

Hollenbeck Middle School

Student Handbook

2026- 2027



Hollenbeck Middle School
4555 Central School Road
St. Charles, MO 63304
Phone: 636-851-5400
Fax: 636-851-4132

School Website:

hollenbeck.fhsdschools.org

District Website:

fhsdschools.org

School Hours:

7:40 a.m. - 2:40 p.m.
Students can begin arriving at 7:25 a.m.

Office Hours:

6:30 a.m. - 3:30 p.m., Monday - Friday

Francis Howell School District Administration Office:

636-851-4000

Transportation:

636-851-6220

Please Note: Student Handbooks are published annually in August. Any staff changes that occur after publication will be updated in the [Hollenbeck Middle School Staff Directory](#).

Hollenbeck Middle School Administration

Dr. Jason Brown, Principal
Mrs. Elisabeth Baird, Assistant Principal

Office Staff

Building Administrative Assistant: Jamie Schafer
jamie.schafer@fhdschools.org
Assistant Principal Administrative Assistant: Krista Wagstaff
krista.wagstaff@fhdschools.org
Building Information Specialist: Jen Wilson
jennifer.wilson@fhdschools.org
Attendance Secretary: Emily Palmer
emily.palmer@fhdschools.org

School Counselors

6th Grade Counselor: Victoria Burlison, Victoria.burlison@fhdschools.org
7th Grade Counselor: Sandra Davenport, sandra.davenport@fhdschools.org
8th Grade Counselor: Sam Millner, samantha.millner@fhdschools.org

Nurse's Office

Jill Wolff, jill.wolff@fhdschools.org

School Mascot and Colors:

We are the "Hawks" and our colors are green and blue.



School Motto:

"Achieving Academic and Personal Growth"

School Core Values

Respect, Responsibility, Honesty, Kindness

Mission Statement

Our mission is to create an environment that establishes and implements academic and personal goals, promotes character, acceptance, and respect, and builds partnerships that value open communication to promote student success.

Welcome to Hollenbeck Middle School!

I am thrilled to warmly welcome each of you as we embark on an exciting journey together at our wonderful school. Whether you are a returning family or joining us for the first time, we are delighted to have you as part of our school community.

As the principal of Hollenbeck Middle, I am committed to ensuring that every student receives a high-quality education in a safe, nurturing, and inclusive environment. Our staff is committed to inspiring and empowering each child to reach their full potential academically, socially, and emotionally.

Enclosed in this Parent Handbook, you will find valuable information about our school's policies, procedures, and programs. Please take the time to review this handbook carefully as it will serve as a useful resource throughout the school year.

We look forward to getting to know each of you and working together to make this school year a memorable and enriching experience for everyone. Together, we will celebrate achievements, overcome challenges, and create lasting memories that will shape the future of our students.

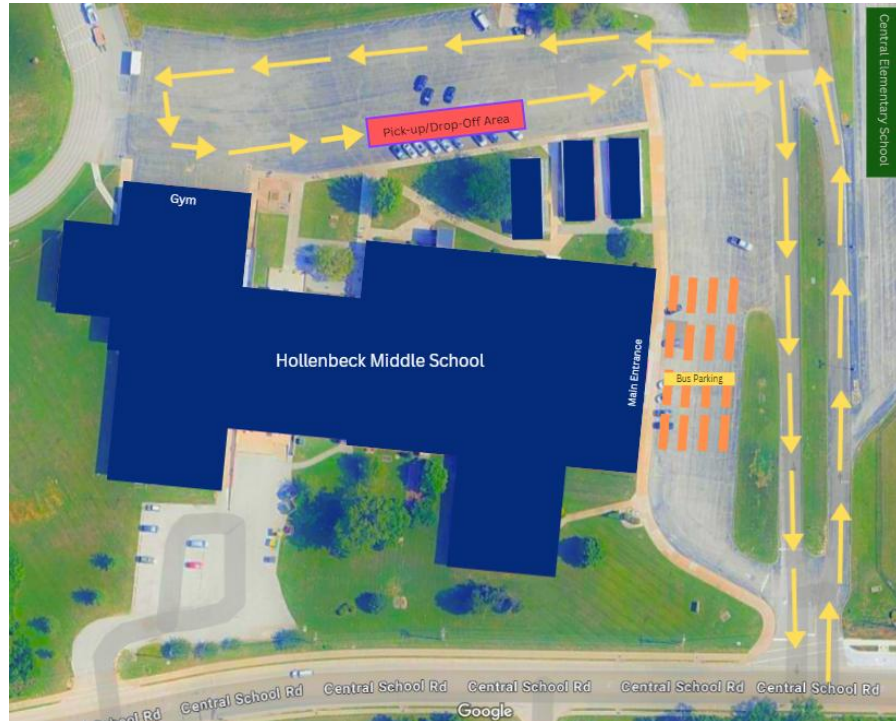
Once again, welcome to Hollenbeck Middle! I am excited to embark on this journey with you and your child. It's a great day to be a HAWK!

Respectfully,

Dr. Jason Brown
Building Principal

School Policies & Conduct

Arrival / Dismissal Procedures



Parents will pick-up and drop-off students off in the side parking lot near the gymnasium.

Communication

All Hollenbeck Middle School staff value the importance of communication with parents. Staff may be contacted in the following ways:

- Telephone/voicemail - to utilize the voice mailbox system, dial (636) 851-4500 and enter the mailbox extension.
- Email - all staff emails are *firstname.lastname@fhdschools.org*
- Face-to-face conference - a conference with a staff member should be scheduled in advance through direct communication.
- ENews - weekly communication from the building administrator on the happenings at Hollenbeck.

Daily Schedule:

Daily Bell Schedule – Monday, Tuesday, Thursday, Friday:

Period	Time
1 st Period	7:40 – 8:32 AM
2 nd Period	8:37 – 9:29 AM
3 rd Period	9:34 – 10:26 AM
Lunch (8th Grade)	10:26 – 10:52 AM
4 th Period (Grades 6 & 7)	10:31 – 11:23 AM
4 th Period (8 th Grade)	10:57 – 11:49 AM
Lunch (6th Grade)	11:23 – 11:49 AM
5 th Period (7 th Grade)	11:28 AM – 12:20 PM
5 th Period (Grades 6 & 8)	11:54 AM – 12:46 PM
Lunch (7th Grade)	12:20 – 12:46 PM
6 th Period	12:51 – 1:43 PM
7 th Period	1:48 – 2:40 PM

Collaboration Wednesday Schedule:

Period	Time
Hawk Hour	7:40 – 8:15 AM
1 st Period	8:20 – 9:00 AM
2 nd Period	9:05 – 9:45 AM
3 rd Period	9:50 – 10:30 AM
Lunch (8th Grade)	10:30 – 10:55 AM
4 th Period (Grades 6 & 7)	10:35 – 11:15 AM
4 th Period (8 th Grade)	11:00 – 11:40 AM
Lunch (6th Grade)	11:15 – 11:40 AM
5 th Period (7 th Grade)	11:20 AM – 12:00 PM
5 th Period (Grades 6 & 8)	11:45 – 12:25 PM
Lunch (7th Grade)	12:00 – 12:25 PM
6 th Period	12:30 – 1:10 PM
7 th Period	1:15 – 1:55 PM
PLC	2:00 – 2:50 PM

Cell Phone/Smart Watches

Cell phones and other electronic devices should not be out during the school day. Please see the FHSD Electronics/Personal Device Policy for more information. Students should never record or photograph other students or teachers. Inappropriate use of video, photography, or social media can result in consequences.

- No video or photos should be taken on the school bus or during the school day without permission from a school official including, but not limited to, a physical altercation, bullying offense, or in the restrooms. The privacy of all our students and staff is a top priority.
- Headphones/earbuds are not to be worn throughout the day and should be stored in out of sight.
- There are landline phones in each classroom. If a student needs to check a message or use their personal cell phone to make a call, students are expected to ask permission in order to avoid disrupting instruction or school procedures.
- Students are not to bring any electrical devices and/or speakers to school that may cause a disruption to the educational process

There will be times that electronic devices can be used in classrooms, but students found with electronic devices out without permission will be expected to turn the device over to staff. Before confiscation, the teacher should give a gentle reminder of the expectation. The consequences for this infraction are listed below:

- **1st time** - Turned into the office. Students may pick up at the end of the day.
- **2nd time** - Turned into the office. Parents must pick up.
- **3rd time** - Turned into the office. Parents must pick up with an admin present.
- **4th time** - No cell phone on campus. Behavior Contract signed with a parent.

Hats/Head Covering

Students may wear baseball hats or beanies during school hours. Students wearing other forms of hats/head covering may be asked to remove them. We ask that these items be free of offensive language, graphics, or symbols.

We fully support students who wear head coverings as part of their religious/cultural practice. These coverings are welcome and respected within our school community at all times.

Dress Code

- Footwear must have hard soles.
- Markings on clothing must not be demeaning, obscene, or suggestive. Marking may not reference disruptive or illegal activity, alcohol, tobacco, vaping or drug use.
- Shirts must extend to your waistline and cover the chest, stomach, and lower back completely.

Students in violation will be asked to correct the issue.

1. First offense: Warning - staff member should contact the supervising principal.
2. Second offense: Administrator meets with student and contact parent.
3. Third offense: Parent contact and detention assigned

We will continue to adhere to the FHSD Code of Conduct regarding student attire (see below).

Counseling Office

Guidance services such as assistance with educational planning, interpretation of test scores, career information, study help, and help with home and/or social concerns are available to all students. Special needs can be met through student groups facilitated by the counselors. Students wishing any guidance services should contact the guidance office.

Hollenbeck's guidance counselors are:

- Mr. Victoria Burlison- 6th Grade
- Mrs. Sandra Davenport - 7th Grade
- Mr. Sam Millner - 8th Grade
- Ms. Kylie Manner - Educational Support Counselor
- Mr. Tyler Ball-Behavioral Support Specialist

Schedule changes will be kept to a minimum. Any changes that occur must be made through the Guidance Office by getting a drop/add slip and having the approval of a parent and principal. Administrators may change a schedule if in the student's best interest. Elective course withdrawals after the first ten days of a grading period may be recorded as a failing grade.

Transfer or withdrawal from school should be handled in the following manner:

1. Notify a guidance secretary immediately to obtain appropriate forms.
2. Submit an authorization withdrawal or transfer note from parent or guardian.
3. Request teachers and the librarian to complete the forms, return all school books and property, and make sure all fees are paid.
4. Return completed forms to the Guidance Office for final clearance.

Hollenbeck Counselor's Confidentiality Guidelines:

Your confidentiality as a student is important to us! In our school counseling office, what is said here stays here, with the following exceptions, as required by law and/or ethical standards:

- Harm to self or others
- Abuse or neglect
- Court or other legal proceedings

If there is ever a need to reveal information, we will let you know in advance, and work with you to handle the situation in a way that respects you, your feelings, and your needs.

Counselor Support Groups: Support groups will be developed based upon student needs. To participate in any of the Counselor Support Groups, contact the Guidance Office at (636) 851-5340.

Grading Scale

Grades are reported in each subject two times in a school year with the exception of 6th grade Encore Wheel courses. For these courses, grades will be posted quarterly. The dates can be found on the school website. The academic grade is the teacher's evaluation of scholastic progress. Academic grades must be based on the district's grading scale:

- 90-100 - A
- 80-89 - B
- 70-79 - C
- 60-69 - D
- 0-59 - F

Lockers and Book Bags

Each student may be issued his/her own hallway locker at the beginning of each school year. All lockers are the property of the Francis Howell School District and may be entered at the discretion of the administration.

- Lockers MUST be locked at all times. (Leaving a locker set on a number makes it accessible to other students) Be responsible; keep your belongings locked up.
- Locker combinations SHOULD NOT be shared or exchanged with others.
- Students are not allowed to share lockers. Students are to use the locker they are assigned by the office and should not change lockers without permission.
- Lockers are not to be misused in any way, including attaching signs, tape, or marking on the inside/outside of the locker.
- Students are not required to use a locker if they would prefer to only use their backpacks, but lockers are encouraged to help with space in the hallways and classrooms.

Lunch and Lunch Visitor Procedures

The cafeteria offers a balanced lunch for students at a reasonable price. In order to maintain a clean building and campus, the students are required to eat in the cafeteria whether they choose a hot lunch or bring one from home. The lunch period will be divided into three sessions. The expectations listed below are to be followed by each student.

1. Students are expected to follow the directives of all adults in the cafeteria.
2. Students should be seated at tables immediately upon arriving in the cafeteria and there should be no more than 8 students at one table. Supervisors will direct students to get in line for their lunch at the appropriate time.
3. Students will use their student ID number to access their personal lunch account.

4. Students will return trays and dishes to the designated area and put trash in waste cans.
5. Students should keep the cafeteria neat and clean. Make certain to leave the table and the floor beneath it ready to be used by the next lunch shift.
6. Because of the large number of students in the cafeteria, all students are encouraged to converse in a normal speaking tone and volume.
7. Students should remain seated during the lunch period unless permission has been granted by an adult.
8. After lunch, students are dismissed from the cafeteria by an adult.
9. Any opened food items should be disposed of in the cafeteria before leaving.
10. A school store will be available on designated days for students to purchase items outside of their lunch accounts. Should students choose to purchase items, they must bring their own money.

Free and reduced lunch forms may be picked up in the main office any time during the year.

Food Delivery

In the event that your student forgets to bring their lunch to school, you are welcome to bring food to the Main Office. We will ensure that your student is given that lunch during their lunch period. Please note the following:

- To protect instructional time, **students will not be called out of class to receive this delivery**, either before or after lunch. Food delivered after their lunch period will be given to students at dismissal.
- Lunches must be delivered by adults identified on Infinite Campus as established contacts. Please note that delivering lunch/food for other students is not permitted. **Door Dash, Uber Eats or other app-based food delivery is strictly prohibited.**

Student Valuables

Students are cautioned not to bring large amounts of money or personal items to school and include a student cell phone. The school is not responsible for any lost or stolen items.

Textbooks

All textbooks are furnished to students; however, payment must be made for lost or damaged books. Students should put their name in all textbooks in ink. Fines will be assessed for lost or damaged books at the end of each school year.

Transportation

Please call the FHSD Transportation Department at 636-851-6220 with any questions.

Asbestos

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations 40 CFR 763.93g(4) requires that building occupants be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan. A copy of the management plan and inspection reports are available for review at the Facilities and Operations Building located at 828 O'Fallon Rd. in St. Charles, MO 63304, as well as each school site office. Questions regarding asbestos or the management plan may be directed to the Director of Facilities and Operations by calling 636-851-6100.