

brooksmiddle.hickmanmills.org

BROOKS

2025-26

Student HANDBOOK





“Inspiring Innovation and Empowering Every Learner”

Student Handbook

Address: 10530 Greenwood Rd

Phone: (816) 316-7600

Website: <https://hickmanmiddlesouth.hickmanmills.org/>

Email: HickmanMillsSouthMiddle@hickmanmills.org

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

Building Opens for Students: 8:00 am

Welcome to Alvin Brooks Middle School!

At Alvin Brooks Middle School, we are proud to champion a clear and inspiring vision: to create a safe, inclusive, and supportive learning environment that equips our scholars with the skills and confidence to thrive in the 21st century. Our mission is to build a vibrant, connected school community where students and families feel welcomed, engaged, and empowered on the path to becoming global citizens.

When you step into our building, you'll be greeted by a warm atmosphere and a dynamic student body that reflects the rich diversity of our community. Our school structure supports one-to-one academic learning, allowing each scholar to receive personalized attention and high-quality instruction from our fully certified and highly dedicated staff.

We are committed to nurturing the whole child, balancing academic excellence with social and emotional growth. Our **Honors Program** provides rigorous opportunities for advanced learners, while our **comprehensive support team**—including counselors, our Family School Liaison, restorative practices coach, interventionists, and paraprofessionals—works together to ensure every scholar is known, supported, and empowered to succeed.

Student voice is central to who we are. Throughout the school, you'll see abundant evidence of student leadership, expression, and ownership—whether through hallway displays, classroom projects, or school-wide initiatives led by our scholars.

Aligned with the district's Comprehensive School Improvement Plan (CSIP), our goals focus on increasing achievement in reading and math, cultivating a positive and inclusive culture and climate, and ensuring all scholars are prepared for the transition to high school and beyond.

As you explore our school, you'll meet a passionate team of educators and support professionals committed to making Alvin Brooks Middle School a place where every scholar can grow and thrive. Student and staff ambassadors are ready to greet you, guide your visit, and answer any questions you may have.

We're thrilled to have you with us. Welcome to Alvin Brooks Middle School—where excellence lives, every voice matters, and the future begins today.

Dr. Anne Hawks

Principal

anne.hawks@hickmanmills.org

Office Phone Number:

(816) 316-8116

Cell Phone:

(816) 768-2030

Dominique Roberson

Assistant Principal A-L

dominique.roberson@hickmanmills.org

Office Phone Number:

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Jarusha Geringer

Assistant Principal M-Z

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Office Phone Number: 816-

316-7605

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Alvin Brooks Eagles are REAL!

Respectful

Engaged

Accountable

Leaders

Mission:

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

Vision:

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

Mascot:

Eagle

Colors:

Dark Gray

Athletic Gold

Motto:

“Inspiring Innovation and Empowering Every Learner”

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Student Support Request Form QR Code:

Students can fill out this form to access support from the nurse, counselor, interventionist, behavior interventionist, restorative coach, instructional coach, SRO, assistant principal, or principal.



STAFF INFORMATION

Principal Name: Dr. Anne Hawks
Principal Email: anne.hawks@hickmanmills.org
Principal Phone Number: (816) 316-8116
Principal Cell Phone: (913) 481-4471

Assistant Principal Name: Dominique Roberson
Assistant Principal Email: dominique.roberson@hickmanmills.org
Assistant Principal Phone Number: 816-316-7606

Assistant Principal Name: Jarusha Geringer
Assistant Principal Email: Jarusha.geringer@hickmanmills.org
Assistant Principal Phone Number: 816-316-7605

Secretary Name: Derriesha Thompson
Secretary Email: Derriesha.thompson@hickmanmills.org
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: Ericka Ridgell
Registrar Email: ericka.ridgell@hickmanmills.org
Registrar Phone Number: (816) 316-7277

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

Nurse Name: Shoni DeBusk
Nurse Email: shoniree.debusk@hickmanmills.org
Nurse Phone Number: (816) 316-8475



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' 9-weeks grade and the semester exam grade at their designated weight. Final grades are mailed at the end of the school year.

Term 1 Progress

- Secondary Grading Window Opens September 12, 2025
- All Grading Windows Close September 17, 2025
- Progress Reports Issued September 19, 2025

Term 1

- Parent-teacher conferences on Wednesday, October 29, 2025
- Secondary Grading Window Opens October 22, 2025
- Quarter 1 Ends On October 17, 2025
- All Grading Windows Close October 29, 2025
- Report Cards Issued October 29, 2025

Term 2 Progress

- Secondary Grading Window Opens November 20, 2025
- All Grading Windows Close November 24, 2025
- Progress Reports Issued November 25, 2025

Semester 1

- Secondary Grading Window Opens December 17, 2025
- Quarter 2/Semester 1 Ends on December 19, 2025
- All Grading Windows Close January 5, 2026
- Report Cards Issued January 7, 2026

Term 3 Progress

- Secondary Grading Window Opens February 5, 2026
- All Grading Windows Close February 9, 2026
- Progress Reports Issued February 11, 2026
- Parent-teacher conferences on February 11, 2026

Term 3

- Secondary Grading Window Opens March 20, 2026

- All Grading Windows Close March 25, 2026
- Quarter 3 Ends On March 13, 2026
- Report Cards Issued March 27, 2026

Term 4 Progress

- Secondary Grading Window Opens April 15, 2026
- All Grading Windows Close April 20, 2026
- Progress Reports Issued April 22, 2026

Semester 2 (Subject to Change)

- Secondary Grading Window Opens May 19, 2026
- Last Day of School is May 22, 2026
- Last Teacher Day is May 26, 2026
- All Grading Windows Close May 26, 2026 (at 10 AM)
- Report Cards Issued May 28, 2026

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 go to their first class of the day.
- If a student arrives with food/drink, they will report to the cafeteria to eat the food.
- Breakfast will be served until 8:15 am each morning.

Breakfast in Cafeteria

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.

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.

Consequences for skipping class begin with a parent phone call and could include in school suspension. What is considered skipping class? When a student is supposed to report to a specific class they are rostered to and do not report to that class.

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 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. Teachers return to the cafeteria to pick up their students.

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.

CELL PHONE POLICY

Students are prohibited from 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 (HMC-1 BOE Policy EHB) EXPECTATIONS: Phones/Devices are kept in YONDR Bag AND/OR devices are powered off and put away between 8:15-3:15 pm.

Violations

A violation of the district's cell phone/electronic device policy occurs when phones and/or other electronic devices such as Bluetooth Headphones, earbuds, Apple/SMART watches are seen in use at school between 8:15-3:15 pm.

If an adult sees the device in use, they will contact the office to request a device pick up.

CHROMEBOOKS

Each scholar at Alvin Brooks Middle School is issued a **Chromebook and charger** to support their learning both in and out of the classroom. These devices are an essential part of our one-to-one academic model, allowing students to engage with digital tools, complete assignments, and access instructional resources anytime, anywhere. **Students are responsible for the care of their Chromebook and charger and will be held accountable for any fees associated with loss or damage.** We encourage families to help reinforce the importance of proper use and care for school-issued technology.

CODE OF CONDUCT AND STUDENT DISCIPLINE (HMC-1 BOE POLICIES JG, JG-R1, JFG, Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violations:

- Building-level administrators are authorized to tailor potential consequences as appropriate for the age level of students.

- All consequences must be within the ranges established in this regulation.
- School officials will notify law enforcement and document violations in the student's discipline file.
- Code of Student Conduct/Discipline Code - BOE Policy JGR
The Code of Student Conduct is designed to foster student responsibility and respect for others. It lists certain offenses that will result in disciplinary action. Any conduct not included may result in consequences determined by the principal, superintendent, or Board of Education.
- For the purposes of this regulation, "days" refers to school days unless otherwise indicated.

<p>Examples of Prohibited Conduct</p> <ul style="list-style-type: none"> ● Academic Dishonesty: Cheating, plagiarism, unauthorized collaboration. ● Arson: Starting or attempting to start a fire. ● Assault: Using physical force to cause injury. ● Bullying and Cyberbullying: Intimidation or harassment of students. ● Drugs/Alcohol: Sale, purchase, or distribution of controlled substances. ● Vandalism: Willful damage to property. ● Weapons: Possession of weapons with intent to cause harm. 	<p>Consequences for Violations</p> <p>Consequences may include:</p> <ul style="list-style-type: none"> ● Principal/Student conference ● Parent/Guardian conference ● In-school suspension ● Out-of-school suspension ● Restitution ● Technology Restrictions
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Restorative Practices

HMC-1 models practices of the National Conflict Resolution Center to provide restorative tools and support. The purpose is to:

<ul style="list-style-type: none"> ● Cultivate community on campuses ● Hold students accountable for their actions ● Create a culture of learning and safety ● Restorative Principles ● Building strong relationships ● Creating a safe and supportive campus environment 	<ul style="list-style-type: none"> ● Creating opportunities for empathic dialogue ● Taking responsibility for actions ● Including all school community members ● Establishing consensus-based decision making ● Focusing on harms, needs, obligations, and causes ● Expanding the capacity of the school community to create a just and fair response
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Three Tiers of School-Based Restorative Justice

TIER 1 (T1) Utilizes restorative conversations and classroom circles to:

- Build strong relationships
- Create shared values and guidelines for behavior
- Promote a sense of belonging

TIER 2 (T2) Utilizes restorative processes such as:

- Harm circles
- Mediation

- In-school suspension
 - Restorative conferencing
- TIER 3 (T3) Supports students regarding:
- Suspensions
 - Truancy
 - Expulsion

Progressive Discipline and Suspensions Process (HMC-1 BOE Policy JGD, JFG)

Aligned with Board Policies JGD & JFG and Missouri State Law

Our Approach: Progressive Discipline

At Alvin Brooks Middle School, we use a progressive discipline system designed to promote accountability, restoration, and student growth. We believe in using restorative practices, family involvement, and fair consequences to address behavior while keeping students connected to their learning. Progressive discipline means that repeated violations of the same code of conduct lead to increasing levels of response, with opportunities for students to reflect, repair harm, and improve behavior.

Disciplinary Framework for Repeated Violations of the Same Conduct Code

Offense	Disciplinary Response	Additional Supports
1st Offense	1–3 days In-School Suspension (ISS)	<ul style="list-style-type: none"> • Parent/guardian conference • Restorative agreement with affected parties • Restitution (if applicable)
2nd Offense	1–3 days Out-of-School Suspension (OSS)	<ul style="list-style-type: none"> • Continued restorative work • Re-engagement with parents/guardians
3rd Offense	4–6 days OSS	<ul style="list-style-type: none"> • Mandatory re-entry conference with parent/guardian • Behavior support plan • Restitution and restorative agreements
4th Offense	10-day OSS + Referral to Superintendent's Hearing	<ul style="list-style-type: none"> • Review for alternative placement • Suspension upheld or modified based on hearing outcome

Suspension Procedures and Legal Guidelines

Before a Suspension the principal or superintendent must:

- Inform the student of the misconduct accusation
- Share the facts if the student denies the allegation
- Allow the student to present their version of events
- Consider whether less serious alternatives are appropriate
- Hold a conference with the teacher, student, and parent if necessary

Parent Notification

If a suspension is issued, parents/guardians must be notified promptly.
All principal-imposed suspensions are reported in writing to the superintendent.
The superintendent may revoke the suspension at any time.

Student Placements

Placements in the district's alternative program are not subject to appeal.

Suspensions Longer Than Ten Days

If the superintendent suspends a student for more than ten school days:

The student and parent/guardian have the right to appeal the decision.

Appeals must be submitted in writing within 21 calendar days of receiving the suspension notice.

Once an appeal is received, the suspension is stayed until a final decision is made.

Appeal Process Overview

The superintendent sends a full report to the district's discipline subcommittee and the parent/guardian.

A hearing will be scheduled as soon as possible.

The parent/guardian may bring legal counsel, call witnesses, and present evidence during the hearing.

One continuance may be granted if requested in writing at least one day before the hearing and for good cause. If denied, the parent must attend the hearing as scheduled.

Hearing Procedures

The hearing is conducted by legal counsel for the district.

The superintendent or designee presents a written discipline report.

The student and parent/guardian may respond to the report.

Final Appeals to the Board of Education

If the student, parent/guardian, or superintendent disagrees with the subcommittee's decision:

A final appeal may be submitted in writing within seven calendar days of receiving the decision.

The discipline subcommittee may also refer the case to the full Board of Education.

The suspension will be paused until the Board makes a final decision.

Additional Considerations

Students with disabilities are entitled to additional protections under the Individuals with Disabilities Education Act (IDEA).

All disciplinary actions for students with IEPs or 504 Plans will follow legal procedural safeguards.

AB SUPPORT TEAM:

The Support Team at Alvin Brooks Middle School—comprised of administrators, counselors, the process coordinator, family school liaison, behavior interventionist, and restorative coach—works collaboratively to ensure a safe, supportive, and structured learning environment for all scholars. This team uses a restorative, trauma-informed, and data-driven approach to identify root causes of behavior, provide targeted interventions, and build strong relationships with students and families. Their purpose is to address challenges before they escalate, reinforce positive behavior, promote emotional well-being, and equip scholars with the skills needed to make responsible choices and thrive in both school and life.

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.

HALL PASSES

Students are required to carry a pass any time they are in the hallway outside of their regular scheduled passing time. Students will not be issued a pass unless the need is urgent. Every effort will be made to ensure students remain in class.

Nurse Pass Procedure:

Staff will contact the nurse to see if the nurse is available. If so, the nurse will receive the student. Students visiting the nurse will receive a parent phone call to relay any pertinent information about the health of the student.

Restroom Pass Procedure:

Students will use the passing period to use the restroom. Each grade level has a designated restroom. 6th Grade Restroom is

Students will not be permitted to use the restroom during the first 10 or the last 10 minutes of class. Students will sign in and out of class when using the restroom and have 5 restroom passes per week to use.

Students will **not** be issued a pass to go to the office, counselor or to see any other support staff. In the event that a student is requesting a member of our support staff, they will inform their teacher and their teacher will contact the office or the support staff at their extension.

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.

PARENT TEACHER 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.

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:

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

Tardy Policy - South Middle School Tardy Policy

● **Hall Freeze:**

- Hall freezes will be conducted randomly
- Admin will get on the intercom and make an announcement, staff at this time we are conducting a hall freeze, please shut your doors.
- Any students remaining in the hallway, please report to the cafeteria.
- Any student caught in hall freeze will go to the cafeteria to get a pass
- Consequences are below.

1-2 Hall Freeze Offense	Warning - report to cafeteria, student signs log book, student gets a pass to go back to class.
3-4 Hall Freeze Offense	Parent Phone Call - report to cafeteria, student signs log book, student gets a pass to go back to class.
5th and beyond	Intervention may include: <ul style="list-style-type: none"> - Parent meeting - Attendance contract - ISS - OSS - Truancy referral

● **Classroom Tardies:**

- Homeroom tardies (students arriving to school after 8:15) will be monitored by the office. If you see any discrepancies in IC, please notify Kevanna.
- Tardies will be monitored and documented by the individual classroom teacher in Infinite Campus.
- Students will be placed on the tardy policy “track,” quarterly; at the beginning of a new quarter, the student starts over at the beginning of the policy.

1st, 2nd, 3rd Tardy to Class Offense	<ul style="list-style-type: none"> - Student receives a Warning - Discuss with them the importance of being to class on time. - Staff log tardy in Infinite Campus attendance
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4th and 5th	<ul style="list-style-type: none"> - Parent Phone Call by staff to inform family that when student reaches 6th tardy, they will receive an Office Referral - Staff log tardy in Infinite Campus attendance and log the parent phone call.
6th tardy and beyond	<ul style="list-style-type: none"> - Staff submit an office referral for the student. Please include the dates that the student received previous tardies and make sure the parent calls for 4th and 5th tardies were logged in IC. <p>Intervention may include:</p> <ul style="list-style-type: none"> - Parent meeting - Attendance contract - ISS - OSS - Truancy referral

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.