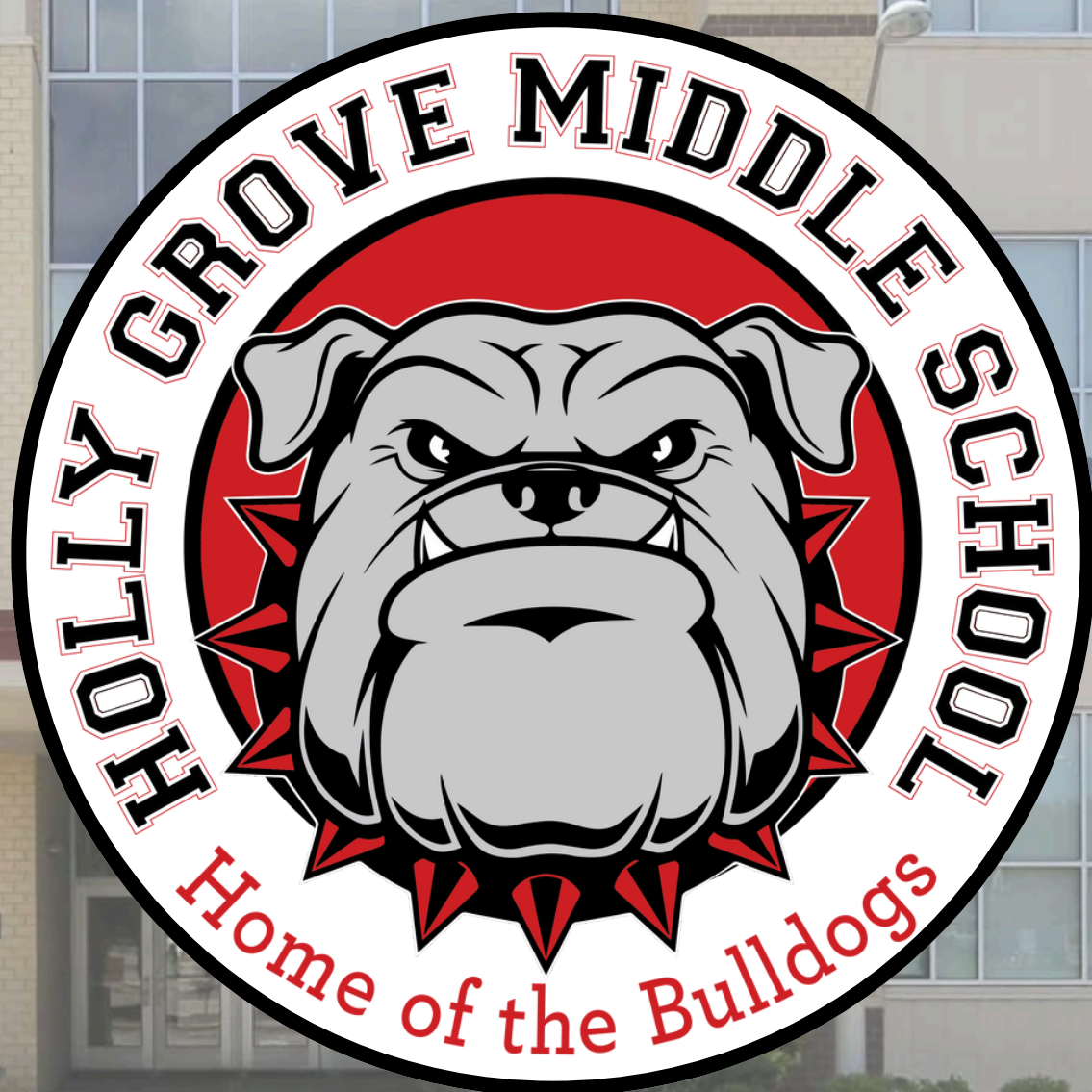


Holly Grove Middle School

STUDENT HANDBOOK

**2025
2026**



EVERY STUDENT EVERY DAY



July 7, 2025

Welcome to the 2025-26 School Year Bulldogs!

Welcome all Bulldogs, both new and returning!

Your teachers, counselors, and school administrators are looking forward to meeting you and seeing all of the great things you'll accomplish this year!

Our goal at Holly Grove MS is to foster an environment where every student encounters adults each day that help them make progress towards their goals. That means YOU, yes YOU, every day you enter the doors of the Grove!

The items in this student handbook are for you to review in order to be best prepared for the 2025-26 school year. You will participate in lessons during the first two weeks of school that will allow you to become more familiar with HGMS school procedures. In the coming days, you will be meeting with your grade level administrator and counselor, they are here to help! Please reach out to them when you have a problem or concern.

Holly Grove Middle School is a wonderful place to learn, make new friends, and explore areas of personal interest! We hope that you will take advantage of opportunities to get involved with HGMS Athletics, Fine Arts, and Clubs & Student Organizations.

The DOGS expectations remind us that Holly Grove Middle School is made great by the personal choices we make each day to make connections, take ownership, find solutions, and show kindness to others. I look forward to getting to know you this year and working with you to make it the best year yet at **THE GROVE!**

Let's Go Bulldogs!

Eric Burleson
Principal



HGMS Administration

Eric Burleson	Principal	sburleson@wcpss.net
Brittany Teague	6th Grade AP	bdteague@wcpss.net
James Bazemore	7th Grade AP	jbazemore@wcpss.net
Natalie Price	8th Grade AP	nprice@wcpss.net

Student Services Team

Christina Van Keuren	6th Grade Counselor	cvankeuren@wcpss.net
Tanisha Mincey	7th Grade Counselor	tmincey@wcpss.net
John Knapp	8th Grade Counselor	jknapp@wcpss.net
Pat Harrington	School Social Worker	pharrington@wcpss.net

Support Staff

Shane Zimmerman	Athletic Director	nzimmerman2@wcpss.net
Chanda Ragano	Lead Secretary	cragano@wcpss.net
Julia Shelton	Attendance/Data Manager	jcshelton@wcpss.net
Jen Hallam	Receptionist	vhallam@wcpss.net
Ben Whitley	School Resource Officer	919.567.4177

PBIS STUDENT EXPECTATIONS MATRIX

D

Develop a strong
connection to the Grove.

O

Own your learning

G

Give solutions to problems

S

Show compassion and
kindness to all

HGMS ACADEMICS

Middle School Promotion Requirements

Principals have the authority to promote or retain students in accordance with state and local promotion standards. In determining appropriate grade levels for students already attending a public school, principals shall consider pupils' classroom work and grades, scores on standardized tests, and students' best educational interests.

Academically Gifted (AIG) Students

Academically or Intellectually Gifted students perform or show the potential to perform at high levels of accomplishment when compared with others of their age, experience, or environment. Academically or intellectually gifted students exhibit high performance capability in intellectual areas, specific academic fields, or in both intellectual areas and specific academic fields. Please contact our AIG Coordinator, Carissa Smith at csmith8@wcpss.net with questions about our AIG program at HGMS.

Single-Subject Acceleration

Single Subject Acceleration is the practice of assigning a student to a higher-grade level than is typical given the student's age, for the purpose of providing access to appropriately challenging learning opportunities. For middle schoolers taking high school content, delivery may be through online instruction or a blended model, or face-to-face. Please contact Carissa Smith at csmith8@wcpss.net with questions about Single Subject Acceleration.

HGMS Intervention Program

Students who are in danger of not meeting promotion requirements as defined by coursework progression, performance on state assessments, or attendance will have access to tiered interventions put into place by the HGMS Intervention Team and the student's grade level teachers. Please contact our Intervention Coordinator, Marissa Crowell, at mcrowell@wcpss.net with any questions related to our Intervention Program.

Grade Reporting for the 2025-26 School Year

Report cards will be distributed at the conclusion of each 9-week grading period on the following schedule:

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Track 1	Oct. 3	Jan. 9	Apr. 6	Jun. 2
Track 2	Oct. 3	Jan. 9	Apr. 6	Jun. 26
Track 3	Oct. 3	Jan. 9	Apr. 6	Jun. 26
Track 4	Oct. 24	Jan. 30	Apr. 24	Jun. 26

HGMS ACADEMICS

Interim Reports for the 2025-26 School Year

Students will receive interim reports every 3 weeks to aid in progress monitoring throughout each 9-week grading period. Interim Reports will be distributed on the following dates:

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Track 1	7/23 & 8/13	10/15 & 11/5	1/21 & 2/11	4/15 & 5/6
Track 2	7/23 & 8/13	10/15 & 11/5	1/21 & 2/11	4/15 & 5/6
Track 3	7/23 & 9/3	10/15 & 11/25	1/21 & 3/4	4/15 & 5/27
Track 4	8/13 & 9/3	11/5 & 11/25	2/11 & 3/4	5/6 & 5/27

K9 Time Daily Period

HGMS students will participate in K9 Time each day after Core 1. K9 Time provides an opportunity for students to engage with their teachers in lessons related to life skills and peer relationships. Students will also have an opportunity to work on mastery of Math and ELA standards, make up tests, and complete missing assignment. Teams will have celebrations and team days on Fridays during K9 time.

Grading Weights for all Courses

All courses at HGMS will assign coursework to the following categories and weights:

- Major - 55%
- Intermediate - 35%
- Minor - 10%

Late Work Policy

HGMS recognizes that work completion is an important component in ensuring that students are prepared to demonstrate mastery of standards on assessments.

- Students may turn in late work (major/intermediate assignments) until the end of the quarter (5 days prior). Students will receive a 20% max deduction from the earned score, no matter how many days late.
- Students may turn in minor assignments up to a week after each Week 3 & Week 6 interim date for a 20% max deduction.
- No deductions will be applied for any earned score below 60%.

Re-Assessment Guidelines at HGMS

Students scoring below a 70% on any major assessment will be required to complete one of the choices below (for a maximum score of 70).

- Students are given the opportunity to retest/re-assess with a new/revised test that covers the same content. (and/or)
- Students are given the opportunity to complete test corrections that demonstrate mastery/assessment.
- *To be eligible for re-assessment, the student cannot have any missed work for the assessed unit of study.

ARRIVAL & DEPARTURE

Arrival to School

Students are expected to be on time to first period at 8:15 am to begin the instructional day. Carpoolers and walkers should not arrive prior to 7:45 am, our buses begin unloading at 7:45 am.

- Upon arriving on campus, all students should report directly to their homeroom class unless they are going to eat breakfast in the cafeteria.
- Students eating breakfast will go directly to the cafeteria and then report to homeroom.
- Movement to any other area of the building requires a written pass in student agenda from the homeroom teacher.

Carpoolers and walkers should enter the school from the carpool entrance only (the entrance facing Avent Ferry Road) and use the two sets of doors as follows:

- 6th Grade students enter through the larger main doors under the covered entrance.
- 7th and 8th Graders enter through the smaller set of doors to the left of the main entrance.
- Parents bringing their children to school that come down Cass Holt Road past the Holly Springs High School or coming east down Avent Ferry Road may drop off their children on the Bus Loop after 7:50 am.
- Students may not be let out in the parking lot to walk across the rows of traffic. All students must come through the Carpool Loop or the Bus Loop.

Bus riders and carpoolers dropped off at the Cass Holt entrance should enter from the bus entrance only and proceed as follows:

- If a student is eating breakfast they go directly to the cafeteria.
- 6th Grade students not eating breakfast proceed directly to their homeroom class. 6th Grade students assigned to the pod closest to the bus loop will go down the first hallway on the left to their 1st Period class; 6th Grade students assigned to the pod area farthest from the cafeteria go down the end of the main hallway and go left down the last, connecting hallway to their 1st Period class.
- 7th and 8th grade students not eating breakfast should proceed past the cafetorium to the main hallway, proceed to the end stairwells, just past the main office located closest to your homeroom. Proceed up the main stairs to the second (7th Grade) floor or third (8th Grade) floor to their homerooms.

ARRIVAL & DEPARTURE

Late Arrival to School

Students arriving after 8:15 am are considered tardy. Students arriving between 8:15 will check in at the Main Office. When a student arrives after attendance is taken, you may receive an automated call that your student was absent for the day. This will be corrected to tardy from the report that is pulled at the end of the day.

Carpool Instructions for Dismissal

Car riders should be picked up at 3:00 pm unless they are staying for a teacher, have another school assignment, or extra-curricular activity.

- Please pull your car forward as far as possible in the lane.
- Carpool students will be supervised in the carpool area until 3:20 pm.
- To keep students safe, students will be moved to the office when they are not picked up by 3:20 pm. Only students who are riding the bus on that afternoon should be in the bus loop at dismissal. All other students must wait in the front entrance or be under the supervision of a staff member.
- Please do not drop off or pick-up students at any other location.

Early Pick-up from School

Parents will sign out students in the Main Office. Because late checkouts near the end of the day put a strain on both our office staff and on our teachers, students will not be permitted to check out from 2:45 pm – 3:00 pm. If you need to check out your child, please do so before 2:45 p.m., as students will not be called from class during the last fifteen minutes. If your child will be checking out during physical education class, please send a note notifying the PE teacher.

BUS EXPECTATIONS

The primary goal of this information is to keep students and staff safe at the bus stop, while on the bus, during morning arrival, and afternoon dismissal. It is important to ensure that students, parents, and staff are aware of expectations for positive behaviors concerning transportation on the school bus so we can all work together as a team! An important thing to remember is that the same rules and policies that apply in school also apply at the school bus stop and on the school bus.

- Bulldogs will only board and exit the bus at their authorized bus stop.
- Bulldogs will respect the property of the people and families living around and near your bus stop.
- Bulldogs will follow all directions from the bus driver and will not engage in any behaviors that could distract the bus driver.
- Bulldogs will remain in their seats while the bus is in motion and while stopped (at a bus stop, traffic light, or on the bus loop).
- Bulldogs will talk in an indoor voice on the bus.
- Bulldogs will refrain from eating and drinking on the bus.
- Bulldogs will keep electronic devices stored away while on the bus.
- Bulldogs will keep all body parts (head, arms, feet, and hands) inside the bus.
- Bulldogs will keep the bus clean (do not throw any trash on the floor or in the seats).
- Bulldogs will take care in storing large items (such as projects or musical instruments) while on the bus.
- Bulldogs will tell the bus driver if they have an issue with another student on the bus or any concern that might affect their safety or the safety of other students on the bus. Also tell a school administrator or your teacher as soon as possible.

Arrival at School

- Please use only the school entrance at the bus loop to enter the school in the morning. Due to concerns for safety, please go directly into school from the bus.

Dismissal from School

- Bus riders will remain in class until their bus number is green on the TV screen.
- It is important for all students to go directly to their buses at dismissal (e.g., do not stop to talk with friends, etc.).
- Students are not permitted to ride home on another bus route with a friend.

Bus-Related Discipline Referrals

- Bus referrals will be handled on a case by case basis and may result in the removal of bus privileges for a period of time or in/out of school consequences depending on the nature of the referral.

TARDIES & ATTENDANCE

Tardy Policy

Holly Grove Middle School recognizes that regular school attendance and timely reporting to class is an important part of being prepared for school and making progress toward grade-level mastery of standards.

Teachers will mark tardies each class period. Students that arrive late to school will sign in at the Attendance Office and be given a pass to be admitted to class.

When students are issued an unexcused tardy...

- 1st Tardy Verbal warning from teacher
- 2nd Tardy Verbal warning from teacher
- 3rd Tardy Verbal warning from teacher
- 4th Tardy Verbal warning - Talking Point from teacher
- 5th Tardy 1 day Lunch Detention
- 6th Tardy 2 days Lunch Detention - Talking Point from teacher
- 7th Tardy 2 days Lunch Detention - Talking Point from teacher
- 8th Tardy 1 Period ISS - Phone Call Home
- 9th Tardy Conference with Administrator
- 10th Tardy 1 day ISS - Phone Call Home

Things to remember ...

- Tardies are counted on a class-by-class basis
- Tardies will be cleared at the end of each semester.

Note:

Any students arriving to class more than 5 minutes tardy without a written excuse or pass will be referred to the appropriate grade level administrator for skipping class.

Absence Notifications

Our automated phone notification system will be utilized to inform parents and guardians of each student's absence. Parents may call the school data manager any time during the school day to verify attendance. Attendance is required for all classes. Students who are tracked out may participate in approved school activities by submitting a Track Out Parent Permission Form at least one week prior to the planned activity. Prior permission is required to miss all or part of a class period and may be given only by the teacher to whom a student is assigned or an administrator.

ATTENDANCE POLICIES

Procedures for Student Absences

The conditions for an excused absence are listed in the Wake County Public School System's Student/Parent Handbook. When a student returns to school after an absence, he/she should deposit a note signed by the parents explaining the reason for the absence in the absence note drop box outside of the main office. A note must be presented within two (2) days following an absence. If a student fails to bring a note, the absence is counted as unexcused. To be officially counted present for the day, a student must be in attendance at least one-half of the student day. An absence or tardy is excused only under these conditions:

- Illness or injury that renders a student unable to attend school.
- Isolation ordered by the Health Department.
- A death in the family.
- Medical, dental, or other appointment with a healthcare provider.
- Court attendance when a student is under subpoena.
- Religious observance; based on religious beliefs of the student or parents. (Prior approval not required.)
- Participation in a valid educational opportunity. The "Request for Excused Absence for Educational Reasons" can be obtained in the office & must be turned in 48 hours in advance. The Principal may approve or disapprove such requests. In order to be considered for approval, the absence must meet the following requirements:
 - The primary purpose is educational
 - The educational opportunity is time specific. That is, it only takes place at this time. For example, going to see the launch of a space shuttle or a presidential inauguration.
 - The amount of time absent is reasonable for the benefit gained.
 - Must address the child's current curriculum objectives.

Students absent during a school day may not attend an after school activity on the same day of the absence unless approved by HGMS Administration.

Procedures for Completing Make-Up Work

- Upon return to school, students should meet with their teachers to find out what work was missed, how to make up the work, and the timeline for completion. Students receive 2 days for every 1 day absent to make up assignments.
- When the need for an absence is known prior to the absence, students may request work to be completed while out of school.
- For all absences, tests and quizzes will be made up on a schedule determined by the teacher, no earlier than the second day back from school.

MEDICAL/ILLNESS & EMERGENCIES

Medication: Prescription and Over-the-Counter Drugs

If medication is necessary for a student's well being and ability to function during school (and cannot be scheduled outside the school day), school officials may administer the medication if the following criteria are met:

- A WCPSS form 1702 must be on file with the school office before staff can administer any short term, long term, or over-the-counter medicine to any student.
- The label on prescription medicine must match the data on the WCPSS form 1702.
- Students may self-medicate with non-prescription drugs. The drugs must be in the original manufacturer's package, original label intact, and contain no more than one day's dosage.
- Students are not allowed to share medication of any kind.
- Students may self-medicate with asthma inhalers if ordered by their doctor. There still must be a WCPSS Form #1702 form completed and on file in the office. This is a prescription medication and staff should have information on file about the medication - especially for emergency purposes.

Illness at School

Students who become ill at school may request permission from their teachers to get a health room form to go to the main office to call home. When the parent or guardian arrives to check the student out, the student will be called to the office for dismissal.

Accidents/Emergencies

When an accident occurs at school, an Accident Report Form will be completed and parent/guardian will be notified. Emergency telephone numbers to contact parents or guardians should be current and on file at all times.

Insurance

A student accident insurance program is available to all students at the beginning of the school year on a voluntary basis. Applications are sent home the first week of school. Parents wishing to enroll their child should mail completed applications and premiums directly to the insurance company. Students participating in interscholastic and intramural athletic programs, as well as cheerleading, must either purchase this insurance or provide an insurance waiver form (obtainable from the office or school coach), if covered by other insurance. More information can be found here: <https://www.wcpss.net/insurance>

STUDENT EXPECTATIONS

Student Code of Conduct

All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct (Board Policy 4309). All Code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS.

Positive Behavior Intervention Support (PBIS)

PBIS is a systematic approach for establishing the social culture and individualized behavioral supports needed for schools to be effective learning environments for all students. This research based approach is proven to increase student achievement and is used in systems across the United States. The features of PBIS are:

- Clearly defined expectations
- A teaching component for demonstrating appropriate actions
- Reinforcing appropriate behavior
- Correcting problem behavior
- Interventions for challenging behaviors.

HGMS has constructed a list of DOGS Expectations, which serve as a reminder for students on how they should behave within the school. These expectations are recited every morning during the announcements and are posted throughout the school. During the course of the year, students that are seen following these expectations are able to earn DOGS tickets, which they are able to redeem at the school store several times a year.

Teacher and Administrator Responsibilities and Expectations to Support Student Success

- Provide a safe, purposeful learning climate.
- Inform students and parents of teacher and school rules and expectations.
- Provide an opportunity for all students to learn and to be successful.
- Communicate regularly with parents and students regarding academics and behavior.
- Discuss issues with guidance counselors and appropriate staff regarding student progress and needs.
- Apply the rules in a fair, timely, and consistent manner to ensure that the rules become a part of the normal routine and expectation throughout the school.

Maintaining Positive Connections with our Families

Holly Grove Middle School recognizes the importance of maintaining a connection with our families. Being responsive to the needs and concerns of our parents is always a priority. It is our hope that you will always feel comfortable in reaching out to any staff member with any question or concern related to your student and their experience at HGMS.

PHYSICAL EDUCATION

Physical Education

Students are encouraged to dress out for physical education unless they are physically unable to change clothes. "Dressing Out" means changing into acceptable clothes for activity & changing back into school clothes after the activity. Failure to at least bring appropriate shoes for PE will result in the student not participating in class and losing points. Consistent failure to come prepared for PE may result in class failure and/or disciplinary action.

PE Appropriate Attire

- Shirt: Any T-SHIRT that covers the midriff
- Shorts/Pants: Must comply with the county wide dress code standards and allow for freedom of movement.
 - No Volleyball/short spandex shorts
- Shoes: Rubber soled Athletic Shoes
 - No crocs, Hey Dude's, top siders, loafers, elevated shoes (i.e. booties), hiking boots/sandals, flip flops or cleats.

Other Information

- Prohibited Items: Spray/Aerosol Deodorants and ANY TYPE of Body Sprays. They will be confiscated and taken to the office for parent pickup.
- Illness: If a student is on medication or feels sick during the day and is able to come to class, they are expected to dress out for that class. The student needs to inform the teacher about the particular problem at the beginning of class. The student will then be assigned an adapted activity.
- Injuries: We will take a handwritten note from home each day, for up to 3 days. On the 4th day, a doctor's note must be provided, or contact made with the teacher. The doctor must request for your child to be excused from physical activity and how long they will be out. Without this exemption, we will expect your child to participate regularly. Students with doctors' notes will have an alternate assignment based on their restrictions.
- Locker Room: HGMS is not responsible for lost/stolen items in the locker room. All students will be assigned a gym locker to store their belongings. Students are strongly encouraged to purchase a lock to use while in PE.

HGMS ATHLETICS

HGMS sponsors all sports funded by Wake County Public Schools. All student athletes must meet requirements by the county and the school in order to participate in tryouts or teams. Team rules will be presented to students at the beginning of the season. Eligibility requirements are set by Wake County Schools and are available online and from the Athletic Director. In general, seventh and eighth grade students who have not reached the age of 15 on or before October 15th are eligible to try out provided they meet promotion and attendance requirements during the previous semester and exemplify desirable behavior. Physical examinations and proof of insurance are required for participation in any sports. **Players must meet all requirements to tryout, practice, or participate in interscholastic athletic contests and:**

- Must submit a complete WCPSS Middle School Athletic Participation Form in DragonFly. The physical examination form and medical eligibility form must both be completed by a licensed medical provider and are valid for 395 days from the date of the examination.

Must meet all eligibility requirements prior to the first tryout/practice date.

- Must complete a WCPSS Middle School Athletic Participation Form and turn in to DragonFly. The physical examination form and medical eligibility form must both be completed by a licensed medical provider and are valid for 395 days from the date of the examination.
- Student-Athlete and parent/legal custodian must read the Concussion Information Sheet and student-athlete and parent/legal custodian must initial and sign the Student/Athlete and Parent/Legal Custodian Concussion Statement. This must be done on an annual basis (once every 365 days).
- Must purchase regular school accident insurance or provide proof of insurance coverage by filling out the insurance information waiver on the Middle School Athletic Participation Form.
- **Must meet academic eligibility requirements. These include:**
 - Must pass 3 out of 4 core classes for the prior semester. For fall and winter tryouts that is the 2nd Semester of the 24-25 school year for Spring Sports that is 1st Semester of the 25-26 school year.
 - Must have 85% attendance in the prior semester
 - Must have been promoted from the prior grade
 - Must meet promotion requirements for the previous school year in order to be eligible for the fall semester. The State Board of Education defines promotion as "progressing to the next grade." Students retained either by the school or the parents will be ineligible.
 - Must not turn 15 on or before August 31st of that school year.
 - Must live with a parent or legal custodian within the Wake County Public School System administrative unit. (Must notify the athletic director if not living with a parent or legal custodian.)
 - Must, if you miss five (5) or more days of practice due to illness or injury, receive a medical release from a licensed physician before practicing or playing.
 - Must not practice **OR** play if ineligible.
 - Must practice a total of six (6) days before playing in a game in all sports except football, where a player must practice nine days.
 - Must be present 100% of the student day on the day of an athletic contest in order to participate in the event.
 - Must not participate (practice or play) in any athletic event if assigned to In-school suspension (ISS) or Out-of School Suspension (OSS) during that assigned time.

HGMS ATHLETICS

Medical Policy

The student must receive a medical/physical examination once every 365 days from a duly licensed medical practitioner. The completed form must be submitted prior to the first day of tryouts.

Insurance Policy

The student must purchase regular school accident insurance or present a waiver form signed by a parent or guardian. Insurance information must be on file at the school.

Student Athlete Discipline Policy

Student Athletes are ambassadors of HGMS. As the game performance of student athletes is held before the community, so is their behavior. The school has behavioral expectations for student athletes that affect their privilege to participate on a team. For the purposes of this policy, a season is defined as lasting from the first day of tryouts to the date of the last game and/or any associated season celebration.

- Any student who during a sports season is assigned out-of-school suspension shall immediately forfeit participation on any HGMS team for the remainder of the season.
- In compliance with Wake County Public School Board Policy 6860.8, a student shall not attend or participate in any extra-curricular activities or a practice on the day a student serves an ISS or bus suspension. If a student is assigned an in-school suspension or a bus suspension she/he may be suspended for the next game. If games are missed while serving the consequence, then those missed games shall be a part of and not in addition to the game suspension. Any student who accumulates a total of 5 days of ISS shall immediately forfeit participation on any HGMS team for the remainder of the season.
- After school detentions (ASD), lunch detentions (LD), Refocus events/time-outs: Coaches have discretion in assigning additional consequences when a student athlete is assigned one of these consequences.

REMINDERS

Student Agendas

All students are expected to carry their HGMS student agenda every day. Students will use agendas for the purposes of organization and goal setting. In addition, all hall and bathroom passes for the entire 2025-26 school year are located in the agenda. Replacement student agendas will be available for \$5 while supplies last.

Bicycles & Skateboards

Bicycles should be chained and locked to the bike rack. The school cannot assume responsibility for damage or loss. Skateboards are not permitted at school.

Cafeteria

The HGMS cafeteria is open to students for breakfast during morning arrival and during grade level lunch times. Students are expected to follow the DOGS expectations for the cafeteria space. For more information on school breakfast and lunch menus and cost per meal, please visit: <https://www.wcpss.net/Page/1852>.

Cell Phones/Earbuds

Cell phones and Earbuds should be turned off and stored in an out of sight location during the school day. Students are not permitted to use these items during class, in the hall during transitions, or during lunch. These items will be confiscated and turned into the front office if students are using them during the school day. A parent will be required to pick up the confiscated items. Repeated offenses may result in school consequences.

Clubs & Organizations

HGMS offers a variety of clubs and student organizations, please visit the HGMS website for a complete listing of all activities. Most clubs meet during K9 Time, however, some clubs may also meet after school. Please contact Mr. Bazemore with a question related to student clubs.

Deliveries During the School Day

Holly Grove Middle School will not accept any deliveries for students during the school day. Further, students will not be permitted to carry balloons, flowers, large stuffed animals, or other large items throughout the day as they cause a distraction from learning.

Dress Code

HGMS adheres to the school dress code set forth in WCPSS Board Policy 4316. Students who are in repeated violation of the dress code may receive discipline consequences.

REMINDERS

Elevator Usage

Students are not permitted to use the elevator unless they have received permission from the Main Office. Students needing to use the elevator for a health/injury related reason should bring a note to the Main Office to receive an Elevator Pass.

Expectations for Assigned Work Over Track-Out

HGMS recognizes the importance of protecting track out time to allow for students to participate in non-school related activities. Students will not be required to complete school assignments over track out. No assignment for a grade will be due before the third day of track in.

Food and Drink Policy

Students may bring food or drink items to school only for breakfast or lunch consumption. With the exception of water bottles, food or drinks are not allowed in the halls or in classrooms. Student water bottles should have a method of closing in order to avoid spills. Due to frequent spills, squeeze bottles are not allowed. These are to be in a container and consumed in the lunchroom during times set aside for breakfast and lunch. Restaurant food will not be delivered to students during the school day. This applies to deliveries from a parent or a delivery service.

Lockers

Lockers are optional for all students and are not required. Lockers are issued to students at the beginning of the school year by their homeroom teacher. For security reasons, students are asked not to exchange their locker/combination information with any other student. Students are responsible for any damage to the locker or lock, as they are the property of the school. The replacement cost for a lock is \$5 and must be paid before a student will be issued a new lock. Personal locks may not be used on school lockers with the exception of PE lockers. School authorities have a responsibility and a right to examine the contents of a locker for health, safety, or security reasons.

Lost and Found

Students are responsible for property and possessions brought to school. All lost and found articles should be turned in at the main office. When a student has lost an item, he/she should complete an incident form in the office. Unclaimed items are stored in a designated area in the school and students may check the lost and found area with the assistance of a designated staff member. Periodically, unclaimed items are donated to charities. The accumulation of lost and found items is typically massive. Many items that students report to parents as stolen actually end up in lost and found. The school is not responsible for items lost or stolen.

REMINDERS

Media Center

The media center is open from 7:45 AM until 3:30 PM for students to check out materials or for quiet reading, research, or study. Students who stay after school must have a ride ready to pick them up by 3:30 PM each day. Most core and elective teachers bring students to the media center to use research materials for major assignments and projects.

Personal Belongings

Students are responsible for personal belongings brought to school. Do not leave any valuables in lockers or in physical education locker rooms. Only money needed for lunch or after school events should be brought to school. Students are urged not to leave books, purses, jackets, or other belongings unattended. All personal items should be marked with a student's name. HGMS is not responsible for lost or stolen personal items.

School Telephones

Students may use the telephone in the main office with permission to contact a parent/guardian. Telephones in the classroom are for staff use only. Arrangements for travel, after school activities, and needed materials should be made before school so that all students can have uninterrupted classroom instruction.

Visitors to School

HGMS parents are always welcome at the school. In addition, we invite you to volunteer in the school. During the school day, visitors should always enter the school at the front entrance near the administrative offices and stop in the office to sign in and obtain an identifying visitor's badge. Unfortunately, we are not able to have parents eat with their child during lunch. Visitors are asked to check out in the main office when leaving our campus. Students who are tracked out must have prior approval to be on campus during the regular school day (Exception: Students participating in school-sponsored activities such as sports, clubs, etc., may return to campus at 2:45 PM and report to an area designated by school staff).

Volunteer Opportunities @ HGMS

To become a school volunteer, you must register with WCPSS, please visit wcpss.net/volunteer for more information. Our Career Development Coordinator, Ms. Regina Watkins is always looking for Guest Speakers and new connections with our local business community. Please contact her at rdwatkins@wcpss.net if you would like to volunteer your time.