



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 2016-2017 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 two 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.

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.

BEHAVIOR PROGRAM

The behavior program at Howards Grove Middle School is anchored in the following belief statements.

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.

ACCENTUATING THE POSITIVE

In addition to the aforementioned beliefs, the importance of accentuating positive, appropriate behavior is also a foundation of our behavior program. With that thought in mind, all staff members will make conscious efforts to positively reinforce students for appropriate behavior. Teachers have at their discretion a number of means to positively reinforce students. Possible staff means for reinforcing positive behaviors include:

Verbal Praise

Personal Notes

Positive Telephone Contacts To Parents

Special Privileges

Individual Class Reward Activities

Grade Level Reward Activities

The above is not intended to be an all inclusive list.

What is important to note in regard to accentuating positive behavior, is that the behavior emphasis at Howards Grove Middle School is holistic in nature. It is not simply a program with a focus on what behaviors are inappropriate and what consequences will be provided for such behaviors. The program also has as a focus on accentuating the positive and "patting students on the back" for their positive efforts at school.

GENERAL EXPECTATIONS OF STUDENTS

The following statements are general expectations of students at Howards Grove Middle School. In addition to the general behavior expectations listed below, each student will also be provided with a behavior plan that pertains specifically to the student's grade level. Students will be asked to take the grade level plan home to share with their parents. In addition, parents will be asked to sign the behavior plan and have their son/daughter return the signed portion of the plan to their home base teacher. A sample of the common behavior plan form used for each grade level is included in back of the handbook.

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 or could be considered derogatory in nature.
6. Do your best every day.

GENERAL STUDENT BEHAVIOR EXPECTATIONS

1. Be kind and polite.
2. Abusive or profane language will not be tolerated.
3. Students should leave the building immediately after school unless they are involved in an after school activity and under the direct supervision of a teacher.
4. **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.
5. Force or threat of force or other means of intimidation will not be tolerated.
6. Students may not take, destroy, or deface school property or the personal property of others.
7. Running and indoor loitering in the hallways should not occur. Also loitering in the bathrooms should not take place.
8. Students are not to use cell phones from the beginning of the school day until the end of the school day at 2:51. If students need to make phone calls, they should use the phones at school.

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.**

9. Snowball throwing is prohibited.
10. Students are asked not to wear hats, caps, or bandannas during the school day. Students are also asked to keep their outdoor jackets in their lockers. Should a student need extra clothing due to the temperature in the building, they are asked to have a sweatshirt or a sweater at school that can be used.
11. Students who ride bicycles to school should **LOCK** their bicycles in the bike racks located in the front of the building.

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 questions, 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 that 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 Statute 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 TO SCHOOL

If a student arrives late 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.

MIDDLE SCHOOL HOMEWORK AND DAILY ANNOUNCEMENTS

To receive information regarding homework assignments and events taking place at the middle school, please access the middle school webpage. Go to hgsd.k12.wi.us and follow the middle school links for announcements and Family Access.

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 his/her teacher to complete assignments and/or make up work due to the absence.

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. Generally, students will be permitted one day for each day of an absence to complete the schoolwork missed. If students are absent due to a school activity, the students will be expected to be prepared for the following day's class work.

Parents are strongly encouraged to contact the middle school office prior to 9:00 a.m. on the day a student is absent to request class materials such as textbooks, worksheets, etc. Specific instructions and directions for assignments can be received by accessing the homework link on the middle school's webpage.

COMPUTER NETWORK/ONLINE ACCESS AND USAGE

Howards Grove Middle School has the capability of using the Internet and other online services. Student use of online services is viewed as a privilege and not a right. School online accounts may be used for educational and research purposes only, consistent with the educational goals of the school district. Students using the middle school facility to access the Internet and other online services must abide by the computer network acceptable use rules established by the school district. Violations of the rules or misuses of school online accounts may result in loss of computer network/online use privileges and school disciplinary actions. Legal action may also be taken against students who violate computer network/online guidelines when appropriate.

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 clothes that are suitable for school activities. 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. Pants should not be unduly ripped or have too many holes. The neckline of shirts should be high enough to cover cleavage.
4. Students may not wear coats, caps, hats, or bandannas to classes unless wearing such apparel is part of a designated special school activity. As indicated previously, 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.

Behavior Program for Grade _____

Howards Grove Middle School

Rules

Rewards

Consequences

Note: Serious and/or unique behavior situations will be dealt with on an individual basis and may include intervention strategies listed in the student handbook or other intervention strategies as deemed necessary by school administration or designee.

We have read and discussed the above behavior information with our son/daughter.

Parent Signature

Student Signature

Date

Comments: