

Holman Middle School

STUDENT HANDBOOK



WHO'S WHO AT HOLMAN

TITLE	NAME	PHONE NUMBERS
BUILDING PRINCIPAL	DR. TAMIKA DUKES	(314) 213-8032
ASSISTANT PRINCIPAL 6TH GRADE (A-J) & 8TH GRADE	JANE MCGUIRE	(314) 213-8223
ASSISTANT PRINCIPAL 6TH GRADE (K-Z) & 7TH GRADE	JOSH ROBERTS	(314) 213-8215
6TH GRADE COUNSELOR	HOLLY BERENDS	(314) 213-8209
7TH GRADE COUNSELOR	MELISSA EVANS	(314) 213-8206
8TH GRADE COUNSELOR	SARAH HELLBURG	(314) 213-8410
GUIDANCE SECRETARY & REGISTRATION	MAUREEN BUERCK	(314) 213-8205
ATTENDANCE SECRETARY	AMBER KING	(314) 213-8332
CAFETERIA MANAGER	CARLEEN COSTA	(314) 213-8229
LIBRARIAN	ANGLES HUESGEN	(314) 213-8241
NURSE	BETTY NELSON	(314) 213-8220

WELCOME

Welcome to Holman Middle School. You are a student in one of the best middle schools in the nation! At Holman we encourage you to do your best and always strive toward excellence. This student handbook is designed to give you relevant information that you will need to be successful in school.

Have a great year!

SCHOOL MISSION

The Holman Middle School Mission is to provide rigorous and relevant educational experiences that foster creativity, critical thinking, and competent communication to prepare all students for an ever-changing world.

HOLMAN CORE BELIEFS

- We believe that students should be responsible for solving their own problems with adult guidance.
- We believe that students should learn that breaking rules results in appropriate consequences and the loss of privileges.
- We believe that preserving and/or enhancing a student's self-respect and dignity is crucial to a successful disciplinary action.
- We believe that a student should always be left with some control. However, this control is on the adult's terms within limits.
- We believe that the adult's emphasis should be placed on learning new behaviors instead of "paying" for past deeds.
- We believe that discipline should be considered an opportunity for personal growth rather than a bad thing that should never happen.

SCHOOL WIDE BEHAVIOR EXPECTATIONS

Be Respectful | Be Responsible | Be Involved

ADVISORY

Students will learn about and discuss our school-wide expectations and develop positive social/emotional skills and behaviors in Advisory class throughout the school year. Also during Advisory time, students will explore careers and prepare for their futures.

HOLMAN PROCEDURES FOR A SAFE AND ORDERLY SCHOOL

Teachers: Every student at Holman must be taught each and every one of these procedures. Your job is not only to teach the procedures, but also to enforce them and make sure that they are reviewed on a regular basis so that every student in your classroom knows the procedures.

Students: Every student at Holman is expected to know the proper procedures for everyday life at Holman. The procedures do not need to be memorized, but do need to be clearly understood

by everyone and each student should be able to demonstrate a satisfactory knowledge of each of these procedures.

Rationale: If students and teachers do not know what is expected of them, then they should not be held accountable. Each of the Holman procedures is designed with the safety of our students, optimal learning environment and ease of school operations in mind.

SCHOOL BEHAVIOR GUIDELINES

Please refer to the Pattonville School District *Middle School Behavior Guide* for a complete list of behavior expectations and consequences.

BEGINNING AND ENDING THE SCHOOL DAY

Students are allowed on campus beginning at **7:50 am** and can enter the building at **7:55**. Once in the building, students have the option of going to the cafeteria for a free breakfast or, if they do not want breakfast, to Gym A and wait to be dismissed by grade level to class.

Once on school grounds, students are not to leave campus without permission from the office. After the **3:03 pm dismissal** bell rings, students will be allowed to stay in the building only if they are participating in a supervised after school activity. Students may not go to the buses and then return to the school building. Students should be picked up promptly after the 3:03 pm bell.

DAILY ANNOUNCEMENTS

The daily announcements are made during each lunch shift. Any changes made will be announced at the end of the school day.

SCHOOL VISITORS

In an effort to keep all students and staff safe at all times, school visitors are allowed only on a limited basis. In the case that a student's family member needs to visit the building, they will be asked to sign in at the front office, present their identification, and then wear a Visitors sticker throughout their visit.

GUIDANCE OFFICE

The guidance department exists to serve the needs of the students: to help celebrate successes, discuss personal / peer / academic problems, and help children grow in a positive way. Each student will have the same guidance counselor for all three grades of middle school. Students may schedule appointments to see counselors before and after school, at lunch, or during class with the teacher's permission. Teachers may ask students to reschedule appointments if they feel it would be unwise for the students to be absent from class at a particular time.

ATTENDANCE OFFICE

Attendance Hotline # 314-213-8332

If your child will not be attending school on a particular day, it is necessary for the parent / guardian to call the Attendance Hotline 314-213-8332 or attendance office (during the regular school hours) 213-8032 to report the absence—even if your child will be out for more than one day.

If it is necessary for a student to leave school early, a parent must call the attendance office or send a note. The student must be signed out at the attendance desk by the parent or designated party before a child is released. For the safety of our students, we do request to see identification. Students are never to be released to anyone waiting in the parking lot.

TARDY TO SCHOOL / CLASS POLICY

If your child is tardy to school (arrival after 8:10am), he / she must report to the attendance desk upon arrival at school. If the tardy to school or class is "unexcused," the following consequences will apply:

- 1-verbal warning
- 2-After 2 tardies, contact home & add to the dashboard to document
- 3-After 3 tardies, assign a lunch detention (call home) through the dashboard
- 4-After 4 tardies, 1 hour after school detention (call home)
- 5-After 5 tardies, 1 hour after school detention assigned through grade level office.

LOST AND FOUND

The lost and found will be at the front office; items not claimed within 1- week after the end of the school year will be disposed of or donated to charity.

NURSE / MEDICATION POLICY

(Nurse: Mrs. Nelson) Holman has a full-time school nurse who attends to student illness / emergencies and dispenses medication authorized by a physician. Prescription medications should be in the original bottle and placed in an envelope with the number of pills and student name written on the envelope. All controlled substances must be kept in the nurse's office with doctor and parent permission.

The nurse CANNOT dispense over-the-counter medication without parent permission. Students are allowed to carry a single dose of prescription or non-prescription medication (in the original bottle) accompanied by a note from the parent. All asthma medication must be accompanied by an asthma action plan on file with the school nurse.

Missouri School Law requires that children must be up-to-date on immunizations to be allowed to start school. Please have an emergency sheet with contact phone numbers on file and inform us of any phone # changes as soon as possible. Only the school nurse can call parents for pick up if a student is sick.

STUDENT CELL PHONE USE

Ongoing research continues to demonstrate the negative impact cell phones and social media have on students during the school day and beyond. In the interest of our students' health, safety, and education, we ask that all students follow these guidelines.

- Cell phones are not allowed to be seen or heard during class time—specifically, from the time students enter the classroom until they leave. In PE, this includes the locker rooms.
- Cell phones are allowed before school and during lunch only. They will not be allowed during passing time or in the hallways at any time. NO PICTURES OR VIDEOS SHOULD BE TAKEN AT ANY TIME while at school.
- Use during after-school activities is at the discretion of the supervisor.

These guidelines are for the learning and safety of students. Moreover, with individual iPads, there is no need to use personal technology during class time. Front office and grade-level office phones are available as needed. Furthermore, parents can communicate with their child any time of day through the main office. Students needing to use their cell phones to contact parents during the school day may do this through the main or grade-level offices.

Students who do not follow these guidelines may be subject to accumulating consequences as appropriate. For example, 1st offense—warning, 2nd offense—device stays with an adult until the end of class period, 3rd offense—device goes to the grade level office until the end of the day, 4th offense- an after school detention (can be up to 2 hours)etc.

LIBRARY / MEDIA CENTER

(Librarian: Ms. Huesgen) The library / media center (LMC) is located on the top floor. It is open before, during, and after school for students who wish to do research, check out or read books / magazines. Materials are selected to meet the curriculum needs and interests of our students and faculty.

The LMC uses an automated circulation system for checkout and is fully automated with an electronic catalog to help patrons find and identify resources.

DRESS CODE

Students are expected to help promote a positive, healthy, and safe school atmosphere by making appropriate clothing choices. Please refer to the Behavior Guide for more details. If in violation of the dress code, students will be asked to change into appropriate clothing, or a parent may be contacted.

Students are expected to dress and be groomed in such a way as to not disrupt or distract from the instructional procedures of the school day. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the District to the Pattonville community.

The following items should not be worn during the school day. Doing so will result in the item being confiscated.

- Apparel worn on head that is disruptive to the learning environment
- Sunglasses/dark glasses unless prescribed
- Chains used with wallets, keys, etc. or as a belt or decoration
- Shoes with wheels; Proper shoes must be worn at all times
- Blankets

Students could be given other clothing, asked to change or sent home for the following:

- Clothing deemed distracting, revealing, overly suggestive or that inappropriately exposes body parts.
- Clothing with vulgar, profane, or suggestive messages or pictures of illegal substances, alcoholic beverages, or tobacco products.
- Clothing, coloring, insignia, or other symbol/combinations of symbols indicating membership in, affiliation with, or support for any gang or similar organization associated with violence, drugs, intimidation or other criminal activity (on school grounds or at school-sponsored activities).
- Clothing or accessories that could pose a safety threat to oneself or others.
- Pants worn below the waist level. Students shall not expose undergarments.
- Pajama pants, unless a part of an approved school activity.

In the event a student's dress is determined to be inappropriate for school in accordance with this policy, the parents/guardians will be contacted regarding the policy violation. Depending on the seriousness and/or prior history, consequences (including suspension) may be assigned.

HALL LOCKERS

Hall lockers will be optional and students will be assigned a locker during their advisory class. Students will be allowed to carry backpacks if they choose not to have a locker. Bags with wheels are not allowed unless there is a medical form on file.

Lockers may be assigned to students who need them for storage of band instruments and/or winter coats, and that will be decided on an individual basis.

PHYSICAL EDUCATION, LOCKERS, & DRESS REQUIREMENTS

PE lockers will be assigned and students will dress out. A combination or key lock is highly recommended for all PE lockers; the PE teachers have some available for checkout if needed. The dress code for PE is a gray, Pattonville Pirates t-shirt, black athletic shorts/pants, and athletic shoes.

- T-shirts can be purchased from the school for \$6.
- Shorts can be purchased from the school for \$8 or purchased individually.
- Athletic shoes must be purchased individually.
- Uniforms will be on sale during Schedule Pick Up and throughout the year.

A note from a parent or guardian must be presented to the teacher if for some reason the student cannot participate in a PE class . A doctor's note is required if a student cannot participate for any length of time AND required to state when the student may return to class.

RENAISSANCE

Holman's Renaissance Program is designed not only as an incentive for students to work hard, but also as a reward for those that do! Every 6-week grading period, students who meet the criteria (see below) earn benefits such as free treats at lunch, jumping to the front of the lunch line, extra tardy passes to class, etc., and fun activities such as the Winter Dance, a mini-lock in, pancake/movie breakfast, etc. In order to earn Renaissance Cards, students must meet the following criteria:

- Good Grades - Minimum Grade Point Average (GPA) of 2.5 and no Fs
- Good Attendance and Punctuality – Minimum of 90% attendance; No more than 7 tardies per grading period
- Good Behavior – no ISS/OSS

- No Fines or overdue materials

HOMWORK POLICY

Students will have regularly scheduled homework in all subjects to reinforce the learning they receive in class. Students are encouraged to record their homework assignments in a student planner or become familiar with and use Canvas to track their assignments. This is an effort to help students learn organizational and time management skills. Parents may monitor student work through Canvas. PowerSchool and Empower (for Pirate Academy only) will house course grades, behavior scores, and effort scores.

GRADING SCALE

The grading scale and equivalent percentages are as follows:

A 100% – 90%	D 69% – 60%
B 89% – 80%	F 59% – 0%
C 79% – 70%	

BEHAVIOR & EFFORT GRADES

Each grading period students are assigned a number to indicate their level of behavior and effort in each class. The following rubric is used to help teachers assign those levels.

Behavior and Effort Grades

Behavior Grades

4	Exceeds Expectations	Frequently courteous and exhibits above average behavior
3	Expected	Cooperative and demonstrates mutual respect
2	Needs Improvement	Negative behavior which resulted in a parent contact and possible office referral
1	Unsatisfactory	Negative behavior which resulted in more than one parent contact <u>and</u> an office referral

Effort Grades

4	Exceeds Expectations	Consistently prepared, attentive, and exceeds academic expectations
3	Expected	Prepared, attentive, actively involved and utilizes class time effectively
2	Needs Improvement	Occasionally, missing assignments and unprepared, inappropriate use of class time resulting in a parent contact
1	Unsatisfactory	Repeatedly, missing assignments and unprepared, unresponsive to teacher interventions/prompts resulting in multiple parent contacts

PARENT / TEACHER CONFERENCES

Parent/Teacher conferences are designed to aid student progress and are welcomed by the staff. These conferences may be by phone, Zoom, or in person with individual teachers or groups of staff members.

We have time set aside for parent / teacher conferences after the 1st and 4th grading periods. However, parents may make appointments for conferences with teachers, counselors, or a principal by calling the school office at any time **(213-8032)**.

SCHOOL CLOSING INFORMATION

Dial 213-8900 and then Extension 7669 (SNOW) for this information.

In-person classes may be canceled due to inclement weather or other emergencies. Pattonville may hold a virtual learning day on inclement weather days. In this case, students will experience a combination of independent work with virtual support via Zoom from their classroom teachers. Students should log into Canvas or Seesaw to view instructions from their teachers and to find out when their teachers are available for support.

Any decision to close schools due to weather will be announced using Pattonville's automated messaging system (email, texts and/or phone calls). Announcements will also be made on local television stations, the district website and Pattonville's Facebook, Instagram and Twitter accounts. When possible, announcements regarding inclement weather days will be made before 10 p.m. the day before or at approximately 5:30 a.m. the day inclement weather is expected.

Pattonville may use a delayed start on inclement weather days. Under a delayed start, all Pattonville schools start two hours later than normal (i.e., elementary schools start at 10:55 a.m. instead of 8:55 a.m.) and would end at the normal dismissal time.

NOTE: If you are a parent/guardian and did not receive a phone call on a day when school is closed due to weather, please contact your child's school office to ensure the district has the correct contact information on file for your family.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school to encourage good nutrition and provide well-balanced meals. Breakfast will be served this year at no cost to students and served between 7:55-8:10am. Lunch will be served at a cost of \$3.00 per lunch. If you believe your family qualifies for free or reduced lunches, forms can be found online or in the main office.

Money should be put in a student's lunch account prior to purchasing lunches/items. This can be done using cash in the cafeteria deposited by 10:30 or through mylunchbucks.com.

Students shouldWalk, DO NOT RUN, to the cafeteria. Please wait your turn in line, and do not cut in front of other students for any reason. No more than 8 students can sit at a table (This number may be adjusted as needed.) Be sure to take care of your tray and trash appropriately and clean your table when finished eating. Students are expected to follow all school behavior guidelines while in the cafeteria.

CAFETERIA PROCEDURES

- Enter and leave the cafeteria in a quiet, orderly manner.
- Stand quietly in line, calmly take your food and drink, then pick up utensils and condiments before sitting at a table.
- No more than eight students may sit at the cafeteria tables.
- Students assigned isolated lunch should immediately present a pass from the teacher to the staff member on duty to gain priority in the lunch line (student must then report immediately to the classroom).
- Quiet talking is allowed to only the students at your table. Use inside voices.
- Raise your hand if assistance is needed from someone on duty or if you need to go to the restroom.
- Keep hands, feet, objects and food to yourself. Do not play with or throw food.
- Clean table area and floor when dismissed. Put all trash and trays in trash containers.
- When dismissed, students should retrieve their belongings and walk quietly to class.
- Students are not allowed to go to a classroom unless they have a pass and are directed to by a staff member.
- When traveling to and from the cafeteria, students should be as quiet as possible in the hallways and behave appropriately according to the school behavior guidelines.

CHANGING CLASSES / PASSING TIME PROCEDURES

- Gather needed materials before leaving class.
- Wait for the teacher to dismiss the class before leaving the room.
- Walk in a timely manner on the **right side** of the hallway and talk using an inside voice on the way to your destination.
- Give eye contact, listen and respond appropriately (ELR) when approached by any adult.
- Running, horseplay, handholding, hugging, and kissing are not permitted. Failure to adhere to these expectations will result in disciplinary action.
- Enter the classroom quietly and have a seat in your designated seat.
- Follow the directions of the receiving teacher.

RESTROOM PROCEDURES

- Only one student per classroom will be allowed in the restroom at a time.
- Each student requesting use of the restroom must have a restroom pass.
- Students should use the restroom closest to their classroom unless permission is given to do otherwise.
- Each student before leaving the restroom must wash / dry hands and discard paper towels in the trash can.
- Students should walk quietly in the hall to and from the restroom back to class.

HALLWAY PROCEDURES

- Make sure you have the appropriate hall pass listing your destination (nurse, office, cafeteria, library, restroom, or classroom). Students will be sent back without the appropriate pass.
- Follow the teacher and / or teacher's procedures for leaving the classroom.
- Give eye contact, listen and respond (ELR) to staff members using appropriate voices.
- Walk in an orderly manner and talk using inside voices on the **right side** of the hallway.
- Go directly to your destination.

DISMISSAL PROCEDURES

- Students being dismissed to be picked up by parents are to walk quietly and in a timely manner to the front lobby for dismissal.
- Students being dismissed to the buses are to walk promptly and quietly to their buses.
- Once a student leaves the building, they will not be readmitted without permission from one of the administrators.
- Students staying for an afterschool activity or detention should go directly to that location, arriving at their location no later than 3:07pm.

TRANSPORTATION

Daily bus transportation is provided for all students. The assigned bus route will be given to students before school starts with relevant bus stop information. The bus garage number is **213-8125** if you have any questions. If you want to ride a different bus home with a friend, each student must bring a note signed by a parent to **the attendance clerk in the main office before school starts**. Upon receipt of this note, we will check with Transportation and, if okayed, issue a boarding pass to present to the driver.

Remember: Bus transportation is a privilege and failure to observe district rules may result in denial of bus transportation. Disciplinary action will result in the event that the bus rules are violated.

BUS RIDING PROCEDURES

All buses are equipped with video cameras to ensure the safety and welfare of each student riding the bus. Students are expected to:

- Recognize and obey all school rules while riding the bus.
- Board the bus promptly, calmly, quietly, and carefully.
- Respect the driver and other students at all times.
- Sit in the assigned seat or available seat (some buses may require three to a seat) and remain seated in your seat for the entire bus ride.
- Use polite, quiet, inside voices when talking on the bus.
- Use windows for viewing and keep hands / arms / head / other objects inside the bus.
- Keep hands / feet / other objects to yourself.
- Refrain from eating on the bus.

- Keep aisles cleared.
- Wait for the bus to come to a complete stop before standing to exit in a calm and orderly fashion.
- Listen to and follow all directions given by the bus driver.
- Report problems to the driver.

AFTER SCHOOL ACTIVITIES

Holman Middle School offers a wide variety of after school activities in which students can participate. The activity period (3:07-4:10 pm on Tuesday, Wednesday and Thursday) enriches the curriculum of the school and provides opportunities for all students to find an area of interest in which to participate and explore.

At the beginning of the school year, students will be given information on the various activities and the days they are held. Some examples of after-school activities include Renaissance, Jazz Band, Intramurals (basketball, volleyball, soccer, etc.), Yearbook, Newspaper and many others. As you can see, there is something for everyone! It is possible for students to request the formation of a new club or activity if enough students show interest, if a faculty member will be a sponsor, and if space is available.

AFTER SCHOOL ACTIVITIES PROCEDURES

Each student will make prior arrangements to stay with an individual teacher or must be signed up for an ongoing activity or club.

Students must report to their activity / classrooms prior to 3:07pm.

If students stay after school and haven't made proper arrangements, the student will be escorted to the main office where the principal on duty will be called.

ACTIVITY BUS PROCEDURES

At approximately 4:15 pm each day, the sponsor of the activity will escort his / her students to the cafeteria.

The administrator on duty will receive the students and teachers will remain in the

cafeteria to assist with supervision.

- Students are to sit in the assigned areas based on the Activity Bus that he / she rides.
- All students must remain seated until their bus is called.

ASSEMBLY PROCEDURES

For all assemblies students should...

- Enter and exit the gym or other assembly area in a quiet and orderly manner.
- Use only the stairs to go up and down the bleachers.
- Sit on bottoms in the assigned area, leaving the steps clear.
- Do not talk during an assembly presentation unless the presenter asks for your participation.

Please note:

- LOUD and/or DISRUPTIVE behavior is not permitted.
- Students are expected to applaud as a sign of respect at the end of an assembly or at proper times during a performance.

DRILL PROCEDURES

FIRE DRILL PROCEDURES:

- Listen for the alarm which signals the fire drill.
- Watch and listen for teacher directions.
- Line up quietly.
- Last one to exit the classroom closes the door.
- Walk quickly, quietly, and orderly out of the building to the proper location designated for your classroom.
- Stand quietly in line outside while your teacher takes attendance.
- When a signal has been given, walk quietly and orderly back to the proper location.

TORNADO DRILL PROCEDURES:

- Listen for announcements or sirens to take cover.
- Watch and listen for teacher directions.
- Line up quietly.
- Walk quickly, quietly, and orderly to predetermined areas.
- Duck and tuck.
- Students should remain silent during the drill so that special instructions can be heard.

- Listen for “All Clear” announcement.

EARTHQUAKE DRILL PROCEDURES:

- At first sign of tremors, assume “cover-up” positions under desks or other sturdy objects.
- Watch for and listen to teacher directions.
- Listen for the “All Clear” announcement.

INTRUDER DRILL PROCEDURES:

- Listen for “security alert” announcement to take cover.
- Go to a predetermined spot in school or classroom and follow the teacher's directions. ● Remain quiet at all times.
- Do not open any classroom door for anyone during the security alert.
- Listen for “All Clear” announcement.