

PRINCIPAL'S WELCOME (2023-2024)

Dear Students,

Whether you are a new student or an experienced Roadrunner, I'd like to welcome you to Harry Hurst Middle School, the best middle school in the state!

Harry Hurst Middle School has a tradition of excellence in academics, athletics, and the arts. Our administration, faculty, and staff work together with families to ensure that our students have the best possible environment to grow academically and socially during their time here. We aim to provide you not only with an educational experience that will prepare you for the academic rigors of high school and beyond, but also with opportunities to develop life skills that will help you to become a well-rounded individual.

Inside this planner you will find information that you can use to help you be successful. Use this planner to keep yourself organized, to maintain communication between your teachers and your family, and to understand the rules and guidelines you'll need to abide by in order to have a successful year. Please familiarize yourself with this planner so that we can work together to ensure that Harry Hurst Middle School continues its tradition of excellence and molds students who consistently exceed expectations, both inside and outside of the classroom.

Sincerely,

Sean Dwyer
Principal

THE HARRY HURST MIDDLE SCHOOL COMMUNITY (STUDENTS, PARENTS, STAFF, AND ALL CITIZENS INVOLVED IN EDUCATING OUR STUDENTS) PROVIDES A POSITIVE CLIMATE WHICH:

IS CONDUCTIVE TO LEARNING,

The Harry Hurst community is committed to providing a challenging academic foundation which is well-rounded and sensitive to the developmental needs of adolescents. Hurst strives to maximize student learning opportunities which lead to **self-motivation**, college and career readiness, continuous improvement and learning for life.

FOSTERS MATURITY,

The Harry Hurst community is committed to providing a positive climate that encourages student growth, responsibility, and accountability in order to develop the skills needed to become self-motivated, college and career ready, life-long learners.

DEVELOPS A SENSE OF BELONGING,

The Harry Hurst community is committed to promoting a caring and safe environment, which develops a sense of self-awareness and **unity**. This will foster **tolerance** of others while building **honor** and **respect** for the school and community.

AND PLACES STUDENTS' NEEDS FIRST.

The Harry Hurst community utilizes research-based educational practices, which meet the needs of the adolescent by addressing learning styles, talents, and differing abilities in an inclusive setting that benefits all students.

HARRY HURST CORE VALUES

Honor
Unity
Respect
Self-motivation
Tolerance

Cooperation
Assertiveness
Responsibility
Empathy
Self-control

STUDENT DRESS CODE POLICY:

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

Hurst Dress Code and Other Information - 2023-2024 School Year**Shirts/Sweatshirts/Hoodies**

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

Pants/Shorts

- Pants/Shorts must be Khaki or Navy Blue
- If pants/shorts have belt loops a belt must be worn
- No holes or frayed clothing
- No cargo pockets are allowed
- Jeans/Denim are not allowed except for when otherwise noted (Designated Jeans Days)
- Excessively tight or short clothing is not allowed
 - Shorts cannot be above 2 inches above the knee

Other Dress Code Information

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

Cell Phones/Smart Watches/Headphones

- Cell phone use is prohibited from when students arrive on campus to when the final bus departs at regular dismissal
- Cell phones and accessories are not allowed to be on a student's person from arrival on campus to departure from campus
 - Cell phones must be powered off and in a school bag or in a student's locker from arrival until dismissal
 - Cell phones are not allowed to be kept in a student's pocket on anywhere else on their person
 - Any visible cell phone will be confiscated and brought to the office; Upon first offense students will be given phone back at the end of the day; Subsequent offenses will require parent to come pick up phone and will follow the existing district procedure/ladder
- Students can make a call home by using the phone in the Main Office
- Phones that are powered on, make a noise, receive an alert, etc. will be confiscated and parent contacted
- Smart watches may be worn and used for the time function only
 - Smart watches used for communications, social media, or other unauthorized purposes will be confiscated in alignment with Cell Phone Policy
- ***Headphones/Earbuds are not allowed to be worn on campus, nor are they (or their cases) allowed to be visible***

Dress Down Days

- We will notify students and their families in advance of Dress Down Days. The rules for Dress Down Days are:
 - All graphics and language (both explicit and implied) must be school appropriate
 - All shorts (girls/boys) should be an appropriate length (approx. 2inch) above the knee (No short, shorts.)
 - No leggings, no sleeveless items or crop tops, no pajamas, no biker shorts
 - If jeans with holes are worn, no skin underneath may be showing
 - If unsure about appropriateness of clothing item, either do not wear item or bring a change of clothes

SCHOOL TELEPHONE NUMBERS:

MAIN OFFICE 985-764-6367
 SCHOOL FAX 985-764-2678
 CAFETERIA 985-764-7121

GRADING SCALE:

Grade	Percentage
A	100-93
B	92-85
C	84-75
D	74-67
F	66-0

STUDENT RESPONSIBILITIES:

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

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

Weapons • Sunglasses • Hats/Caps/Bandanas • Candy/Sunflower Seeds • Cameras • Matches/Lighters
 Laser Pointers • Electronic Games • Tobacco/E-Cigarettes • Music Players/Bluetooth Speakers • Blankets

EXTRACURRICULAR PARTICIPATION:

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

Athletics

- A. A student who makes **15 prior to September 1st** will not be eligible to participate.
- B. A student must maintain a **1.5 grade point average** each nine weeks.
- C. A student must maintain expectations found in the Code of Conduct Contract.
- D. Parents must sign a consent form to allow participation.
- E. Students must have a physical examination documented on the forms provided by the school. The physical form must be on file prior to tryouts.
- F. Coaches and/or administrators reserve the right to add/remove players from a team at any time at their discretion.

STUDENT ID CARDS:

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

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

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

- If a student loses their ID they can purchase a new one for \$5.
- Each time a student gets a temporary ID, they will be charged \$1 and follow the consequences laid out below
 - 1st temporary ID - Warning
 - 2nd temporary ID - Warning
 - 3rd temporary ID – Warning and parent contact explaining the ladder after this point
 - 4th temporary ID - Expectation Violation - School Status parent contact
 - 5th temporary ID - Expectation Violation - Lunch Detention - School Status Parent Contact
 - 6th temporary ID - Expectation Violation - Lunch Detention - School Status Parent Contact
 - 7th Temporary ID - Expectation Violation - After School Detention - School Status Parent Contact
 - 8th & Up Temporary ID - Students will remain at the after school detention consequence.

DISCIPLINE PHILOSOPHY AND CONSEQUENCES:

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

EXPECTATION VIOLATION FORM:

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

EXPECTATION VIOLATION FORM		
Name: _____ Date: _____ Grade: _____		
Issuing Teacher: _____ Period: _____ Student Initials _____ <small>(When issued by teacher)</small>		
You are in violation of the Harry Hurst Middle School non-negotiable policy. (See area checked below.)		
<div style="display: flex; flex-wrap: wrap;"><div style="width: 50%;"><p>1. _____ Tardy (Time: _____) <small>(Check)</small></p><p>2. _____ Dress Code Violation: <input type="checkbox"/> Personal graffiti <input type="checkbox"/> Hood/cap worn in building <input type="checkbox"/> No belt/cargo pants <small>(Circle one)</small> <input type="checkbox"/> No ID/Altered ID <small>(Circle one)</small> <input type="checkbox"/> Temporary ID <input type="checkbox"/> Wrong color pullover sweatshirt. <small>(Must be green, grey, or white.)</small></p></div><div style="width: 50%;"><p>3. _____ No hall pass</p><p>4. _____ Horseplay <small>(describe below)</small></p><p>5. _____ Gum/food/candy</p><p>6. _____ Skip teacher lunch detention</p><p>7. _____ Minor Disruption</p><p>8. _____ Chromebook</p></div></div>		
When deemed necessary, STUDENTS WILL CALL HOME for a change of clothing and will be issued a consequence. The date column below designates when the consequence will be served.		
INFRACTION	DATE	CONSEQUENCE
1 st		Warning/Parent Phone call Date: _____
2 nd		Lunch Detention- report to C105 at start of lunch
3 rd		Team RAP with parent contact & Disciplinary contact to parent w/ ladder explanation.
4 th		Lunch Detention (2 days)
5 th		After School Detention
6 th		After School Detention
7 th		2nd Team RAP with parent in attendance (in person/on phone) and issuing teacher writes a referral
<div style="display: flex; justify-content: space-between;"><div style="width: 45%;"><p>_____ Student Signature <small>(When consequence is received)</small></p><p>_____ Administrator Signature</p></div><div style="width: 45%;"><p>_____ Parent Signature</p><p><small>White = student copy signed by parent & returned Yellow = Office copy (Ms. Kenney) Pink = Teacher Copy</small></p></div></div>		

CHROMEBOOK EXPECTATIONS:

Hurst provides students with access to Chromebooks throughout the school year. A Chromebook and charger will be checked out to each student and these will be the Chromebook and charger that the student uses throughout their time at Hurst. The students will check in the device and charger at the end of the school year and the same device and charger will be checked back out to them the following year.

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

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

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

- Keyboard replacement - \$63.74
- Display replacement - \$35.99
- Total replacement - \$190.00
- Charger replacement - \$25

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

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

HURST STUDENT EXPECTATIONS

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

- 1. Offensive and/or disrespectful language and/or actions will not be tolerated.**
The HMS community recognizes the need for respectful interaction between all HMS community members. Language and action concerns are identified below.
Language - put downs, vulgar language, tone of voice, profanity, bullying, etc.
Actions - gestures, body language, facial expressions, etc.
- 2. Students will carry their planners for any movement during class.**
Students must have signed planners to leave class and use the phone. Personal calls can only be made at lunch or before school.
- 3. Students will refrain from defacing school property, school materials, self, and/or others.**
While any defacing of school property, materials, self, and/or others is unacceptable, there are two specific areas of concern regarding the issue:
Litter - HMS community members will respect the learning environment by keeping the school grounds free of litter.
Graffiti - HMS community members will respect the safety and dignity of the learning environment by keeping the school grounds free of graffiti, including graffiti on school property (walls, furniture), school materials (bookbags, IDs), and self (body graffiti).
- 4. Defacing IDs by way of graffiti, stickers, cutting, chewing, etc. is unacceptable and will not be tolerated.**
Only school-provided achievement pins/passes, flash drives and house keys are allowed on the lanyard with the ID. If an ID has been damaged, it will be confiscated and a new one must be purchased at a cost of \$5.00.

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

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

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

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

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

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

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

9. Only clear containers (transparent, non-colored) of water are allowed in classrooms.

Sports drinks and beverages other than water are only allowed in the cafeteria during lunch. Outside drinks such as coffees, etc. are not allowed to be brought into the building. Students attempting to enter the building with coffee or thermoses will have them confiscated.

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

CELL PHONE USE IS PROHIBITED DURING REGULAR SCHOOL HOURS. PHONES AND ACCESSORIES (HEADPHONES, EARBUDS, AIRPODS, ETC.) ARE NOT ALLOWED ON A STUDENT'S PERSON (MUST BE KEPT IN SCHOOL BAG OR SCHOOL LOCKER) AND MUST BE POWERED OFF AND PUT AWAY UNTIL AFTER THE BUSES DEPART FROM SCHOOL. ADDITIONALLY, SMART WATCHES MAY BE WORN AND USED FOR WATCH/TIME FUNCTIONS ONLY. ANY STUDENT USING A SMART WATCH FOR COMMUNICATIONS, SOCIAL MEDIA, OR OTHER UNAUTHORIZED PURPOSES WILL HAVE IT CONFISCATED IN ALIGNMENT WITH CELL PHONE POLICY. ADDITIONALLY, TEACHERS HAVE THE RIGHT TO REQUEST THAT STUDENTS LEAVE CELL PHONES IN CLASS WHEN STUDENTS LEAVE THE CLASSROOM.

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

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

ST. CHARLES PARISH PUBLIC SCHOOLS - BRING YOUR OWN TECHNOLOGY - BYOT

As new technologies continue to change the world in which we live, they also provide many new and positive benefits. We recognize the educational value of electronic/telecommunication devices as they are increasingly being used for teaching and learning in classrooms around the nation.

Your own **technology** is defined as a privately owned wireless and/or portable electronic handheld device that includes but is not limited to smart technologies, portable internet devices, PDAs, iPods, etc. The use of technology is a not a right, but a privilege.

Only **Internet** access provided by the school district may be used during school hours. Personal Internet devices such as cell phones, iPads, etc. are not allowed to access outside Internet sources (3G, 4G, etc.).

The owner of the device is responsible for keeping it secure. The district is **NOT** responsible for damages to, loss, or theft of personal devices. St. Charles Public Schools will **NOT** provide technical support for personal devices.

Use of personal devices is determined and directed by school administration and teachers. **The use of these devices will be limited to classroom instructional time as deemed by the classroom teacher.**

STUDENT/PARENT PORTAL:

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

CONNECT ED FORMS/EMERGENCY FORM:

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

ATTENDANCE:

Parents are asked to notify the school when their child will be kept home due to illness. Absences are classified as either excused or unexcused according to certain guidelines. An admit slip will be issued to indicate the type of absence (excused or unexcused) and should be shown to ALL teachers during the day. Excused absences allow the student an opportunity to make up the work missed.

EXCUSED: Only two parent notes per nine weeks are allowed; these notes may include personal illness/illness in the family; death in the immediate family (not to exceed one week); recognized religious holidays of student's own faith; and travel for educational purposes. State policy requires 6th, 7th, and 8th graders to be in attendance at least 167 days of a school session. Parents and the Supervisor of Child Welfare and Attendance will be notified after a student has been absent for five or more days. Attendance letters are sent home every nine weeks.

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

MAKE-UP WORK:

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

MEDICAL EXCUSES FOR PHYSICAL EDUCATION AND/OR PHYSICAL ACTIVITY

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

Parent/guardian must contact the school to notify administration that the student is unable to participate in physical education activities.

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

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

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

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

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

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

TRANSPORTATION:

WALKERS: A student is not allowed to walk home unless he/she has a Walk Home Permission Form on file and has received a "walk-home ID." To obtain this form, a parent must make a request in writing. Once the request is received, a form will be sent home for signatures. Walking home is not an option until signed forms are on file. **No student will be allowed to walk TO school.**

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

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

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

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

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

LATE ARRIVALS/CHECK OUTS:

Any student arriving at school after the designated time is considered tardy. **An adult must sign the student in when arriving late to school or checking out early. In order to participate in athletic and extracurricular activities, students must be in attendance at least half a day.**

CLASSROOM VISITATIONS:

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

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

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

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

COUNSELING SERVICES:

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

LIBRARY SERVICES:

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

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

HEALTH SERVICES:

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

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

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

ACCOUNTS:

All accounts at the school must be paid in full in order to move on to the next grade level. Payment should be made to Hurst Middle School. Students will not receive new school schedules if they carry over fees from the previous year. Students can also be denied attendance at various school functions during the year if they owe fees or fines, including temporary ID fines.

FEES:

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

\$18 PE uniform fee – PE shirt and shorts, \$2 hall/PE locker fee – all lockers/locks must be go through maintenance and resetting every summer to ensure the security of personal belongs, \$10 team fee – supplement Advisory and classroom supplies and experiences, \$13 enrichment fee – supplement enrichment class supplies and experiences

Fees for optional courses are used to supplement the needs of the following optional courses. These fees are decreased due to families already paying the required enrichment fee listed above for all students. Choir fee - \$25 – music rights, music books, Band fee – \$30 – music rights, music books, Talented Art fee - \$50 – art supplies, Talented Theater fee - \$25 – theater supplies

Financial Hardship:

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

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

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

Procedures for Exemption

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

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

ST. CHARLES PARISH SCHOOL BOARD CREDO

Our Core Business...
Teaching and Learning

Our Focus...
Continuous Improvement

Our Commitment...
Learning for Life