

Holly Grove Middle School

This student handbook belongs to:

Name



Bulldogs
2015 - 2016



“All Students WILL Succeed”

1401 Avent Ferry Road, Holly Springs, N.C. 27540

Telephone: (919) 567-4177; Fax: 567-4159

<http://hollygrovemiddle.wcpss.net>

School Hours: 8:15 AM - 3:00 PM

Grade/Track: _____ Team: _____ Counselor: _____

At Holly Grove Middle School we are developing a legacy of excellence. The staff is committed to student success. To achieve success we are following our Bulldog Beliefs to guide us in our journey. They are:

Relationships Come First

Engaging Lessons

Supervision is Everyone's Job

Positive Interactions With Everyone

To ensure the success of all students, we have established high expectations for our students as well. The following are our "DAWGS" Expectations:

Develop a safe environment

Accept responsibility

Work hard

Give your best

Show respect

Parent's and Student's Statements:

We have reviewed the contents of this handbook. We understand that if this handbook is lost or stolen we must purchase a new handbook at the cost of **\$5.00**.

This handbook should be treated as a textbook. Students are required to have this handbook in class each day. Pages are not to be removed. This handbook is the student hall pass and should be carried at all times. This handbook serves as an agenda and is the primary daily method of communication between parents and teachers. A copy of this page will be kept on file with the Team Leader.

Student's Signature

Parent/Guardian's Signature

Address: _____

Phone Number: _____

Emergency Phone Number: _____

Parent's Cell: _____

Students who wish to use the Internet **MUST** complete the following information:

Student Name (print): _____ Grade: _____ Track: _____

I have read the WCPSS Student Internet Access and Electronic Mail policy in the Wake County Student Handbook. I agree to follow the rules contained in this policy. I understand that if I violate the rules, my account can be terminated. I may also face disciplinary consequences.

Student's Signature: _____ Date: _____

Parent/Guardian's Signature (indicating his / her child may use the Internet):
_____ Date: _____

Personal Data Forms:

It is extremely important that we at all times have up-to-date information on address, phone numbers, emergency contacts and medical issues in case of an emergency. Please send all updates to your child's homeroom teacher immediately and/or the HGMS front office staff.

- HANDBOOK COPY -

Parent's and Student's Statements:

We have reviewed the contents of this handbook. We understand that if this handbook is lost or stolen we must purchase a new handbook at the cost of _____ .

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-RETURN SIGNED COPY TO SCHOOL-

Left blank intentionally – return to school signed.

MY IMPORTANT INFORMATION

BUS ROUTE AND BUS NUMBER: _____

LOCKER NUMBER AND COMBINATION: _____

PE LOCK COMBINATION: _____ - _____ - _____

PE LOCK SERIAL NUMBER: _____

(I should never leave my belongings in an unlocked locker.)

LUNCH #: _____

COMPUTER LOG-IN: _____

BLACKBOARD LOG-IN: _____

MY SCHEDULE

I should be in my 1st Period/Homeroom class by 8:15 AM.

Period	Subject	Teacher	Room

HOLLY GROVE MIDDLE SCHOOL
“HOME OF THE BULLDOGS”
“Where All Students WILL Succeed!”

HOLLY GROVE MIDDLE SCHOOL MISSION STATEMENT:

“To ensure student success, the Holly Grove Middle School Community will create an environment of high expectations to promote the growth of our students as 21st Century learners.”

HGMS IMPORTANT PHONE NUMBERS AND CONTACTS:

Main Office	567- 4177
Guidance Office	567- 4160
Attendance Office/Data Manager	567- 4157
Media Center	567- 4158
Holly Springs Transportation Office	805-3030

Principal: Mr. Proulx

Welcome to Holly Grove Middle School

This handbook provides information for students and parents about rules, policies, academic requirements, and student privileges and responsibilities. A school is a community that needs the cooperation of staff, students, and parents in order to ensure a pleasant, safe, and productive environment. We encourage you to take advantage of the academic and extracurricular opportunities that are available at HGMS. If you encounter difficulties, seek out the appropriate professional for assistance.

School Hours: 8:15 a.m. until 3:00 p.m.

ATTENDANCE & RELATED ISSUES

Arrival to School

Students are expected to be on time for first period at 8:15 a.m. to begin the instructional day. When a student reports after 8:15, he/she is tardy and will need to sign in at the front office before reporting to their first period class. The school staff is available to supervise students when the buses begin unloading at 7:45 a.m. so carpoolers and walkers should not arrive prior to 7:45 a.m. Upon arriving on campus, all students should report directly to their first period class unless they are going to eat breakfast in the cafeteria. In this case, students will go directly to the cafeteria from the bus loop or carpool area to eat breakfast and then report to their homeroom. Movement to any other area of the building requires a written pass from the first period 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 and proceed directly to their 1st Period class or to the cafeteria if they are eating breakfast.
- 7th and 8th Graders enter through the smaller set of doors to the left of the main entrance and go to the cafeteria if they are eating breakfast; 7th and 8th Graders not eating breakfast go up the main stairs to the second (7th Grade) floor or third (8th Grade) floor to their homerooms (Note: 7th Graders report to Homerooms for announcements and attendance prior to being dismissed for their first elective class).

Bus riders 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 1st Period 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 proceed down the main hallway past the Cafetorium, then go left down the next connecting hallway (that goes past the main office) and go up the main stairs to the second (7th Grade) floor or third (8th Grade) floor to their homerooms (Note: 7th Graders report to Homerooms for announcements and attendance prior to being dismissed for their first elective class).

Students should not be “dropped off” prior to 7:45 A.M. unless they have an appointment with a teacher. Students who have an early appointment with a teacher should have a note signed by that teacher. If there are occasions when students arrive before 7:45 a.m., they must wait either outside the front entrance (Avent Ferry side) or in the front hallway during extreme weather conditions. These students should not enter any other part of building until the 7:45 bell rings. ***Please note that there will not be any supervision by school staff on these occasions.***

Late Arrivals to School

Students arriving after 8:15 a.m. are tardy and must sign in at the Main Office. When a student arrives after attendance is taken, you may receive an automated (or robo) call that your student was absent for the day. This is corrected to Tardy from the report that is pulled of all Late Sign Ins for that day. According to Wake County School Board Policy, "A student shall be in his/her seat at the beginning of the school day and at the beginning of each class or be recorded as “tardy.” Upon receiving three unexcused tardies, a student will be subject to disciplinary action.

Dismissal from School for Carpoolers

Car riders should be picked up at 3:00 P.M. unless they are staying for a teacher, have another school assignment, extra-curricular activity, etc. Please know what time your child will be finished and pick him/her up promptly.

- Carpool students will remain supervised in the carpool area. The safe and proper place for students to be “dropped off” and “picked up” is the carpool area directly in front of the school (Avent Ferry side). Please do not drop off or pick-up students at any other location.
- Pull your car forward as far as possible in the lane next to the school to accommodate more cars at one time.

Parents who transport students after school should do so as soon as possible after dismissal at 3:00 p.m. Because of concerns for student security and school liability, students will be moved to the office when they are not picked up in a timely manner. 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.

Carpool dismissal is from 3:00-3:15 PM each school day. We do not provide after school care for late student pickup. If you arrive after 3:15PM, the parent/provider must come into the Main Office to pick-up and sign out the student.

Early Pick-up from School

We earnestly solicit your help and cooperation as we strive to protect the instructional time of all students. 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, we ask that students be checked out **prior** to 2:45 p.m. If your child will be checking out during physical education class, please send a note notifying that teacher. *STUDENTS WILL NOT BE CALLED FROM CLASS DURING THE LAST FIFTEEN MINUTES OF THE DAY. STUDENTS ARE NOT PERMITTED TO WALK THE BUILDING, PURCHASE DRINKS, OR WAIT IN A NON-DESIGNATED AREA UNTIL THEIR BUS OR CARPOOL RIDE HAS ARRIVED.*

Attendance Policies and Procedures

Our automated phone notification system will be utilized to inform parents and guardians of each student 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. The student is "skipping class" if he /she is absent from class without permission of the period teacher.

Tardy Policy

HGMS has the following expectations:

Teachers can expect of their students ...

... that they will arrive to class on time ready to learn.

... that when students are late to class, they will enter the room, sign in, and be seated in a manner that does not disrupt the learning process.

Students can expect of their teachers ...

... that tardies will be marked accurately each period, each day.

... that meaningful activity will begin as soon as the bell rings each day.

Holly Grove Middle School staff will consistently and equitably enforce the tardy policy. Students will be required to sign in to class when tardy.

When students are late to class ...

1 st Tardy	Verbal warning from teacher
2 nd Tardy	Verbal warning from teacher
3 rd Tardy	Lunch detention, noted in SAM/Parent phone call
4 th Tardy	Referral to administrator – one class period of ISS

5 th Tardy	Referral to administrator – one day of ISS
6 th Tardy	TBD by administrative staff/conference request

Things to remember ...

- Tardies are counted on a class-by-class basis
- Tardies will be cleared at the end of each quarter.
- Teachers may contact parents for all tardies if they choose.
- Multiple tardies in the same day by a student will result in further disciplinary action.

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.

Procedures for Absenteeism

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 report to either the Main Office or to the first period teacher to present a note signed by the parents explaining the reason for the absence. 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. Absences not classified as excused are unexcused. *An absence or tardy is excused only under these conditions:*

- Illness or injury that renders a student unable to attend school. WCPSS policy states that a student should go home if s/he has a fever of 100.6 or higher & should remain home until free of fever for 24 hours.
- 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.**
- **Students absent during a school day may not attend an after school activity on the same day of the absence unless approved by the Principal or applicable grade level administrator when the Principal is not available.**

Procedures for Completing Make Up Work

After being absent from school, it is the student's responsibility to contact his/her teachers to find out what work was missed and to make up that work. Please be aware that there is a 24 hour waiting period for assignment requests. When the need for an absence is known prior to the absence, permission from the principal's office may allow arrangements for making up work prior to the absence. The teacher will determine the amount of credit assigned to the make-up work for unexcused absences; however, credit equivalent to not less than 70% of the original value of the work shall be awarded. Pre-approved (non-illness related): If work or tests are assigned by the teachers in advance of the absence, all make-up assignments will be collected and all scheduled tests will be required to be taken on the day of return.

Holly Grove Middle School Test Policy

Any student who earns a D or an F on a classroom test has the option to complete test corrections or a retest in order to receive a higher grade. Upon successful completion of either the test corrections or the retest, the student can earn up to a C on that assessment. Individual teachers will decide whether students will complete test corrections or a separate re-test. All students must complete a test correction/retest application form in order to participate. Students can get this application from their teacher. The time limit for completing test corrections or a re-test, unless otherwise specified by the teacher, is one week from the date the test was returned to the student.

Visitors to School

HGMS parents are always welcome at the school. In addition, we invite you to volunteer in the school. To become a school volunteer, you must register with Wake County Public Schools. 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. Visitors are asked to check out in the main office when leaving our campus. Anyone who does not follow this procedure undermines our security/safety plan. Feel free to come and eat lunch with your child. We do require that meals be eaten in the cafeteria, and we do not allow restaurant food to be brought to the cafeteria during lunch. Parents, newcomers, or other guests must arrange with the school's administration to observe in a classroom. All observations must be scheduled at a mutually agreeable time for the teacher and observer. Students are not permitted to have friends visit during school hours. Due to liability and insurance considerations, no student-aged guests are permitted on campus. Students who are tracked out are not allowed 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).

Parent – Teacher Communication

Parents are encouraged to initiate contact with teachers regarding questions or concerns about their children. Teachers may be contacted by note, telephone 567-4177, or email. The office receptionist will leave the teacher(s) a message to return your call as soon as possible. Please call or email in advance to schedule a conference. Our teacher teams each have team websites with class information posted. Parents are strongly encouraged to check these sites regularly. In addition, each teacher will update grades every three weeks. Parents are encouraged to sign up for the Powerschools Parent Portal to review their child's updated grades.

Complaints and/or Concerns

Being responsive to the needs and concerns of our parents is always a priority. If a parent (or student) has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person with whom the problem lies.
2. If the problem still exists, contact the principal or grade-level assistant principal.
3. Always make an appointment. If you make an unscheduled visit, the person with whom you wish to speak will probably not be available.
4. Never by-pass the office when you visit. All visitors are required to register in the office and obtain a visitor's badge. Please understand that choosing not to report a concern when an incident happens may limit the school's ability to address the concern fully and efficiently.

2015 – 2016 Proposed Early Release Days

Holly Grove Middle School will dismiss 2½ hours early on four separate dates to provide time for Professional Development for the Holly Grove Middle School Staff. These dates are:

- 8/14/15
- 9/4/15
- 10/16/15
- 12/18/15
- 1/15/15
- 2/12/16
- 3/4/16
- 3/18/156

Report Cards and Interims

Report cards are issued at the end of each quarter. Dates vary depending on the student's track. Interim reports are distributed to the student four to five weeks into each track's quarter. The school's grading system is the same as the WCPSS Grading Scale.

SCHOOL PROGRAMS & SUPPORTS Activities, Clubs, and Organizations

HGMS offers a variety of academic, athletic, social, and special interest activities, which are an important part of the learning and growing process. Since most of these activities are an extension of the school day, all WCPSS and HGMS rules and policies will be maintained before and after school. Students may be restricted from attending school activities because of poor academic performance, unacceptable behavior, excessive absences or indebtedness to the school. Students whose rides are extremely late following after-school functions may be restricted from future activities.

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 give the HGMS Athletic Director a complete WCPSS Middle School Athletic Participation Form. The physical portion of the form is valid only for 365 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 the school's Athletic Director. The physical portion of the form is valid only for 365 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 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 earn passing grades (D or better) during each semester in one less course than the required core courses to be eligible for participation during the succeeding semester. Passing grades must be attained in language arts and mathematics. In addition to the core course requirements, at least fifty percent of all remaining courses must be passed.
- Must not have more than 14 total absences (85% attendance requirement) in the semester prior to athletic participation.
- Must not turn 15 on or before August 31st of that school year.
- Upon first entering grade seven (7) is academically eligible for competition on middle school teams. All academic and attendance requirements must be met the first semester (fall) in order for this student to be eligible for athletic participation the second semester (spring). No student may be eligible to participate at the Middle School level for a period lasting longer than 4 consecutive semesters beginning with the student’s first entry into 7th grade.
- 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 not, as an individual or a team, practice or play during the school day.
- Must not play, practice, or assemble as a team with your coach on teacher work days, Saturday (includes year round schools), Sunday, holidays or vacation 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.

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 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 s/he shall 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.

Cafeteria

Prices for meals:	Full priced breakfast – \$1.25	Reduced price breakfast - .30
	Full priced lunch – \$2.25	Reduced price lunch - .40

Bring your meals from home or take advantage of the HGMS cafeteria selection. Vending machines are available for drinks and snacks using cash only. We encourage students to eat a balanced, nutritious cafeteria meal and to open a cafeteria account. Pre-pay helps prevent long lunch lines and delays during lunch. To make prepay arrangements, parents or students should obtain a pass to visit the cafeteria staff between 7:45 and 8:15 a.m. Make checks payable to *Holly Grove Middle School Cafeteria*. Pre-pay online is also an option. The school does not loan money for lunch. However, when students do not have money for lunch, the school system provides an emergency lunch which consists of fruit and vegetables. We do require that meals be eaten in the cafeteria, and we do not allow restaurant food to be brought to the cafeteria during lunch.

Cafeteria Expectations:

- Students will sit in designated areas in order to assist with student management and cleanliness.
- All students share the responsibility for keeping the cafeteria clean and will be asked to help clean up.
- Students should make purchases of food when they go through the line the first time and should then remain seated until dismissed.
- The cafeteria can make substitutions for students with food allergies if there is a letter from the child's doctor stating the allergy and the recommended substitutions.
- Students must know and use their designated ID number and make purchases only for themselves.
- Students should not combine containers of food or remove containers from their tray until after paying. Theft of food items from the cafeteria will result in a referral to the office and disciplinary consequences.
- No food or drink, including items from vending machines, may be taken out of the cafeteria for any reason.
- Talking at a reasonable (indoor, conversational voice) level is encouraged. Yelling and loud noises are unacceptable.
- Students may not use the vending machines in the cafeteria except during their assigned breakfast or lunch times. Students in ISS may not use the vending machines.

Elevator Use Policy

No student may use the elevator without permission from a staff member. Students with permanent or temporary disabilities may use the elevator if deemed appropriate by an administrator.

Guidelines for Participating in Extra-Curricular Activities

On the day students are in ISS or OSS, they will not be allowed to participate in or attend ANY extra-curricular activities (athletic games, dances, plays, band concerts, clubs, practices, rehearsals, etc...). Participation in any assemblies or events is also prohibited (pep rallies, guest speakers, team meetings, etc.). Eligibility and continuous participation in after-school sports and activities (athletic teams, scholastic teams, etc.) are affected if a student is in In-School Suspension (ISS) or Out of School Suspension (OSS). 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.

- **Dances:** as a privilege for students who have good conduct records at HGMS, the school sponsors several dances for HGMS students only (*Only HGMS students with prior permission are allowed to attend HGMS dances*). School dances will usually have an outside DJ. Although school staff will act as chaperones, we always invite parents to assist with supervision. Parent chaperones must be approved WCPSS volunteers (parents must have a level 3 or 4 volunteer clearance). Students should wear clothing which is comfortable and which meets school dress code guidelines. When rides are extremely late following dances, students may be restricted from future attendance. Students must be in good standing to attend dances. Students with 1 OSS, or 2 assignments to ISS, or two days of bus suspension since the last dance will be considered to be not in good standing. Students wishing to earn/regain the privilege to attend dances back through positive behaviors should schedule a time to meet with their administrator to create a behavior plan.
 - **Drop-off and Pick-up – In order to alleviate traffic congestion, please adhere to the following:**
 - **Drop-off and pick-up Track 3 and Track 4 in the carpool lane (outside the Main Entrance to the School)**
 - **Drop-off and pick up Track 1 and Track 2 in the bus loop lane (Cass Holt Road entrance)**
- **Field Trips:** Group trips to off campus sites provide a valuable extension to the curriculum and emphasize course objectives. It is the teacher's responsibility to inform students (in advance) of the criteria for eligibility for participation on field trips. Students must be in good standing to attend field trips. Student behavior is always a consideration. *The HGMS administration may require that a parent/guardian attend with a student in certain situations.* Attire for field trips should follow the school dress code. A per pupil assessment is usually required to fund school trips. Since teachers must make final deposits and finalize the details of trips well in advance, they will hold students to absolute deadlines in registering and paying for school trips. When on a school trip, each student will remain with the assigned chaperone and travel on the designated transportation to and from the activity unless the sponsor gives permission to travel by other means.

Hall Passes

The agenda is to be used at all times as a hall pass. Restroom passes will be issued by the teacher during class on an emergency basis. Students should use the restroom before school, during their lunch period, and during dress out for physical education class. School staff may ask to monitor the agenda to determine frequency of restroom passes.

School Supplies and Textbooks

Textbooks are provided free of charge to students (in some subjects, students use a classroom copy with the teacher also providing access via online or CD resources). The HGMS staff also expects students to bring pens, pencils, paper, notebooks, and their agenda to class. If textbooks are lost, stolen, or damaged, students will be

charged for them. **Lost books must be paid for before a new book will be issued.** If the book is found, the office will reimburse the student for the cost. Textbooks must be turned in before the end of each school year on a date determined by school administration. Parents of students with a missing textbook will be notified by school messenger. Students not returning a textbook will be assessed a fine and may not be allowed to participate in end of year celebrations and ceremonies. If the fine is not paid by the end of the school year, it will go into that student's POWERSCHOOLS PARENT PORTAL Account. This fine follows the student to their WCPSS high school and that student may not be able to obtain a parking pass, attend the prom, or participate in commencement until the payment is made back to HGMS.

Lockers

Lockers are issued to students at the beginning of the school year by their homeroom teacher. For security reasons, students may not exchange lockers, combinations, or locks. Students are responsible for keeping their lockers clean. Any locker malfunction should be reported to the teacher. Any personal property placed in the locker is the responsibility of the student. Students are responsible for any damage to the locker or lock. Student lockers remain the property of the school. Therefore, school authorities have a responsibility and a right to examine the contents of a locker for health, safety, or security reasons.

Physical Education

Students are expected 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 change clothes for PE class may result in the student losing points for that grading period. Consistent failure to change clothes for PE may result in class failure and/or disciplinary action. Other PE rules are:

- HGMS is not responsible for lost/stolen items in the locker room. Students are required to lock up all belongings during PE and are strongly encouraged to buy a separate lock for gym lockers.
- Aerosol sprays may not be used in the locker rooms.
- Students may not wear jewelry during PE class.
- If a student must be excused from physical education due to illness or injury, a written note from a parent/guardian is required. Students who have a medical condition that prohibits their participation in physical education for more than two consecutive days must have a doctor's written statement.

Accidents/Emergencies

Students are responsible for reporting all injuries that occur while in school, on the school grounds, or at school sponsored events when the injury occurs. Be sure to report the incident to both the faculty member in charge and to the office on the Accident Report Form. Emergency telephone numbers to contact parents or guardians must be current and on file at all times. It is absolutely necessary that students know how to get in touch with their parents/guardians when an illness necessitates that the student go home or to the hospital. Parents are responsible for transporting ill students.

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.

Use of Telephones

Students must have permission to use the telephone in the office. 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. **Messages:** if it is necessary for a parent/guardian to get a message to a student during the school day, a member of the office staff will relay it. We do not accept messages for students from anyone other than parents or guardians. Only in case of an emergency will a message be delivered while classes are in session. Parents wanting to leave a message should call the school prior to 1:00 P.M.

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. (Including cough drops)
- 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 drugs.
- If, during an acute illness, a student needs to take a prescribed medication such as antibiotics, a parent may send a note requesting that school personnel administer the medication for up to 10 days. Send only the doses that must be given at school. The pharmacist label on the bottle will serve as the physician order.
- 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 pass to go to the main office to call home. If the decision is made that the student will leave campus, the student will normally return to class to wait for the parent to arrive on campus. When the parent or guardian arrives to check the student out, the student will be called to the office for dismissal.

School Nurse

Our school is served by a public health nurse during part of each week. Emergencies arising when the nurse is not present will be managed by office personnel. North Carolina's Student Immunization Law requires all students to be adequately immunized according to their age and grade level.

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.

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 P.M. each day. Most core and elective teachers bring students to the media center to use research materials for major assignments and projects. Students who come to the media center without a teacher should present their agenda.

The media center has an online circulation system which can be accessed from the media center homepage by any computer—at school, at home, at the public library, etc. Computers for accessing the Internet are also available. Students will be shown how to use the computers through their research classes. Any students who need to print research materials must see a media staff member for permission to print.

Checking Out and Returning Books

To check out a book, students will approach the circulation desk where the media staff will assist them. Books may be returned at the circulation desk. Students are not limited to the number of books they may have at a time; however all books are checked out for a 3-week loan period.

Fines

Students may lose circulation privileges if they neglect to return books. If a book is damaged, fees will be assessed on a case-by-case basis. Eighth grade students must return any books checked out from the media center before the last day of school (the last day as applicable to the student's track). Eighth grade students not returning books belonging to HGMS will be assessed a fine and may not be allowed to participate in end of year celebrations and ceremonies. If the fine is not paid by the end of the school year, it will go into that student's POWERSCHOOL PARENT PORTAL Account. This fine follows the student to their WCPSS high school and that student may not be able to obtain a parking pass, attend the prom, or participate in commencement until the payment is made back to HGMS.

Reading During Track Out

The media staff encourages students to check out books just before leaving for track-out. Since books are checked out for 3 weeks and all students have a five-day grace period, everyone should have plenty of time to return books before they become overdue. Before tracking out, students should also return/renew any books that will become overdue during their break.

School Counselors

Guidance services are provided for students at Holly Grove Middle School by trained counselors. These services include individual, small group, or classroom sessions with a grade level counselor. During a class period, students needing to see a counselor must have a pass signed by their teacher. Students may obtain an appointment request form from any teacher or the student services office and return the completed form to student services. Students will be contacted by a counselor as soon as possible.

Student Agendas

Student agendas are useful in middle school. They improve communication between the school and home. Students record assignments, projects, and tests in their agendas helping them to better organize their time. Assignments are less likely to be forgotten or misplaced if students are responsible for writing their homework assignments in the agenda. Parents are strongly encouraged to regularly check the agenda to see what homework is being assigned and that it is completed. Using the agenda correctly on a daily basis is an expectation for all Holly Grove Middle School students. Your active use of the student agenda is appreciated!

Code of Student 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. 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. If there is a conflict between the rules expressed in this handbook/agenda/planner and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

Todos los estudiantes son responsables por el cumplimiento y el conocimiento del Código de Conducta Estudiantil y de todas las políticas de la Junta Escolar que gobiernan el comportamiento y la conducta estudiantil. Todas las políticas del Código de Conducta Estudiantil se encuentran en el manual de WCPSS de Estudiantes/Padres, el cual se distribuye a todos los padres y estudiantes al principio de cada año escolar o al matricularse en el WCPSS. Si hay un conflicto entre las reglas expresadas en este manual de Estudiantes/Padres y el manual/agenda/planificador de la escuela de su hijo(a) las reglas expresadas en este manual deben tomar prioridad.

Student Responsibilities and Expectations

- Attend school regularly ready to learn.
- Show respect and politeness to all people, their property and self.
- Follow the rules and expectations of teachers, school, and school system.
- Know the consequences for violating the Student Code of Conduct.

Teacher and Administrator Responsibilities and Expectations

- Inform our students and parents of teacher and school rules and expectations.
- Provide an opportunity for all students to learn and to be successful.
- Provide a safe, purposeful learning climate.
- Communicate regularly with parents and students regarding academics and behavior (positive and negative).
- Discuss issues with guidance counselors and other 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.

Parent Responsibilities and Expectations

- Ensure that your child understands and follows the Student Code of Conduct.
- Re-emphasize to your child the importance of self-discipline and respect for themselves and others.
- Communicate with your child's teachers through e-mail, agenda, phone messages, & meetings as needed.
- Work closely with the school staff to help your child learn and to be successful.

In-School Suspension Policies and Procedures

In-School Suspension (ISS) is a serious consequence reserved for behavior that violates HGMS or WCPSS policy. ISS is an academic but not an instructional environment. Since we want students to keep up with their studies when out of class, the following procedures will occur when the administrator assigns ISS.

- Parents will be notified by telephone by the applicable grade level administrator when a student is placed in ISS.
- Students will complete work while in ISS. The ISS Teacher will collect this work and give the completed assignments to the student's teachers the following morning.
- Students' grades are not penalized when serving ISS if the work returned is accurate and complete.
- ISS is offered to give students an opportunity to continue learning. If students display inappropriate behavior in ISS they may be suspended out of school.

Out-of-School Suspension (OSS) Policies and Procedures

Out-Of-School Suspension (OSS) is a serious consequence reserved for behavior that violates HGMS or WCPSS policy, or for students with repeated referrals who have been unable to change their problem behavior with other interventions. Because we want students to keep up with their studies, the following procedures will occur when the administrator assigns OSS:

- Parents will be contacted using the contact information from student records and notified of the OSS.
- Parents will be notified of the policy violation and asked to monitor the student at home to ensure all work is completed.
- Teachers will be notified of the student's suspension.
- Teachers are given 24 hours after notification to send assignments to the office.
- Parents may pick up work in the office the following day after 3:00 P.M.
- Work must be turned in by the student his/her first day back at school in order to receive credit. More time may be allowed if deemed necessary by the teachers or administrators.

Deliveries, Flowers, Balloons for Students

Holly Grove Middle School will not accept any deliveries for students during the school day. All such deliveries (including on birthdays, Valentine's Day, and any other event) will be returned to the sender. 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.

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.

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 need to be marked with a student's name. ***HGMS is not responsible for lost or stolen personal items.***

Cell Phones

Although cell phones can be brought on campus and can be used before or after school, cell phones are not allowed to be on and/or visible during the school day. Cell phones should be turned off and stored in the student's locker during the school day. Students caught with cell phones on, texting, or out where they are visible to staff during the school day will have phones confiscated and turned into the front office. A parent will be required to pick up the confiscated phones. Repeated offenses may result in ISS or OSS for failure to comply with school rules.

Bus

The primary goal of this information is to keep students and staff safe at the bus stop, while on the bus, and during arrival and dismissal to and from the bus at school. The other goal is 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.

The Bus Stop

- Get on and off the bus only at your authorized bus stop.
- Be a good neighbor! Respect the property of the people and families living around and near your bus stop.
- On the Bus (***It is very important for everyone's safety to follow all directions from the bus driver and not to engage in any behaviors that could distract the bus driver.***)
- It is very important to stay in your seat while the bus is in motion and while stopped (e.g., at a bus stop, traffic light, or on the bus loop).
- Talk in an indoor voice.
- Do not eat or drink on the bus.
- Electronic devices that are not permitted in school are also not allowed on the bus.
- Keep all body parts (head, arms, feet, and hands) inside the bus.
- Help keep the bus clean (do not throw any trash on the floor or in the seats).
- Do not throw anything out of a bus window.
- Large items (such as projects or musical instruments) must fit in the student's lap and cannot take the space that another student would sit in.
- No animals (including reptiles) may be transported on the school bus.
- Please tell the bus driver if you have an issue with another student on the bus or any concern that might affect your 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 on the bus loop to enter the school in the morning. Due to concerns for safety, *please go directly into school from the bus.*

Dismissal

- For safety reasons and so that no one will miss their bus at the end of the school day, *it is important for all students to go directly to their buses at dismissal* (e.g., do not stop to talk with friends, etc.).

The Process for Handling Bus-Related Discipline Issues

- We hope to avoid as many bus discipline issues as possible by everyone knowing the expectations and working together as a team. However, in the event that a bus driver submits a Bus Referral on a student or there is a school-based referral related to an issue on the bus, the following describes the process for handling the referral:
 - The applicable grade level administrator is the primary point of contact for bus-related discipline issues. The administrator will conduct an investigation and determine what disciplinary action or outcome is appropriate.
 - Depending upon the *type and significance of the behavior* described in the referral, the following is the normal outcome for bus referrals:
 - First Referral: in most cases, the student is counseled and expectations are reviewed to include the consequences associated with future referrals. The parent/provider is contacted by phone and a copy of the bus referral is sent home.
 - Second Referral: the same process as the first referral with the possibility of After School Detention or In-School Suspension considered based on the behavior outlined in the referral.
 - Third Referral: although the same process outlined above is followed, a third bus referral can result in Out of School Suspension or removal from the bus for a minimum of one school day.

As outlined by WCPSS Policy 6450, “school transportation service is a privilege, not a right.” Our goal by providing the information outlined above is so we can work together as a team to ensure the all of our students and staff can take advantage of this privilege in a safe and enjoyable manner!

Dress Code

HGMS adheres to the school dress code for Wake County to help students better focus on their education. If a student’s clothing is inappropriate, staff may have the student change into clothing provided by the school, or parents may be called to bring an appropriate alternative. Consequences may be given for each offense. Students who repeatedly violate the dress code will receive an increased penalty for each act of non-compliance and may include school suspension. The following are examples of inappropriate attire (the list is not conclusive):

- Garments that are see-through, expose underwear, bras, or show cleavage
- Sagging pants (low riders)
- Pajamas or boxer shorts as outerwear
- Oversized clothing; too long or too large, including belts
- Excessively slit, tight, or short garments (Use the following as a guide in determining if the garment is too short: the length of the garment (skirt, shorts, etc.) must extend to at least the tip of the student’s middle/longest finger when the student’s arm is at their side).
- Tank tops with large underarm openings
- Clothing that permits the stomach, back, or upper or lower buttocks area to be exposed when standing, bending, sitting, kneeling, or stretching or shirts/halters with bare midriffs, “spaghetti” or no straps
- Garments with messages or illustrations that are written across the buttocks area, or are lewd, indecent, vulgar, or advertise any product not permitted by law to minors
- Clothes or items with language/symbols associated with gangs, intimidation, violence, or violent groups
- Clothing or items worn in a manner not intended by design, manufacture, or original purpose.

- Any adornment such as chains, spikes, dog collars, hanging from neck, belt loops, pockets or clothing or items that tend to distract students from their academic responsibilities or that could be perceived as a weapon.
- Head coverings of any kind, such as hats, do-rags, bandanas, headbands, or sunglasses
- Bedroom shoes or slippers, shoes with wheels, or footwear that creates safety issues

The Administration of Holly Grove Middle School adds the following:

- Tank tops and tops/shirts with spaghetti straps are prohibited.
- Beads, long strings, or any other items worn around the neck.
- When a student persists in wearing any prohibited item, the item will be confiscated and returned only to a parent or guardian.

**Holly Grove Middle School Administration reserves the right to add to this list as fashion trends change and/or a student's attire becomes a distraction to the educational process. All parents and students will be notified of any changes.

Food and Drink Policy

Students may bring food or drink items to school only for breakfast or lunch consumption. Food (including gum) or drinks are not allowed in the halls or in classrooms. These are to be in a container and consumed in the lunch room during times set aside for breakfast and lunch. Restaurant food will not be delivered to students during the school day.

Items Not Allowed At School

Except as permitted by WCPSS Board Policy, no student shall use, display, transmit or have in the on position on school property any wireless communication device or personal entertainment device, including but not necessarily limited to, cell phones, pagers, two-way radios, CD/ MP3 players, and electronic games, or any laser pointer or similar devices until after the conclusion of the instructional day.

Wireless communication devices or laser pointers may be used by students for instructional purposes with the permission and under the supervision of the teacher. School principals may authorize individual students to possess and/or use for personal purposes wireless communication devices if, in the opinion of the principal, there is a reasonable need for such communication.

Any device possessed or used in violation of this policy shall be confiscated and only returned to the students' parents/guardian. Penalties for violation of this policy are set at the discretion of the principal.

If a student uses a laser pointer in a way that reasonably could or does cause physical harm, the laser pointer may be considered a dangerous instrument and the student may be charged with violation of Policy Level III-3 and disciplined accordingly.

Computer Use Policy

- Do not give your login or password to another student or use another student's login.
- Students should use the same computers each time in the lab. Classroom teachers will assign computers.

- Respect equipment, hardware, software, and computer station materials. Any misuse will be subject to consequences.
- **Magnets** may damage computers and monitors, and are strictly prohibited. Bringing magnets into the computer lab will result in serious consequences.
- Keep your computer workstation clean. All books, notebooks, purses, etc. should be placed under your chair, **not on the computer tables**. The keyboard must remain on the computer station table and monitors should not be adjusted.
- Use only the appropriate software as directed by your teacher.
- Non-school related internet sites, images or programs such as **e-mail**, games, music downloads, etc...are **prohibited**.
- Storage medium may not be used without direct and express permission from your teacher, including floppy disks, flash drives, or CD's.
- Access and print only from your own documents. **Do not print from the Internet.**
- Obey all copyright laws when using information obtained from any source.
- Always close all programs and log off before leaving your computer station.
- Be respectful of other students' printed work when removing your hard copy from the printer.
- Respect other students' computer workstations. (Touching or using another student's keyboard or mouse may cause that student to lose his or her work.)
- Always push in your chair at the end of class to "ready" the room for the next period.
- **Do not bring any food, drink or gum into the lab.**
- Listen, read, and follow the directions of the instructor.
- **Do NOT remain in a computer lab that is unsupervised by an adult.**

Violation of software copyright laws is defined in Board Policy 6445.4 as, "unauthorized duplication of computer software (computer piracy), printed material related to computer software, and/or the use of pirated computer software". Some examples of violations of software copyright laws are:

- making copies of school software or programs.
- making copies of software manuals or user guides.
- downloading unauthorized programs on school computers.

Violation of computer access is defined in Board Policy as, "willfully, directly, or indirectly accessing or causing to be accessed any computer, computer system, computer network, or any part thereof without proper authorization or otherwise violating Policy 6446. Some examples of violation computer access are:

- accessing inappropriate internet sites.
- accessing unauthorized software programs.




Using the Computer Labs- The computer labs are to be used only by student groups supervised by an adult.



Students who violate any of these rules may be subject to a loss of computer privileges and/or other disciplinary action.

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:

- 1) Clearly defined expectations, 2) a teaching component for demonstrating appropriate actions, 3) reinforcing appropriate behavior, 4) correcting problem behavior, and 5) interventions for challenging behaviors.

DAWGS Expectation	Transitions	Cafeteria	Bathrooms	Bus/ Carpool	Extracurricular Activities
<p><u>D</u>evelops a safe environment</p> 	<ul style="list-style-type: none"> - Remove hats and electronic devices upon entering the building. - Keep my hands, feet and property to myself. 	<ul style="list-style-type: none"> - Enter and exit in an orderly line. - Respect others personal space and property. - Sit in designated areas. - Ask the teacher if I need something. 	<ul style="list-style-type: none"> • Enter/Exit in an orderly manner. • Maintain my own personal space, keeping my hands and feet to myself 	<ul style="list-style-type: none"> - Refrain from horseplay. - Keep my hands, feet, and property to myself. 	<ul style="list-style-type: none"> - Enter and exit the event in a respectable manner at the appropriate times. - Stay in the correct designated areas. - Walk at all times.
<p><u>A</u>ccepts Responsibility</p> 	<ul style="list-style-type: none"> • Keep areas clean and take care of school property. • Have a teacher-signed pass when out of class. 	<ul style="list-style-type: none"> • Serve myself food in a clean and orderly fashion. • Choose only the appropriate portions. • Clean the area before leaving. 	<ul style="list-style-type: none"> • Use the facilities appropriately and in a timely manner. • Keep areas clean and dry while practicing good hygiene. 	<ul style="list-style-type: none"> • Know my route number and listen for my number to be announced. • Walk directly and politely to my bus/car. 	<ul style="list-style-type: none"> • Demonstrate good sportsmanship by appropriately cheering, clapping, and/or standing. • Treat property responsibly. • Participate when appropriate.
<p><u>W</u>orks hard</p> 	<ul style="list-style-type: none"> • Be in class on time. • Use my locker and gather all needed materials at approved times. 	<ul style="list-style-type: none"> • Ask for permission to leave my seat. 	<ul style="list-style-type: none"> • Make use of scheduled bathroom breaks. • Avoid using class time to go to the bathroom. 	<ul style="list-style-type: none"> • Go directly to the bus/car pool area • Exit the building and leave campus immediately upon dismissal. 	<ul style="list-style-type: none"> • Always prepare for the task at hand. • Work at being a better teammate.

<p><u>G</u>ives its best</p> 	<ul style="list-style-type: none"> • Move to designated area in a timely manner. • Use an appropriate voice (tone, volume, and language) at all times. 	<ul style="list-style-type: none"> • Use an appropriate voice (tone, volume and language). • Recycle responsibly. • Finish all my food and drink inside the cafeteria. 	<ul style="list-style-type: none"> • Respond appropriately to all you encounter (tone, volume, language). • Report inappropriate behavior. 	<ul style="list-style-type: none"> • Continue to follow DAWGS expectations on the bus. • Be courteous and polite. 	<ul style="list-style-type: none"> • Always strive to be better and learn from past mistakes. • Do my best to keep a positive attitude.
<p><u>S</u>hows Respect</p> 	<ul style="list-style-type: none"> • Walk on the right and in a straight line when moving as a class. • Follow directions of all staff members. 	<ul style="list-style-type: none"> • Eat only my own food. • Follow all directions from staff members. 	<ul style="list-style-type: none"> • Take care of school property. • Dispose of waste products properly. • Follow all directions from staff members. 	<ul style="list-style-type: none"> • Use appropriate language at all times. • Report inappropriate behavior to an adult. • Follow all directions from staff members. 	<ul style="list-style-type: none"> • Show respect for the National Anthem. • Show respect toward officials, opposing teams, opposing fans, and any performers. • Follow all directions from staff members.