Van Hoosen Middle School

Home of the Vikings!



Parent/Student Handbook

Viking POWER

Positive
Ownership
Well-mannered
Excellence
Respect

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www.rochester.k12.mi.us/vanhoosen

GREETINGS, VAN HOOSEN STUDENTS AND FAMILIES! We are thrilled to welcome you! Van Hoosen is a special place where middle school students have the chance to experience new opportunities, gain more independence, and take on more responsibilities as they prepare themselves for high school and beyond! It is our job to facilitate this development of each and every student. We are pleased to present our revised Parent/Student Handbook. The following information will help you to learn more about many of the procedures, guidelines, and opportunities at Van Hoosen. Please note that this handbook is not "all inclusive", and there is information that does not appear that students and parents will need to know. If you have any questions please call the school at 248-726-4900 or visit our website at www.rochester.k12.mi.us/vanhoosen

ADMINISTRATION: Mr. Dan Mooney is the Principal and Mrs. Laura Matthews is the Assistant Principal at Van Hoosen Middle School. They are eager to help students with any problems that arise.

COUNSELORS: Ms. Erin Moran, Mrs. Lisa Elder, and Mrs. Michelle Rupp are the counselors at Van Hoosen. Counselors provide a myriad of services. First and foremost, they are here for the students. Each of our counselors is available to students as a "listening ear". They know and understand the "middle school" student very well. Additionally, counselors are available to assist students with course requests, schedule changes, issues with other students, and almost any aspect of student life. Counselors are also an invaluable resource to parents. They have extensive knowledge of college preparation and secondary coursework. Our counseling staff can also provide liaison services between teachers and parents when certain situations arrive. Finally, our counselors facilitate programs such as: "Signs of Suicide", anti-bullying presentations, sexual harassment awareness, and study skills. Students are assigned accordingly:

- Mrs. Elder: students with last names A-GR
- Ms. Moran: students with last names GU-PATE
- Mrs. Rupp : students with last names PATH-Z

SCHOOL HOURS: Classes begin at 7:30 a.m. and end at 2:27 p.m. **Students are to be out of the building by 2:40 p.m., unless they are at a supervised activity.**

REGISTRATION: All students, prior to the beginning of school, are required to go through the "registration process". At that time, students get their schedules, locker assignments, planners, text books, turn in forms, pay for various items, get their pictures taken, and receive their ID cards.

SCHEDULES: Your schedule consists of your subjects, periods you meet, teachers, length of courses and room numbers. All students are required to take language arts, math, social studies and science for an entire year.

STUDENT ID CARDS: All students are issued student ID cards. They are expected to have them at school. We recommend keeping them in their backpacks in case they need them.

SCHOOL SUPPLY LIST: The Rochester Community Schools provides all necessary materials and supplies for curricular classes. Parents who wish to supplement these materials and supplies for their student in this class may consider purchasing items from our School Supply List, which is posted on the website. Teachers may assign tasks and projects where students are asked to procure additional materials and/or supplies.

LOCKERS: A locker is assigned to each student. **Students should never share their combination**. Please note that backpacks/book-bags/draw-string back-packs are not permitted in classrooms, the Media Center, or at lunch. Students are to store their backpacks and materials in their lockers during

the school day, unless given permission by administration. Locker dimensions are: 6" opening, 9" wide inside, 13" deep, and 45" tall.

LUNCH/BREAKFAST: Students may either bring a lunch or purchase one in our cafeteria. We have several microwaves in case something is brought from home that needs to be re-heated. Juice, milk, and snacks are also available for purchase. Details about lunch prices and loading money on a student's account are available on our website. Lunch is supervised by para-educators and administration. Weather permitting, students may go outside (also supervised) when finished eating. Students may purchase breakfast before school in the cafeteria. Food must be eaten in the cafeteria.

LOST AND FOUND: Lost and found articles are to be brought to the lost and found storage in the cafeteria. They will be kept there until the end of each semester, when we will donate the items to charity. To prevent loss of possessions, students are encouraged to mark their names clearly on every item. You must write your name in the space provided in each textbook when it is assigned to you. ***The school is in no way responsible for valuables brought to school, and you should always lock things up securely.***

STUDENT ARRIVAL AND DISMISSAL: The building doors open at 6:45 a.m. However, we strongly discourage students from arriving prior to 7:00 AM unless they have special circumstances. Students may only enter the building from the two doors in the front near the office. ***All students, unless they have received permission, must remain in the front foyers of the building until 7:10 AM. Sixth grade students should use the north front door and will be housed in the north front foyer. Seventh and eighth graders should use the south front door and will be housed in the south front foyer. At 7:10 AM, all students will be allowed to go to their lockers and occupy the hallways, cafeteria, and media center.*** At dismissal, all students must exit the building by 2:35 p.m. on full days and by 10:55 a.m. on half days unless under the direct supervision of an adult in accordance with District guidelines.

SCHOOL VISITORS: All school visitors, including parents, must report to the main office and sign in. Doors will be locked during school hours with access given through the North door buzzer system.

REPORT CARDS: Report cards are issued 4 times during the year and include a letter grade (A, B, C, D, or E) and a citizenship grade (1, 2, 3, 4, or 5). Report cards are posted on Synergy and can be access by parents online.

CURRICULUM NIGHT: Typically, Curriculum Night occurs in mid to late September. Parents follow an abbreviated format of the students' schedules while teachers present information related to course content, expectations, procedures, and communication.

PARENT CONFERENCES: These are held twice a year (Fall/Spring). Parents are encouraged to attend these face-to-face meetings with their students' teachers to discuss progress both academically and behaviorally.

SYNERGY: Our system has the components called ParentVUE and Student VUE. Parents/guardians and students are provided with a password so they have a 24/7 online link to important information including daily assignments, grades, attendance data, bus schedules, schedule information, student/family contact information, and medical information.

WEBSITE: Our school website is the place to be to stay informed. The front page is maintained by administration and our media specialist. Teachers are encouraged to update their websites regularly.

SCHOOL COMMUNICATIONS: Parents will receive regular school and District email updates and information through *School Messenger.* *School Messenger* also has the capability to send out automated phone messages as well. Finally, the ***Viking Weekly*** is sent out each week via email distribution. This publication gives school specific information, dates, etc.

VAN HOOSEN TODAY! This is our video news broadcast that the "Van Hoosen Today" crew produces (shown live during homeroom). Important dates, information, and educational topics are shared as well as entertaining pieces - be sure to pay close attention!

VIKING STUDENT CENTER: The Viking Student Center provides support services to all students and teachers. Our Learning Consultants, Mrs. Maguire and Mrs. Boruta, are here to ensure everyone's success at Van Hoosen. All students may "drop in" during lunch if they need some assistance in academic classes by getting a pass. The VSC also provides a variety of supports for students through lab classes, supervised studies, and drop-in. Please visit the Viking Student Center website on the "drop down" menu for a myriad of useful websites for student acceleration and remediation.

MEDIA CENTER: The Van Hoosen Media Center is available to students and staff before and after school. The media center opens at 7:10 a.m. and closes at 2:30 p.m. Students can visit during lunch by obtaining a pass from the media specialist. Students are encouraged to visit the media center to work on homework, finish projects and check out books. Books are checked out for two weeks. It is helpful to the media center to come prepared with your id card.

STUDENT ACTIVITIES: In addition to the academic and interscholastic athletic experiences that are offered at Van Hoosen, there are also many opportunities for enrichment before, during and after school hours. Look for info! These activities include, but are not limited to:

- Student Council
- Super Students
- Volleyball
- Basketball
- Maker Space
- Science Olympiad
- Anchors
- Mathcounts
- Robotics
- Esports

POWER PERSON: POWER Person is a character building program that is a tradition at Van Hoosen. The program lifts the morale of our students and encourages/rewards positive behavior. When students do something kind, positive, helpful, caring, or go above and beyond what is expected of them, an adult may give them a POWER Person card, which is entered into a raffle. The raffle is broadcast over our morning news show. Four winners are drawn every month, and they receive $5 gift cards to area restaurants or stores. The pictures of the winners are posted in the window outside of the main office. Our staff enjoys passing out the cards and the students love it! Donations for $5.00 gift cards to support the program are very much appreciated!

ATTENDANCE: Good attendance is very important for school success! Six absences in one quarter is considered excessive. Please avoid family vacations when school is in session. When a student is absent, a parent/guardian should call the attendance line before 10:00 a.m. (248-726-4910). It is the student's responsibility to ask teachers for any work that was missed and to turn it in promptly. If

teachers gather work for absent students, parents may pick the work up in the office area. Parents must "sign-in" or "sign-out" students in the office when they arrive late (exceptions if parents call in a late student) or leave early.

TARDINESS: There are five minutes passing time to travel to each class. Students are expected to be seated and ready to begin work when class begins. **Tardies** are tracked through **each quarter**.

- When a student accumulates **three tardies** in **one class period** the student is given a **detention** from the teacher (student may also be referred to the counselor).
- When a student accumulates **four tardies** he/she meets with an administrator and is given an additional **detention**.
- When a student accumulates **five tardies** he/she is placed on **Step 1** of the District Step System. The administrator will also decide if another detention will be given.

HOMEWORK & STUDY HABITS: We want to do all that we can to make your years at Van Hoosen the very best they can be and for you to be a successful student! Some of that depends on YOU. Here are some suggestions:

Use your Planner every day:

- For daily assignments
- Noting projects
- Noting due dates
- Weekly planning
- Long-term planning

Use your time wisely:

- Schedule time daily for homework
- Study for tests and quizzes over time (don't cram!)
- Break big projects into small steps
- It's better to plan too much time than not enough!

Ask for help if you need it:

- Ask a teacher
- Ask a counselor

STUDENT PLANNERS: Each student is issued a student planner at registration, free of charge. We strongly encourage all students to bring their planners to every academic class daily and record assignments!

DISCIPLINE AND SCHOOL RULES

Positive
Ownership
Well-mannered
Excellence
Respect

We view discipline as a process in which students mature and grow in self-responsibility. Van Hoosen is in the process of implementing an approach referred to as PBIS (positive behavioral interventions and supports) where students are made aware of expectations and then taught those expectations. All members of a school community have the right to be safe, valued, and respected. The Van Hoosen School Community has established a "matrix" of expectations to guide student behavior in all areas of school based on Viking POWER (see last page). Violations of these expectations are divided into either minor or major violations. Minor violations are usually handled on a less informal basis by either teachers or administrators. Major violations are most likely dealt with in accordance with the Rochester Community Schools Code of Conduct. Building administrators will handle these violations.

Rochester Community Schools Code of Conduct

All students are bound by the terms of the RCS Code of Conduct. The Student Code of Conduct is a cooperative effort of students, teachers, parents and administration that sets forth the rules and regulations that govern the students' involvement with the academic, social, and recreational programs of Rochester Community Schools. Our goal is to promote learning for life in a safe, drug, and violence free environment. Violation of school rules and regulations that are harmful to the rights and privileges of others cannot be tolerated. Repeated violations of minor infractions and/or more serious infractions will lead to student placement on the Step system (RCS Code of Conduct).

Electronic Devices

The School District reserves the right to prohibit the possession or use of personal electronic devices on School District property or at School District-related functions. For purposes of this Policy, "personal electronic device" means a privately owned device that is used for audio, video or text communications. Students are permitted to use personal electronic devices only as follows: before and after the regular school day and as directed or permitted by a teacher or other professional staff member for educational purposes. Electronic devices should be turned off and stored in student lockers before the start of homeroom and through the end of the day. The school is not responsible for lost or stolen items.

Detention

Students may be assigned to a detention by a teacher or an administrator if they are not following expectations as outlined by the POWER Matrix. Typically, this will occur after one, two, or three warnings. It could also correlate to the seriousness of the infraction. Detention forms must be signed by a parent and then returned to the adult who assigned it. Students will complete a self-reflection form while in detention.

Expectations for Bus Riders

Rules and regulations for riding the bus are necessary for the safety of all students. The bus driver should be given the same courtesy students give their teachers. The School Bus Code of Conduct will apply in all instances of misbehavior on the bus.

- Be at the bus stop 5 minutes before pick-up time and on the bus at the designated departure time from school.
- Show respect for private property near the bus.
- Treat bus equipment as you would your parents' car. Students damaging bus equipment will pay for replacement.
- Take pride in the appearance of your bus. Help keep it clean.
- Respond positively to reasonable requests made by the bus driver.
- Know the safety rules and student responsibilities.
- Students will be issued bus violations for misbehavior.
- Continued misbehavior can result in the loss of the privilege of riding the school bus.

Dress Code

Students and parents have the responsibility to see that school dress is appropriate and not disruptive to the educational process. It is the school's belief that students must dress for their world of work – which is school. Clothing and/or grooming that may disrupt the educational environment are prohibited at the discretion of administration.

- Clothing with unacceptable or inappropriate images/messages, racial/ethnic slurs, violence, profanity, references to sex, alcohol, or drugs are not allowed.

Students wearing inappropriate clothing will be asked to change, or to call their parents to bring them appropriate clothing. Continued problems will result in discipline as outlined in the Student Code of Conduct.

VAN HOOSEN MIDDLE SCHOOL P.O.W.E.R.

P.O.W.E.R.	In All Settings	CLASSROOM	TECHNOLOGY	HALLWAYS/ COMMON AREAS/GYMS	CAFETERIA	Locker room/ Restroom	Special Events	Arrival / Departure	P.O.W.E.R.
Positive	• Follow the *Code of Conduct* • Treat others as you would want to be treated • Use grit and perseverance • Embrace the expectations	• Participate • Encourage others • Adopt a growth mindset • Collaborate with peers • Use grit and perseverance • Work hard	• Use technology in an efficient and educational manner	• Use hallway time efficiently • Make good use of time	• Show appreciation • Include everyone	• Show support for students in need • Keep area clean	• Be open-minded to new experiences • Appreciate others' efforts	• Start and end each day with a positive attitude • Arrive on time	**Positive**
Ownership	• Keep Van Hoosen clean • Keep hands, feet, and objects to yourself • Be responsible for your belongings • Dress for success	• Be prepared • Keep track of assignments • Do your own work • Be on time (see tardy policy) • Follow acceptable use policy for all technology	• Follow RCS Acceptable Use Agreement • Follow RCS Code of Conduct • Own your actions • Be responsible for what you say/do/post	• Own your actions • Understand consequences • Clean up and take care of your space • Report inappropriate behavior	• Clean up your area • Ask permission to leave • Use restrooms next to the gym	• Practice good hygiene • Take care of your space • Report any damage or problem to an adult • Use restroom closest to your class	• Own your actions • Follow the *Code of Conduct*	• Wait in the lobbies until 15 minutes prior to the warning bell • Leave the school premises within 15 minutes after dismissal bell • Enter/Exit through appropriate doors	**Ownership**
Well-Mannered	• Use kind and appropriate words • Use appropriate volume for setting	• Listen to announcements • Follow adult directions • Be an active listener	• Use technology only as permitted by teacher • Follow teacher and classroom expectations • Use kind and appropriate language	• Keep moving and maintain clear hallways • Open doors slowly • Walk	• Wait your turn in line • Be polite to peers and adults • Walk	• Get in and out as quickly as possible • Be kind to your locker neighbors	• Enter and exit in an orderly fashion • Stay with your assigned group •	• Use self-control • Cross at the crosswalk • Keep bus free of clutter • Walk	**Well-Mannered**
Excellence	• Model exceptional behavior • Advocate for yourself and others • Embrace the expectations • Use grit, perseverance and passion	• Do your best • Be responsible for your own learning • Recycle	• Use technology to enhance or enrich learning educational experiences	• Be helpful to others • Pick up trash you see on the floor	• Offer to help others • Recycle • Pick up trash you see on table & floor	• Return any lost items to the main office	• Participate • Get involved in the VH community • Be aware of and considerate of the experiences and backgrounds of others • Demonstrate empathy	• Show appreciation and gratitude • Pick up trash you see on the ground	**Excellence**
Respect	• Show consideration for others • Demonstrate understanding and tolerance for the experiences and backgrounds of others • Respect property • Eating and drinking in designated areas only	• Listen when others are speaking • Follow classroom rules • Raise your hand	• Take care of your own device • Respect others device and property • Demonstrate healthy and appropriate behaviors on and offline	• Respect property of others including lockers • Avoid disturbing other learning environments	• Follow all staff directions • Keep all food and drinks inside the cafeteria • Get up for a purpose and return to your seat	• Respect property of others • Respect school property such as lockers, toilets, sinks, mirrors, walls, and floors • Give others privacy	• Applaud with "one clap" when recognizing students • End applause when appropriate	• Appreciate the people who transport you • Place coats, backpacks, headwear and electronic devices in locker upon arrival *(see cell phone policy)* • Know and follow the *School Bus Code of Conduct*	**Respect**

ROCHESTER COMMUNITY SCHOOLS

PRIDE IN EXCELLENCE

RESPECT CODE

Rochester Community Schools will provide a district climate that prohibits acts of harassment or bullying, and eliminates prejudice and discrimination.

All Rochester Community School District members have the right to be:

Safe

All individuals are entitled to a physically, emotionally and intellectually safe learning and work environment. It is our responsibility to address discriminatory statements and actions.

Valued

All individuals are entitled to be valued. Various customs, lifestyles, and backgrounds contribute to an enriched learning environment.

Respected

All individuals are entitled to be treated equitably. Education increases awareness and understanding and promotes human dignity.

DISTRICT EQUITY STATEMENT

Rochester Community Schools is committed to providing an equitable education that prepares all students for an interdependent, evolving world. We believe in a unified culture of belonging for all. We recognize that systemic inequities exist that create educational equity gaps among various identity groups, specifically those who have been marginalized. Through a multifaceted approach of inclusion, we commit to creating opportunities and access, protecting the well-being of all, eliminating barriers, and educating within a safe environment where all individuals are valued, respected, included, welcomed, and acknowledged.

Notice of Nondiscrimination

Rochester Community Schools does not discriminate on the basis of race, color, religion, national origin, creed or ancestry, age, sex, marital status, height, weight, familial status, arrest record or physical and mental disabilities in accordance with the Elliot-Larson Civil Rights Act (ELCRA) MCL 37.2206, Persons with Disabilities Civil Rights Act (PWCRA), MCL 37.1206, Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment Act of 1972, the Age Discrimination in Employment Act and the Immigration Reform and Control Act of 1986 (8U.S.C., Section 1324A Et. Seq.) and Section 504 of the Rehabilitation Act of 1973. In addition, individuals will not be excluded from, or be denied, the benefits of participation in any program or activity for which the Board of Education of the Rochester Community School District is responsible on the basis of such characteristics. Rochester Community Schools has designated the following individuals as Compliance Coordinators at 52585 Dequindre Rd., Rochester, MI 48307. Title II and Section 504 for students: Assistant Superintendent of Special Populations, Diversity, Equity, and Inclusion, (248) 726-3060; Equal Employment Opportunity/Section 504 for non-students: Chief Human Resource Officer, (248) 726-3110; Title IX Coordinator: Chief Human Resource Officer, (248) 726-3110.