

STUDENT HANDBOOK

2024-2025

HickmanMiddleSouth.HickmanMills.org



HICKMAN MILLS SOUTH MIDDLE SCHOOL



“Inspiring Innovation and Empowering Every Learner”

Address: 10530 Greenwood Rd

Phone: (816) 316-7600

Website: www.hickmanmills.org/HMMSsouth

Email: HickmanMillsSouthMiddle@hickmanmills.org

School Hours: 8:15 am -3:15 pm

Building Opens for Students: 8:00 am

Welcome to Hickman Mills South Middle School!

Welcome to Hickman Mills South Middle School! At our school, we have a clear vision – to create a safe and supportive learning environment that equips our students to excel in the 21st Century. Our mission is to foster a strong learning community where students and families feel connected, supported, engaged, and inspired as they journey towards becoming global citizens.

As you step through our doors, you'll be greeted with a warm welcome and a vibrant student body representing diverse demographics. Our building setup is designed to facilitate a one-to-one academic structure, ensuring that each student receives personalized attention and support.

Beyond academics, we focus on the development of the whole child, nurturing their social and emotional growth along with their academic excellence. Some of our pride points include servicing two grade levels, providing a rich variety of support systems in place for students, and a strong sports program that encourages teamwork and discipline.

Our guiding goals, aligned with the district's CSIP, are focused on increasing student achievement in math and reading, creating a positive building-wide culture and climate, and ensuring all students are prepared for their journey to high school and beyond.

As you explore our school, you'll notice the pride we take in our Parent Group, our emphasis on STEAM education, and the dedicated support provided by our FSL/Counselor team for our students.

Our school has experienced and passionate teachers, employees, and teams are always on point to make your visit memorable and informative. To ensure a seamless experience, we have student/employee ambassadors ready to greet you, take you on tours, and answer any questions you may have. Their enthusiasm and knowledge will leave you feeling welcomed and at ease.

We're thrilled to have you here and invite you to be a part of our thriving learning community at Hickman Mills South Middle School. Together, we will shape a bright future for our students and inspire them to reach their full potential as global citizens. Welcome!



DR. ANNE HAWKS

PRINCIPAL

**HICKMAN MILLS SOUTH MIDDLE SCHOOL
10530 GREENWOOD RD. | KANSAS CITY,
MO. 64134**

EMAIL: ANNE.HAWKS@HICKMANMILLS.ORG

PHONE: 816.316.8116

WEB: HICKMANMILLS.ORG

CONTACT INFORMATION

School Name:

Hickman Mills South Middle School

School Alias:

Hickman Middle South

Hickman South

HMMS South

School Address:

10530 Greenwood Rd.

Kansas City, MO 64134

School Phone Number:

(816) 316-7600

School Email:

HickmanMillsSouthMiddle@hickmanmills.org

School Website:

www.hickmanmills.org/HMMSsouth

School Facebook Address:

www.facebook.com/HMMSSouthHMC1/

School Instagram:

www.instagram.com/hmmsouth_hmc1/

School Twitter:

www.Twitter.com/HMMSsouth

School YouTube:

www.youtube.com/channel/UC6InsGERIj5UNFXZIkJ-GMw

STAFF INFORMATION

Principal Name: Dr. Anne Hawks
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Principal Phone Number: (816) 316-8116

Assistant Principal Name: Dustin Bridges
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Assistant Principal Phone Number: 816-316-7606

Assistant Principal Name: Jarusha Geringer
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Assistant Principal Phone Number: 816-316-7605

Secretary Name: Derriesha Thompson
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Secretary Phone Number: (816) 316-7672

Attendance Clerk Name: Kevanna Williams
Attendance Clerk Email: Kevanna.williams@hickmanmills.org
Attendance Clerk Phone Number: (816) 316-7678

Registrar Name: Alyssa Waldon
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Registrar Phone Number: (816) 316-7668

Counselors Name: Laurice Taylor-Seals
Counselors Email: laurice.taylor-seals@hickmanmills.org
Counselors Phone Number: (816) 316-8454

Counselors Name: Travis Stevens
Counselors Email: travis.stevens@hickmanmills.org
Counselors Phone Number: (816) 316-7607

Family School Liaison Name: Tamika Oliver
Family School Liaison Email: tamika.oliver@hickmanmills.org
Family School Liaison Phone Number: (816) 316-7711



Mission:

We are a learning community where students and families feel connection, support, engagement and inspiration on their journey to becoming global citizens.

Vision:

HMSMS is a safe and supportive learning environment that prepares students to excel in the 21st Century.

Motto:

“Inspiring Innovation and Empowering Every Learner”

Hickman Mills South Middle School Bell Schedule 24-25

Period	Start Time	End Time	Length
Homeroom	8:15	8:45	30
Passing	8:45	8:48	3
1st	8:48	9:43	55
Passing	9:43	9:46	3
2nd	9:46	10:41	55
Passing	10:41	10:44	3
3rd (lunch)	10:44	12:19	70
Passing	12:19	12:22	3
4th	12:22	1:17	55
Passing	1:17	1:20	3
5th	1:20	2:15	55
Passing	2:15	2:18	3
6th	2:18	3:15	55

Hickman Mills South Middle School Lunch Schedule 24-25

3rd Hr. 10:44-12:19

Grade	Location	Start Time	End Time
6A	Gym	10:44	10:54
6A	Lunch	10:54	11:19
6B	Gym	11:04	11:14
6B	Lunch	10:44	11:09
7/8	Gym	11:34	11:44
7/8	Lunch	11:04	11:29
7	Gym	11:24	11:34
7	Lunch	11:24	11:49
8	Gym	11:44	11:54
8	Lunch	11:54	12:19

Gym Shift		Lunch Shift	
Grade	Time	Grade	Time
6A	10:44-10:54	6B	10:44-11:09
6B	11:04-11:14	6A	10:54-11:19
7	11:24-11:34	7/8	11:04-11:29
7/8	11:34-11:44	7	11:24-11:49
8	11:44-11:54	8	11:54-12:19



Hickman Mills C-1 School District • Student Service Office
5401 E. 103rd St. • Kansas City, MO 64137
Telephone: 816.316.7061 • Fax: 816.316.7077

ATTENDANCE PROTOCOL

The attendance protocol to be implemented in all of the schools located in the Hickman Mills C-1 School District is as follows:

1st whole day of student absence:

- Call home from the school Attendance Clerk/Clerical Staff member

2nd whole day of student absence:

- Call home from the school Attendance Clerk/Clerical Staff member
- Letter sent to student's home, addressing the importance of attendance for Hickman Mills C-1 School District students

3rd whole day of student absence:

- Call home from the school Attendance Clerk/Clerical Staff member further notifying the parent that a letter was sent to student's home addressing the importance of attendance for Hickman Mills C-1 School District students
- FRS conducts a phone conference with a plan for assessing family needs and improving student attendance.

4th whole day of student absence:

- Call home from the school Attendance Clerk/Clerical Staff member (FRS may be notified if appropriate) letting them know this is a serious concern.

5th whole day of student absence:

- Call home from the school Attendance Clerk/Clerical Staff member
- FRS home visit giving notice of citation warning (Left at residence if no one is available)

6th whole day of student absence:

- Call home from the school Attendance Clerk/Clerical Staff member letting the parent know of a citation warning

7th whole day of student absence:

- Citation issued by Kansas City South Patrol Officer
- Parent and student mandatory truancy court appearance. Truancy court will be held the 4th Tuesday of each month at 10:00 am.

* Calculations based on: One half day = 210 minutes; Whole day = 420 minutes

* Please note that the district is sensitive to outstanding circumstances related to student absence; however, repeated attendance issues will not be tolerated and can/will result in citation issued to the parent by the Local Authorities. Please see Ordinance No. 120180 concerning compulsory school attendance.

* In the event of excessive absences, elementary school students are subject to the conditions set forth in the above protocol.

ACADEMICS

Citizenship & Academic Integrity

Academic integrity is defined as the conscious intent of students and staff to honestly and responsibly use original, unique yet informed thoughts, ideas, opinions, and products toward the achievement of personal or professional academic goals. A violation against the Academic Code of Ethics is an act which could deceive, cheat, or defraud so as to promote or enhance one's academic standing. Academic dishonesty also includes knowingly or actively assisting any person in the commission of a violation of the Code.

A violation of the Academic Code of Ethics may result in disciplinary action. Violations can include, but are not limited to:

1. Plagiarism—Failure to use original, unique yet informed ideas, thoughts, words, images or products with the intent to represent the work of others as one's own.
2. Cheating—the willful intent to use sources improperly for personal gain.
3. Forgery/falsifying documents—Counterfeiting documents for personal unwarranted advantage

Grading and Reporting

Progress reports will be issued to students and/or parents/guardians midway through each quarter. Progress grades are posted online. Grade reports will be issued to students at the end of each quarter. Grades are calculated using each class's 9-weeks grade and the semester exam grade at their designated weight. Final grades are mailed at the end of the school year.

Reporting Dates for Semester 1

K- 12 Progress Reports Issued - September 20, 2024
End of First Quarter – October 17, 2024
Report Cards – October 24, 2024
K- 12 Progress Reports Issued – November 26, 2024
End of Second Quarter – December 20, 2024
Reports Cards Issued for Semester 1 - January 10, 2025

Reporting Dates for Semester 2

K-12 Progress Issued - February 12, 2025
End of Third Quarter - March 28, 2025
Report Cards Issued – March 28, 2025
K - 12 Progress Reports Issued – April 23, 2025
End of Fourth Quarter – May 22, 2025
Secondary Report Cards Issued – May 27, 2025

MAKE UP WORK

Make-up work is permitted and graded for full credit when the absence is excused. It is the student's responsibility to secure make-up work from his/her teachers upon returning from an absence.

Absences must be for three days or more in order to request homework which should be picked up within 24 hours.

ACTIVITIES, ATHLETICS and CLUBS

Students have the opportunity to participate in multiple activities, athletics, and clubs during the school year. Students are encouraged to get involved and share their talent and skills while supporting our school community. LINC and any other after-school activities begin at 3:15 p.m. Students are expected to go promptly to LINC and be on time in order to participate. A student may not exit or return to the building if he/she is staying for an after-school activity. Once the student is outside the building, he/she will be expected to go home immediately and will not be allowed back into the building. Failure to follow this procedure may result in an appropriate consequence.

ARRIVAL TO SCHOOL PROCEDURES

Arrival Procedures

- Doors open to students at 8:00 am.
- All students enter the building through the north “gym doors” entrance this includes bus riders, car riders and walkers.
- Upon entry, students may choose to go to the cafeteria for breakfast or to the gym to wait until school begins.
- If a student arrives with food/drink, they will report to the gym to eat the food.
- Until 8:10 am, all students will remain in either the cafeteria or gym.
- At 8:10 am, staff will leave their supervision duty area, walk with students, and report to their classrooms to greet students

<p>Breakfast in Cafeteria</p> <ol style="list-style-type: none"> 1. Students enter the cafeteria and go directly to the serving line. 2. Students take their breakfast to an open seat and eat their breakfast. 3. Students will remain seated in the cafeteria during breakfast. 4. Upon dismissal, students will clean up after themselves and dispose of any trash in the nearest garbage can. 	<p>Arrival to Gym Procedures</p> <ol style="list-style-type: none"> 1. Students arriving in the gym will be directed to their grades assigned to the bleacher section. 2. Students will remain seated in their assigned section until dismissal. 3. Students may not have food or drinks in the gym.
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Late Arrivals

- Students arriving at school after 8:30 am must be signed in by a parent or guardian. This is done in the main office and students will be marked tardy to school and given a pass to class.

Early Release/Student Pick Up

- To ensure the safety of students, individuals entering the school to pick up a child before dismissal must go to the main entrance security office, present identification, and sign the student out of school.
- Students will not be released to any person who is not listed on the student’s record. Anyone sent to pick up a student must be verified by the office. Teachers will not release students to anyone unless they have been instructed to do so by the office. Please make sure all your

student's contact information is current in case we need to call with questions. All early pickups must happen before 2:15. Once afternoon dismissal begins, students will not be called out of class.

Dismissal Procedures

- Dismissal is at 3:15 pm. Bus riders are dismissed before car riders. Buses will be lined up in the North parking lot along the sidewalk. Students will exit the school through the gym doors and load their individual bus.

ATHLETICS

All athletic procedures and requirements are in accordance with the Missouri State High School Activities Association (MSHSAA). Enrollment in a District school does not guarantee athletic participation. All athletes must have a complete physical exam before participation in any practices and/or games. All adults supporting athletic teams (i.e., coaches) must have a complete background screening and CPR training.

ATTENDANCE POLICIES

Our goal for attendance is to have 90% of our students at school 90% of the time to ensure that students are progressing academically. We encourage students to be at school and on time every day (bell-to-bell). If a child must be absent from school, please contact the attendance clerk. The attendance clerk will make every attempt to verify absences. If possible, please schedule appointments before or after school to maximize your child's instructional time. A student is considered truant from school if they have excessive, non-justified absences, even with the consent of the parent/guardian.

BACKPACKS

Students are allowed to have backpacks at school. The backpack and its contents are the responsibility of the student. Therefore, students are encouraged to leave any items of value not required for school at home. Backpack searches will be conducted on Metal Detector days and as needed when there is reasonable suspicion.

BUS EXPECTATIONS

Students who are assigned to a bus are expected to ride their assigned bus home. Parents are required to request authorization prior to walking home. Requests must be submitted in writing by a parent/guardian to the office on that day. In order for a student to ride a different bus, the student will need to get prior authorization from Administration.

CAFETERIA PROCEDURES

1. All students eat free in the Hickman Mills School District.
2. Teachers will take students to the west cafeteria doors to enter for lunch.
3. Students will use the restroom and wash hands before entering the cafeteria.
4. When entering the cafeteria, students will sit with their class in assigned seating.
5. Students will be dismissed from their seats to get in the lunch line by an administrator.
6. At 12 minutes into each lunch shift, students who are finished eating will be allowed to clean up and wipe down their area. Then they will line up at the east doors to have an administrator take them to the gym.
7. Students who are still eating will remain in the cafeteria until their lunch shift is up. Then they will clean up and wipe down their area.
8. They will leave the cafeteria through the east doors and go to the gym.

CAR RIDERS

Pick up and dropoff will take place in the North parking lot. Students are to be dropped off and picked up along the curb.

CELEBRATIONS

No celebration shall be organized, planned, or held during the school day without the approval of the building

administration. Celebrations must be connected to student achievements or classroom accomplishments over a period of time and supported by data.

CELL PHONE POLICY

Cellphones are not to be used during school hours. At the beginning of the school year, every student will be assigned a personal Yondr Pouch with an ID Number, similar to being assigned a textbook. While the Yondr Pouch is considered school property, it is each student’s responsibility to bring their pouch with them to school every day.

YONDR Bag Procedures

Beginning of school day, during Homeroom, students will:

- 1) Turn their phone off.
- 2) Place their phone inside the YONDR pouch, securely close it and store it in their backpack. Each student will maintain possession of their cellphone inside their Yondr Pouch for the duration of the school day.

End of school day procedures, students will:

- 1) Unlock their pouch using an Unlocking Base
- 2) Remove their phone from their pouch.
- 3) Securely close their empty pouch and turn it into their homeroom or last period teacher.

Violations

Example:

- Physical damage to the pouch in an attempt to circumvent its intended purpose.
(Ex: Discoloration, pen marks, bent pin or stripped lock inside the pouch)
- Phones and/or other electronic devices such as Bluetooth Headphones, earbuds, Apple/SMART watches are seen in use at school.

1st Offense	<ul style="list-style-type: none"> ● Phones confiscated and held in a YONDR bag in the office until dismissal; phones may not be picked up from the office until 3:15 pm.
2nd Offense	<ul style="list-style-type: none"> ● Phone confiscated and held in a YONDR bag in the office until dismissal; phones may not be picked up from the office until 3:15 pm. ● Parent notification ● lunch detention
3rd and 4th Offense	<ul style="list-style-type: none"> ● Phone confiscated and held in a YONDR bag in the office until dismissal; phones may not be picked up from the office until 3:15 pm. ● Parent notification ● ISS
5th Offense	<ul style="list-style-type: none"> ● Phone confiscated and held in a YONDR bag in the office until dismissal; phones may not be picked up from the office until 3:15 pm. ● Parent notification ● OSS

CHROMEBOOKS

Students will have access to a student Chromebook during individual class periods. Devices are not checked out to every student. Each core teacher has a classroom set of computers that stay in the room. Teachers will pass them out to students when they are needed for classroom work. The devices stay in the classroom. We expect students to use their technology to further enhance their learning. Students that use district technology in an inappropriate manner will lose their technology privileges.

CODE OF CONDUCT

The mission of the Hickman Mills C-1 School District, a proudly diverse and historic community, is to provide a foundation for our students that maximizes academic success and fosters civic engagement, as distinguished by:

- Highly effective teaching focused on rigor and individual student needs
- Building strong family, community and school partnerships
- Collaborative and data-driven decision making
- The integration of technology across the curriculum and the district
- Commitment to early childhood and ongoing college and/or career preparation

PARENTS/GUARDIANS: We believe that well-informed parents/guardians promote a positive school environment. Consistent with this philosophy, we are encouraging you to read the Student Handbook in its entirety so that you may become acquainted with the various phases of school life. In this handbook, you will note that we have included regulations, the Code of Student Conduct, activities, clubs, and general information which will aid a student in becoming a productive member of the school community.

TO OUR STUDENTS: This handbook has been developed to inform you of the policies, procedures, and organizations of your school. We hope that it will assist you in making your school days are pleasant and productive. It is the responsibility of each student and parent to read, understand and abide by this handbook.

- Any changes to the handbook will be posted on the district's website - www.hickmanmills.org.
- Some individual school procedures may vary according to each school's improvement plan approved by the Hickman Mills C-1 School Board.

Behavior Intervention Support Team (BIST) / Restorative Practices:

The Hickman Mills Middle School references BIST for interventions and support. The BIST model utilizes four steps:

1. Early Intervention
2. Caring Confrontation
3. Protective Planning
4. Outlasting

This allows for caring adults to partner with students who are struggling, help them be accountable for their actions, and give them the tools and behavioral skills they need to make positive changes in their lives. Through BIST students are taught and protected via grace and accountability, students can make

good choices and have the promising lives they want and deserve. BIST is a philosophy that drives our culture and climate.

Restorative Practices

Restorative Practices strives for all learners to have high-quality instruction that prepares them to effectively function as valued stakeholders in any community or environment they are a part of. Restorative Practices works to impact lives and systems through coaching, supporting, and practical application of restorative practices to mitigate harm and maximize positive outcomes for our diverse communities. We are concerned about people and committed to our mission to helping them solve conflict by bringing restorative practice philosophies and values to our community and schools

CONFERENCES

Fall conferences will be held during the month of October, and Spring conferences will be held during the month of February, please refer to the district calendar for the exact dates and times. Teachers are also available during their preparation period and after school for conferences. When a parent desires to confer with any teacher, please call the school office and arrange for an appointment.

DELIVERIES

Students may not order food from outside vendors or delivery services. If they do so, the items will be kept in the office until the end of school.

DISCIPLINE

Our goal is for students to demonstrate kindness to one another and be successful in the classroom. It is expected that good character traits are taught and displayed throughout the school. While we expect our students to make good choices, we understand that there will be times when they need redirection. Here is the redirection continuum that teachers will follow:

DRESS CODE

Students are expected to adhere to the Dress for Success expectations of the Hickman Mills C-1 School District policy, which is addressed in the Student Code of Conduct. Students' attire must not distract, disrupt, or interfere with teaching or learning, or disrupt the climate of the school. Clothing is prohibited when an administrator deems items unsuitable, unsafe, or an interruption to the learning environment.

The dress code criteria are as follows:

- Shoes must be worn at all times. Avoid backless shoes, slippers, slides, heels (more than 3 inches), shoes with spikes, skates, etc.
- Appropriate coverage of the body is expected and defined as being covered from shoulder to mid-thigh (about 3 inches above the knee). The chest, back, ribs, midriff, underarms and buttocks must be covered. Undergarments (sports bras, bra straps, boxers, or shorts worn under pants) may not show. Sagging is not permitted. All shirts must have sleeves.
- The following items are not permitted and addressed as part of the dress code procedures:
 - Ripped jeans, leggings/spandex pants, see-through tights or yoga pants (unless with a shirt covering buttocks), pajama pants.

- Clothing that is see-through, revealing, or displays profanity or words/symbols that advocate or depict violence, ethnic/racial slurs, drugs, alcohol, tobacco, sex, illegal gang affiliation, political statements or any other expressed or implied illegal activity.
- Jewelry or accessories that may be used as weapons including but not limited to wallet chains, spiked rings, spiked bracelets, two or three finger rings that are joined, spikes, oversized belt buckles and bulky chains worn around the neck or waist.
- Headphones (i.e. Beats), wireless headsets (i.e. Bluetooth) unless used for an academic purpose with the permission of the building administrator.
- Metal picks and combs, hats, hoods, hoodies, bandana prints, wave caps, sweatbands, sunglasses or any head covering (excluding those worn for religious reasons).

DRILLS AND EMERGENCY PROCEDURES

Fire drills are signaled by the fire alarm or bullhorn. Tornado, Disaster, and Earthquake drills will be announced over the intercom system or signaled with a series of short blasts from a bullhorn. Students will be given full instructions by their individual teachers as to where they are to go or what to do during the drill. Students are to treat all drills in a serious manner.

FINES AND FEES

Students are responsible for all financial obligations to the school. This includes but is not limited to: lost textbooks, charged ID badges, any technology devices and lost athletic equipment. If fines and fees are not resolved, no official documents will be released in the student's name, including grade cards and official transcripts. If necessary, the school will hold the student's diploma upon graduation.

FOOD AND DRINKS

Students are not allowed to have food of any kind out during class to eat. Students who arrive to school with breakfast or a breakfast drink (i.e. Starbucks, Dutch Bros, ect.) will finish the product before going to class or throw it away. Snacks are strictly forbidden during the school day. Food is not allowed in classrooms. Food causes distractions during class time and hinders the learning process. For drinks, students are allowed to have a water bottle and only water can be kept in it. Students are not allowed to put any type of flavored powders that change the color. Flavored water, when spilled, can stain other students' clothes. There are some exceptions to this policy, such as classroom parties in which case, families will be notified ahead of time.

FUNDRAISERS

Students must have approval from the building principal or designee. Students are not authorized to sell or trade personal items for any reason at school.

HALLWAY BEHAVIOR EXPECTATIONS

- Walk on the right-hand side of the hallway.
- When waiting at the water fountain, avoid blocking the hallway by forming a line next to the wall.
- Voices at a level 1.
- Keep your hands, feet, etc., to yourself.
- Use your passing time to go to the bathroom or locker, then go directly to class.
- Obtain a pass before going to see the nurse.
- Do not block heavily used traffic areas.

- Must have a pass to be in the hallway outside of passing time.

INFINITE CAMPUS AND PARENT PORTAL

To facilitate school-to-home communication, parents are encouraged to use the Parent Portal, which allows parents to engage in their child's day-to-day education using Infinite Campus. Parents and students can access pertinent information about attendance, grades, homework assignments, and a history of academic work.

LIBRARY MEDIA CENTER

Hickman Mills South Middle School Library: Mission Statement

The Hickman Mills South Middle School library serves as a dynamic and supportive learning environment, enriching the educational experience of both students and teachers. Our mission is to improve student literacy and instill a love of reading within them. We strive to partner with all teachers to enhance literacy through diverse collections that reflect our highly varied student population, including materials in multiple languages for students who still need to become fluent in English.

In alignment with our school's STEAM focus and project-based learning (PBL) instruction, we provide a maker space rich in technology that encourages exploration and creativity. Additionally, we are committed to offering resources that support our school district's goal of achieving full accreditation. Through our innovative programs and welcoming atmosphere, we promote independent and collaborative learning, ensuring our school community's overall success and well-being.

Hickman Mills South Middle School Library: Vision Statement

The Hickman Mills South Middle School library aspires to be the heart of our school community, fostering collaboration with all teachers to create technology-rich lesson designs that enhance the learning experience. We envision establishing a student advisory board to guide literacy programs, book clubs, and collection development, ensuring that our offerings reflect the interests and needs of our diverse student population. By partnering with the Mid-Continent Library, we aim to reach our literacy goals and strengthen our digital content for students. Our ultimate aspiration is to be recognized as an exemplary library by the Missouri Department of Elementary and Secondary Education, serving as a model for educational excellence and community engagement.

Student Policies and Programs

Hickman Mills South Middle School Library: Selection Policy

Intellectual Freedom Statement

The Hickman Mills South Middle School library is committed to upholding the principles of intellectual freedom outlined by the American Library Association. Every individual has the right to access a diverse range of information and ideas. Our collection reflects this commitment by providing materials representing varying viewpoints, cultures, and experiences. We strive to create an inclusive environment where all students feel empowered to explore, learn, and engage with many perspectives.

Purpose of the Collection

The library's collection aims to support our students' and staff's educational, informational, and recreational needs. We strive to foster a love for reading, enhance literacy skills, and provide resources that enriches academic achievement.

Acquisition Process

The library media specialist may acquire materials through:

- Donations
- Purchases made through library funds

- Partnerships with other libraries and organizations

Weeding and Maintenance

The library will maintain a current and relevant collection by regularly evaluating materials for their relevance, accuracy, and condition. The library media specialist will remove outdated or damaged materials from the collection based on established criteria.

Reconsideration of Materials

If a patron has concerns about a specific item in the collection, they may submit a formal request for reconsideration. A review committee will evaluate the situation based on the above selection criteria.

LOST AND FOUND

Lost articles found should be sent to the Main Office. Anyone losing an item should check in with the front office secretary before or after school. Every effort will be made to identify whom the lost articles belong to and return them to the rightful owners. Articles unidentified and unclaimed may be donated to charity at the end of the semester.

PERSONAL PROPERTY

Students are encouraged not to bring personal items of value to the school. The school will not be responsible for personal items lost, stolen, etc. This includes phones, earbuds, ear phones, electronic devices, etc.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (MO-PBIS)

We are excited to announce that starting this school year, South Middle School will be implementing the Missouri PBIS (Positive Behavioral Interventions and Supports) framework. This initiative aims to create a more positive, consistent, and supportive environment for everyone. Through Missouri PBIS, we will focus on reinforcing positive behaviors, ensuring a safe and respectful school culture, and helping all students succeed. We look forward to working together to make our school a great place for learning and growth!

RECORDING CONTENT ON ELECTRONIC DEVICES

Creating a video or audio recording in the school setting is prohibited unless it is for specific curricular reasons as determined by school officials. The school has an obligation to ensure the safety and privacy of all students. Students are not allowed to post inappropriate photos or videos on social media. Students who record inappropriate behavior at school will receive consequences for phone violation in addition to other code of conduct violations. For example, if a student records two students 'fighting' in the restroom, all three students will receive consequences for fighting or inciting a fight and the student who recorded the incident will have a phone violation.

SEARCHES

Students may be requested to submit to voluntary personal searches when reasonable suspicion warrants such action. School lockers and desks are the property of the Board of Education and are subject to periodic inspections without notice. Lockers and desks may be subject to search by school administrators for a variety of reasons, including but not limited to: suspicion of concealing drugs, alcohol, tobacco, or materials of a disruptive nature, stolen properties, weapons, or other items which pose danger to the health or safety of the student, other students, or school employees. An administrator and an additional staff member will conduct all searches. If student vehicles are parked on school grounds, they are subject to search when reasonable suspicion warrants such action according to the procedure outlined for search of lockers and desks.

STUDENT SUPPORTS

Student Services supports students and their parents in the following ways:

1. Facilitate the exploration of college, career or military options after high school
2. Provide guidance for scholarship and financial aid information
3. Manage class schedule
4. Assist with personal and emotional issues
5. Assist with conflict mediation
6. Provide referrals to community resources
7. Assist with school records and transcript requests

TOBACCO FREE

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products in all district facilities, on district transportation and on all district grounds at all times. Students who possess or use tobacco products or e-cigarettes on district grounds, district transportation or at district activities will be disciplined in accordance with Board policy.

VIDEO SECURITY SURVEILLANCE

Students, staff, parents, patrons and visitors should be aware that our building has surveillance cameras monitoring various school building areas, including but not limited to: parking lots, hallways, common areas, gymnasium, cafeteria and vending machines. School buses also have surveillance cameras. Video recordings are reviewed by school officials to promote the order, safety and security of students, staff and property. Recordings may be used for any purpose, including use in school disciplinary proceedings. Students, staff, parents, patrons and visitors should understand that their actions while in these areas will be recorded with no expectation of privacy. Maintenance, release and viewing of recorded images will be handled in accordance with board policy and applicable state and federal law.

VISITORS TO SCHOOL

Parents and guardians are welcome and encouraged to visit the school. All visitors must register in the office upon entering the school building. In order to speak with or sign out a student, visitors must present proper identification (driver's license or state ID) before access to the student will be granted (**see District Policy KK**). However, parents/guardians who wish to visit a classroom will need to contact the school office and schedule the visit at least 24 hours in advance. Visits will be limited to not more than 90 minutes or as otherwise determined by administration. Visitors will sign in, be given a visitor badge, and be accompanied to the classroom by a staff member.

WITHDRAWAL

Students transferring to another district or terminating their enrollment must complete the necessary forms with the school registrar, preferably one week prior to withdrawal. Parents' and/or guardian signature is required in order to complete the withdrawal process. Students must clear technology prior to withdrawing.

EXTRA CURRICULAR ACTIVITIES

Student Activities

The district supports extracurricular activities such as athletics, clubs, and organizations. Extracurricular activities have existing systems of recognitions and rewards, so students value being involved and building a climate that promotes school spirit.

Eligibility Requirements

Eligible students must have a C grade average for a previous semester grade (not cumulative) and no more than one "F" the preceding semester, be enrolled in 2.5 credits per semester, and make satisfactory progress toward graduation. During the participant's season, students must be passing all classes. If a grade falls below passing, the participant will be ineligible for a predetermined length of time. Additional information can be found in the Athletic and Activities Handbook.

Clubs And Organizations

Clubs and organizations can provide learning experiences that broaden students' cultural horizons, offer a constructive use of leisure time, provide services to the school and community, and promote academic achievements and accomplishments. Membership and meeting schedules are established by each individual club or organization.

Students who excel in academics, leadership, service and extracurricular activities have the opportunity to earn incentive parties. These parties will be held at the end of each quarter.