

PRINCIPAL'S WELCOME (2025-2026)

Roadrunners,

Whether you are a brand new student or a veteran Roadrunner, I would like to welcome you to Harry Hurst Middle School, the BEST middle school in the state!

Harry Hurst has a proud tradition of excellence in academics, athletics, and the arts. Our administration, faculty, and staff work together with our families, and you, to ensure that students have the best possible environment to grow academically and socially during their time at Hurst. Our goal is to provide you with an educational experience that will prepare you for the academic rigors that lie ahead and to develop life skills that will help you to become a well-rounded successful individual.

Inside this planner you will find information and resources that will help you be successful. Use this planner to keep yourself organized and to learn the rules and guidelines you'll need to abide by in order to have a HURSTASTIC year. Familiarizing yourself with this handbook will ensure that we can work together and continue our tradition of excellence, molding students who consistently exceed expectations, both inside and outside of the classroom.

Respectfully,
Mr. Sean Dwyer
Principal

HARRY HURST MISSION & VISION



HARRY HURST
MIDDLE SCHOOL

OUR MISSION

**"Be Better than Yesterday"
by ensuring that everyone
grows and learns at high levels.**

OUR VISION

**We will become the highest performing
middle school in the state of Louisiana by
providing a high quality education, social
emotional learning, and extracurricular
opportunities for all.**

HARRY HURST CORE VALUES

Honor
Unity
Respect
Self-motivation
Tolerance

Cooperation
Assertiveness
Responsibility
Empathy
Self-control

STUDENT DRESS CODE POLICY:

Refer to the St. Charles Parish Code of Conduct District Handbook section entitled: **Student Dress Code Policy** as well as the below information:

Hurst Dress Code and Other Information - 2024-2025 School Year

Shirts/Sweatshirts/Hoodies

- Collared Solid White or Solid Hunter Green Shirt (Can be worn any day)
- Hunter Green Hurst T-Shirt (Can be worn any day)
- Other Colored Hurst T-Shirt (Can be worn on Fridays only)
- No hooded apparel is allowed to be worn on campus or buses during the school day
 - Any exceptions made for inclement weather will be communicated to families
- All outerwear (except for non-hooded sweatshirts) must open the length of the front by snapping, button, or zipping
- Non-hooded sweatshirts must be an Official Hurst Sweatshirt OR Solid Hunter Green, Solid White, Solid Gray, or Solid Black.
 - Non-Hurst logos may be no bigger than size of a fist
- Outerwear that fully unzips may be any color
- Clothing must be worn as designed (No hooded clothing allowed underneath other clothing)

Pants/Shorts

- Pants/Shorts must be Khaki or Navy Blue
- No holes or frayed clothing
- No cargo pockets are allowed
- Jeans/Denim are not allowed except for when otherwise noted (Designated Jeans Days)
- Excessively tight, loose, or short clothing is not allowed
 - Shorts cannot be above 2 inches above the knee (applies to all students)
 - Undergarments should not be visible at any time

Other Dress Code Information

- IDs must be worn as designed at all times on a school-issued lanyard; ID cannot be altered or defaced in any way
 - Failure to wear ID will result in the student being issued a temporary ID and a disciplinary/monetary fine
 - IDs or additional lanyards are not allowed to be placed in or hanging out of pocket
- Hats, Caps, Bandanas, Head Rags, etc. cannot be worn - The majority of the top of a student's head cannot be covered
- A student's ears cannot be covered at any time
- Face stickers, glitter, paint, or etc. should not be worn
- Only prescription eyewear may be worn; sunglasses should not be worn at school
- No items are allowed to be hung on belts/pants (Such as headphone cases, lanyards, wallets, wallet chains, etc.)
- ***Crocs are not allowed to be worn***

Cell Phones/Smart Watches/Headphones

- State Law requires that all cell phone and smartwatch use is prohibited from when students arrive on campus to when the final bus departs at regular dismissal
- Cell phones, smartwatches, and accessories are not allowed to be on a student's person from arrival on campus to departure from campus
 - Cell phones and/or smartwatches must be powered off and in a school bag or in a student's locker from arrival until dismissal
 - Cell phones or smartwatches are not allowed to be kept in a student's pocket or anywhere else on their person
 - Any visible cell phone or smartwatch will be confiscated and brought to the office; Upon first offense the student's parent/guardian will be given the phone or watch back at the end of the day and will follow the existing district ladder.
- If needed, students can make a call home by using the phone in the Main Office (only at lunch)
- Phones or smartwatches that are powered on, make a noise, receive an alert, etc. will be confiscated and parent contacted
- NO Smartwatches may be worn on campus
- Headphones, earbuds, and AirPods (including their cases) may only be used in the classroom with a teacher's permission. They are not permitted to be worn or visible anywhere else on campus outside of approved classroom use.

Dress Down Days

- We will notify students and their families in advance of Dress Down Days. The rules for Dress Down Days are:
 - All graphics and language (both explicit and implied) must be school appropriate
 - All students' shorts should be an appropriate length (approx. 2 inch) above the knee. (No short shorts.)
 - No crop top/midribs or sleeveless items; shirts must be an appropriate length; no pajamas, no biker shorts
 - If jeans with holes are worn, no skin underneath may be showing
 - If unsure about the appropriateness of the clothing item, either do not wear the item or bring a change of clothes
- ***Students who do not follow dress down themed clothing will have to call home for a change of clothes***

GRADING SCALE:

Grade Percentage	A 100-90	B 89-80	C 79-70	D 69-60	F 59-0
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STUDENT RESPONSIBILITIES:

Every student has the right to receive an education in an environment which is safe and conducive to learning. In order to maintain that right for everyone, it is necessary for each student to uphold certain responsibilities. As a student at Hurst Middle School, it is your responsibility to read the **Code of Conduct District Handbook**.

In order to provide an environment in which teachers can teach and students can learn, it is necessary that students refrain from bringing items to school that would cause a disruption. The administration will make the final decision about items that can or cannot be brought to school. The following is a partial list:

Weapons • Sunglasses • Hats/Caps/Bandanas • Candy/Sunflower Seeds • Camera • Matches/Lighters • Blankets
Laser Pointers • Electronic Games • Tobacco/E-Cigarettes/Vapes • Music Players/Bluetooth Speakers • Sports Gloves •
Play Doh • Slime

EXTRACURRICULAR PARTICIPATION:

The purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of students. Athletics offered at Hurst Middle School include football, volleyball, basketball, wrestling, soccer, baseball, softball, and track. Interested students should contact the head coach at the beginning of each season and listen to announcements for try-out dates. In order to participate in extracurricular activities at Hurst Middle School, the following eligibility requirements must be met. Each club/sport has its own requirements. Please refer to the club by-laws and club sponsors for those requirements.

Athletics

- A. A student must have a **1.5 GPA or greater** to be eligible to participate in athletics.
- B. A student must maintain a **1.5 grade point average** each nine weeks.
- C. Eligibility will be determined based on the most recently completed nine weeks grade.
- D. A student must maintain expectations found in the Code of Conduct Contract.
- E. Parents must sign a consent form to allow participation.
- F. Students must have a physical examination documented on the forms provided by the school. The physical form must be on file prior to the deadline communicated for each sport.
- G. Coaches and/or administrators reserve the right to add/remove players from a team at any time at their discretion.

STUDENT ID CARDS:

According to School Board policy, students must have their IDs on and visible at all times while on campus and at other designated school events. Wearing IDs serves the following purposes:

1. To identify the student as a member of the Hurst student body.
2. To identify students at off-campus activities.
3. To purchase lunch or check out books from the library.
4. To board the bus.

In order to maintain safety for all those on our campus, students are required to wear IDs. Students who do not have their IDs with them will be required to get a new ID upon entry to school. Please see the following information concerning ID fines and consequences.

- If a student loses or needs a new ID upon arrival to school they will purchase one for \$5.
- The maximum ID charge for the entire school year is \$20
- Once a student has incurred \$20 of ID fines, they will begin to earn a disciplinary infraction each time a new ID is needed, incurring the following consequences:
 - 1st ID Infraction - Lunch Detention
 - 2nd ID Infraction - Lunch Detention
 - 3rd/+ Infractions - After School Detention

DISCIPLINE PHILOSOPHY AND CONSEQUENCES:

The Board recognizes the necessity for reasonable control and discipline over the conduct of students under its jurisdiction. Refer to the Code of Conduct District Handbook. **Hurst policies and procedures will be shared with parents through the Inbox materials and other materials.**

EXPECTATION VIOLATION FORM:

When students violate the dress code or other Hurst expectations listed below, an Expectation Violation Form will be issued. Students are given a paper copy and instructed to bring it home to their families. The school will call to notify parents on certain steps, but will not contact after each Expectation Violation. Notifying families of each Expectation Violation is the student's responsibility.

EXPECTATION VIOLATION FORM																											
Name: _____		Date: _____																									
Grade: _____		Issuing Teacher: _____																									
Period: _____		Student Initials _____ (When issued by teacher.)																									
You are in violation of the following Harry Hurst Middle School expectation(s):																											
<u>NON-NEGOTIABLES</u> 1. ____ Tardy (Time: _____) 2. ____ No Hall Pass 3. ____ Gum/Food/Candy 4. ____ Dress Code Violation: (Check one) ☐ Personal Graffiti ☐ No ID ☐ Altered ID/Improperly Worn ☐ Improper Dress (hoods/caps, sweatshirt/hshirt colors, sagging pants, etc. see dress code for more details.)	<u>BEHAVIOR INFRACTIONS</u> 5. ____ Skip Teacher Lunch Detention 6. ____ Horseplay 7. ____ Minor Disruption 8. ____ Technology (Check one) ☐ Mishandled Chromebook ☐ Misuse of Chromebook ☐ Habitually Uncharged Note: _____ _____ _____																										
When deemed necessary, STUDENTS WILL CALL HOME for a change of clothing and will be issued a consequence. <u>The date column below designates when the consequence will be served.</u>																											
<u>CONSEQUENCE LADDER</u> Parent/Guardian Contacted: ☐ Yes ☐ No Time _____ <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 10%;">Date</th> <th style="width: 20%;">Non-Negotiables *After 3 non-negotiable infractions, a team RAP will take place with parent contact.*</th> <th style="width: 20%;">Behavior Infraction *After 3 behavioral infractions, a team RAP will take place with parent contact.*</th> </tr> </thead> <tbody> <tr> <td>1st</td> <td>Warning</td> <td>Warning</td> </tr> <tr> <td>2nd</td> <td>Lunch Detention- report to C105 at start of lunch</td> <td>Lunch Detention- report to C105 at start of lunch</td> </tr> <tr> <td>3rd</td> <td>Lunch Detention (2 days)</td> <td>Lunch Detention (2 days)</td> </tr> <tr> <td>4th</td> <td>Lunch Detention (2 days)</td> <td>Afterschool Detention</td> </tr> <tr> <td>5th</td> <td>After School Detention</td> <td>After School Detention</td> </tr> <tr> <td>6th</td> <td>After School Detention</td> <td>After School Detention</td> </tr> <tr> <td>7th</td> <td>Team RAP with parent contact and issuing teacher writes a referral</td> <td>2nd Team RAP with parent in attendance (in person/on phone) and issuing teacher writes a referral</td> </tr> </tbody> </table>				Date	Non-Negotiables *After 3 non-negotiable infractions, a team RAP will take place with parent contact.*	Behavior Infraction *After 3 behavioral infractions, a team RAP will take place with parent contact.*	1 st	Warning	Warning	2 nd	Lunch Detention- report to C105 at start of lunch	Lunch Detention- report to C105 at start of lunch	3 rd	Lunch Detention (2 days)	Lunch Detention (2 days)	4 th	Lunch Detention (2 days)	Afterschool Detention	5 th	After School Detention	After School Detention	6 th	After School Detention	After School Detention	7 th	Team RAP with parent contact and issuing teacher writes a referral	2nd Team RAP with parent in attendance (in person/on phone) and issuing teacher writes a referral
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Student Signature _____ (When consequence is received.) _____ Administrator Signature		Parent/Guardian Signature _____ White – student copy signed by parent & returned Yellow – Office copy (Ms. Kenney) Pink – Teacher Copy																									

CHROMEBOOK EXPECTATIONS:

Each student at Hurst is assigned a Chromebook and charger for use during the school year. The Chromebook you receive will remain assigned to you for the duration of your time at Hurst. Chargers are distributed and collected through your advisory teacher at the beginning and end of each school year. Both the Chromebook and charger must be returned at the end of the school year and will be reissued to you the following year.

If a Chromebook or charger is not returned, a replacement fee will be added to the student's account at the end of the year.

It is an expectation that students and families take care of their Chromebook and charger. The condition of Chromebooks will be monitored by teachers throughout the day and year. Students and families should keep in mind the following while using their Chromebook throughout the year:

- Chromebooks are expected to be brought to school every day fully charged.
- Students should use only their assigned Chromebook and all usernames/passwords are to be kept private.
- Chromebooks should be carried appropriately at all times. Do not hold/carry the Chromebook by the screen.
- Stickers, pictures, drawings, etc. should not be placed on the device nor should they be placed under the device's protective case. Removing the protective case can cause damage to the Chromebook screen which may have to be repaired and charged to the student's account.
- Students should not remove their name label from their Chromebooks as this easily identifies who the device belongs to.
- Students should not attempt to remove the protective case on their Chromebooks.
- If there is a problem with a device, students should report it to a teacher as soon as possible.
- Please be reminded that these devices are not students' personal devices and should be used for educational purposes.
- All settings on the computer should be kept the same as when the device was given.

In the event that it is found that a student has damaged a Chromebook, a parent will be notified, and the costs or repair/replacement will be placed onto the student's fee bill. The costs are:

- Keyboard replacement - \$175
- Display replacement - \$35
- Charger replacement - \$26
- Replacing a lost or broken Chromebook: \$260

Please be aware that damages can result from: picking off/at keys, typing too hard, closing screen too hard, dropping the device, carrying by the screen, removing the case, horseplay with or around Chromebook, etc.

Should a student's Chromebook need repairing/replacing, a loaner device will be checked out to that student until their Chromebook is returned.

HURST STUDENT EXPECTATIONS

Because we are a community that respects the learning process and environment, we will support and enforce the following:

1. Offensive and/or disrespectful language and/or actions will not be tolerated.

The HMS community recognizes the need for respectful interaction between all HMS community members. Language and action concerns are identified below.

Language - put downs, vulgar language, tone of voice, profanity, bullying, etc.

Actions - gestures, body language, facial expressions, etc.

2. Students will carry their planners for any movement during class.

Students must have signed planners to leave class. If students are in need of a new planner they must purchase one for \$5 at the front office. Personal calls can only be made at lunch.

3. Students will refrain from defacing school property, school materials, self, and/or others.

While any defacing of school property, materials, self, and/or others is unacceptable, there are two specific areas of concern regarding the issue:

Litter - HMS community members will respect the learning environment by keeping the school grounds free of litter.

Graffiti - HMS community members will respect the safety and dignity of the learning environment by keeping the school grounds free of graffiti, including graffiti on school property (walls, furniture), school materials (bookbags, IDs), and self (body graffiti).

4. Defacing IDs by way of graffiti, stickers, cutting, chewing, etc. is unacceptable and will not be tolerated.

Only school-provided achievement pins/passes and house keys are allowed on the lanyard with the ID. If an ID has been damaged, it will be confiscated and a new one must be purchased at a cost of \$5.00.

5. Community members will follow a school-wide dress code policy.

We recognize the need for consistency in clear structure and limits for our middle school students. We will respect the rights of others to learn in an environment which is free from the distractions caused by dress code violations. Dress code policy includes the daily wearing of an ID. Dress code violations are cumulative and documented internally.

6. Students will be on time for class and school.

We recognize the need to maximize instructional time; hence, students are expected to be on time and prepared for class daily. Students not exhibiting that they are “ready to learn” by the tardy bell will be counted as tardy.

7. Chewing gum is not allowed on campus. Eating outside of the cafeteria will not be permitted except at designated times. Gum chewing is prohibited at all times on campus.

8. Cheating and/or copying another person’s work is unacceptable and will not be tolerated.

Any student caught cheating will have his/her assignment confiscated and consequences will be determined by a teacher and/or administration.

9. Only clear containers (transparent, clear/non-colored) of water only are allowed at school.

Sports drinks and beverages other than water are allowed in the cafeteria during lunch only if they fit inside the lunch kit.

10. Outside/food or drinks that do not fit within a student's lunch bag are not allowed on campus at all. Food items that are sharing sized or larger as well as drinks such as coffees, energy drinks, flavor packets, loaded teas, etc are not allowed to be brought to school. Students attempting to enter the building with such items will have them confiscated.

11. Fast food or food delivery of any kind is prohibited on campus. Students are not allowed to receive Door Dash, Uber Eats, Walmart delivery etc. while at school. Deliveries will be confiscated and disposed of when received.

CELL PHONE/SMARTWATCH/HEADPHONES POLICY (In addition to what is stated on page 2 of this handbook):

CELL PHONE AND SMARTWATCH USE IS PROHIBITED DURING REGULAR SCHOOL HOURS. PHONE, SMARTWATCHES AND ACCESSORIES (HEADPHONES, EARBUDS, AIRPODS, ETC.) ARE NOT ALLOWED ON A STUDENT’S PERSON (MUST BE KEPT IN SCHOOL BAG OR SCHOOL LOCKER) AND MUST BE POWERED OFF AND PUT AWAY UNTIL AFTER THE BUSES DEPART FROM SCHOOL. SMARTWATCHES MAY NOT BE WORN ON CAMPUS. ANY STUDENT USING A SMARTWATCH WILL HAVE IT CONFISCATED IN ALIGNMENT WITH CELL PHONE POLICY . ADDITIONALLY, TEACHERS HAVE THE RIGHT TO REQUEST THAT STUDENTS LEAVE CELL PHONES IN CLASS WHEN STUDENTS LEAVE THE CLASSROOM.

Any unauthorized use of devices and accessories will result in a referral and the following consequences:

1st offense	Device is confiscated and parent or guardian can pick up that day
2nd offense	Device is confiscated for up to 5 full <u>school</u> days
3rd offense	Device is confiscated for up to 10 full <u>school</u> days
4th offense	Device is confiscated and returned to parent. Student loses privilege of device at school.
5th offense	Device is confiscated and returned to parent <u>at the end of the school year.</u>

STUDENT/PARENT PORTAL:

Students and parents are encouraged to monitor students’ grades and attendance on a regular basis using Parent Portal. Passwords are needed to access accounts and can be obtained through the school office with a parent/guardian ID.

The link for Parent Portal: <https://stcharles.powerschool.com/public/>

CONNECT ED FORMS/EMERGENCY FORM:

By School Board requirements, all students **must** have a Connect Ed form on file. These forms are to be completed by the parent and returned to the office. Parents are asked to state on the form the name of any adult who has permission to check the student out of school. Email addresses are also a benefit for communication with teachers. Please inform the office of any changes that occur.

ATTENDANCE:

Parents are asked to notify the school when their child will be kept home due to illness. Absences are classified as either excused or unexcused according to certain guidelines. Excused absences allow the student an opportunity to make up the work missed.

EXCUSED: Medical notes from a physician are required for an excused absence due to illness (up to 10 days). Additionally, two days per 9 weeks may be excused for personal illness or serious illness in the family by submitting a parent note, if total days missed do not exceed 10 days per school year. Please see the District Student Handbook for extenuating circumstances, including religious holiday and death in the family. State policy requires 6th, 7th, and 8th graders to be in attendance at least 167 days of a school session. Parents and the Supervisor of Child Welfare and Attendance will be notified after a student has been absent for five or more days. Attendance letters are sent home every nine weeks.

UNEXCUSED: If a written excuse is NOT brought to school, the absence is unexcused. The student must bring a written note explaining his/her absence to the office (from home) on the first day he/she returns to school. This note will be kept on file in the office. If there is a chronic illness, a physician's note is required. ***All notes should be dropped off at the main office.*** Excessive unexcused absences will be reported to the Supervisor of Child Welfare and Attendance.

MAKE-UP WORK:

Students with excused absences have the responsibility to request all class assignments missed, including tests and projects from each teacher. The teacher will set a deadline for completion of work, tests, or projects. **For absences of three or more days, parents may request assignments through the school office at 985-764-6367.** Assignments can also be obtained by emailing the teacher and/or checking the teacher's webpage. When students are not at school they are encouraged to participate virtually if possible. Additionally, students with absences due to excused school functions are responsible for reaching out to teachers for any missed schoolwork.

MEDICAL EXCUSES FOR PHYSICAL EDUCATION AND/OR PHYSICAL ACTIVITY

Generally, a student well enough to be in school is required to participate in all classes, including those which require physical activity. When a situation arises wherein a student cannot engage in physical activity, or physical activity would be harmful for a student, the following procedure is to be followed:

Parents/guardians must contact the school to notify the office and/or the teacher/coach if the student is unable to participate in physical education activities.

In addition, the student is to bring an excuse signed by a parent or guardian to the school office specialist (SOS). The SOS gives the excuse to the school nurse or administrator who notifies other appropriate staff. The student will not be required to dress out. The teacher may assign alternate assignments that do not require physical activity for the student.

A physician's note is required for students to be excused for more than five days of Physical Education Class or any other class in which physical activity is required. The physician's note must include the date that the student can return to normal activity and participation levels.

EXCUSES FOR STUDENTS WITH TEMPORARY LIMITED MOBILITY IN AND AROUND SCHOOL AND CLASSROOMS

When a situation arises wherein a student has temporary, limited mobility in and around the school and/or classrooms, the following procedure is to be followed:

The student is to bring an excuse signed by a parent or guardian to the school office specialist. It is preferable that the parent or guardian make an appointment with the school nurse or administration to report the physical limitations and discuss a possible accommodation plan. The school nurse or administrator will notify other appropriate staff regarding the limitations and accommodations.

A physician's note is required when student mobility is restricted for more than five days. The physician's note must include the date that the student can return to normal activity and participation levels.

TRANSPORTATION:

TRANSPORTATION CHANGES: changes by phone calls will not be accepted nor relayed to the student after 2:00 PM

WALKERS: A student is not allowed to walk to or from school unless he/she has a Parent Permission Letter on file in the office and has received a “walker ID.” For a student to obtain a “walker ID”, a parent must make a signed request in writing to the office. Once the request is received, the “walker ID” will be printed for the student. Walking to or from school is not an option until a signed parent letter is on file.

BICYCLES: No student will be allowed to ride a bicycle to or from school.

BUSES: Students who ride the school bus must abide by certain state regulations:

1. obeying the driver at all times
2. being on time to get on the bus
3. not throwing objects on the floor of the bus or out of the window
4. avoiding unnecessary conversation with the driver
5. keeping arms and head inside the bus window
6. being seated while bus is in motion
7. riding only the assigned bus
8. getting on/off bus only at his/her regular stop

Any student found to have violated any of the above rules is subject to discipline consequences.

Students are not allowed to ride any bus other than the one designated for them by Transportation. No bus notes asking for students to ride other buses will be approved.

LATE ARRIVALS/CHECK OUTS:

Any student arriving at school after the designated time is considered tardy. **An adult must sign the student in when arriving late to school or checking out early- no student will be allowed to be checked out after 2:30PM. In order to participate in athletic and extracurricular activities, students must be in attendance at least half a day.**

CLASSROOM VISITATIONS:

Hurst Middle School recognizes the importance of the school-home partnership in supporting productive learning experiences for students. Parents are welcome to spend time at school to become familiar with the educational program. An occasional classroom visit of 20-30 minutes may be scheduled through the principal. Daily or routine classroom observations/visitations are not allowed, as they may distract students from focusing on their work. Advance notice is required so that the visit will not be disruptive to the instructional program or daily routine. At least a day’s notice is recommended. The visitor should share the purpose of the visit to assist school personnel in scheduling the visitation.

Issues of confidentiality and formal evaluation sometimes make a parent’s visit inappropriate. In order to minimize distractions that could result from changes in classroom routine, visitors may not talk with the teacher or any students during instructional time or otherwise interfere with instruction. Visitors may not remove any materials or supplies from the classroom unless authorized to do so. A classroom visitation is not the time to engage the teacher in a conference about the child’s progress or ask questions of the teacher. A parent-teacher conference can be scheduled to facilitate such discussion. The principal reserves the right to deny requests to observe in the classroom in cases where he/she believes that the visit may be disruptive. Parents, as well as all visitors, are required to sign in at the school office and wear a visitor’s pass before entering any building or classroom.

CUSTODY COMPLIANCE: An educational agency or institution shall give full rights under the Family Educational Rights & Privacy Act (FERPA) to either parent, unless the agency or institution has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody, that specifically revokes these rights.

In the case of divorce or separation, a school district must provide access to both natural parents, custodial and non-custodial, unless there is a legally binding document that specifically removes that parent’s FERPA rights. In this context, a legally binding document is a court order or other legal paper that prohibits access to education records, or removes that parent’s right to have knowledge about his or her child’s education.

COUNSELING SERVICES:

The services of the Counseling Department are available to all students and parents. The counselors are able to assist students with school or personal problems through problem-solving and decision-making skills. The preferred time to see the counselor is during advisory or enrichment time. If a student needs to see the counselor outside of his/her advisory or enrichment time and if it is not an emergency, then he/she must make an appointment. Students can make an appointment via the Counselor Google Classroom using the counselor request form.

LIBRARY SERVICES:

The Hurst Middle School library has an excellent collection of books, magazines, and reference materials. A full-time librarian and librarian assistant will offer assistance to students and teachers when necessary. The library implements programs for our students throughout the year to celebrate and recognize various literary events, such as Banned Books Week, Poetry Month, or International Literacy Day, and also hosts both a fall and spring Scholastic Book Fair.

The library is open for free time during lunches, unless specifically noted otherwise, for students to check in/out books, work on school assignments and research, play games, participate in library activities. Students are encouraged to visit the library and take advantage of its offerings. The services of the library are available to all students and teachers.

HEALTH SERVICES:

The nurse serves several functions including counseling individual students about health problems, developing a health program, organizing various health screening examinations and serving as a resource for teachers in health instruction.

Louisiana Statute 16:170 makes it mandatory that every child attending St. Charles Parish Public Schools be properly immunized or shall present evidence of an immunization in progress against diphtheria, tetanus, whooping cough (pertussis), poliomyelitis, measles, and rubella. Parents and a doctor are required to complete a medication form obtained from the school office or nurse for children requiring medication during school hours. The school nurse will answer questions on the procedure. When the nurse is present in the school, she will supervise the child in taking the medication. In the nurse's absence, a trained dispenser will give the medication. A student is not allowed to carry any medication.

No employee of the St. Charles Parish Public School System may be held responsible if the child takes an overdose of medicine. If the daily dose of medicine is lost, stolen or spilled, or if the child refuses to take it or spits it out, a reasonable attempt will be made to reach the parents. If the parents cannot be reached, the school personnel cannot be held responsible. These particular situations must be documented and signed by the person involved.

ACCOUNTS:

All accounts at the school must be paid in full in order to move on to the next grade level. Payment should be made to Hurst Middle School. Students can also be denied attendance at various school functions during the year if they owe fees or fines, including ID fines.

FEES:

Fees for all students will be collected at the beginning of the year at the Harry Hurst Orientation day.

- First PE Uniform is Free - \$20 PE uniform fee (for additional uniforms, includes shirt and shorts)
- \$20 Technology fee - Chromebook and charger.

Money Acceptance: No money is to be dropped off at the office. Any money for clubs, sports, field trips, team fees, etc. must be delivered by the student to the designated teacher/sponsor/coach. All money must be turned in as designated by the teacher/sponsor/coach. NO money will be accepted for Runnerfest, snowball days, etc.

Financial Hardship:

Harry Hurst acknowledges that economic hardships sometimes arise for families. We will attempt to make efforts to help families when these situations arise to develop a plan that can ultimately help our students participate in our class and extracurricular offerings.

The School Administration/Principal may reduce or waive certain fees for economically disadvantaged students and students whose families are experiencing economic hardships and are financially unable to pay them.

All requests for economic hardship waivers of student fees and any and all supporting documentation used in considering the validity of any request for a waiver shall be confidential.

Procedures for Exemption

Parents or guardians may request an economic hardship waiver for assessed fees associated with specific course participation and/or participation in various student activities. When parents or guardians request an economic hardship waiver for fees, the following procedures must be followed.

- a. A written request for an economic hardship waiver must be made and submitted to the school principal/designee or the school counselor.
- b. The school principal/designee will conference with the parent/guardian within 5 school days from the receipt of the request for the economic hardship waiver.
- c. The school principal/designee will provide a written agreement of the terms of the economic hardship waiver to the parent/guardian within 5 days of the conference.
- d. A copy of the written agreement will be given to the parent/guardian and a copy will be maintained at the school.
- e. Parent/guardian may appeal the decision using the procedure associated with the School Board's Policy 5.07, Complaints from the Public.

Crisis Intervention & Use of Physical Restraint and Seclusion:

St. Charles Parish Public Schools complies with Louisiana's Act 479 (2025) and Bulletin 1706, Sections 540–543, to prioritize student safety and promote positive behavioral development. St. Charles Parish Public Schools guidelines for crisis intervention—including the appropriate use of seclusion and physical restraint are outlined below.

Crisis Intervention:

The goal of crisis intervention is to prevent and minimize behavioral incidents through proactive strategies.

- **Prevention-** Staff ensure students' basic needs are met in organized, predictable environments. Staff provide engaging activities, meaningful choices, and supportive relationships.
- **Minimization-** Staff learn each student's triggers and early warning signs (body language, tone, engagement) to respond before behavior escalates.
- **De-escalation Techniques-** Staff use the following techniques to prevent a student from moving to crisis level:
 - Stay calm, respectful, and professional.
 - Maintain personal space and non-threatening body language.
 - Redirect or ignore minor, undesired behavior.
 - Offer clear choices, reasonable limits, and allow students to express feelings verbally.
 - Focus on calming the student and maintaining dignity, not immediate compliance.

Physical Restraint & Seclusion:

- Every effort should be made by staff to prevent the need for using seclusion or restraint techniques. Environments should be structured and focused on positive interventions and supports to greatly reduce, and in many cases eliminate, the need to use seclusion or restraint. Physical restraint and seclusion should only be used as a last resort when a student poses an imminent risk of harm to self or others.
- **Physical Restraint-** Physical Restraint should only be used when a student's behavior presents a threat of imminent danger of serious physical harm to self or others, and only as a last resort to protect the safety of self or others.
- **Seclusion-** Seclusion should only be used as a last resort, if and when less restrictive crisis intervention techniques such as positive behavioral supports, constructive and non-physical de-escalation, and restructuring of a student's environment have failed to stop a student's actions that pose an imminent risk of harm to self or others.

Guidelines and Procedures for Crisis Intervention and Implementing Seclusion/Restraint Techniques can be accessed on the District's website at wearescpss.org

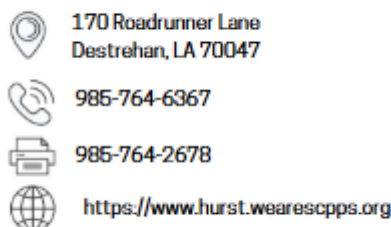
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Teaching and Learning

Our Focus...
Continuous Improvement

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