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Student Services OP  
(314) 493-6209

|                                            |                                |                                                                                                                           |
|--------------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>Hoech Middle<br/>HOURS OF OPERATION</b> | <b>Office Hours</b>            | Monday & Wednesdays: 7:00 a.m. - 3:30 p.m.<br>Tuesdays & Thursdays: 7:00 a.m. - 4:30 p.m.<br>Fridays: 7:00 a.m.-3:00 p.m. |
|                                            | <b>Student Arrival</b>         | Doors open at 7:10 a.m. Classes begin at 7:30 a.m.                                                                        |
|                                            | <b>Student Dismissal</b>       | <u>Grade 6:</u> 2:25 p.m. <u>Grade 7:</u> 2:26 p.m. <u>Grade 8:</u> 2:27 p.m.<br>Buses are released promptly at 2:30 pm.  |
|                                            | <b>After-School Activities</b> | 2:30 p.m.-4:00 p.m. Tuesdays and Thursdays Only                                                                           |

## **WELCOME MESSAGE FROM DR. TERRANCE**

Dear Parents and Guardians,

It is my pleasure to welcome you to the 2026–2027 school year at Hoech Middle School! I am proud to be entering my twelfth year in the Ritenour School District and my fifth as head principal. Each year brings new opportunities to strengthen our school community, and I am especially excited for the year ahead.

This year, our Admin-Counseling Team includes both familiar and new faces. We are fortunate to be joined again by **Mrs. Ramona Coleman** and **Dr. Lindsay Hawkins**. Mrs. Coleman will serve as the grade-level principal for 8th grade, while Dr. Hawkins will support 6th grade. Our counseling team has also expanded: **Mr. Joseph Bogdajewicz**, who is transitioning from Ritenour High School, will be our new 6th-grade counselor, and **Mrs. Ebony Snow** will continue her outstanding work with 8th-grade students. **Mrs. Shelly Lee** will continue to work with Hoech and Ritenour Middle School to assist with scheduling, testing, and social-emotional support. Both administrators and counselors will work together to share responsibilities for supporting our 7th-grade students and ensure their continued success at Hoech.

Hoech Middle School has a long and distinguished history of academic excellence in the Ritenour School District—a tradition that our faculty and staff are committed to upholding and building upon. Over the past four years, we have seen consistent growth in student achievement. Test scores are rising, behavior incidents are declining, and more students are meeting or exceeding expectations across subjects. These improvements reflect the tireless work of our teachers and the trust and partnership we share with families like yours.

We are also proud to continue our exciting partnership with the **Marzano Academies** for a third year. This nationally recognized model for school improvement helps us build a high-reliability school, where student learning, safety, and collaboration are guaranteed through systems that work. Through this framework, we are strengthening how we deliver instruction, respond to student needs, and ensure that every learner is challenged and supported.

As your child enters middle school, we take our role as educators, mentors, and caregivers seriously. The concept of **in loco parentis**, Latin for "in the place of a parent," describes the responsibility we assume to support, protect, and guide students while they are in our care. Whether helping a student navigate a challenge, celebrating a success, or holding them accountable for their choices, we strive to act with the same care and high expectations you would have at home. This shared responsibility between school and family is crucial in helping our students develop into confident, capable high schoolers.

The procedures and policies outlined in this handbook are designed to create a safe, structured, and supportive learning environment. Please take a moment to read each section carefully, as these policies will be implemented with consistency throughout the school year. A table of contents has been included on the next page to help you navigate the handbook.

Thank you for taking the time to read this message and review our student handbook. With your support, I am confident that the 2025–2026 year will be a productive, meaningful, and enjoyable one for every student at Hoech Middle School.

Best wishes,

Dr. Alexander Terrance, Principal

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# ACADEMIC INFORMATION

## MISSION & VISION

Hoech Middle School's mission is to serve the community by ensuring all students develop the knowledge, skills, and tools that prepare them to become productive, healthy, and successful citizens.

At Hoech Middle School, we are dedicated to creating an exemplary school in which:

### *The school environment*

- Provides a sense of **safety and structure**
- Is **positive**, friendly, and welcoming
- Consciously centers around **student learning and success**

### *The curriculum*

- Is **rigorous and engaging**
- Is **relevant to students' lives** and to the real world
- Promotes **interactive learning experiences**

### *The instruction*

- Is student-centered and differentiated to **meet student needs**
- Engages students and provides opportunities for **questioning, interaction, discussion and reflection**
- **Encourages and celebrates** student learning and growth

### *The assessment*

- **Is authentic, purposeful, and relevant**
- Is **ongoing** and varied
- Serves as a tool that both teachers and students can use to measure **learning and growth**

# DISTRICT CALENDAR



## 2026-2027 District Calendar

| SUN      | MON       | TUES   | WED    | THURS  | FRI    | SAT |                                                                                                                                                                                                                                                                                                                           |  |
|----------|-----------|--------|--------|--------|--------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|          |           |        |        |        |        | 1   | <b>AUGUST</b><br>10-14 New Teacher Orientation<br>17-20 Professional Development/Teacher Workdays & Transition day<br>21 Teachers-Non-contract day<br>24 ★ First Day of School (PreK-12)                                                                                                                                  |  |
| 2        | 3         | 4      | 5      | 6      | 7      | 8   |                                                                                                                                                                                                                                                                                                                           |  |
| 9        | 10        | 11     | 12     | 13     | 14     | 15  |                                                                                                                                                                                                                                                                                                                           |  |
| 16       | 17 (T)    | 18 (T) | 19 (T) | 20 (T) | 21     | 22  |                                                                                                                                                                                                                                                                                                                           |  |
| 23<br>30 | 24★<br>31 | 25     | 26     | 27     | 28     | 29  |                                                                                                                                                                                                                                                                                                                           |  |
|          |           | 1      | 2      | 3      | 4      | 5   | <b>SEPTEMBER</b><br>7 Labor Day (NO SCHOOL PreK-12)<br>All District Offices and Schools Closed<br>17 Early Release Day (PreK-12)                                                                                                                                                                                          |  |
| 6        | 7 (D)     | 8      | 9      | 10     | 11     | 12  |                                                                                                                                                                                                                                                                                                                           |  |
| 13       | 14        | 15     | 16     | 17     | 18     | 19  |                                                                                                                                                                                                                                                                                                                           |  |
| 20       | 21        | 22     | 23     | 24     | 25     | 26  |                                                                                                                                                                                                                                                                                                                           |  |
| 27       | 28        | 29     | 30     |        |        |     |                                                                                                                                                                                                                                                                                                                           |  |
|          |           |        |        | 1      | 2      | 3   | <b>OCTOBER</b><br>15 Early Release Day (PreK-12)<br>21 End of First Quarter<br>27 PreK-12 Evening Conferences<br>28 PreK-12 Evening Conferences<br>29 PreK-12 AM Conferences/Teachers Off PM (NO SCHOOL PreK-12)<br>30 Fall Break (NO SCHOOL PreK-12)<br>All District Offices and Schools Closed                          |  |
| 4        | 5         | 6      | 7      | 8      | 9      | 10  |                                                                                                                                                                                                                                                                                                                           |  |
| 11       | 12        | 13     | 14     | 15     | 16     | 17  |                                                                                                                                                                                                                                                                                                                           |  |
| 18       | 19        | 20     | 21     | 22     | 23     | 24  |                                                                                                                                                                                                                                                                                                                           |  |
| 25       | 26        | 27     | 28     | 29 (T) | 30 (D) | 31  |                                                                                                                                                                                                                                                                                                                           |  |
| 1        | 2 (D)     | 3 (T)  | 4      | 5      | 6      | 7   | <b>NOVEMBER</b><br>2 Fall Break (NO SCHOOL PreK-12)<br>All District Offices and Schools Closed<br>3 Professional Development (NO SCHOOL PreK-12)<br>19 Early Release Day (PreK-12)<br>25-27 Thanksgiving Holiday (NO SCHOOL PreK-12)<br>All District Offices and Schools Closed                                           |  |
| 8        | 9         | 10     | 11     | 12     | 13     | 14  |                                                                                                                                                                                                                                                                                                                           |  |
| 15       | 16        | 17     | 18     | 19     | 20     | 21  |                                                                                                                                                                                                                                                                                                                           |  |
| 22       | 23        | 24     | 25 (D) | 26 (D) | 27 (D) | 28  |                                                                                                                                                                                                                                                                                                                           |  |
| 29       | 30        |        |        |        |        |     |                                                                                                                                                                                                                                                                                                                           |  |
|          |           | 1      | 2      | 3      | 4      | 5   | <b>DECEMBER</b><br>21-31 Winter Break (NO SCHOOL PreK-12)<br>All District Offices and Schools Closed                                                                                                                                                                                                                      |  |
| 6        | 7         | 8      | 9      | 10     | 11     | 12  |                                                                                                                                                                                                                                                                                                                           |  |
| 13       | 14        | 15     | 16     | 17     | 18     | 19  |                                                                                                                                                                                                                                                                                                                           |  |
| 20       | 21 (D)    | 22 (D) | 23 (D) | 24 (D) | 25 (D) | 26  |                                                                                                                                                                                                                                                                                                                           |  |
| 27       | 28 (D)    | 29 (D) | 30 (D) | 31 (D) |        |     |                                                                                                                                                                                                                                                                                                                           |  |
|          |           |        |        |        | 1 (D)  | 2   | <b>JANUARY</b><br>1 Winter Break (NO SCHOOL PreK-12)<br>All District Offices and Schools Closed<br>4 Professional Development/Teacher Workday (NO SCHOOL PreK-12)<br>5 Students Return to School<br>15 End of 2nd Quarter<br>18 Martin Luther King Jr. Day (NO SCHOOL PreK-12)<br>All District Offices and Schools Closed |  |
| 3        | 4 (T)     | 5 ★    | 6      | 7      | 8      | 9   |                                                                                                                                                                                                                                                                                                                           |  |
| 10       | 11        | 12     | 13     | 14     | 15     | 16  |                                                                                                                                                                                                                                                                                                                           |  |
| 17       | 18 (D)    | 19     | 20     | 21     | 22     | 23  |                                                                                                                                                                                                                                                                                                                           |  |
| 24<br>31 | 25        | 26     | 27     | 28     | 29     | 30  |                                                                                                                                                                                                                                                                                                                           |  |

■ No Students Attending Classes

(D) All District Offices & Schools Closed

■ Other Significant Dates

(T) Teacher Work Days

**Calendar Dates Are  
Subject to Revision**

| SUN | MON             | TUES            | WED             | THURS           | FRI             | SAT |
|-----|-----------------|-----------------|-----------------|-----------------|-----------------|-----|
|     | 1               | 2               | 3               | 4               | 5               | 6   |
| 7   | 8               | 9               | 10              | 11              | 12 <sup>T</sup> | 13  |
| 14  | 15 <sup>D</sup> | 16              | 17              | 18              | 19              | 20  |
| 21  | 22              | 23              | 24              | 25              | 26              | 27  |
| 28  |                 |                 |                 |                 |                 |     |
|     | 1               | 2               | 3               | 4               | 5               | 6   |
| 7   | 8               | 9               | 10              | 11              | 12 <sup>T</sup> | 13  |
| 14  | 15 <sup>D</sup> | 16 <sup>D</sup> | 17 <sup>D</sup> | 18 <sup>D</sup> | 19 <sup>D</sup> | 20  |
| 21  | 22              | 23              | 24              | 25              | 26              | 27  |
| 28  | 29              | 30              | 31              |                 |                 |     |
|     |                 |                 |                 | 1               | 2               | 3   |
| 4   | 5               | 6 <sup>T</sup>  | 7               | 8               | 9               | 10  |
| 11  | 12              | 13              | 14              | 15              | 16              | 17  |
| 18  | 19              | 20              | 21              | 22              | 23              | 24  |
| 25  | 26              | 27              | 28              | 29              | 30              |     |
|     |                 |                 |                 |                 |                 | 1   |
| 2   | 3               | 4               | 5               | 6               | 7               | 8   |
| 9   | 10              | 11              | 12              | 13              | 14              | 15  |
| 16  | 17              | 18              | 19              | 20              | 21              | 22  |
| 23  | 24              | 25              | 26              | 27              | 28              | 29  |
| 30  | 31              | 1 <sup>T</sup>  | 2               | 3               | 4               | 5   |
| 6   | 7 <sup>★</sup>  | 8               | 9               | 10              | 11              | 12  |
| 13  | 14              | 15              | 16              | 17              | 18 <sup>D</sup> | 19  |
| 20  | 21              | 22              | 23              | 24              | 25              | 26  |
| 27  | 28              | 29              | 30              |                 |                 |     |
|     |                 |                 |                 | 1               | 2               | 3   |
| 4   | 5 <sup>D</sup>  | 6               | 7               | 8               | 9               | 10  |
| 11  | 12              | 13              | 14              | 15              | 16              | 17  |
| 18  | 19              | 20              | 21              | 22              | 23              | 24  |
| 25  | 26              | 27              | 28              | 29              | 30              | 31  |



**Ritenour**  
School District  
*Educational Excellence Since 1867*

## 2026-2027 District Calendar

**FEBRUARY**

- 12 Professional Development/ Teacher Workday (NO SCHOOL PreK-12)  
15 Presidents' Day (NO SCHOOL PreK-12)  
All District Offices and Schools Closed  
25 Early Release Day (PreK-12)

**MARCH**

- 9 PreK-12 Evening Conferences  
10 PreK-12 Evening Conferences  
11 End of Third Quarter  
12 PreK-12 AM Conferences/Teachers off PM (NO SCHOOL PreK-12)  
15-19 Spring Break (NO SCHOOL PreK-12)  
All District Offices and Schools Closed

**APRIL**

- 6 Professional Development (NO SCHOOL PreK-12)  
15 Early Release Day (PreK-12)

**MAY**

- 28 \*PreK-12 Last Day of School  
31 Memorial Day (NO SCHOOL PreK-12)  
All District Offices/Schools Closed  
  
\* AMI (Alternative Methods of Instruction) Plan = Virtual Instruction on Inclement Weather Days

**JUNE**

- 1 \*Teacher Work Day  
7 \*\*First Day of Summer School K-12  
18 Juneteenth (Observed)  
All District Offices/Schools Closed  
  
\*\* Summer School dates are subject to change.

**JULY**

- 1 \*\*Last Day of Summer School Grades K-8  
5 Independence Day (Observed)  
All District Offices and Schools Closed  
15 \*\*Last Day of Summer School Grades 9-12  
  
\*\* Summer School dates are subject to change.

Approved 11/13/25  
Correction 11/20/25

### 2026-2027 Calendar Notes

171 Student Contact Days (PreK-12) (>144 hrs.)  
181 Teacher Work Days

\*In the event that virtual instruction is not possible for inclement weather days or the number of AMI days exceeds 6 days, attendance days may be added to the end of the school year at the discretion of the Ritenour Board of Education.

## **FACULTY & STAFF ROSTER**

Hoech Middle School uses a grade-level team structure to support students academically, socially, and emotionally. We have one team per grade level made up of their core teachers. This structure allows teachers to collaborate closely, monitor student progress, and provide timely support when needed, while providing greater flexibility in scheduling, interventions, and enrichment opportunities. Every student will work with a consistent group of core teachers throughout the school year, helping to build strong relationships and a sense of belonging within the Hoech community.

| <b>PATHFINDER (GRADE 6)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Emily Hahn</b> , Eng. Language Arts 6<br><b>Maria Fassett</b> , Mathematics 6<br><b>Deontae Woods</b> , Science 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Jennifer Wellman</b> , Eng. Language Arts 6<br><b>Sarah Williams</b> , Mathematics 6<br><b>Matthew Hillebrand</b> , SS/Science 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Claire Johnson</b> , Eng. Language Arts 6<br><b>Kelsey Swaggart</b> , Mathematics 6<br><b>Bridget McDade</b> , Social Studies 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>EXPEDITION (GRADE 7)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Mary Beth Hascall</b> , Eng. Language Arts 7<br><b>John Clark</b> , Mathematics 7<br><b>Maggie Drummond</b> , Science 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Melissa Kaufman</b> , Eng. Language Arts 7<br><b>Tricia Bryson</b> , Mathematics 7<br><b>Emily Purschke</b> , Social Studies 7<br><b>Bailey Ripplinger</b> , Social Studies 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Andrew Finnegan</b> , Eng. Language Arts 7<br><b>Denise Farnworth</b> , Mathematics 7<br><b>John Schimmel</b> , Science 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>VOYAGER (GRADE 8)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Tisha Lee-McBride</b> , Eng. Language Arts 8<br><b>Monica Amos</b> , (Adv) Pre-Algebra 8<br><b>Melissa Wortz</b> , Science 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Shannon Copeland</b> , Eng. Language Arts 8<br><b>Stephanie Ratermann</b> , (Pre) Algebra 8<br><b>Carrie Myers</b> , SS/Science 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Brett Rutledge</b> , Eng. Language Arts 8<br><b>Ronda Reece</b> , Pre-Algebra 8<br><b>Jason Bockskopf</b> , Social Studies 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>SPECIAL EDUCATION STAFF</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>ENCORE TEACHERS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>OFFICE &amp; SUPPORT STAFF</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Mya Bursley</b> , SC Paraprofessional<br><b>Meghan Duncan</b> , Speech Pathologist<br><b>Malik Easley</b> , Teen Connect 7/8<br><b>Linda Fahrenkrog</b> , Self-Contained<br><b>Stephanie Gillen</b> , SSD Social Worker<br><b>Abbie Harcourt</b> , Parallel Math<br><b>Lydia Harold</b> , Self-Contained<br><b>Kayla Haus</b> , Teen Connect 7/8<br><b>Tanya Jackson</b> , Self-Contained<br><b>Cynthia Kleeschulte</b> , Self-Contained<br><b>Meghan McGinnis</b> , Co-Taught Math 6 & 7<br><b>Jessica Mealer</b> , Self-Contained Teacher<br><b>Sarah Mullins</b> , 6th Parallel ELA/Resource<br><b>Brandon O'Dell</b> , Self-Contained Teacher<br><b>Taylor Pollard</b> , Teen Connect<br><b>Ronald Stewart</b> , Co-Taught Math 7 & 8<br><b>Emily Chenowith</b> , Parallel ELA/Resource 7<br><b>Jennifer Westerholt</b> , Parallel ELA/Resource 8<br><b>Mary Vance</b> , Teen Connect 6/7 | <b>Meghan Amendola</b> , Reading Lab<br><b>Kayl Baker</b> , Project Lead the Way<br><b>Trisha Bone</b> , Project Lead The Way<br><b>Marquita Bowers-Brown</b> , Leadership<br><b>Timothy Brooks</b> , PE/Health<br><b>James Brown</b> , PE/Health<br><b>Kim Carson</b> , Choral Music Director<br><b>Jamie Eagle</b> , Multilingual Learners<br><b>Kate Evers</b> , PE/Health<br><b>Meredith Gabbert</b> , Drama<br><b>Kathleen Hoover</b> , Gifted/Talented<br><b>Julie Icenhower</b> , Multilingual Learners<br><b>Bertha Martinez-Chavez</b> , Multilingual Learners<br><b>Cliff McDaniel</b> , Band Director<br><b>Miriam Otoya</b> , World Languages<br><b>Rachel Schafer</b> , Library<br><b>Kevin Schlemper</b> , Math Lab<br><b>Sarah Velasquez</b> , Orchestra Director<br><b>Alex Westjohn</b> , Visual Arts<br><b>Shane Williams</b> , PE/Health | <b>Joseph Bogdajewicz</b> , Counselor 6/7<br><b>Ramona Coleman</b> , Asst Principal 6/7<br><b>Karen Coughlin</b> , Social Worker<br><b>Leigh Ann Shaffer</b> , SSD Area Coordinator<br><b>Mikayla Hart</b> , Student Services OP<br><b>Dr. Lindsay Hawkins</b> , Asst. Principal 6/8<br><b>Ana Russell</b> , School Resource Officer<br><b>Courtney LeCompte</b> , School Psychologist<br><b>Shelly Lee</b> , PT School Counselor<br><b>Christina Melly</b> , Instructional Coach<br><b>Nancy Pratt</b> , Lead Office Professional<br><b>Ebony Snow</b> , School Counselor 6/8<br><b>Jonathan Speak</b> , School Nurse<br><b>Dr. Alexander Terrance</b> , Hoech Principal<br><b>Anthony Thornton</b> , Lead Custodian<br><b>Darrica Wilson</b> , Attendance Secretary<br><b>Summer Woods</b> , Co-Regulation Room |

## **SCHOOL-HOME COMMUNICATION**

**Teacher-Family Communication:** Caregivers and teachers are encouraged to communicate as often as necessary to support the achievement of their student(s). Caregivers will receive regular teacher updates on their child's academic progress, including two quarterly progress reports and phone calls, text messages, or emails from teachers as needed. Also, the Empower grading platform will send weekly emails sharing missing assignments.

**Contact Information:** Parents are encouraged to use the following information to connect with the appropriate school official depending on their child's need. **The extension to classroom phones is 2 and the room number.** For example, to reach room 210, parents should dial 2210 when prompted. If you are unable to reach a specific teacher, please contact Mrs. Pratt in the main office for assistance.

Given the hectic schedule of the school day, drop in appointments with teachers or administrators may not be feasible. To protect classroom work time, calls to classrooms during the school day will be directed to the teacher's voicemail to cut down on disruptions to learning. **Please give school officials 24 hours to respond to your communication.**

| <b>Classrooms</b>            |                                     | <b>(314) 493-6200 ext.<br/>2+Room Number</b> |
|------------------------------|-------------------------------------|----------------------------------------------|
| <b>Attendance Line</b>       |                                     | <b>(314) 493-6201</b>                        |
| <b>Alexander Terrance</b>    | <b>Principal</b>                    | <b>(314) 493-6210</b>                        |
| <b>Nancy Pratt</b>           | <b>Main Office</b>                  | <b>(314) 493-6204</b>                        |
| <b>Darrica Wilson</b>        | <b>Attendance</b>                   | <b>(314) 493-6203</b>                        |
| <b>Lindsay Hawkins</b>       | <b>Asst. Principal - Grades 6/7</b> | <b>(314) 493-6242</b>                        |
| <b>Ramona Coleman</b>        | <b>Asst. Principal - Grades 7/8</b> | <b>(314) 493-6227</b>                        |
| <b>Stephanie Genenbacher</b> | <b>SSD Area Coordinator</b>         | <b>(314) 493-6263</b>                        |
| <b>Ebony Snow</b>            | <b>Counselor - Grades 7/8</b>       | <b>(314) 493-6229</b>                        |
| <b>Joseph Bogdajewicz</b>    | <b>Counselor - Grades 6/7</b>       | <b>(314) 493-6228</b>                        |
| <b>Shelly Lee</b>            | <b>Counselor - Part Time</b>        | <b>(314) 493-6223</b>                        |
| <b>Jonathan Speak</b>        | <b>Nurse</b>                        | <b>(314) 493-6216</b>                        |
| <b>Mikayla Hart</b>          | <b>Student Services/Technology</b>  | <b>(314) 493-6209</b>                        |

## **PARENT INFORMATION PORTALS**

**PowerSchool (Attendance/Records):** Parents are strongly encouraged to access PowerSchool for the most up-to-date information regarding their child's registration documents, schedule, and attendance. Parents will also complete important Back-to-School forms from the district on PowerSchool. For support accessing PowerSchool, **please visit the district website or call the Main Office at (314) 493-6200.**

**Empower (Grade Reporting):** Empower is Ritenour's grading platform. Parents should access Empower for all issues related to their child's academic performance this school year. Empower generates weekly emails of missing assignments. **Please see below for more information about Hoech's grading practices.**



## **DAILY BELL SCHEDULES**

**Regular Bell Schedule:** Hoech Middle School follows a modified block schedule that includes a daily advisory period called *Husky Time*, three core instructional blocks, and an Encore block.

**Husky Time** is the first period each day and counts for attendance purposes. During this time, students engage in character education lessons and team-building between teachers and their classmates. On certain days each week, students will have the opportunity to complete any missing assignments. *Husky Time* is vital to the growth and development of well-rounded students. Parents are encouraged to help their students arrive on time so that they can participate in these growth opportunities.

**English Language Arts** and **Mathematics** classes each meet daily for 85 minutes. On Wednesdays and Thursdays, ELA and Math classes will be shortened to 41 minutes and students will transition to a leveled reading and/or math group for academic interventions to support their growth. Students who are on grade-level with reading and math will explore personal projects during this time. WIN Time will not occur on weeks when the district has an early release day scheduled.

**Social Studies, Science,** and **Encore** classes are scheduled so that students experience these subjects 4 out of 5 days a week. On Mondays, Tuesday, and Fridays, students attend two 41-minute periods, while on Wednesdays and Thursdays, each meets for a single 85-minute block. Refer to the sample schedules below for more information.

**Note:** Because student schedules are carefully balanced, any requests for schedule or team changes require a parent conference and a meeting with the Student Support Team to evaluate the potential benefits and challenges. Additionally, due to limitations on course availability and timing, not all parent or student requests can be accommodated. Final decisions regarding scheduling changes rest solely with the principal, Dr. Terrance.

### [SAMPLE] Sixth Grade Weekly Schedule

|                             | Mondays                                          | Tuesdays                                         | Wednesdays                                     | Thursdays                                       | Fridays                                          |
|-----------------------------|--------------------------------------------------|--------------------------------------------------|------------------------------------------------|-------------------------------------------------|--------------------------------------------------|
| <b>Husky Time</b>           | <b>Husky Time (P1)</b><br>7:30-7:57 (27 min)     | <b>Husky Time (P1)</b><br>7:30-7:57 (27 min)     | <b>Husky Time (P1)</b><br>7:30-7:57 (27 min)   | <b>Husky Time (P1)</b><br>7:30-7:57 (27 min)    | <b>Husky Time (P1)</b><br>7:30-7:57 (27 min)     |
| <b>Math (Block 1)</b>       | <b>Math (P2/P3)</b><br>8:00-9:27 (87 min)        | <b>Math (P2/P3)</b><br>8:00-9:27 (87 min)        | <b>Math (P2/P3)</b><br>8:00-9:27 (87 min)      | <b>Math (P2/P3)</b><br>8:00-9:27 (87 min)       | <b>Math (P2/P3)</b><br>8:00-9:27 (87 min)        |
| <b>SS/Science (Block 2)</b> | <b>Science (P4)</b><br>9:30-10:12 (42 min)       | <b>Science (P4)</b><br>9:30-10:12 (41 min)       | <b>Science (P4)</b><br>9:30-10:57 (87 min)     | <b>Soc. Studies (P5)</b><br>9:30-10:57 (87 min) | <b>Science (P4)</b><br>9:30-10:12 (41 min)       |
|                             | <b>Soc. Studies (P5)</b><br>10:15-10:57 (42 min) | <b>Soc. Studies (P5)</b><br>10:15-10:57 (41 min) |                                                |                                                 | <b>Soc. Studies (P5)</b><br>10:15-10:57 (41 min) |
| <b>ELA (Block 3)</b>        | <b>Periods (P6/P7)</b><br>11:00-12:27 (87 min)   | <b>Periods (P6/P7)</b><br>11:00-12:27 (87 min)   | <b>Periods (P6/P7)</b><br>11:00-12:27 (87 min) | <b>Periods (P6/P7)</b><br>11:00-12:27 (87 min)  | <b>Periods (P6/P7)</b><br>11:00-12:27 (87 min)   |
| <b>Lunch 6</b>              | <b>Lunch</b><br>12:27-12:57 (30 min)             | <b>Lunch</b><br>12:27-12:57 (30 min)             | <b>Lunch</b><br>12:27-12:57 (30 min)           | <b>Lunch</b><br>12:27-12:57 (30 min)            | <b>Lunch</b><br>12:27-12:57 (30 min)             |
| <b>Encore 6 (Block 4)</b>   | <b>Encore 1 (P8)</b><br>12:57-1:39 (42 min)      | <b>Encore 1 (P8)</b><br>12:57-1:39 (42 min)      | <b>Encore 1 (P8)</b><br>12:57-2:25 (87 min)    | <b>Encore 2 (P9)</b><br>12:57-2:25 (87 min)     | <b>Encore 1 (P8)</b><br>12:57-1:39 (42 min)      |
|                             | <b>Encore 2 (P9)</b><br>1:42-2:25 (42 min)       | <b>Encore 2 (P9)</b><br>1:42-2:25 (42 min)       |                                                |                                                 | <b>Encore 2 (P9)</b><br>1:42-2:25 (42 min)       |

### [SAMPLE] Seventh Grade Weekly Schedule

|                             | Mondays                                        | Tuesdays                                       | Wednesdays                                   | Thursdays                                       | Fridays                                        |
|-----------------------------|------------------------------------------------|------------------------------------------------|----------------------------------------------|-------------------------------------------------|------------------------------------------------|
| <b>Husky Time</b>           | <b>Husky Time (P1)</b><br>7:30-7:57 (27 min)   | <b>Husky Time (P1)</b><br>7:30-7:57 (27 min)   | <b>Husky Time (P1)</b><br>7:30-7:57 (27 min) | <b>Husky Time (P1)</b><br>7:30-7:57 (27 min)    | <b>Husky Time (P1)</b><br>7:30-7:57 (27 min)   |
| <b>SS/Science (Block 1)</b> | <b>Soc. Studies (P2)</b><br>8:00-8:42 (42 min) | <b>Soc. Studies (P2)</b><br>8:00-8:42 (42 min) | <b>Science (P2)</b><br>8:00-9:27 (87 min)    | <b>Soc. Studies (P3)</b><br>9:33-10:58 (87 min) | <b>Soc. Studies (P2)</b><br>8:00-8:42 (42 min) |
|                             | <b>Science (P3)</b><br>8:45-9:27 (42 min)      | <b>Science (P3)</b><br>8:45-9:27 (42 min)      |                                              |                                                 | <b>Science (P3)</b><br>8:45-9:27 (42 min)      |
| <b>Encore 7 (Block 2)</b>   | <b>Encore 1 (P4)</b><br>9:30-10:12 (42 min)    | <b>Encore 1 (P4)</b><br>9:30-10:12 (42 min)    | <b>Encore 1 (P4)</b><br>9:30-10:57 (87 min)  | <b>Encore 1 (P5)</b><br>9:30-10:57 (87 min)     | <b>Encore 1 (P4)</b><br>9:30-10:12 (42 min)    |
|                             | <b>Encore 2 (P5)</b><br>10:15-10:57 (42 min)   | <b>Encore 2 (P5)</b><br>10:15-10:57 (42 min)   |                                              |                                                 | <b>Encore 2 (P5)</b><br>10:15-10:57 (42 min)   |
| <b>Lunch</b>                | <b>Lunch</b><br>10:57-11:27 (30 min)           | <b>Lunch</b><br>10:57-11:27 (30 min)           | <b>Lunch</b><br>10:57-11:27 (30 min)         | <b>Lunch</b><br>10:57-11:27 (30 min)            | <b>Lunch</b><br>10:57-11:27 (30 min)           |
| <b>Math (Block 3)</b>       | <b>Math (P6/P7)</b><br>11:27-12:54 (87 min)    | <b>Math (P6/P7)</b><br>11:27-12:54 (87 min)    | <b>Math (P6/P7)</b><br>11:27-12:54 (87 min)  | <b>Math (P6/P7)</b><br>11:27-12:54 (87 min)     | <b>Math (P6/P7)</b><br>11:27-12:54 (87 min)    |
| <b>ELA (Block 4)</b>        | <b>ELA (P8/P9)</b><br>12:57-2:25 (87 min)      | <b>ELA (P8/P9)</b><br>12:57-2:25 (87 min)      | <b>ELA (P8/P9)</b><br>12:57-2:25 (87 min)    | <b>ELA (P8/P9)</b><br>12:57-2:25 (87 min)       | <b>ELA (P8/P9)</b><br>12:57-2:25 (87 min)      |

### [SAMPLE] Eighth Grade Weekly Schedule

|                              | Mondays                                         | Tuesdays                                        | Wednesdays                                      | Thursdays                                       | Fridays                                         |
|------------------------------|-------------------------------------------------|-------------------------------------------------|-------------------------------------------------|-------------------------------------------------|-------------------------------------------------|
| <b>Husky Time</b>            | <b>Husky Time (P1)</b><br>7:30-7:57 (27 min)    | <b>Husky Time (P1)</b><br>7:30-7:57 (27 min)    | <b>Husky Time (P1)</b><br>7:30-7:57 (27 min)    | <b>Husky Time (P1)</b><br>7:30-7:57 (27 min)    | <b>Husky Time (P1)</b><br>7:30-7:57 (27 min)    |
| <b>Encore (Block 1)</b>      | <b>Encore 1 (P2)</b><br>8:00-8:42 (42 min)      | <b>Encore 1 (P2)</b><br>8:00-8:42 (42 min)      | <b>Encore 1 (P2)</b><br>8:00-9:27 (87 min)      | <b>Encore 2 (P3)</b><br>8:00-9:27 (87 min)      | <b>Encore 1 (P2)</b><br>8:00-8:42 (42 min)      |
|                              | <b>Encore 2 (P3)</b><br>8:45-9:27 (42 min)      | <b>Encore 2 (P3)</b><br>8:45-9:27 (42 min)      |                                                 |                                                 | <b>Encore 2 (P3)</b><br>8:45-9:27 (42 min)      |
| <b>ELA (Block 2)</b>         | <b>ELA (P4/P5)</b><br>9:30-10:57 (87 min)       | <b>ELA (P4/P5)</b><br>9:30-10:57 (87 min)       | <b>ELA (P4/P5)</b><br>9:30-10:57 (87 min)       | <b>ELA (P4/P5)</b><br>9:30-10:57 (87 min)       | <b>ELA (P4/P5)</b><br>9:30-10:57 (87 min)       |
| <b>Soc Studies (Block 3)</b> | <b>Soc Studies (P6)</b><br>11:00-11:42 (42 min) | <b>Soc Studies (P6)</b><br>11:00-11:42 (42 min) | <b>Soc Studies (P6)</b><br>11:00-11:42 (42 min) | <b>Soc Studies (P6)</b><br>11:00-11:42 (42 min) | <b>Soc Studies (P6)</b><br>11:00-11:42 (42 min) |
| <b>Lunch</b>                 | <b>Lunch</b><br>11:42-12:12 (30 min)            | <b>Lunch</b><br>11:42-12:12 (30 min)            | <b>Lunch</b><br>11:42-12:12 (30 min)            | <b>Lunch</b><br>11:42-12:12 (30 min)            | <b>Lunch</b><br>11:42-12:12 (30 min)            |
| <b>Science (Block 3)</b>     | <b>Science (P7)</b><br>12:12-12:54 (42 min)     | <b>Science (P7)</b><br>12:12-12:54 (42 min)     | <b>Science (P7)</b><br>12:12-12:54 (42 min)     | <b>Science (P7)</b><br>12:12-12:54 (42 min)     | <b>Science (P7)</b><br>12:12-12:54 (42 min)     |
| <b>Math (Block 4)</b>        | <b>Math (P8/P9)</b><br>12:57-2:25 (85 min)      | <b>Math (P8/P9)</b><br>12:57-2:25 (85 min)      | <b>Math (P8/P9)</b><br>12:57-2:25 (85 min)      | <b>Math (P8/P9)</b><br>12:57-2:25 (85 min)      | <b>Math (P8/P9)</b><br>12:57-2:25 (85 min)      |

### **EARLY RELEASE & MISSION EMPOWER DAY SCHEDULES**

Early Release Schedule: The Ritenour School District designates five Thursdays each year for staff development opportunities. Students will be dismissed from school at 12:15 pm on these days. **The specific dates of the district's Early Release PD days can be found on the district's calendar (pages 4-5).**

Mission Prep and Mission Empower Days: Once per quarter, Hoech Middle School will hold a Mission Prep Day and a Mission Empower Day approximately one week apart.

The purpose of **Mission Prep Day** is to provide students with dedicated time to complete, revise, and submit Capstone assignments so teachers can collect and upload as much 3.0 evidence of learning in Empower as possible before the end of the quarter. Each quarter, teachers identify 2-3 Capstone assignments that showcase each students' proficiency with skills taught in their course. These assignments represent the most important learning targets and assessments for the quarter and are emphasized throughout the grading period. *Students are expected to complete all Capstone Assignments as part of demonstrating proficiency and mastery of essential course standards.*

**Mission Empower Day** is designed to recognize and celebrate student achievement, effort, and responsibility. On these days, we will follow an early-release schedule, though students will remain in the building until 2:25 p.m. *To participate in Mission Empower Day activities, students must have no missing Capstone assignments.* House celebrations may include fun classroom and outdoor activities, house parties, etc. Hoech staff members also host students in staff vs. student games and events such as dodgeball, basketball, kickball, and Minute-to-Win-It challenges to further celebrate and reward academic achievement, positive behavior, and responsible work habits.

Please see the next page for *Early Release & Mission Empower Bell Schedule*.

| Grade 6                                                                             | Grade 7                                                                             | Grade 8                                                                             |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Husky Time</b> 7:30-7:45 (15 min)                                                | <b>Husky Time</b> 7:30-7:45 (15 min)                                                | <b>Husky Time</b> 7:30-7:45 (15 min)                                                |
| <b>Block 1</b> 7:48-8:45 (57 min)                                                   | <b>Block 1</b> 7:48-8:45 (57 min)                                                   | <b>Block 1</b> 7:48-8:45 (57 min)                                                   |
| <b>Block 2</b> 8:48-9:45 (57 min)                                                   | <b>Block 2</b> 8:48-9:45 (57 min)                                                   | <b>Block 2</b> 8:48-9:45 (57 min)                                                   |
| <b>Block 3</b> 9:48-10:45 (57 min)                                                  | <b>Lunch</b> 9:45-10:15 (30 min)                                                    | <b>Block 3</b> 9:48-10:45 ( 57 min)                                                 |
| <b>Lunch</b> 10:45-11:15 (30 min)                                                   | <b>Block 3</b> 10:18-11:15 (57 min)                                                 | <b>Block 4</b> 10:48-11:45 (57 min)                                                 |
| <b>Block 4</b> 11:18-12:15 (57 min)                                                 | <b>Block 4</b> 11:18-12:15 (57 min)                                                 | <b>Lunch</b> 11:45-12:15 (30 min)                                                   |
| <b>Early Release</b> 12:15 <u>OR</u><br><b>Mission Empower</b> 12:20-2:25 (125 min) | <b>Early Release</b> 12:15 <u>OR</u><br><b>Mission Empower</b> 12:20-2:25 (125 min) | <b>Early Release</b> 12:15 <u>OR</u><br><b>Mission Empower</b> 12:20-2:25 (125 min) |

**Note:** Parents are discouraged from picking up their students from school during Mission Prep and Mission Empower Days. Last year, Hoech Middle School teachers collected nearly 15,000 missing assignments using a similar approach.

### **HMS ATTENDANCE GOAL**

Attendance is one of the most reliable predictors of academic success. For that reason, Hoech Middle School will closely monitor attendance and work with families to reach our 90/90 attendance goal. 90/90 attendance means that 90% of students are in attendance 90% of the time. **Students can only miss four (4) or fewer school days per quarter (including excused absences) to maintain 90% attendance.**

**Note:** 90% attendance is often required for many of our school's incentives, including school dances and field trips. Exceptions will be made if the appropriate documentation (doctor's notes, etc.) is provided to the attendance secretary.

### **AFTER-SCHOOL ACTIVITIES (ASAs)**

Clubs/Activities: Students are encouraged to stay after school from 2:30-4:00 pm on Tuesdays and Thursdays to participate in After-School Activities. A complete list of all clubs and activities will be shared with parents in early September, and students must sign up for their club or activity each quarter during Husky Time. **An eForm Permission Slip is available on the Parent Portal and must be submitted before your students may stay after school.** Bus transportation is available for students who regularly qualify. Students who do not stay for after-school activities are not allowed to use ASA buses.

Homework Help: Homework Help is offered on Tuesdays and Thursdays during After-School Activities. Homework Help is a focused time for students to work on academics with the assistance of a certified educator. Unlike other ASAs, students use a Google Form to sign up for Homework Help each week. Parents may also request that their child stay for Homework Help if they have concerns about their child's performance. For more detailed information about Homework Help, please contact Rachel Schafer at [schaferr@ritenourschools.org](mailto:schaferr@ritenourschools.org).

After-School Detention: Students may be assigned after-school detention for minor behavioral infractions that occur throughout their school day. Detention is held after school on Tuesdays and Thursdays. Students who receive detention are expected to stay and may be assigned additional consequences (in-school suspension) for missing an assigned detention date. Parents/guardians will be notified by teachers, administrators, and/or a text blast of their child's detention dates. Parents are encouraged to communicate with an administrator if they have questions about a consequence or if they need to reschedule a detention date. **Students are not allowed to reschedule detentions without parent communication.**

**Note:** Students cannot participate in after-school activities on the days when they have been suspended.

## HOECH GRADING PRACTICES

Hoech Middle School uses **Standards-Based Grading**. This means each course has **Proficiency Scales** written to identify the skills and concepts that students need to master to meet or exceed Missouri Learning Standards. Teachers use proficiency scales to assess ability to perform the skill outlined. The goal for all students is to reach proficiency on every scale/skill for each course.

| Traditional Grading Scale vs. Standards-Based Grading |            |                   |                     |            |            |              |
|-------------------------------------------------------|------------|-------------------|---------------------|------------|------------|--------------|
| 4.0                                                   | 3.5        | ☆ 3.0 ☆           | 2.5                 | 2.0        | 1.5        | 1.0          |
| Exceeding                                             | Proficient | <b>Proficient</b> | Nearing Proficiency | Developing | Developing | Beginning    |
| A+                                                    | A          | A-                | B                   | C          | D          | F            |
| 100%                                                  | 99%-95%    | 94.9%-90%         | 89%-80%             | 79%-70%    | 69%-60%    | 59% or Lower |

Grading Periods: Progress reports and report cards will be emailed to families after the end of each quarter. Families without email addresses may receive paper copies of report cards.

| Quarter/Term | Progress Reports     | Last Day of Term   | Report Cards Emailed |
|--------------|----------------------|--------------------|----------------------|
| Term 1       | September 18th, 2026 | October 21st, 2026 | October 26th, 2026   |
| Term 2       | December 4th, 2026   | January 15th, 2027 | January 22nd, 2027   |
| Term 3       | February 12th, 2027  | March 11th, 2027   | March 22nd, 2027     |
| Term 4       | April 23rd, 2027     | May 28th, 2027     | June 4th, 2027       |

## REPORT CARDS

Through the use of Empower, Hoech's report cards will now reflect our use of standards-based grading practices. The scores on the right show a student's current progress through the proficiency scales listed under each subject. Half scores, like 1.5, 2.5, and 3.5, are awarded when students have mastered some, but not all, of the skills at the next level. The dark gray boxes indicate learning that happened during a previous term/semester, while the light gray boxes represent growth during the current term. Comments added by teachers are listed at the end of the report card.

### Score/Grade ↓

**Subject Area →**  
**Proficiency Scales →**

|                                                    |     | 1.0 | 1.5 | 2.0 | 2.5 | 3.0 | 3.5 | 4.0 |
|----------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|
| <b>ELA</b>                                         |     |     |     |     |     |     |     |     |
| Reading: Informational Text (ELA)                  |     |     |     |     |     |     |     |     |
| Trace Arguments and Claims                         | 1.5 |     |     |     |     |     |     |     |
| Compare Central Ideas                              | 2.0 |     |     |     |     |     |     |     |
| Reading: Prose and Poetry (ELA)                    |     |     |     |     |     |     |     |     |
| Compare Themes                                     | 2.0 |     |     |     |     |     |     |     |
| Vocabulary: Finding Meaning (ELA)                  |     |     |     |     |     |     |     |     |
| Context Clues/Figurative Language/Word Relations   | 2.0 |     |     |     |     |     |     |     |
| Grade-level Academic Vocabulary                    | 1.5 |     |     |     |     |     |     |     |
| Communication: Communicating Through Writing (ELA) |     |     |     |     |     |     |     |     |
| Expository Writing                                 | 2.5 |     |     |     |     |     |     |     |
| Narratives                                         | 2.5 |     |     |     |     |     |     |     |
| Revision                                           | 3.0 |     |     |     |     |     |     |     |
| Communication: Researching (ELA)                   |     |     |     |     |     |     |     |     |
| Research                                           | 1.5 |     |     |     |     |     |     |     |

## **CHROMEBOOK CARE**

Hoech Middle School is committed to ensuring all students can access 21st-century college and career readiness technology. At the start of each year, students are issued a Chromebook, a USB-C charger, and a protective case that they are expected to maintain all year. All students will be issued a Chromebook at the start of each school year, as it plays an important role in each student's educational experience at Hoech. Therefore, **Parents are encouraged to closely inspect the Ritenour Technology Agreement (signed in PowerSchool) and complete the One-2-One Insurance process.**

Loaner Chromebooks: Students who arrive at school without a device may be given a loaner device from their House's loaner Chromebook Cart. Students who accept one of these devices are responsible for its care during the school day and must return it before dismissal. The loss or damage of a loaner Chromebook will result in disciplinary action and/or fines as needed.

### Digital Citizenship

Students are expected to use district-provided technology responsibly and in accordance with the Ritenour Technology Agreement. Hoech students will be held accountable for their digital behavior regardless of whether parents have read or signed the technology agreement. The Ritenour School District monitors all district devices while they are used on campus or at home, and consequences may be assigned for misuse of technology. Additionally, these policies address student usage of technology outside of school hours and off-campus.

All tech fines may be paid online using the [RevTrak system on the HMS website](#) or by cash or check payments in Hoech's Main Office. Please contact Mrs. Griggs at [griggsk@ritenourschools.org](mailto:griggsk@ritenourschools.org) if you have additional questions.

## **DAMAGED CHROMEBOOKS**

Damaged Devices: If a Chromebook assigned to a student is damaged, the following steps will be followed.

1. **Damaged with Insurance**
  - 1st Time - Complete replacement, free of charge
  - 2nd Time - Complete replacement, \$25 fine logged in PowerSchool
  - 3rd Time - Complete replacement after Tech Support Plan (*see below*) signed by parent/guardian.
2. **Damaged without Insurance**
  - Each time, a complete replacement is logged in PowerSchool based on the assessed damages.
  - The parent is notified of the damages, and a fine will be added to the student's account.

Lost or Stolen Devices: If a Chromebook assigned to a student is lost or stolen, the following steps will be taken.

1. The student is responsible for notifying their teachers or contacting the office so we can attempt to locate the device.
2. **Lost or Stolen with Insurance**
  - 1st Time - Complete replacement, \$50 replacement fee logged in PowerSchool
  - 2nd Time - Complete replacement after Tech Support Plan signed by a parent/guardian, \$50 fine logged in PowerSchool.
3. **Lost or Stolen without Insurance**
  - Complete replacement after Tech Support Plan (*see below*) signed by the parent (\$250 replacement fee logged in PowerSchool).

**Note:** Lost chargers are not covered by insurance and cost \$20 to be replaced.

## **TECHNOLOGY SUPPORT PLANS**

The purpose of giving students access to 1:1 technology is to support classroom learning. Students who repeatedly misuse or damage their Chromebook may have their privileges revoked. Examples of misusing a device may include intentionally damaging a device, accessing inappropriate online content, chronically forgetting to bring a device to school, bringing it uncharged as a way to avoid work, or repeatedly being off-task or distracted by technology. If a House is considering a Technology Support Plan, the school will follow all or some of these steps to keep your student focused on learning.

1. Notify the parent of the concerning behavior
2. Issue consequences for the misbehavior
3. Students may be added to a restricted user group, limiting their access to websites selected by teachers.
4. Students may be issued an older model Chromebook or Laptop.
5. Require the student to turn in their device each night to charge.
6. Total revocation of technology privileges. All assignments must be completed without technology.

## **ARRIVAL & DISMISSAL PROCEDURES:**

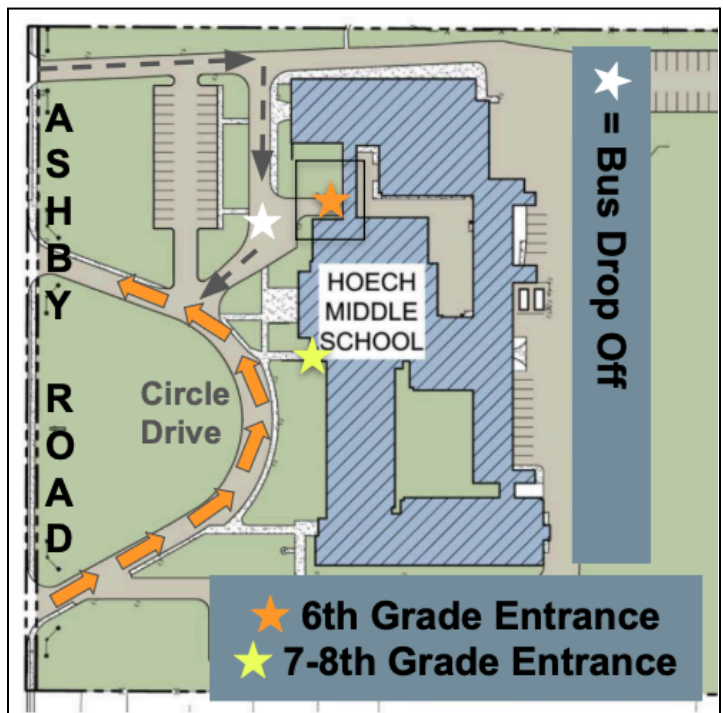
**Arrival:** **The doors open for students and parents at 7:10 a.m.** Students who are driven to school or walk, enter through the front of the building by the south circle drive. Parents should take care to ensure they do not block the entrance for buses. Sixth-grade students enter through the breezeway on the north side of the cafeteria, and seventh and eighth-graders enter by the Main Gym. Buses will drop students off at the front of the North Building. Free breakfast is served each morning in the cafeteria for students who wish to eat. Those who do not, will be directed to one of our gym spaces. Sixth grade students will report to the North Gym, while seventh and eighth graders will go to the Main Gym. Students will be dismissed from the cafeteria or gyms at 7:27 a.m. to report to Husky Time, which starts at 7:30 a.m.

**Dismissal:** Middle schoolers are the first students to be dismissed district-wide. Therefore, our routines and procedures are structured to prevent delays that may impact high school and elementary dismissal times. **Each grade level is dismissed to their buses individually at 2:25 p.m.** Students must be able to present an ID to a driver if asked to board a school bus. Students are not allowed to ride another route unless the parents have communicated with the school and the switch has been cleared by the Transportation Department. **Buses will be released to leave promptly at 2:29 p.m.** Students who miss their bus will be sent to the office to call for alternative transportation.

### Bus Behavior:

All buses are equipped with video cameras and audio recording devices to ensure the safety and welfare of each student riding the bus. **Hoech students are expected to meet the following behavioral expectations while riding the bus...**

1. Treat the bus like a classroom—follow the driver's directions just as you would a teacher's.
2. Speak kindly and act safely to help make the ride pleasant for everyone.
3. Show respect to the driver and your fellow riders at all times.
4. Stay seated for the entire ride.
5. Keep hands, feet, and belongings inside the bus at all times.
6. Use a calm, quiet voice when talking to others.
7. If you notice a problem, let the driver know right away.



**Note:** Bus transportation is a privilege; failure to observe district rules may result in disciplinary action or the denial of bus transportation for a period of time.

## **SCHOOL IDs**

Student IDs play a crucial role in the operation of our school. Hoech provides **each student with two IDs** at the beginning of the year. Students are expected to keep their IDs on them at all times and must present them whenever asked. The second ID should be inserted into the student's protective Chromebook case to ensure it is returned if lost. **Students who misplace or forget their ID must get a pass from the office to ride the bus at the end of the school day.** Students must complete this task during a break or lunch throughout the day to avoid disrupting dismissal procedures. Additional IDs can be purchased throughout the school year for only \$2.

### **When will I need an ID?**

- To ride the bus each morning and afternoon
- To scan for breakfast and lunch
- To enter school late
- To check out library books
- To attend school functions, like dances and sporting events.

## **BEHAVIORAL INFORMATION**

### **HOECH SCHOOL RULES**

Hoech Middle School has five school rules. The purpose of these rules is to reinforce behaviors that support the creation of a safe and orderly learning environment for all students. Students who adhere to these rules will be celebrated by teachers and rewarded.

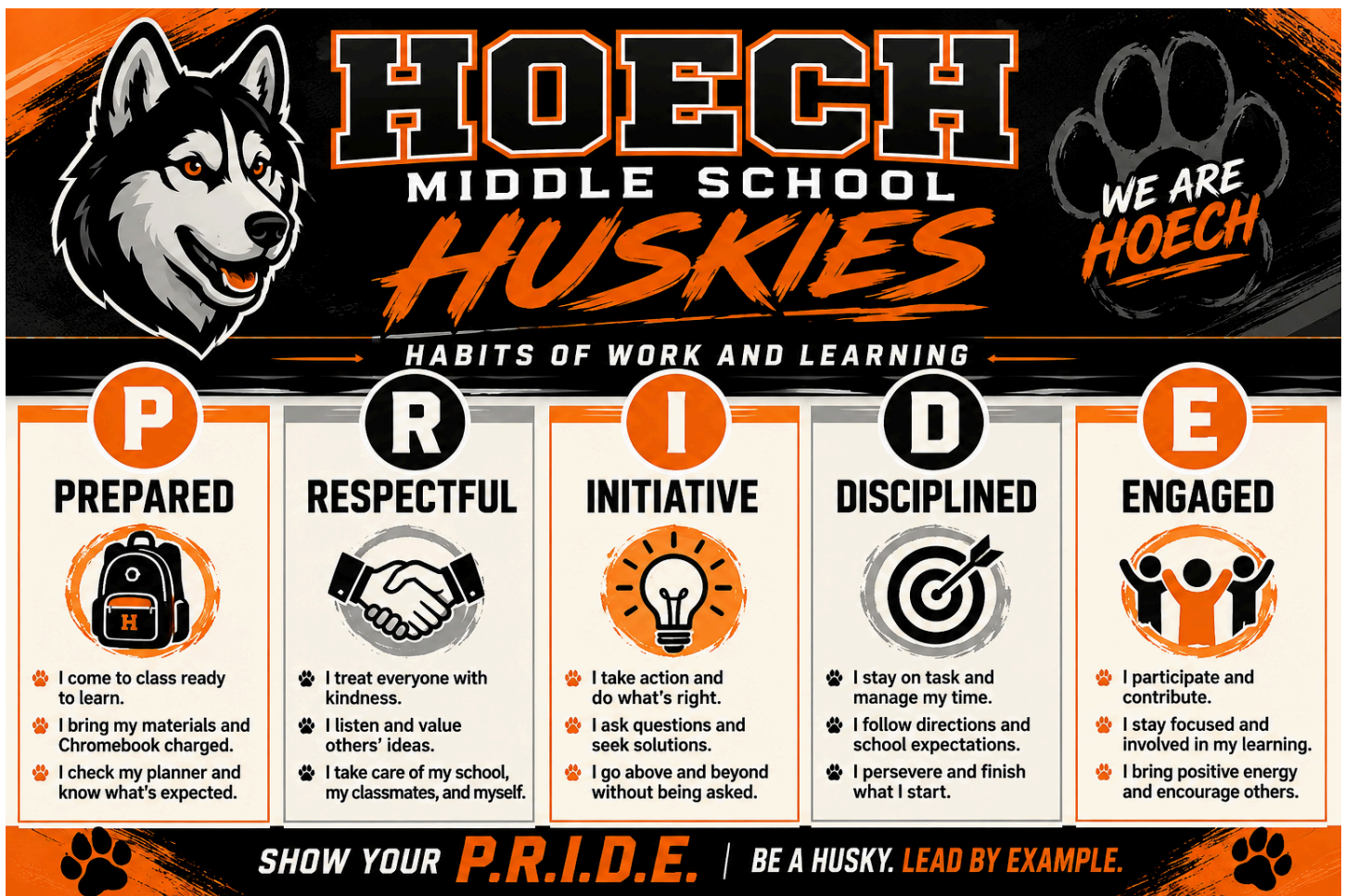
- 1. Be kind and respectful to all teachers and classmates**
- 2. Ensure your actions keep everyone safe**
- 3. Complete classroom activities to the best of their ability**
- 4. Use technology and classroom resources responsibly**
- 5. Resolve conflicts peacefully with adult support**

### **HABITS OF WORK AND LEARNING (HOWL)**

At Hoech Middle School, we believe that success is determined not only by what students know, but also by the habits they develop. **Habits of Work and Learning (HOWL)** are the behaviors and dispositions that help students achieve success in school and prepare them for college, careers, and life beyond the classroom.

Starting this year, students will receive HOWL scores on their report cards based on our PRIDE expectations. Throughout the year, teachers will provide instruction, feedback, and opportunities for students to develop these essential habits across all classes and school settings.

**HOWL scores will be reported on student report cards** and are designed to communicate how consistently students demonstrate the skills and behaviors needed for academic success. By focusing on these habits, students learn to take ownership of their learning, build positive relationships with staff and other students, and develop the responsibility and perseverance necessary to achieve their goals.



#### Report Card View:

| Additional Science Standards                                    |     |  |
|-----------------------------------------------------------------|-----|--|
| Habits of Work & Learning (HOWL) (Additional Science Standards) |     |  |
| - Habits of Work & Learning (HOWL) Science 7                    | 3.0 |  |

#### Leading By Example:

Similar to an academic proficiency scale, earning a 4.0 on a HOWL proficiency scale means a student consistently goes above and beyond meeting expectations. Students who earn a 4.0 don't just demonstrate positive Habits of Work and Learning—they **Lead by Example**.

Leading by Example means extending good habits beyond yourself by encouraging, supporting, and inspiring others to demonstrate Husky P.R.I.D.E. Students who Lead by Example model what it means to be Prepared, Respectful, Initiative, Disciplined, and Engaged. They welcome new students, encourage classmates, help others when appropriate, make responsible choices even when adults are not watching, and contribute to creating a positive school culture.

A 4.0 is reserved for students who consistently elevate those around them through their actions, demonstrating the leadership skills that will help them succeed in high school, college, careers, and life.



## **CONTINUUM OF CONSEQUENCES**

Teachers utilize a Continuum of Consequences to address student behavior consistently and reinforce good habits of work and learning. Students who negatively impact the classroom environment repeatedly may receive consequences or be placed on plans to support their individual needs.

|                                                           |                                                                                                          |
|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <b>Step 1</b> → Friendly Reminder                         | The teachers will remind the students/class of the expectations.                                         |
| <b>Step 2</b> → 1-on-1 Conversation                       | The teacher will have a private conversation with the student to ensure they understand the expectation. |
| <b>Step 3</b> → Calming Corner / Buddy Room               | The student will be sent to the Calming Corner for a chance to refocus and reset.                        |
| <b>Step 4</b> → Buddy Room                                | The student will be sent to a neighboring classroom for a break.                                         |
| <b>Step 5</b> → Lunch Detention or After-School Detention | The teacher contacts the parent to assign a Lunch Detention or After-School Detention.                   |

Repeated issues or severe behaviors that cause **significant disruptions** to the learning environment or are deemed **unsafe for students and staff** may result in temporary or long-term removal from the classroom/school setting. Consequences for major infractions may include:

- Assignment to the Co-Regulation Room (1-3 Days) or Out-of-School Suspension (1-9 Days)
- Behavior Contracts, Bully Reports, Student Safety Plans, Hallway Plans, Student Success Plans, etc.
- District-Level Disciplinary Hearing (Required for a suspension lasting +10 days)

## **P.R.I.D.E. BEHAVIORS BY LOCATION**

The purpose of the HMS Behavioral Matrix is to help students understand how the P.R.I.D.E might look and sound in each school setting. Teachers spend a great deal of time discussing the Behavioral Matrix with students at the beginning of the year and will reinforce acceptable behaviors as students progress through the school year. **Our student incentives are designed to reinforce these behaviors throughout the school year.**

| <b>P.R.I.D.E.</b>        | <b>Classrooms</b>                                                                            | <b>Hallways</b>                                                             | <b>Cafeteria</b>                                                       | <b>Restrooms</b>                                                          | <b>Gym &amp; Assemblies</b>                                                    | <b>Arrival &amp; Dismissal</b>                                                           |
|--------------------------|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <b><u>P</u>repared</b>   | Arrives on time with materials, Chromebook charged, planner, and ready to learn.             | Has a pass when appropriate and travels directly to destination.            | Has ID if needed, cleans their area before leaving.                    | Uses the restroom quickly and returns directly to class.                  | Brings required PE clothes & materials and sits in the assigned area promptly. | Arrives on time, enters the building ready for the day, gathers belongings at dismissal. |
| <b><u>R</u>espectful</b> | Listens to others, follows directions, uses appropriate language, values different opinions. | Uses appropriate voice level, respects personal space, keeps hands to self. | Uses manners, includes others, respects staff and cafeteria furniture. | Respects privacy, keeps facilities clean, reports concerns appropriately. | Listens to speakers, applauds appropriately, follows adult directions.         | Treats peers, staff, and families respectfully while entering and leaving campus.        |

|                           |                                                                                                |                                                                                            |                                                                                                   |                                                                                                                  |                                                                        |                                                                           |
|---------------------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <b><u>I</u>nitiative</b>  | Asks questions, seeks help when needed, begins work without prompting, contributes positively. | Encourages others appropriately, picks up litter, models positive behavior.                | Solves small problems independently before seeking adult assistance.                              | Reports maintenance issues or inappropriate behavior to adults.                                                  | Volunteers, encourages classmates, participates appropriately.         | Takes responsibility for getting where they need to be without reminders. |
| <b><u>D</u>isciplined</b> | Stays on task, manages time wisely, follows classroom routines, perseveres through challenges. | Walks on the right, keeps moving, follows hallway expectations, remains in assigned areas. | Waits patiently for their table to be called, follows procedures, remains seated until dismissed. | Waits for teachers to approve digital passes or uses the restroom between periods to minimize time out of class. | Remains engaged, follows expectations even without direct supervision. | Follows arrival and dismissal procedures safely and consistently.         |
| <b><u>E</u>ngaged</b>     | Participates in learning, collaborates, completes work, reflects on progress and goals.        | Transitions efficiently to maximize learning time.                                         | Engages positively in conversations and school community.                                         | Returns ready to learn immediately.                                                                              | Participates actively in activities while encouraging others.          | Begins and ends each day with a positive attitude and school pride.       |

## **STUDENT INCENTIVES & RECOGNITION**

Incentive Field Trips: These special outings are rewards for students who meet Hoech's academic, behavioral, and attendance expectations, offering qualifying students a fun break from the classroom but also serve as a celebration of hard work and dedication. **To participate, students must maintain a 90% attendance record or better, have zero office referrals, and have a 2.5 or higher HOWL Score.** Data to qualify for incentive field trips resets each quarter.

**Note:** Individual exceptions for these requirements will be made on a case-by-case basis by building administrators, not teachers. Parents and students who wait to bring issues to the attention of an administrator may miss out on the opportunity to participate (even if they qualify for an exception) if space is limited by the business/venue.

PRIDE Paws and Husky Store: Students who exhibit the PRIDE behaviors (Prepared, Respectful, Initiative, Disciplined, and Engaged) consistently may earn PRIDE Paws from their teachers for Leading By Example. Leading By Example means that students exhibit the 4.0 Level on the proficiency scale, or help or encourage their classmates to exhibit PRIDE behaviors. PRIDE Paws are redeemable at the Husky Store on Tuesdays and Thursdays in the Cafeteria. Examples of items sold at the Husky Store include tickets to be Principal or SRO for the Hour, DJ for the Week, candy, school supplies, soda, etc.

Student of the Month: Each House teacher will select a student from their Husky Time class to be Student of the Month. Students may be celebrated for outstanding academic achievement or behavior, or for making significant improvement in either area. Students will be recognized by their teachers on the last Friday of each month and receive a certificate. Photos of award winners will be prominently displayed by the Student Services office.

Leader of the Pack: This prestigious award will be presented to only one student a month from each House. Leaders of the Pack not only have outstanding grades, attendance, and behavior but also serve as a leaders and shining examples for their classmates to emulate. Photos of award winners will be prominently displayed by the Student Services office.

School Dances - School dances will be held four times throughout the school year. Dances typically cost \$5 and are limited to the first 200 students to purchase tickets. **Students must have 90% or better attendance and have no technology fines in order to purchase a ticket. Attending school the day of the dance is also required. Hoech Middle School does not allow outside guests to attend dances.** Parents may chaperone dances but must have a completed Volunteer Form. Forms are available in the Main Office and cost \$15 to process with the Dept. of Health and Senior Services.

## **BEHAVIORAL SUPPORTS DEFINED**

Calming Corner: Each classroom at Hoech Middle School is equipped with a “Calming Corner.” Teachers will utilize the Calming Corner as a space for students to self-regulate and return to learning as quickly as possible. Students who temporarily move to the Calming Corner will complete a quick refocus activity before returning to their seats. Parents will be contacted if their children cannot use the Calming Corner to regulate their behavior before a discipline referral.

Buddy Rooms: Over the course of a long school day, students sometimes need a mental break or an opportunity to interact with a trusted adult. The Buddy Room is a safe space for students to get back on track and, hopefully, prevent additional disciplinary actions. Students will be sent (with classwork) to a trusted adult for a 10-minute break. They will check in with the teacher, who will encourage them and suggest strategies to calm down and stay out of trouble. The student will return to their scheduled classroom after 10 minutes to finish the period. **Students who refuse to go to the Buddy Room or cause further disruption after returning will be assigned after-school detention.**

Tier 2 Behavioral Interventions: Student Support Teams (SSTs), composed of House teachers, a counselor, and a grade-level administrator, meet every week to review academic and behavioral data. Students who consistently struggle in a particular setting will be given additional support to help them meet expectations. Examples of Tier 2 Interventions may include Point Sheets with rewards, Check-In/Check-Out (CICOs) with a trusted adult, scheduled breaks throughout the day, daily/weekly counseling, or Lunch Bunches with counselors, etc.

Co-Regulation Room: Co-regulation is a process where two or more people interact to help each other manage their emotions and behaviors. It can involve creating a supportive environment where people can share joy, comfort each other, and work through challenges. Co-regulation can be especially helpful when someone is feeling overwhelmed or anxious, as it can help them feel safe and calm down more quickly. Students who repeatedly exhibit classroom behaviors and emotions that make learning difficult for others may be assigned to the Co-Regulation Room to work with Mrs. Woods for a period of time. This is another level of support beyond classroom and Tier 2 behavioral interventions.

Outside Agency Support: Hoech Middle School is blessed to have numerous outside agencies that push into the building and support students. Examples of outside agencies include BJC Therapists, Youth-In-Need, Preferred Family Health, CHADS Coalition, Safe Connections, etc. Hoech’s counselors work directly with our community partners to match students with the appropriate program, and parents must provide consent for their child to work with an agency.

## **FOOD & DRINK**

Breakfast: Free breakfast is available for all students each morning in the cafeteria from 7:10-7:30 a.m. Students that do not wish to eat will wait in a Gym space (6th Grade waits in the North Gym, 7th and 8th grades wait in the Main Gym). Students who arrive after Breakfast may still go to the cafeteria to get a Grab and Go breakfast before going to class.

Lunch: All students are given a 30-minute lunch break in their schedule and lunches will be served in the cafeteria at no cost to families or students. Students are welcome to bring their lunches from home if they choose, and Hoech has provided microwaves for students to warm their food. Food items are only acceptable in the cafeteria and should not leave the cafeteria without teacher/administrator approval.

Vending Machine: Hoech Middle School has a vending machine located outside the cafeteria that is available for student use during times designated by staff (11 a.m. to 1 p.m. and after 2:25 p.m.). Students may purchase items using cash or a debit/credit card. The Tap To Pay method is not permitted, as cell phones may not be used during the school day. Ten percent of the vending machine's proceeds are returned to the school and used to support student incentives and academic rewards. **Vending machine access is a privilege and may be granted or restricted based on student adherence to cafeteria expectations.** The machine is owned and operated by an outside vendor, and Hoech Middle School is not responsible for lost money or machine malfunctions.

#### Restricted Food Items:

- **Students are prohibited from ordering food to be delivered to the school.** Food deliveries for students will be turned away at the door. Hoech Middle School is not responsible for any lost food items or money
- Parents are permitted to bring outside food to their child only. **Students will not be allowed to bring outside food items to the cafeteria or their classrooms** to limit disruptions and out of concern for students with allergies
- Students are not allowed to sell or exchange food at school for personal profit. Hoech Middle School is not responsible for recovering lost or stolen food items.
- **Students are not permitted to bring food items to school that disrupt learning.** Example: "One-Chip Challenge"

Bottle Filling Stations: Water fountains throughout the building have bottle refill spouts. Students are encouraged to bring a personal water bottle to stay hydrated throughout the day.

### **LUNCH ACTIVITIES**

Lunch Activities: **Students can sign up for two activities during their 30-minute lunch break: Recess, Quiet Space.**

Students must sign up for Recess or Quiet Space at the end of each month and report to the appropriate location when directed by staff. Instances of misbehavior may result in the revocation of lunch privileges or disciplinary action.

Recess: Students that opt for recess during lunch must report to the Cafeteria before going to the Gym or outdoor spaces and sit at the assigned recess tables. Recess students will eat their lunch quickly before being dismissed to the gym. Afterward, students must return to the cafeteria to be dismissed back to their house with a teacher.

Quiet Space: School cafeterias are lively and energetic places. Students who wish to have a quiet, calm space to relax during lunch may sign up to visit a Quiet Space, located in the Hoech Library. Students going to the Quiet Space must report to the cafeteria to get their lunch and travel with Ms. Schafer to the Library.

Lunch Bunches: Counselors will regularly pull groups of students together to meet and discuss academic, behavioral, or attendance issues. Counselors will always communicate with parents if their child is selected for a lunch bunch and pick students up from the cafeteria on the days they are meeting.

Lunch Detention: Students may be assigned lunch detention for minor behavioral issues in the classroom. Teachers will communicate with parents regarding these issues if the problem escalates beyond a lunch detention. Parents are welcome to contact teachers for more information regarding lunch detentions.

### **HMS TARDY/TRUANCY POLICY**

All House classrooms are located close to each other or in the same hallway, and students are frequently escorted by teachers throughout the school day. Students who need to leave the classroom for any other reason must receive a digital pass from their teacher and carry a lanyard that identifies the location of their destination. Because tardies and trancies result in lost instructional time, HMS assigns HOWL scores for punctuality. Students outside the classroom without proper permission are subject to consequences.

Tardy: Students are considered tardy if they are less than five minutes late to class without a pass. Students who are late four or more times will receive after-school detention.

Truancy: Students are considered truant if they are more than five minutes late without permission. Students who are more than five minutes late to class will receive after-school detention each time this occurs.

Hallway Plans: Hallway Plans are reserved for students who are chronically tardy or truant and are designed to support students with moving around the building. Student Support Teams will develop hallway plans and share them with families. Hallway plans spell out how students will move from location to location throughout the building, and identify the adults who will supervise the child's movement in the hallway.

**The steps outlined below will be taken once a student reaches three tardies in one class within a quarter. Students with recurring problems with punctuality may receive a Hallway Restriction Plan.**

|           |                                                              |
|-----------|--------------------------------------------------------------|
| 1st Tardy | Verbal Warning                                               |
| 2nd Tardy | Discuss the consequences for being tardy again.              |
| 3rd Tardy | Parent phone call and Lunch Detention                        |
| 4th Tardy | Referral for after-school detention with a parent phone call |
| 5th Tardy | Referral to the Student Support Team and Hallway Plan        |

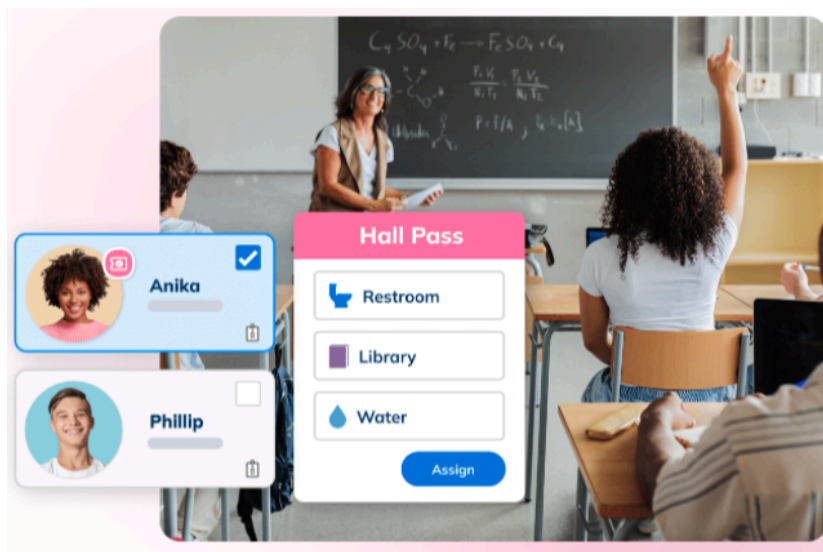
### **DIGITAL HALL PASS SYSTEM**

To help ensure student safety and maximize instructional time, Hoech Middle School will use a **digital hall pass system** during the school day. Whenever a student needs to leave the classroom during instruction—for example, to use the restroom, visit the nurse, counselor, or office—students will request a pass and receive permission from the teacher to enter a digital hall pass before they leave the classroom.

The system allows staff to know who is out of class, where students are going, and how long they have been away. It also helps limit the number of students in the hallways, track the number of passes used by each student, and calculate lost instructional time.

Students are expected to:

- Obtain teacher approval before leaving the classroom.
- Wear the appropriate lanyard depending on their destination.
- Travel directly to and from their destination.
- Return to class promptly.
- Follow all school expectations while in the hallways.



**Note:** The digital hall pass system sends parents a weekly email with important information about their child's time out of the classroom. The email comes from [noreply@minga/hoechmiddleschool](mailto:noreply@minga/hoechmiddleschool). Please review this information carefully and contact the school with any questions or concerns.

### **PERSONAL ELECTRONIC DEVICES/CELL PHONES**

In accordance with Missouri Senate Bill 68, **Ritenour School District is implementing a school-wide policy prohibiting the use of personal electronic communication devices by students during the school day.** This plan applies to all secondary schools and is designed to support a focused learning environment free from distractions, while maintaining clear expectations and consequences for misuse.

Devices Covered Under This Plan

The following devices are prohibited for use during school hours:

- Cell phones, Wireless headphones (e.g., AirPods, Beats), iPads and tablets, Smartwatches/Smart glasses, and any other personal electronic communication devices

Daily Expectations: All personal electronic devices must be turned off or silenced and stored in your student backpack immediately after breakfast concludes at 7:30 a.m. These devices may not be removed or used at any time during the school day, including during hallway transitions, lunch, or restroom breaks. Devices may be retrieved after dismissal once students have exited the building. Staff will monitor student entry each morning to ensure compliance and offer friendly reminders as needed.

Locker Options for Device Storage: Students are encouraged to store devices in their bookbags responsibly. If parents wish, they may request a traditional school locker for secure storage of devices during the day. To further support secure storage, device lockers will also be located in each grade-level hallway and the cafeteria to manage devices throughout the school day.

Consequences for Student Violations: Our goal is not to punish students, but to maximize instructional time, reduce distractions, and promote responsible use of technology. We appreciate our families' partnership in supporting this effort and ensuring that Hoech Middle School remains a place where all students are focused, engaged, and ready to learn.

**Hoech Middle School will follow a progressive discipline model for violations of this policy:**

1. **Daily Reminder:** Provide a verbal warning for students to silence and store their phones during breakfast. Lockers can be available to students who request them. **No personal electronics from 7:30-2:25 pm.**
2. **First Offense:** The teacher provides a verbal warning.
3. **Second Offense:** The teacher asks the student to place their device in a cell phone locker located in their hallway.
4. **Third Offense:** The student is sent to the Student Services office to turn in their device. Ms. Hart logs the cell phone offense. The student will receive After-School Detention for their third violation.
5. **Chronic Offenses** (After the 3rd Referral): A parent meeting is scheduled to create a Technology Support Plan.

**Note:** If a student refuses to place their phone in a locker or turn their device into a teacher, they will be referred to Student Services to speak with the Assistant Principal. Additional consequences may be assigned in addition to those described above.

**DRESS CODE AND MASK POLICY**

Parents must ensure that their student dresses in a manner that does not disrupt the learning environment and conforms to generally accepted school dress standards. Inappropriately worn clothing or items associated with violence, hate, drugs, sexual activity, intimidation, criminal activity, etc. violate our dress code policy.

1. **Shoes must be worn at all times.** The majority of Hoech's classrooms have tiled floors. Therefore, not wearing appropriate footwear presents a safety concern as students may slip and injure themselves.
2. Students are encouraged to wear appropriate footwear on the days when they have Physical Education classes. Sandals, slides, and Crocs may not be appropriate footwear for all gym activities.
3. **Ski Masks cannot be worn during the school day** as unidentifiable people in the building present a safety concern. For the same reason, hoodies, hats, or wraps may not be worn in conjunction with a mask.
4. **Students are only allowed to carry clear bookbags at Hoech Middle School.** Fanny packs, shoulder bags, purses, and traditional bookbags are not permitted on school grounds. Female students are encouraged to have a smaller bag in their clear bookbags for feminine products.



**Note:** Parents may be contacted if a student's dress is considered inappropriate for the school setting. Students repeatedly violating the dress code may be subject to disciplinary action.

## **ANTI-BULLYING POLICY**

The **Olweus Bullying Prevention Program** defines bullying as when “someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.” This definition includes three essential components:

- Bullying is aggressive behavior that involves unwanted, negative actions.
- Bullying often involves a pattern of behavior repeated over time.
- Bullying involves an imbalance of power or strength.

### **When bullying is reported or observed, the following steps will be followed to address the situation.**



1. A student reports an incident of bullying or a staff member observes the incident.
2. Staff members intervene and remind the offending student of our behavioral expectations.
3. A staff member will notify their administrator and call home to inform the family.
4. An office referral will follow the second offense, and an administrator will contact the family to meet.
5. A third offense will include consequences, and a **Student Safety Plan** will be created to separate the students.

### **All students are expected to follow the Anti-Bullying Rules:**

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. If we know that somebody is being bullied, we will tell a trusted adult at school and at home.

| <b>In the Classroom</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>For Individuals Who Bully or Who Are Bullied</b>                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>- The four anti-bullying rules are taught in all classrooms.</li><li>- Class meetings are held where students talk about bullying. Students will learn why bullying happens and will also learn to ask an adult for help if they see or experience bullying.</li><li>- Teachers use rewards and consequences for following and not following the four anti-bullying rules.</li><li>- Teachers will work to make the classroom a positive place for students.</li><li>- Staff will make sure that all areas of our school where bullying is likely to occur are being watched.</li></ul> | <ul style="list-style-type: none"><li>- Teachers and other staff are trained to deal with bullying situations and the students involved.</li><li>- Students who bully others will be given consequences as soon as possible.</li><li>- Students who are bullied will be supported by staff.</li><li>- Teachers and other staff will call the parents of students who bully and students who are bullied.</li></ul> |

## **OTHER DISTRICT POLICIES & PROCEDURES**

For all other district policies and procedures, parents are encouraged to review the Ritenour School District Parent-Student Handbooks: <https://www.ritenourschools.org/parents/handbook>