



HOWARDS GROVE MIDDLE SCHOOL

STUDENT HANDBOOK

MESSAGE FROM THE PRINCIPAL

Welcome Back! The staff at Howards Grove Middle School hopes you had an enjoyable summer and are ready to begin the 2017-2018 school year. Our hope is that this school year will prove to be a productive and rewarding learning experience for you. The entire middle school staff is ready and willing to assist you and your family in experiencing a successful year.

This handbook has been developed to assist students and parents in better understanding some of the policies and procedures in place at Howards Grove Middle School.

Best Wishes to everyone for a successful school year.

Sincerely,

Andy Hansen
Middle School Principal

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



SCHOOL HOURS

The school doors will open each day at 7:00 a.m. Students should not arrive at school prior to this time. Students are to wait in the lobby or commons until our first bell rings at 7:33 a.m. The actual school day begins at 7:40 a.m. at which time all students are to be in their homeroom. The school day will conclude at approximately 2:51 p.m. except on early dismissal Wednesday afternoons. On Wednesday afternoons dismissal time is at 2:00 p.m.

LUNCH ACCOUNTS

Students making payments toward their lunch account need to have the payments to the office and placed in the drop box by **8:30 AM** if that payment is to apply for that day. Payments can be made in one of three ways: 1) in Food Service Account envelopes, which are available in the office or 2) in a regular envelope with the Food Service Payment Form (available online) enclosed or 3) online through e-funds.

If the payment is not needed for the same day, that payment can be placed in the drop box at anytime during the school day. Payments received after 8:30 A.M. will be credited to the account on the following business day.

Please make checks payable to the Howards Grove Food Service.

CORE BELIEFS

At Howards Grove Middle School we believe:

all students can be successful.

students have the right to learn and educators have the right to teach in a safe and orderly environment.

students need to be responsible participants in their education.

individuals need to show respect toward self, others, and property.

individuals need to accept accountability for their actions.

GENERAL EXPECTATIONS OF STUDENTS

1. Complete all assignments to the best of their ability and on time.
2. Report to scheduled classes on time with required work, materials and equipment. When passing between classes, do so in a quiet and orderly manner.
3. Be active, alert, and participate in all class work and discussion.
4. Follow staff directions the first time they are given.
5. Refrain from the wearing of clothing that distracts from the learning process.
6. Be kind and polite.
7. Abusive or profane language will not be tolerated.

8. **BUS STUDENTS** must ride their assigned bus all the way to school in the morning and all the way home to their end destination after the school day. Only under unique circumstances will students be permitted to ride a bus other than their assigned bus. Should a student wish to ride a bus other than their assigned bus, an Emergency Request For Transportation Change form must be completed by the students' parent/guardian and be presented to the office a minimum of two days in advance. These forms are available in the school office. The opportunity for a student to ride a bus other than their assigned bus will be determined on a case-by-case basis and in large part dictated by seat availability on the bus.
9. Force or threat of force or other means of intimidation will not be tolerated.
10. Students may not take, destroy, or deface school property or the personal property of others.
11. Running and indoor loitering in the hallways should not occur. Also loitering in the bathrooms should not take place.
12. Students are not to use electronic devices during the day (7:40-2:51) unless allowed by their teacher. **Cell phones and other devices are to be turned off and kept in lockers unless a teacher specifically allows phone or tablet use in the classroom for educational purposes. Cell phones or other devices that are out and/or being used during the school day may be confiscated and held in the office until the end of the school day.**
13. Do your best every day.

THE USE AND/OR POSSESSION OF THE FOLLOWING ITEMS IS STRICTLY PROHIBITED.

1. Alcoholic beverages
2. All tobacco products
3. Illegal drugs and/or look alike drugs
4. Weapons/fireworks

Failure to adhere to school expectations in regard to the above mentioned items may result in any or a combination of the following disciplinary actions: parental notification, search and seizure of items in question, referral to authorities, referral for counseling and/or treatment, suspension from school and recommendation to the School Board for expulsion.

STAFF INTERVENTIONS/STRATEGIES FOR INAPPROPRIATE BEHAVIOR:

The following disciplinary actions are available to staff members when following up in regard to an inappropriate student behavior:

- warning and/or counseling.
- removal from a school activity which could include removal from a classroom.
- loss of free time during recess, lunch, or after school (detention).
- parental contact through a telephone call, note home and/or conference in school or at home.
- loss of extra-curricular activity privileges.

ADMINISTRATIVE INTERVENTIONS/STRATEGIES FOR INAPPROPRIATE BEHAVIOR:

Referral to the principal - students who are referred to the principal will become involved with the following consequences as deemed necessary. These consequences are examples of the type of behavior intervention strategies utilized by the principal and may be used in combinations to help students avoid repeat situations. Possible intervention strategies include:

- Counsel student on problem.
- Review rule or expectation that is involved.
- Have student write a problem solving report regarding the situation.
- Contact parents about the situation.

- Student loss of certain privileges.
- Student removed from classes, and works in the office area (in-school suspension).
- Student sent home for the remainder of the day (out-of-school suspension).
- Student sent home for one to five days (out-of-school suspension).

(NOTE: Serious and/or unique behavior situations will be dealt with on an individual basis and may include all or any of the aforementioned intervention strategies or other intervention strategies as deemed necessary by the school administration or designee.

SUSPENSION

It is important to note that students who are in-school suspended or out-of-school suspended for any length of time will not be allowed to participate in any curricular or extra-curricular after school activities on the day or days the suspension is in affect.

ATTENDANCE PROCEDURES

Wisconsin State Statue 118.16 requires that all students attend school regularly during the hours that school is in session. Only the following three excuses are acceptable:

1. Illness
2. Family emergency situations
3. Medical, dental, or legal appointments

Parents or guardians are strongly requested to call the school office to report a student absence before 8:00 a.m. on the day of the absence. Parents may also send an email to the school to report an absence. If parents or guardians are calling prior to or after office hours, they may leave a message. Parents will be called and informed of an absence if no call is received. The school office telephone number is **565-4452**.

If no contact can be made, the student will be asked to provide the office with a note signed by a parent or guardian explaining the nature of the absence. Parents will be notified of all unexcused absences and the appropriate consequences that have been assigned.

ARRIVING LATE OR TARDY TO SCHOOL

If a student arrives late or tardy to school, the student should check in to the office immediately upon arrival. The procedures for excusing late arrivals are the same as listed above.

STUDENTS LEAVING DURING THE SCHOOL DAY

If a student must leave during the school day, the student must check out at the office prior to leaving. If a student must leave for an appointment during the school day, the student should notify the office and their home base teacher prior to the beginning of the school day. Upon the student's return to school, the student should check in to the office before returning to class.

It is important that students be in attendance on a day or part of a day on which a certain school activity is scheduled. The student may not be allowed to participate in that after school activity unless there are extenuating circumstances that have been thoroughly explained to the principal and the principal or designee has provided approval.

ANTICIPATED ABSENCES

When at all possible, parents are strongly encouraged to schedule appointments, vacations and other activities that cause a student to not be in attendance at school, at times outside the school day or calendar.

Should a student and his or her family be aware of an anticipated absence from school, the following procedure should be followed:

1. A dated note from home indicating the date(s) and the reason for the anticipated absence should be brought to

the school office and also shared with all the student's classroom teachers. This request should be brought to the office and the classroom teachers as soon as the anticipated absence has been confirmed. The student will then be responsible for receiving whatever information or assignments from the classroom teachers that the student will miss due to the anticipated absence.

2. It is recommended that assignments are completed before the absence whenever possible. Students are strongly encouraged to arrange a time, after the absence, with their teacher to complete assignments and/or make up work due to the absence.

MIDDLE SCHOOL HOMEWORK, GRADES AND DAILY ANNOUNCEMENTS

To receive information regarding grades, homework assignments or events taking place at the middle school, please go to the middle school website. Go to the announcements tab for events. Use Student or Family Access for grades or homework information. Note: grades are not updated by all teachers on a daily basis. Some grade level teams or individual teachers use a shared Google doc to list homework assignments.

HOMEWORK/MAKE-UP WORK

When a student is absent, the student is responsible for making up schoolwork that is missed during the absence. Upon returning to school, it is the **student's responsibility** to arrange to make-up work with the classroom teachers.

Parents are strongly encouraged to contact the middle school office prior to 8:00 a.m. on the day a student is absent to request class materials such as textbooks, worksheets, etc.

INTERNET AND DEVICE USAGE AND DIGITAL CITIZENSHIP

Students of Howards Grove Middle School have the opportunity to access the Internet through the district's secure network. Students will be issued a district owned HP Stream for educational use at school. Students will also be given a Gmail account so that they can access Google Applications for Education.

Use of the Internet at school and the district's hardware and software is a privilege not a right. Students are expected to be exemplary Digital Citizens and to abide by all rules related to device and Internet use, especially social media and email use. Students and their Parents/Guardians are required to sign all related documents regarding acceptable use and insurance of the HP Stream.

Violations of the rules or misuses of the Internet or school devices can result in loss of online privileges, loss of the use of the device, school and/or legal disciplinary actions.

HOWARDS GROVE MIDDLE SCHOOL HAS A CLOSED CAMPUS

Students will not be permitted to leave the campus unless school personnel have received written parental permission. This stipulation pertains to the entire school day, including the noon hour. If a student is interested in eating lunch at home during the noon hour, a written permission note from the student's parent/guardian must be provided to the school office prior to the student going home for lunch.

STUDENT DRESS AND APPEARANCE

Students are to dress and groom themselves neatly, in clothing that is appropriate for school. Clothing and/or accessories that tend to draw undue attention or distract from the educational program will not be allowed. The student will need to remove any offending item or possibly go home to change if necessary.

In addition, students and parents need to be aware of the following items:

1. Shoes must be worn at all times.

2. T-shirts or other clothing that carry profane or otherwise objectional slogans will not be permitted.
3. The hem line of shorts and skirts worn to school should be at or beyond the natural arm length/mid-thigh. Pants should not be unduly ripped or have too many holes. The neckline of shirts should be high enough to cover cleavage. Spaghetti strap type shirts, or shirts that expose midsections, are not allowed.
4. Students may not wear coats, caps, hats, or bandannas to classes unless wearing such apparel is part of a designated special school activity. Students will not be permitted to wear any inappropriate attire as determined by the building principal or designee.

SCHOOL PROPERTY

STUDENT DESKS, LOCKERS, CABINETS, ETC. ARE CONSIDERED SCHOOL PROPERTY AND CAN BE INSPECTED AT ANY TIME BY SCHOOL PERSONNEL. **STUDENT LOCKER COMBINATIONS SHOULD BE KEPT STRICTLY CONFIDENTIAL.** Combinations should not be shared with fellow students. If a student misuses or damages a school locker, a deposit for the damages can be requested at that time. The deposit may or may not be refunded at the end of the year depending upon subsequent behavior of the student and the condition of the locker involved.

MEDICATION

Prescription and over the counter medication will only be administered upon receiving written permission from a parent or guardian. Permission to administer medication forms are available in the school office or may be printed from the school website and faxed or dropped off in the office. **All medication must be kept in its original packaging and remain in the health room.** This includes any and all over the counter medication

VISITORS

The Howards Grove School District welcomes parents and members of the community to visit the school. Visitors must report to the office when entering and receive authorization to visit elsewhere in the building. Visitors other than parents will not be allowed to contact individual students. Students wishing to bring guests to school must request permission from the office and classroom teacher at least one day prior to the visit. There are times when a student may **NOT** bring visitors to school. These times are the first week and the last two weeks of the school year.

CHEATING - DISCIPLINARY ACTION

This behavior will not be tolerated at Howards Grove Middle School. This behavior will result in disciplinary action and may impact the grade for that particular assignment. In addition, the classroom teacher or principal may take further disciplinary action.

UNDESIRABLE ARTICLES ON SCHOOL GROUNDS

Certain items can present problems in school in terms of resulting in injury or endangering the safety and well-being of the students. Articles can also be stolen or broken resulting in **LOSS TO THE OWNER.** Students are strongly encouraged to keep the electronics they may bring to school in their lockers along with money or valuables.

TELEPHONE USE

Students will be allowed to use the office phone **after they have received a pass from a teacher.**

OFFICE HOURS

A secretary will be on duty in the middle school office from 7:00 a.m. to 3:45 p.m. each day when school is in session. The phone number is 565-4452.

SCHOOL CLOSING

Notices concerning the closing of the school due to inclement weather will be broadcast over radio and TV stations WHBL 1330 AM; WLKN 98.1 FM; WOMT 1240 AM and WXER 104.5 FM; WTMI 620 AM; WTMJ Channel 4 TV; WBAY Channel 2 TV; or visit the school website at www.hgsd.k12.wi.us. Whenever possible, Alert Now messages will be used as well to inform parents of closings or delays.

TEXTBOOKS

Students are responsible for the different textbooks issued to them over the course of the school year. The school district reserves the right to assess fines if textbooks are lost, damaged, or misused.

COUNSELING

Howards Grove Middle School has as part of its educational program, counseling and guidance services. Services offered include individual, educational, academic, career and group guidance counseling. Counseling can be on a one-time basis or on a continuing basis. In addition, a counselor can assist students with referrals to outside agencies when deemed necessary. Students wishing to see the guidance counselor should stop by the guidance office to make an appointment. Parents should feel free to call for an appointment if they have any questions regarding their child. The phone number is 565-4452.

HARASSMENT

In accordance with school policy 5517, the School District of Howards Grove does not tolerate harassment in any form, intimidation, bullying, sexual harassment, statements that attack ethnic, religious, gender, or racial groups, defamation, untrue statements, and insults are unacceptable and unlawful. Students who violate the standards for verbal and written harassment shall be subject to corrective action or punishment, up to and including suspensions or expulsion.



Howards Grove Tiger Pride

Teamwork
Integrity
Growth
Effort
Respect

STUDENT NAME _____ DATE _____

Citizenship Skills/Work Habits/Personal Integrity Key



1. Area of Strength
2. Acceptable
3. Area for Improvement

Fundamental Qualities – 24/7

- Dresses Appropriately and Presents well for Occasions
- Speaks Well with Appropriate Language, Volume, and Tone
- Works to be the Best Person and Student He/She Can Be

The Tiger 12

CITIZENSHIP SKILLS

How a student presents himself/herself to others

- Has a Positive Attitude
- Is Cooperative and Helpful
- Follows School Rules
- Demonstrates Appropriate Digital Use

WORK HABITS

How a student produces work and the quality of that work

- Is Prepared for Class and On Time
- Works During Work Time
- Completes Work
- Organized

PERSONAL INTEGRITY

How a student works and interacts with others

- Respects Peers
- Respects Staff
- Respects School Property
- Can be Trusted



Howards Grove Tiger Pride

Teamwork
Integrity
Growth
Effort
Respect

Fundamental Qualities – 24/7

- Dresses Appropriately and Presents well for Occasions
- Speaks Well with Appropriate Language, Volume, and Tone
- Works to be the Best Person and Student I Can Be

	Below Tiger 12 Expectations	Meets Tiger 12 Expectations	Beyond Tiger 12 Expectations
<p>CITIZENSHIP SKILLS How I present myself to others</p>	<ul style="list-style-type: none"> ●Displays a Poor Attitude ●Is Uncooperative ●Disregards School Rules ●Misuses Technology 	<ul style="list-style-type: none"> ●Has a Positive Attitude ●Is Cooperative ●Follows School Rules ●Demonstrates Appropriate Digital Use 	<ul style="list-style-type: none"> ●Is a Positive Role Model ●Is Helpful to Others ●Always Follows School Rules ●Has Excellent Digital Use
<p>WORK HABITS How I produce work and the quality of that work</p>	<ul style="list-style-type: none"> ●Poorly Prepared for Class/Late ●Off-Task During Work Time ●Work is not Consistently Complete ●Poorly Organized 	<ul style="list-style-type: none"> ●Prepared for Class & on Time ●Works During Work Time ●Completes Work ●Organized 	<ul style="list-style-type: none"> ●Well Prepared for Class/Timely ●Works Effectively ●Gives Work Very Best Effort ●Highly Organized
<p>PERSONAL INTEGRITY How I work and interact with others</p>	<ul style="list-style-type: none"> ●Disrespects Peers ●Disrespects Staff ●Shows Little Respect for School Property ●Untrustworthy 	<ul style="list-style-type: none"> ●Generally Respects Peers ●Respects Staff ●Respects School Property ●Can be Trusted 	<ul style="list-style-type: none"> ●Earns the Respect of Peers ●Demonstrates Respect for All Staff ●Always Respects School Property ●Is Trustworthy Throughout School



Howards Grove Tiger Pride

Teamwork
Integrity
Growth
Effort
Respect

Fundamental Qualities – 24/7

- Dresses Appropriately and Presents well for Occasions
- Speaks Well with Appropriate Language, Volume, and Tone
- Works to be the Best Person and Student I Can Be

The Tiger Way				
	IN CLASSROOMS	IN HALLWAYS	WITH TECHNOLOGY	AT SCHOOL EVENTS
CITIZENSHIP SKILLS How I Present Myself	<ul style="list-style-type: none"> • Be Kind • Be on Time • Be Prepared with Materials 	<ul style="list-style-type: none"> • Use Appropriate Language • Be Trusted • Behave and Travel Safely 	<ul style="list-style-type: none"> • Be a Trusted Digital Citizen • Respect Other Student’s Devices • Visit Only Appropriate Sites 	<ul style="list-style-type: none"> • Cheer Respectfully • Be Considerate • Be Supportive of Those Participating
WORK HABITS How I Produce Work and the Quality of Work	<ul style="list-style-type: none"> • Be Organized • Do My Best Work • Study 	<ul style="list-style-type: none"> • Be on Time • Be Quiet and Walk • Respect the Freedoms 	<ul style="list-style-type: none"> • Handle Equipment with Care • Use Devices for School Purposes • Respect the Opportunity to Use School Equipment 	<ul style="list-style-type: none"> • Do My Very Best • Become Involved • Practice and Prepare
PERSONAL INTEGRITY How I Work and Interact with Others	<ul style="list-style-type: none"> • Do My Own Work • Respect My Teacher • Respect Others 	<ul style="list-style-type: none"> • Treat the School Well • Clean Up After Myself • Help Anyone Who Needs Assistance 	<ul style="list-style-type: none"> • Be Careful What I Post Online • Don’t Post or Send What I Wouldn’t Say in Person • Think Before I “Send” 	<ul style="list-style-type: none"> • Be Humble • Accept the Outcomes of Events • Be Gracious