Classroom teachers clearly establish expectations for their students and communicate frequently with parents regarding these expectations.

Reporting to Law Enforcement

It is the policy of the Hancock Place School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Conditions of Suspension, Expulsion, and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian, or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian, or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion, or Other Disciplinary Consequences," listed below.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Academic Dishonesty – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense:	No credit for the work, grade reduction, ISS or replacement assignment
Subsequent Offense:	No credit for the work, grade reduction, course failure, ISS or removal from extra curricular activities

Arson – Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense:	Detention, ISS, 1-180 days OSS, or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days OSS or expulsion. Restitution if appropriate.

Assault or Assault of a Staff Member

- Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

First Offense:	Principal/Student conference, detention, ISS, 1-180 days OSS, or expulsion.
Subsequent Offense:	ISS, 1-180 days OSS, or expulsion.

- Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense:	10-180 days OSS or expulsion.
Subsequent Offense:	Expulsion.

Bullying and Cyberbullying (see Board Policy JFCF [Bullying Policy](#)) – House Bill No. 1583, sections 160.775, 170.047, and 170.048 of the Missouri revised statutes. The new definition of “bullying” is intimidation, unwanted aggressive behavior, or harassment that is repetitive, or is substantially likely to be repeated, and (1) causes a reasonable student to fear for his or her physical safety or property; (2) substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or (3) substantially disrupts the orderly operation of the school. May consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus. “Cyberbullying” means bullying as defined in this subsection through the transmission of 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. Students and staff should notify administration immediately upon being bullied or witnessing bullying.

First Offense:	Detention, ISS, or 1-180 days OSS.
Subsequent Offense:	1-180 days OSS or expulsion.

Bus or Transportation Misconduct (see Board Policy JFCC) – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student’s assigned school. In addition, transportation privileges may be suspended or revoked.

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

First Offense:	Nullification of forged document. Principal/Student conference, detention, or ISS.
Subsequent Offense:	Nullification of forged document. Detention, ISS, or 1-180 days OSS.

Disrespectful or Disruptive Conduct or Speech (Including Insubordination) (see Board Policy AC if illegal harassment or discrimination is involved) – Verbal written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities, or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Teacher/Student conference, Refer to Principal, detention, ISS, or 1-10 days OSS.
Subsequent Offense:	Detention, ISS, 1-180 days OSS, or expulsion.

Drugs/Alcohol (see Board Policies JFCH and JHCD)

1. Possession, sale, purchase, or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense:	1-180 days OSS.
Subsequent Offense:	1-180 days OSS or expulsion.

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

First Offense:	1-180 days OSS.
Subsequent Offense:	11-180 days OSS or expulsion.

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

First Offense:	1-180 days OSS or expulsion.
Subsequent Offense:	11-180 days OSS or expulsion.

Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense:	Principal/Student conference, detention, ISS, or 1-10 days OSS.
Subsequent Offense:	ISS, 1-180 days OSS, or expulsion.

Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting instructional equipment.

First Offense:	Restitution. Principal/Student conference, detention, or ISS.
Subsequent Offense:	Restitution. Detention or ISS.

Failure to Meet Conditions of Suspension, Expulsion, or Other Disciplinary Consequences – Violating the terms of a suspension, expulsion, or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, “Conditions of Suspension, Expulsion, and Other Disciplinary Consequences.” As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student’s presence is disruptive to the educational process or undermines the effectiveness of the district’s discipline policy.

First Offense:	Verbal warning, detention, ISS, 1-180 days OSS, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	ISS, 1-180 days OSS, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms (see also “Threats or Verbal Assault) – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

First Offense:	Restitution. Principal/Student conference, detention, ISS, 1-180 days OSS, or expulsion.
Subsequent Offense:	Restitution. ISS, 1-180 OSS, or expulsion.

Fighting (see also, “Assault”) – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense:	ISS, or 1-180 days OSS.
Subsequent Offense:	ISS, 1-180 days OSS, or expulsion.

Gambling – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests, and games.

First Offense:	Principal/Student conference, loss of privileges, detention, or ISS.
Subsequent Offense:	Principal/Student conference, loss of privileges, detention, ISS, or 1-10 days OSS.

Harassment, including Sexual Harassment (see Board Policy AC)

1. Use of material of a sexual nature or unwelcome verbal, written, or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability, or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating, or hostile acts based on a protected characteristic.

First Offense:	Principal/Student conference, ISS, 1-180 days OSS, or expulsion
Subsequent Offense:	ISS, 1-180 days OSS, or expulsion

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability, or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts, or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense:	ISS, 1-180 days OSS, or expulsion.
Subsequent Offense:	1-180 days OSS or expulsion.

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

First Offense:	ISS or 1-180 days OSS.
Subsequent Offense:	1-180 days OSS or expulsion.

Incendiary Devices or Fireworks – Possessing, displaying, or using matches, lighters, or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense:	Confiscation. Warning, principal/student conference, detention, or ISS.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, ISS, or 1-10 days OSS.

Nuisance Items – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense:	Confiscation. Warning, principal/student conference, detention, or ISS.
Subsequent Offense:	Confiscation. Principal/student conference, detention, ISS, or 1-10 days OSS.

Public Displays of Affection – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense:	Principal/Student conference, detention, or ISS.
Subsequent Offense:	Detention, ISS, or 1-10 days OSS.

Sexting and/or Possession of Sexually Explicit, Vulgar, or Violent Material – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar, or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation. Principal/Student conference, detention, or ISS.
Subsequent Offense:	Confiscation. Detention, ISS, 1-180 days OSS, or expulsion.

Sexual Activity – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:	Principal/Student conference, detention, ISS, or 1-180 days OSS.
Subsequent Offense:	Detention, ISS, 1-180 days OSS, or expulsion.

Technology Misconduct (see Board Policies EHB and KKB and Procedure EHB-AP)

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, or ISS.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days OSS, or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense:	Teacher/student conference, Refer to Principal, possible confiscation, detention
Subsequent Offense:	Teacher/student conference, Refer to Principal, possible confiscation, detention, ISS

3. Violations, other than those listed in (1) or (2) above, of Board Policy EHB, Procedure EHB-AP, or any policy or procedure regulating student use of personal electronic devices.

First Offense:	Restitution. Principal/Student conference, detention, or ISS.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days OSS, or expulsion.

4. Use of audio or visual recording equipment in violation of Board Policy KKB.

First Offense:	Confiscation. Principal/Student conference, detention, or ISS.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, ISS, or 1-10 days OSS.

Theft – Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, ISS, or 1-180 days OSS. Refer to School Resource Officer
Subsequent Offense:	Return of or restitution for property. 1-180 days OSS, or expulsion. Refer to SRO

Threats or Verbal Assault – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense:	Principal/Student conference, detention, ISS, 1-180 days OSS, or expulsion.
Subsequent Offense:	ISS, 1-180 days OSS, or expulsion.

Tobacco

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense:	Confiscation of tobacco product. Principal/Student conference, 2 days ISS.
Subsequent Offense:	Confiscation of tobacco product. 4 days ISS, or 1-10 days OSS.

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

First Offense:	Confiscation of tobacco product. Principal/Student conference, 2 days ISS, or 1-3 days OSS.
Subsequent Offense:	Confiscation of tobacco product. 4 days ISS or 1-10 days OSS.

Truancy or Tardiness (see Board Policy JED and Procedures JED-AP1 and JED-AP2) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Three Offenses:	Teacher/Student conference, Refer to Principal at #4 and on, Principal/Student conference, detention, or 1-3 days ISS.
Subsequent Offense:	Detention or 3-10 days ISS, and removal from extracurricular activities.

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

First Offense:	Principal/Student conference, detention, ISS, or 1-180 days OSS.
Subsequent Offense:	1-180 days OSS or expulsion.

Vandalism (see Board Policy ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense:	Restitution. Principal/Student conference, detention, ISS, 1-180 days OSS, or expulsion.
Subsequent Offense:	Restitution. ISS, 1-180 days OSS, or expulsion.

Weapons (see Board Policy JFCJ)

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. 921, 18 U.S.C. 930(g)(2) or 571.010, RSMo.

First Offense:	1-180 days OSS, or expulsion, Refer to School Resource Officer
Subsequent Offense:	1-180 days OSS or expulsion, Refer to School Resource Officer

2. Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930(g)(2).

First Offense:	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

3. Possession or use of ammunition or a component of a weapon.

First Offense:	1-180 days OSS, or expulsion, Refer to School Resource Officer
Subsequent Offense:	1-180 days OSS or expulsion, Refer to School Resource Officer

HOME BOUND

A student enrolled in Homebound through Special District will receive credit in only two classes. Students enrolled in Homebound through the high school are able to earn up to 3.5 credits. The student is not allowed to participate in school functions

LIBRARY –MEDIA CENTER (L.M.C.)

The library is a place to study and do research for class work. It is not a social club or lounge where students can gather throughout the day to visit. Students must have a pass from a teacher to visit the library and the pass must state the work the student is to be doing. Common sense rules of quiet and courteous behavior shall apply to all students in the library.

LOCKERS

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

1. Students must use only the locker assigned. Lost or stolen items are not the responsibility of the Hancock Place School District. Students are encouraged not to bring valuables to school and must keep the locker locked at all times.
2. Students are responsible for lost or stolen items even if he/she uses another person's locker
3. Locker Combinations are not to be shared with other students.
4. If the locker becomes defective, the problem should be reported to the Principal's Office immediately.
5. Lockers are to be kept clean, orderly and treated with care.
6. The administration reserves the right to search or inspect the locker at any time.

LOST AND FOUND

Report lost articles to the LIBRARY. If an article is found, bring it to the office so it can be claimed by the owner.

MEDICATION POLICY AND PROCEDURE

Please review this policy carefully and make sure to follow all of the procedures to keep our children safe. Whenever possible, medication should be given to students at home. If a medication needs to be administered at school the following procedures must be followed:

1. *A letter from the prescribing provider with the student's name, medication name, dose, reason for the medication and time to be administered must be brought with the medication to the school nurse. **Students are not allowed to carry ANY medication to or from school, including over the counter medications (OTC).** Medication must be brought to school by a parent/ guardian in a labeled prescription container. Middle/ High school students may be allowed to self carry and administer albuterol or epipen if there is a signed physician order giving permission to "self carry and administer" on file with the nurse each school year.
2. A Parent/ Guardian will need to sign permission for the nurse, or any personnel authorized by the school, to administer the medication to your child. If a medical necessity arises, the nurse may contact the prescribing provider to discuss the medication. **A medication administration authorization form must be signed each school year.**
3. The district will not administer the first dose of any medication. Please give the first dose at home so you can monitor your child for any adverse effects.
4. **Each student is expected to come to the nurse's office at the appropriate time to take their medication.** It may take a few days to get in the routine but once in the habit this becomes easier for the students to remember. Please remind them as well.
5. Students with **asthma, allergies and/or seizures must have an action plan (signed and dated by the physician)** on file. Your child's doctor should be able to print one out. The action plan is good for the current school year only. We will need a new action plan each school year.
6. Parents/ Guardians need to keep track of when a refill is needed or expired: for example expiration of epipens, albuterol inhalers, etc. Expired meds will be discarded if not picked up by the end of the current school year.
7. OTC medications are for occasional use only and will not be administered on a regular basis without a physician's order. OTC meds can only be administered if a parent/ guardian has given permission per the online registration form.

*A prescription label on the medication may act as the physician order except (meds for seizures, anaphylactic shock, asthma or if clarification is needed from the prescriber).

Please contact the school nurse with any questions.

Elementary: Elissa Meier 314-544-1300 ext 109~emeier@hancock.k12.mo.us

Middle/ High/ Preschool: Carole Branch 314-544-1300 ext 538~cbranch@hancock.k12.mo.us

ILLNESS GUIDELINES FOR REMAINING AT HOME FROM SCHOOL

We realize that sometimes you are faced with a difficult decision as to whether or not to send your child to school if he/she is not feeling well. To assist you, read over the following guidelines:

YOU SHOULD KEEP YOUR CHILD AT HOME FROM SCHOOL IF:

- A rash is present that has NOT been evaluated by a physician stating that the student may return to school.
- A child complains of severe, persistent pain. Child will be referred to a physician for evaluation.
- A child's temperature (taken by mouth) is above 100 degrees or 1-2 degrees above the child's normal temperature. **IF YOUR CHILD IS SENT HOME BECAUSE OF A FEVER, VOMITING, OR DIARRHEA, IT IS RECOMMENDED HE/SHE SHOULD REMAIN HOME FOR 24 HOURS.**
- A child shows signs of upper respiratory infection that would interfere with the child's ability to learn. **Please note that a simple cold is NOT a reason to keep a child from school.**
- There are signs of conjunctivitis (pink eye) with matter coming from one or both eyes; itching, crusts on the eyelids. A physician must evaluate the child and state that the student may return to school.
- There are open sores that have not been evaluated by a physician.
- There are signs of infestation of live lice. When a student is identified with having active head lice at school, the parent/guardian of that student will be notified, and other students who reside with the infected student will also be checked. The student may stay at school for the remainder of that day and may return to school after they have received treatment at home. The school nurse will instruct parent/guardian concerning various treatment options and will also give information re: necessary procedures to be taken in the home to ensure that head lice are eliminated. When the student returns to school the student will be examined by the school nurse/designated staff member. If live head lice are found at that time, the parent/guardian will again be called and reinstructed concerning treatment. This process will continue until the student is free of head lice. The school nurse will keep accurate and confidential records of students infected with head lice or nits. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with these procedures, the nurse will notify the school principal, who may report the matter to the Children's Division (CD) of the Department of Social Services.

Head Lice Resources:

- **Healthychildren.org**
- **Centers for Disease Control and Prevention**
- **Missouri Department of Health and Senior Services**

NON-RESIDENT STUDENTS

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

PERMISSION TO LEAVE DURING THE DAY

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

PHYSICAL EDUCATION REQUIREMENTS

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

REPORT CARDS

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

CHARACTER EDUCATION GRADE

A Character education grade will be on each grade card indicating a student's conduct/ character in class. Character education categories are honesty, responsibility and respect. Students with a 1(excellent) or 2(needs improvement) may participate in extracurricular activities and attend student functions and students with a 3(unacceptable) may be prohibited from activities.

INCOMPLETE GRADES

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

SCHEDULE CHANGES

The schedule will be made out by the counselor after receiving input from the student, parent and teacher/advisor. Schedules will remain unchanged unless unusual circumstances warrant such. Changes will be made either prior to the opening of school or within the two weeks of the beginning of the semester.

STUDENT ELECTION

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

STUDENT RECORDS

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

STUDENT SEARCHES

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

SUSPENSION

Students under in school or out of school suspension ARE NOT permitted to participate or attend any school activity during the suspension nor allowed on any school property.

TELEPHONE NUMBERS

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

TECHNOLOGY USAGE:

Damage to school property related to technology.

Students will be responsible for replacing or repairing equipment to original condition. Students will be unable to use computers until money is paid.

Up to \$100: up to 45 days of suspension from technology privileges and office referral.

Up to \$250: up to 90 days of suspension from technology privileges and referral to office.

Up to \$500: up to 135 days of suspension from technology privileges and referral to the office and School Resource Officer.

\$500 or more: up to 180 days of suspension from technology privileges and referral to office and School Resource Officer.

Inappropriate searches -any search or website not approved by the teacher.

1st offense (per teacher): redirection by teacher (discretion will be used).

2nd offense: office referral

Subsequent offenses: Administrative discretion will be used. Consequences may include but are not limited to extended ISS, OSS, extended suspension from technology privileges.

Pornographic searches

1st offense: up to 20 school days of suspension from technology privileges and 3 days ISS.

2nd offense- up to 90 school days of suspension from technology privileges and 3 days OSS

(parent conference before you return).

Subsequent offenses: OSS pending conference with Superintendent.

Printing materials unrelated to class without permission

1st offense: up to 2 days of suspension from technology privileges (at teacher's discretion).

2nd offense: up to 1 week of suspension from technology privileges.

Subsequent offenses: Administrative discretion will be used. Consequences may include but are not limited to extended ISS, OSS, extended suspension from technology privileges.

TEXTBOOKS

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

VISITORS

All visitors to the school must report to the Principal's Office upon arrival for permission to visit and to sign the visitor log. Visitors must be arranged for in advance and have a specific purpose. Visitors will not be allowed to drop in and visit friends and teachers. All visitors are required to wear a visitor's pass. Students are not permitted to bring visitors to school.

WITHDRAWAL FROM SCHOOL

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

WORK PERMIT

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

GENERAL SCHEDULING INFORMATION

1. A student must be enrolled in a minimum of seven classes.
2. Except by Principal's permission a student must be enrolled in the four core area classes each year.
3. Students must complete the entire course of study to receive credit. This means that a student enrolled in a course that offers one credit for one year must complete the year in order to receive credit. Transfer students may receive partial credit. Exceptions will be made on a case-by-case review.

GRADUATION REQUIREMENTS

The Missouri State Department of Education requires twenty-four (24) units of credit for graduation. Within certain guidelines, local boards of education are empowered to set their own requirements, as long as they meet the minimum State requirements. The Hancock Place Board of Education has set the following requirements for the class of 2011 and beyond;

Communication Arts	4 units
Social Studies	3 units
Mathematics	3 units
Science	3 units
Personal Finance	1/2 unit
Health	1/2 unit
Practical Arts	1 unit

Fine Arts	1 unit
Physical Education	1 unit
Electives	7 units
<hr/>	
Total	24 units

The student must also successfully pass tests covering the U.S. Constitution and Missouri Constitution and participate in CPR/Heimlich Maneuver training.

Students that have not successfully completed twenty-four (24) units of credit by the last day of attendance for seniors are not allowed to participate in commencement ceremonies. Seniors must have an official transcript from any school previously attended on file by the last day of attendance for Seniors.

ALTERNATIVE EDUCATION/VIRTUAL LEARNING (MOCAP)/MANAGEMENT SCHOOL PROGRAM

Students who are mathematically unable to graduate with their cohort may be eligible to apply to and, upon acceptance, participate in the credit recovery/alternative education program at the high school in our PAWS (Providing Alternative Ways to Succeed) program. Students participating in this program will attend school half of the day and will work or volunteer the other half of the day. All students will be afforded the rights and privileges of traditional students to include, but not limited to; attending extra curricular activities, homecoming, prom, and graduation. Parents/Students/Teacher/Administration will review the program in detail before enrolling a student in the program. This program is a privilege and all parties must adhere to the rules of the program as outlined in the contract.

Students who demonstrate a need for virtual learning may be eligible to apply for the Hancock Place MOCAP (Missouri Course Access Program). The link for information and application for MOCAP can be found under the parent tab on the district website at sd.hancock.k12.mo.us. Students who are accepted into the MOCAP program must follow all assurances and may not attend extracurricular activities or clubs. This program is closely monitored to ensure all students are successful.

Students may be assigned to Management School as a result of a Code of Conduct with the Assistant Superintendent. These students will fulfill long term suspensions and will not be allowed to participate in extracurricular activities or stay on campus after management school hours, this includes any Hancock Place District facilities. If the long term suspension leads to completion of high school through online courses, the student will not be eligible to participate in traditional events, including but not limited to; extracurricular activities, homecoming, prom, and graduation.

EARLY COLLEGE PROGRAM

Students in the spring of their Sophomore or Junior year, with a GPA of 2.5 or higher, are eligible to apply for the Early College Program. This opportunity allows students to go to St. Louis Community College (STLCC) full time and still participate in all HPHS activities. Students will receive credits at both STLCC and HPHS, with the possibility of graduating with both an HPHS diploma and an Associates Degree at no cost to the family. There is a thorough application process to determine that the student is college ready. Additional information may be obtained from the guidance or administrative office.

VALEDICTORIAN/SALUTATORIAN AND LATIN HONORS

Valedictorian and Salutatorian will be selected after the 8th semester grades and will be determined using weighted calculations. The student must be a full time student. A full time student is defined as being enrolled in a minimum of six classes. Both Valedictorian and Salutatorian will be announced at the senior awards breakfast and both will give speeches at the commencement ceremony.

Latin Honors will be determined using unweighted grades. Students must be enrolled in a minimum of six classes and must have attended Hancock Place High School the last full semester of high school. Criteria for Latin Honors is as follows:

Cum Laude:	3.25-3.49, ACT=21, A/P on ¼ EOC's, 28 credits, 90% cumulative attendance
Magna Cum Laude:	3.5-3.74, ACT=23, A/P on 2/4 EOC's, 28 credits, 90% cumulative attendance
Summa Cum Laude:	3.75-4.0, ACT=26, A/P on 4/4 EOC's, 28 credits, 90% cumulative attendance

The honorees will be receive the following medal at the senior awards breakfast:

Cum Laude: Bronze
 Magna Cum Laude: Silver
 Summa Cum Laude: Gold

Latin Honors will be announced with the reading of the graduates name at the commencement ceremony as he/she crosses the stage.

EARLY GRADUATION

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

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

DISTRICT PROCEDURES

NON-DISCRIMINATION IN THE HANCOCK PLACE PUBLIC SCHOOLS

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

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

EDUCATIONAL PROGRAMS

Sex, race or handicapping condition will not be used as basis for determining admission to educational programs of the Hancock Place School District. Course offerings will not be provided separately on the basis of sex except when the course deals exclusively with human sexuality. Sex discrimination is prohibited in academic or vocational counseling. Students may be grouped within a class by ability, vocal range, or other non-sex criteria even though such groupings may result in a single-sex or primarily single-sex groups. Sex may not, however, be criteria for such groupings.

EDUCATIONAL ACTIVITIES

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

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

FACILITIES

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

HANCOCK SCHOOL DISTRICT SERVICES AND RIGHTS FOR STUDENTS WITH DISABILITIES

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

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

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

Questions or requests for assistance/information should be directed to the Principal of Hancock High School or Mrs. Lisa Charles, Assistant Superintendent and Liaison to SSD.

HANDICAP ACCESSIBILITY FOR HANCOCK PLACE SENIOR HIGH SCHOOL

The buildings that comprise the high school are both fully accessible. The dome gymnasium is fully handicap accessible but not to restrooms. The high school cafeteria is fully accessible but the lower gym area is not.

"PARENTS RIGHT TO KNOW" NOTIFICATION

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

TITLE PROGRAMS

Title I

Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended (ESEA) provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. Federal funds are currently allocated through four statutory formulas that are based primarily on census poverty estimates and the cost of education in each state. Title I is designed to help students served by the program to achieve proficiency on challenging State academic achievement standards. Hancock Place Elementary has been identified as a Title I school. We provide instructional services to the entire school through the schoolwide program.

Title II

The purpose of the program is to increase academic achievement by improving teacher and principal quality. This program is carried out by: increasing the number of highly qualified teachers in classrooms; increasing the number of highly qualified principals and assistant principals in schools; and increasing the effectiveness of teachers and principals by holding LEAs and schools accountable for improvements in student academic achievement.

Title III

The purposes of Title III are:

1. to help ensure that children who are limited English proficient, including immigrant children and youth, attain English proficiency, develop high levels of academic attainment in English, and meet the same challenging State academic content and student academic achievement standards as all children are expected to meet;
2. to assist all limited English proficient children, including immigrant children and youth, to achieve at high levels in the core academic subjects so that those children can meet the same challenging State academic content and student academic achievement standards as all children are expected to meet, consistent with section 1111(b)(1);
3. to develop high-quality language instruction educational programs designed to assist State educational agencies, local educational agencies, and schools in teaching limited English proficient children and serving immigrant children and youth;
4. to assist State educational agencies and local educational agencies to develop and enhance their capacity to provide high-quality instructional programs designed to prepare limited English proficient children, including immigrant children and youth, to enter all-English instruction settings;
5. to assist State educational agencies, local educational agencies, and schools to build their capacity to establish, implement, and sustain language instruction educational programs and programs of English language development for limited English proficient children;
6. to promote parental and community participation in language instruction educational programs for the parents and communities of limited English proficient children;
7. to streamline language instruction educational programs into a program carried out through formula grants to State educational agencies and local educational agencies to help limited English proficient children, including immigrant children and youth, develop proficiency in English, while meeting challenging State academic content and student academic achievement standards;
8. to hold State educational agencies, local educational agencies, and schools accountable for increases in English proficiency and core academic content knowledge of limited English proficient children by requiring —
 1. demonstrated improvements in the English proficiency of limited English proficient children each fiscal year; and
 2. adequate yearly progress for limited English proficient children, including immigrant children and youth, as described in section 1111(b);
9. to provide State educational agencies and local educational agencies with the flexibility to implement language instruction educational programs, based on scientifically based research on teaching limited English proficient children, that the agencies believe to be the most effective for teaching English.

HANCOCK PLACE SCHOOL DISTRICT

2020-2021

District Administrative Offices
 9417 South Broadway
 Saint Louis, Missouri 63125
 314/544-1300

Hancock High School
 229 W. Ripa
 Saint Louis, Missouri 63125
 314/544-1300

Hancock Middle School
 243 W. Ripa
 Saint Louis, Missouri 63125
 314/544-1300

Hancock Elementary School
 9101 South Broadway
 Saint Louis, Missouri 63125
 314/544-1300

Superintendent
 Assistant Superintendent
 Director of Finance
 Director of Technology
 High School Principal
 High School Assistant Principal
 High School Activities/Athletics Director
 High School Guidance Counselor
 Middle School Principal
 Middle School Counselor
 Middle School Restorative Practices Counselor
 Elementary Principal
 Elementary Assistant Principal
 Elementary Counselors

 Director of Counseling
 Special School District Coordinator

Dr. Kevin Carl
 Dr. Tim McInnis
 Mr. Tony Chance
 Mrs. Michelle Dirksen
 Dr. Shelly Vogler
 Mr. Joe Veldhuizen
 Mr. Steve Kelly
 Mr. James Jenkins
 Dr. Thomas Dittrich, Jr.
 Ms. Amanda VanHorn
 Ms. Ginger Steinhauff
 Dr. Jill Wright
 Mrs. Emily Burst
 Mrs. Amy Shaikun
 Mrs. Brandi Yarborough
 Mrs. Sherry Rischbieter
 Dr. Donna Ellis

Mascot - Tiger
 Colors - Blue and Gold