Holmen Middle School

2026 -2027

Student Handbook



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School District of Holmen

BELONG. SERVE. SUCCEED.

Core Values

- Empowerment
- Equity
- Excellence
- Integrity
- Safety

Better Together

Mission

Preparing students for tomorrow through an engaging and inclusive educational community today.

STUDENT LEARNING

Succeed in reaching rigorous learning standards through instruction that supports both academic growth and social-emotional development.

FISCAL

Provide and sustain the highest level of student learning in a fiscally responsible manner.

WORKFORCE

Recruit, engage, and retain a talented staff that reflects the needs and values of our students and community, ensuring alignment with the District's Vision and Mission.

ENGAGEMENT

Cultivate meaningful connections by actively listening, fostering partnerships, and creating opportunities for collaboration.

SAFETY

Strengthen the physical and digital safety to ensure the rigorous protection of students and staff.

06/2025

HOLMEN MIDDLE SCHOOL

Our Mission:

Educate and empower all students to achieve success today and in the future.

Our Viking Values:

Be respectful. Be responsible. Be safe.

THE MIDDLE SCHOOL PHILOSOPHY

The Middle School years mark a period of transition between childhood and adolescence. Throughout this period, the child develops in many directions and at different rates physically, intellectually, socially, and emotionally. Physically, Middle School students are all passing through the same stage of development but with great variations in growth patterns. Socially, the Middle School student is a member of a variety of personal identities. Emotionally, the student experiences a multitude of new feelings and attitudes. Intellectually, the middle-level learner is vividly imaginative, uninhibited, and verbal.

In order for a middle school to be successful, everyone must accept the philosophy and share in creating the appropriate school environment.

The Middle School must be sensitive to the basic characteristics and needs of this age group and offer a student-centered and individualized program. The school should seek to provide experiences that foster self-development, self-direction, and the development of interpersonal relationships. Scholastically, there must be provisions for skill building—skills in listening, studying, computation, reading, speaking, thinking, and especially writing. Of great importance are those classroom experiences that promote complex thinking and teach problem-solving techniques.

The school curriculum for the middle years should extend learning beyond skills and subject matter. It should provide for the widest possible range of intellectual, moral, social, creative, emotional, and physical development. It should also be a school in which the student is most important and where he or she can succeed.

Policies referenced in this handbook can be found at the School District of Holmen Bylaws and Policies website.

ACADEMIC HONESTY

Violating academic honesty erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in all its forms.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work. It is prohibited for any student to unfairly advance their own academic performance or that of any other student.

All schoolwork must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Teachers are granted the authority, with the advice of the school

administration, to use their good judgment in applying academic consequences for violation of this policy.

The following list provides some examples of academic dishonesty:

- plagiarism (of ideas, work, research, speech, art, music, etc.);
- forgery of another's work;
- presenting the results from an artificial intelligence platform as one's own (See Policy 7540.08 - Artificial Intelligence (AI));
- downloading or copying information from other sources and presenting it as one's own;
- using language translation work of someone else when the expectation is doing one's own translation;
- copying another person's work;
- allowing another person to copy one's own work;
- stealing another person's work ;
- doing another person's work for them;
- distributing copies of one's work for use by others;
- distributing copies of someone else's work for use by others;
- intentionally accessing another's work for the purpose of presenting it as one's own;
- distributing or receiving answers to assignments, quizzes, tests, assessments, etc.
- distributing or receiving questions from quizzes, tests, assessments, etc. (Refer to School Board Policy - 5505

ACADEMY

Students have a daily academy period in which they receive individualized programming based on their needs. These could include:

- Enrichment – opportunities for students to extend their learning beyond the regular classroom curriculum
- Interventions – small group interventions individualized to student skills.
- Study Halls – different opportunities and structures to help students with their individualized needs.

ADVISORY

Each advisory class meets daily. The curriculum for these advisory groups focuses on student needs in the area of community building, social skills, organization, and study skills.

AFTER-SCHOOL HOURS

Students should not be in the building after 3:00 pm unless they are participating in a supervised school program or have permission from our HMS staff to be in a designated area. Programs may include co-curricular activities, Success Center, scheduled teacher meetings, or study groups.

- Students in after school co-curricular activities that have practice that starts immediately after school must report to the designated area for that event immediately after the end of the school day.
- Students in after school co-curricular activities that have practice that starts at a later

time after school must leave the building after school and then return for the practice no sooner than 15 minutes before the activity practice begins. For example, if practice for activity A begins at 5:00 p.m., students need to leave the building after school ends at 2:40 p.m. and should return to their designated practice area no sooner than 4:45 p.m.

- Students attending after-school co-curricular events as spectators must leave the building after school and then return for the event no sooner than 15 minutes before the event begins. For example, if a game for activity begins at 4:30 p.m. in Gym A, students need to leave the building after school ends at 2:40 p.m. and should return to Gym A no sooner than 4:15 p.m.

AGENDA

Every student will be issued a student agenda. These have been designed to help students manage time and plan their day so they can take a more active part in controlling their academic achievement. To help students achieve this goal we have included the school calendar, school schedule, and PBIS behavior matrix in addition to the daily calendar. We recommend that students carry the agenda at all times during the school day. This is a tool that can communicate information between school and home. Replacement copies may be purchased in the HMS Office at a cost of $5.00.

ANIMALS AT SCHOOL

Written approval for bringing animals to school must be obtained from the principal. Prior notification to the office is required. All village and town ordinances apply with regard to dogs on public property. (Refer to School Board Policy - 8390)

ANNOUNCEMENTS

Daily announcements are sent via email to all classrooms. Essential announcements will be shared over the intercom at the beginning of the school day and on the video screens in the cafeteria throughout the school day. Additional announcements may be communicated at the end of the day. Our daily announcements are also posted on the Holmen Middle School website.

ASSEMBLIES

Holmen Middle School will have assemblies for all students and staff throughout the year. Parents are always welcome to attend. An alternate location will be available if students do not want to participate or attend assemblies. HMS Assembly Schedule

ASSIGNMENT OF STUDENTS TO CLASSES

Student schedules are developed based upon criteria such as: 1) range of abilities; 2) special learning or behavior needs; 3) gender balance; 4) equitable class sizes; 5) and teacher input. (Refer to School Board Policy - 5120)

ATTENDANCE

Even as children grow older and more independent, families play a key role in making sure

students access learning opportunities and understand why attendance is so important for success in school and on the job. Attendance at school is essential to the successful completion of an education. Parents and the school staff must work cooperatively to enable students to attend school.

If your student is absent from school, a parent/guardian must contact the Middle School Attendance Office **at 526-1369.** You may leave a message at this number any time. Attendance message information should include:

- Your name
- Your student's name and grade
- The reason for the absence.
- Homework request if desired – please allow one school day to gather materials.

If you have not called to excuse your student's absence, office staff will be communicating with you through your contact information listed in Infinite Campus to confirm the status of your student's absence.

ENTERING SCHOOL

Students should not arrive at school before 7:00am. Students should enter the building through door A, and immediately report to designated areas to wait to enter grade level areas. Students will be dismissed at designated times by grade level. Breakfast may be purchased at this time in the cafeteria. After being dismissed, students should go to their grade level area and then their advisory.

ATTENDANCE LETTERS

As a school, the State of Wisconsin requires that we notify parents/guardians of their child's school attendance record. (Refer to School Board Policy - 5200)

TYPES OF ABSENCES

EXCUSED ABSENCES

Parents are allowed to excuse their student up to 10 days for absences such as: illness (without a medical note), severe illness or death in the family, court appearances, necessary health appointments, school-sponsored activities, in-school/out of school suspensions, religious instruction/holiday and other reasons which have been approved by administration. Prearranged absences or special leaves (deer hunting, vacation, etc.) approved by administration can also be excused through the 10 allowable parent days.

UNEXCUSED ABSENCES

If a student is absent and no pre-arrangements have been made, if a parent has not called in to excuse the absence, or the parent has already used their 10 allowable days, the absence will be unexcused. A student who is caught impersonating a parent or lying to obtain an excused absence status will be automatically unexcused and disciplinary action will follow. A student who has five or more unexcused absences during a semester will be considered truant.

CO-CURRICULAR

A student absent from school (more than 50% of the scheduled school day, unless approved by an administrator) shall not be permitted to practice or compete/perform in a scheduled activity on that day.

MEDICAL ABSENCES AND APPOINTMENTS

Absences due to medical appointments will not count toward the 10 days allowed for parental excuse if an appointment card or doctor's note is provided to the attendance office. Parents are strongly encouraged to schedule doctor and dental appointments after school hours.

If a student needs to leave for any reason throughout the day, students are to bring a written note from a parent/guardian to the school office before 7:35 a.m. to receive a "Pass to Leave School." Students should then present the pass to the class teacher, bring the pass to the office, and wait for a parent/guardian to sign them out. If returning to school that same day, the student should sign in at the attendance office, and the student will receive a pass to return to classes.

If a student has been excused from attending school by the medical community, the written verification should specify the days/times the student is excused, when the student can return to school, and if there will be restrictions upon return (i.e. physical education). If a student is absent due to a communicable disease, he/she must have a doctor's statement approving the student to re-enter school.

For students absent from school for five or more consecutive days, a medical practitioner's statement verifying the need for a lengthy absence will be requested. These absences will not count toward the ten allowable excused absences.

Between the hours of 7:35 a.m. and 2:40 p.m., all students should be dropped off outside entrance E (main office). When picking up/dropping off students during these times, parents may park their vehicles outside entrance E to come to the attendance office to sign their child out.

MAKE-UP WORK DURING OR FOLLOWING AN ABSENCE

If parents anticipate their child will be out of school for more than two days, they are strongly encouraged to phone the attendance office at 526-1369 before 7:30 a.m. Students should make up the work missed as a result of being absent. Students are expected to work collaboratively with their teacher to make up the work.

STUDENT RELEASE PROCEDURE

Students shall be released from school only to a parent(s) with whom they reside, to their legal guardian, or to another lawful custodian during the school day. The parent(s), guardian, or legal custodian shall be the person identified as such on the student's Infinite Campus account. A student shall not be released to any person other than the persons listed on the student's account except when the principal (or his/her representative) has reasonable assurance that the release is authorized by the legal custodian. Questioned authorization for the release of a student shall be confirmed with the legal custodian. Please contact the Middle School Office as soon as possible if the custodial status of your child changes. The parent/legal guardian must

sign-out the student from the attendance office before that student will be released from school. (Refer to School Board Policy - 5230)

TARDINESS

Any student who enters school after the scheduled start time must sign-in and obtain a "pass to class" from the attendance office. If a student is tardy between classes, the teacher will determine if the tardiness is excused or unexcused. Unexcused tardiness to class or school may result in disciplinary action.

TRUANCY

Legal Definitions:

- "Truancy" means any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of state statute. 118.15.
- "Habitual truant" means a pupil who is absent from school without an acceptable excuse under sub. (4) and state statute. 118.15 for part or all of 5 or more days on which school is held during a school semester.

When a student becomes "Habitually Truant" as per WI Statute (part or all of 5 days) a letter will be mailed home to parents and/or guardians to set up a meeting with an Administrator. A referral for a truancy citation from the Holmen Police Department can also be made at this point. Please see Policy 5200 for further details.

BEHAVIOR EXPECTATIONS FOR STUDENTS

Positive Behavior Intervention and Support (PBIS)

HMS Viking Values: Respectful, Responsible and Safe

Holmen Middle School adheres to the district Positive Behavior Intervention and Support philosophy of being respectful, responsible, and safe. The link to the behavior matrix displays the expected behaviors for students in common areas of HMS. Individual classroom teachers/teams also develop and educate students on behavior expectations. The behavior matrix can be found here: Behavior Matrix

Students are expected to respect school personnel and each other. It is also expected that use of building, facilities, equipment, and the property of others will be done respectfully and with care. Expectations are established to foster safety and an orderly learning environment. (Refer to School Board Policy - 5513)

SUSPENSIONS

The administration views suspension as one of the final actions in an effort to bring about necessary behavior change on the part of the student. In all cases of suspension, the following due process shall be taken:

Students may be suspended when their conduct warrants such action. The school administration may suspend any student in school or out-of-school for up to five (5)

school days. When suspension becomes necessary, the student will be provided an opportunity to present his/her side of the case. If it is then deemed necessary for suspension to take place, the parents will be notified in advance, when possible, and by written communication as to the cause for suspension and the length of time the student is to be suspended from school. In all cases of "out-of-school" suspension, the parents are to assume the responsibility of the student during the suspension period and must oversee the completion of homework for readmission to school. (Refer to School Board Policy - 5610)

DISCIPLINE

Self-discipline is a key characteristic of being a productive person. Students who display inappropriate behavior on a consistent basis are generally signifying that they need help. If students cannot take charge of themselves, interventions will be explored, including but not limited to: mediation, lunch detention, after-school detention, apology, Educational Services Team (EST) meeting, behavior plan, parent contact/meeting, ticket, working lunch, student conference, meeting with school counselors, In-School-Suspension, Out-of-School Suspension and expulsion in abeyance/expulsion.

STEPS FOR RESOLVING STUDENT SITUATIONS

1. Teacher + Student = Resolution
2. Teacher + Parent + Student = Resolution
3. Teacher/Team + Student + Administrator = Resolution
4. Teacher + Student + Parent + Administrator = Resolution

JUVENILE CITATIONS

The majority of Holmen Middle School students are old enough to receive citations/fines for breaking state or federal laws within our school. Examples of incidents where citations may be issued include the following: theft, possession or use of cigarettes, tobacco, alcohol or other drugs, profane language, fighting, vandalism and damage to property, and disorderly conduct. This may mean a student will have a mandatory court appearance if they receive a citation. We want students and parents to be aware that this is another option that we use when dealing with students who choose to disrupt the school atmosphere.

JUVENILE CODE, STATE OF WISCONSIN, (July 1, 1996): The State Juvenile Code attempts to hold child criminals accountable for their actions by letting judges try more of them in adult court. The code holds juveniles accountable for their crimes, empowers judges by providing a wider range of punishment, makes parents financially liable up to $4,000 for their children's actions, requires the parents' attendance at the juvenile's hearings, and provides more information to victims and schools.

BICYCLES

Bicycles are a convenient means of transportation for students to and from school. The school will not be responsible for damaged or stolen bikes. When students ride their bikes to school, they should be parked outside doors A. Students should always secure their bicycle. In the interest of safety for everyone, students will not be permitted to ride around the school grounds

during the school day. Students are expected to be responsible bicycle riders.

ELECTRIC BIKES (E-BIKES)
Under Wisconsin Statute 340.01 (15ph), an "electric bicycle" is a bicycle with pedals and a motor of 750 watts or less. It must fall into one of these categories:

Class 1: Motor assists only while pedaling, up to 20 mph.
Class 2: Can be powered by the motor alone, up to 20 mph
Class 3: Motor assists only while pedaling, up to 28 mph.

- Note: No one under 16 may operate a Class 3 e-bike, although they may ride as a passenger if the bike is designed for it.

E-bikes are legally considered bicycles. Riders must follow all traffic rules, including obeying stop signs and speed limits, yielding when required, signaling turns and stops, and using lights at night.

School Expectations for E-Bike Riders

- Park in the bike rack located near Door A/Main Student Entrance
- Use a bike lock to secure their e-bike.

BULLYING

The School District of Holmen strives to provide a safe, secure, and respectful learning environment for all students in school buildings, school grounds, on school buses, and at school-sponsored events. Bullying has harmful social, physical, psychological and academic impacts on bullies, victims and bystanders. The District consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

It is the responsibility of school employees, students and parents to promote a bully-free school environment. It is the responsibility of the District to provide support and instruction to reduce and eliminate bullying in all forms.

For more information, see School Board Policy - 5517.01 or call the Student Services Department.

BUS STOP LOCATIONS AND CONDUCT

Students should be at the bus stops 5 minutes before scheduled pick-up time. **Students are to be present at the bus stop before the bus arrives. Buses cannot wait for students that are not at the bus stop.** Students who interfere with the safety of those riding the bus will receive discipline that could result in loss of bus riding privileges.

BUSING—STUDENT BEHAVIOR GUIDELINES

Bus route concerns can be directed to the Transportation Supervisor at 608-526-4752 or by

email, transp@holmen.k12.wi.us. Also, by using school transportation you are agreeing to school procedures in the use of audio and video recording devices. See board policy 7440.01 Video Surveillance and Electronic Monitoring and 8600 Transportation.

BUS SAFETY RULES AND PROCEDURES

A. School Bus Safety

Any behavior that distracts the bus driver affects the safety of the students and is subject to discipline procedures. It is the bus driver's responsibility to report unacceptable behavior to the Transportation Supervisor and Building Principal. Consequences are progressive and may include suspension of bus privileges. SEVERE – Any behavior that is a violation of law, physical harm, or creates a dangerous situation for the bus including weapons, drugs, or alcohol as stated in the school code of conduct is subject to suspension and expulsion from transportation services.

B. Rules At The Bus Stop

1. Get to your bus stop 5 minutes early. The school bus will not wait for students.
2. Respect the property of others at the bus stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street and wait for the bus to stop before approaching the bus.
6. Move away from the bus after getting off the bus.
7. Cross only in front of the bus and wait for the driver to signal you to cross.
8. Fighting, harassment, intimidation, or horseplay is not allowed. Severe problems or violations of law will be reported to law enforcement authorities.
9. Use of alcohol, tobacco, or drugs is not allowed.

C. Rules on the Bus

1. Immediately follow the directions of the bus driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language. Absolute quiet is required at railroad crossings.
4. Keep all parts of your body inside the bus.
5. Keep arms, legs, and belongings to yourself.
6. Fighting, harassment, intimidation, or horseplay is not allowed.
7. Do not throw any object.
8. Do not eat, drink, litter, or use alcohol, tobacco, or drugs.
9. Do not bring any weapon, dangerous objects, or weapon replicas on the school bus.
10. Do not tamper with any emergency equipment or damage the bus.

D. Consequences

Consequences will apply to all routes. Decisions about a student riding the bus to field trips, competitions, and school events will be at the sole discretion of the School District. Parents or Guardians will be notified of any suspension of bus privileges. Special provisions and time frames may apply to students with disabilities.

- **1st Offense** - Driver warns students and reinforces appropriate behavior. Optional phone call to parent. Optional discipline report to parent and

transportation supervisor. Discipline report required for violations of law including weapons, drugs, or alcohol as stated in the school's Code of Conduct.

- **2nd Offense** - Phone call to parent and discipline report to transportation supervisor and building principal.
- **3rd Offense** - Treated as Severe violations. Discipline report to transportation supervisor and building principal. Suspension 1-5 days.
- **Additional Offenses**- Severe violations with suspension 5-15 days and possible expulsion from the bus.

CHANGE OF ADDRESS - COMMUNICATION

During this school year, HMS will be sending important communications through email, including upcoming events, exciting news, our newsletter link, and weather dismissal notifications. **It is very important that the HMS office has your current e-mail address.** If you do not have an e-mail address, information can be picked up from the Middle School Office.

CIVIL AUTHORITIES

The School District of Holmen is committed to establishing a cooperative working relationship with law enforcement and/or social service agencies for the protection of students and staff members, safeguarding district property and for maintaining a safe environment. At the same time the District realizes its responsibility to protect the rights of children in its charge and to provide for the concerns of the parent regarding the welfare of their children.

Therefore, the District establishes a policy that aligns with current legal requirements and supports an orderly learning environment in the school whenever a student(s) is interviewed during school hours or on school property during a school event.

Please see the School Board Policy - 5540 regarding student interviews by law enforcement and other agencies.

CODE OF CONDUCT

Students participating in educational programs in classrooms, related school settings, programs, activities, or transportation are expected to demonstrate safe, respectful, and responsible behavior. Any student who does not adhere to the Code of Conduct may be subject to disciplinary action in accordance with established Board policies and school rules. Please see School District Code of Conduct for further details.

While potential consequences are outlined for various behaviors, all disciplinary decisions are made at the discretion of the building principal or their designee. Each incident is reviewed on a case-by-case basis, considering the circumstances, severity, and student needs, with the goal of promoting accountability and student growth. All actions will be consistent with School District of Holmen policies.

For more information, see Board Policy 5500.

COMPUTER/CHROMEBOOK USAGE

Students at Holmen Middle School will be given a district owned device to be used for educational use. For more information about our 1:1 technology initiative please reference our 1:1 Handbook located on the Middle School Webpage under the parent tab and 1:1 Chromebook Information. (Refer to School Board Policy - 7540.03)

The School District of Holmen recognizes that information technology resources significantly impact the operational and instructional environment of our district. Additionally, the District supports access to information and technology resources by school stakeholders (students, staff, community, parents, guests, etc.) and strives to ensure that the use of technology is efficient, safe, and appropriate.

Providing access to technology resources (software and hardware) is important in preparing District students for today's world. This goal includes the following objectives:

- Students and staff will use technology ethically and responsibly.
- Students and staff will be provided email services for school-related activities to improve communication skills.
- Students will be engaged learners when they are provided with relevant learning activities.
- Students will benefit from more timely and targeted assessment and feedback.
- Students will benefit from differentiated instruction that is technologically enhanced.
- Students and staff will be provided equitable access to technology resources.
- The students will gain skills that will mirror the world of college and career.

The School District of Holmen utilizes Linewize monitoring software on all district-issued Chromebooks. Student activity on district-issued devices may be monitored, recorded, and reviewed by school personnel at any time, including outside of the regular school day.

Linewize may collect and report information related to internet activity, searches, websites visited, applications used, online communications, and other device activity. Students should have no expectation of privacy when using a district-issued Chromebook or district-provided accounts.

CHROMEBOOK PROTECTION PLAN

Parent/guardians are responsible for any repairs needed to the Chromebook beyond the normal warranty. To help alleviate potential repair costs, the District offers an optional Chromebook Protection Plan that will help provide coverage for accidental damage or theft. Parents who do not have the optional Chromebook protection plan will be responsible for payment of all repairs or replacements beyond the vendor's general warranty.

Yearly, parents/guardians can purchase the Chromebook Protection Plan from the District on their child's Chromebook. The cost of the Chromebook Protection Plan will be set each year by the District's I&T Department. This protection plan will cover the cost of fixing the device in case of damage or replacing the device in the event that it is stolen. To replace a stolen Chromebook, a police report must be filed. A device that is lost by the student will not be replaced by this protection plan.

Each type of repair or replacement will be done one time under the protection plan, with no deductible. Subsequent damage to the device will be the responsibility of the student/parent/guardian.

Note: If the Chromebook is intentionally damaged, the parent/guardian is responsible for the full cost of the replacement of the damaged part or the entire Chromebook.

CONTROLLED SUBSTANCES ON SCHOOL PROPERTY

In order to provide for a school environment free of alcohol and drugs, including look-alikes, the following guidelines are established:

1. Students intentionally aiding or abetting other students in violating this policy shall be considered in violation of this policy and be subject to disciplinary action.
2. No student shall use, have any evidence in one's body, possess, or be under the influence of intoxicants or mood-altering drugs not prescribed and taken in accordance with a physician's order. No student shall possess related drug paraphernalia. This guideline applies on all school property and school-related events. Students violating this guideline shall be subject to disciplinary action.
3. No student shall exchange, distribute, sell, attempt to sell, give away, or possess with the intention of exchanging, distributing, selling or giving away intoxicants or mood-altering drugs or paraphernalia on school premises or while participating in or attending any school-related activity. Students violating this guideline shall be subject to disciplinary action. Wisconsin law shall control when determining intent.
4. No student shall exchange, distribute, sell, and attempt to sell, or give away to another student, any substance, regardless of its true nature, which such student has represented in any manner to be an intoxicating or mood-altering drug on school premises or while attending a school-related activity. Students violating this guideline shall be subject to disciplinary action.
5. Any student who owns or operates a vehicle for attendance at school or school-related activities accepts responsibility for the behavior of others who use that vehicle on school premises. This responsibility subjects the owner or operator to the full ramifications of Board Policy guidelines.
6. A copy of this policy and guidelines shall be made available annually to students and their parents/guardians.

Additionally, any drug or alcohol violations can result in a restriction to extra curricular events including (but not limited to) dances, sporting events, and graduation. This restriction can last up to one year, at the discretion of the building principal. (Refer to School Board Policy - 5530)

CONFERENCES – STUDENT/PARENT/TEACHER

Student-Parent-Teacher conferences for all students will be scheduled on separate dates during the school year. These conferences will be scheduled in the fall and spring. Conferences will be limited to 10 minute time periods on scheduled nights for student-parent-teacher conferences. Please remember that many families need to meet with staff in this limited amount of time. If you have questions that may take longer than 10 minutes to answer, please feel free to schedule another time with that teacher so that they can fully answer your questions. (Refer to School Board Policy - 9250)

CONTROVERSIAL ISSUES IN THE CLASSROOM

Per policy 2240, the Board believes that the consideration of controversial issues has a legitimate place in the instructional program of the District. Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions. In addition, the opportunity can lead students to learn about how to use critical thinking and problem-solving skills, to study and analyze relevant issues, evaluate different sources of information, make intelligent decisions regarding issues, and how to appreciate the value of differing viewpoints. For purposes of this policy, a controversial issue is a topic on which opposing points of view have been identified and are likely to arouse both support and opposition in the community. (Refer to School Board Policy - 2240)

DANCES/CELEBRATIONS

School sponsored dances/celebrations will be scheduled periodically during the course of the year. The dances/celebrations are supervised by staff and parents and are open only to Holmen Middle School students. Students must meet behavior expectations to attend the school sponsored dance/celebrations. There may be a charge for admission to the dances/celebrations. The school dress code applies to these dances.

DOORS (Building Entrances)

Building entrance A will be open for student use before and after school. All doors will be locked from 7:35 a.m. – 2:30 p.m. Admittance to the building during the school day is via two-Stage Entry at entrance E at the front of the building, located off Main Street. Visitors must check in and out at the Middle School Main Office. Visitors will fill out and wear a visitor's sticker before moving within the building.

DRESS CODE

Unless approved by the building principal or his/her designee for activities related to a class assignment or school activity, the following is prohibited:

- Wearing of clothing or ornamentation which is:
    - Normally identified with gang or gang-related activities
    - Pictures and/or writing related to alcoholic beverages, tobacco products, sexual references, profanity and/or controlled substances and related paraphernalia
    - Depictions of violence or depictions of symbols, which would result in a disruption of the learning process or the forecast of disruption of the learning process.
- Wearing of hats, caps, hoods, coats, and school bags.
- Non-clothing items such as flags or costumes should not be worn at school.
- Heelys are prohibited from HMS.

Students whose dress and appearance do not conform to these standards will be advised as to what adjustments must be made. If adjustments are not made, and the problem remedied, the student's parent/guardian will be contacted. Appropriate disciplinary action will be taken by the building principal or his/her designee.

If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing, the principal/associate principal will use his/her discretion to make the decision. (Refer to School Board Policy - 5511).

EARLY DISMISSAL OF SCHOOL/LATE START, CLOSING

At any time during the year that school may be closed, start late or dismiss early for weather or another emergency, it will be announced over the following social media outlets:

- School District of Holmen Facebook page
- School District of Holmen Instagram page
- School District of Holmen website

The School District of Holmen also utilizes a text message notification system to provide notifications to families and staff regarding delays and closings due to inclement weather, as well as other emergencies. If you have a student enrolled in the School District of Holmen and would like to receive these text messages, confirm your phone number is accurate in the Infinite Campus Parent Portal.

If school starts late, a student's bus will be later by the same amount of time. For example, if school starts one hour late, the bus will be one hour later than the usual pick-up time. Parents should make plans with their child(ren) ahead of time regarding what to do for any of the above-mentioned conditions.

Two-hour Early Dismissals are scheduled periodically throughout the school year. On these scheduled two-hour early dismissals, students will be dismissed at 12:40 p.m. Please refer to the School District of Holmen School Year Calendar Dates here: HMS Student Calendar.

ELECTRONIC GRADING AND ATTENDANCE ACCESS

FOR PARENTS/GUARDIANS

Infinite Campus is a district-wide student information system designed to manage attendance, grades, schedules, test scores, and other information about students. Please use the link below to access the Infinite Campus Parent Portal which will allow you access to your students' information.



Please contact Joni Wittwer at 608-526-6610 Ext. 1307 for information on how to create your parent portal account. If you have already created an account and are unable to access the account, please e-mail: infinitecampusupdate@holmen.k12.wi.us and ask them to reset your login information and provide you with your account login and password.

FEES AND FINES

The Board may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction. If the District determines that a student is in serious financial need, it may choose to provide any or all such materials free of charge. No student shall be denied any educational opportunity because of their inability to pay any fee or charge imposed.

A charge shall not exceed the combined cost of the material used, freight and/or handling charges, and nominal add-on for loss. Money received from the resale of such material shall be returned to the General Fund with an accurate accounting of all transactions.

To request a waiver for a fee, fine, or charge, contact Tiffani LaJeunesse at lajtif@holmen.k12.wi.us or by phone at 608.526.3372 (Refer to School Board Policy - 6152).

FIELD TRIPS

Field trips are meant to be extensions of learning and/or culminating activities. While on a field trip, it is the expectation that all school rules will be followed. Students who have demonstrated

unacceptable or considered at-risk behavior may be denied the opportunity to participate in the trip. Even though a student does not participate in a field trip, they are still expected to attend school.

FLOWERS and BALLOONS

Parents/Guardians are discouraged from sending flowers and balloons to students at school. If these items do arrive, they will be delivered to students at the end of the school day. Glass vases and containers will not be allowed on school buses. Because of health concerns, latex balloons will not be accepted in any Holmen School. Mylar balloons or other forms of gifts are acceptable if they need to be sent to school. The School District of Holmen will refuse to accept deliveries of latex balloons and/or products known to contain latex. The items will be sent back, and the shops will be requested to contact the customer and arrange for delivery/pickup.

FUNDRAISERS

Students are prohibited from the sale or distribution of any materials on school grounds unless approval has been granted by the school administration. (Refer to School Board Policy - 5830)

GRADING POLICY

Grade Calculation

A student report card will report the Achievement Grade and Term Grade separately.

- Achievement Grade is the compiled grade of projects, assignments and tests at the conclusion of learning. The term grade is calculated with the following grades/percentages.
- Term Grade is calculated by combining the student achievement grade (80%) and academic life skills (20%).
    - The rubric below outlines how academic life skills are assessed.

Term Grade	
Achievement	80%
Academic Life Skills	20%
Tasks	10%
Responsibility	10%
Total	100%

Grading Scale					
Grade	**Percentage**	**GPA Points**	**Grade**	**Percentage**	**GPA Points**
A	93-100%	4.00	C	73-76.9%	2.00
A-	90-92.9%	3.67	C-	70.72.9%	1.67
B+	87-89.9%	3.33	D+	67-69.9%	1.33
B	83-86.9%	3.00	D	63-66.9%	1.00
B-	80-82.9%	2.67	D-	60-62.9%	.67
C+	77-77.9%	2.33	F	59.9%-Below	0.00

Holmen Middle School Academic Life Skills Rubric	Scores				
	1	2	3	4	5
	50%	73%	82%	91%	100%
Tasks					
Student: ● is punctual in turning in assignments ● meets requirements with quality ● uses the retake process when necessary	Rarely meets expectations	Inconsistently meets expectations	Meets most expectations	Consistently meets all expectations	Independently meets all expectations
Personal Responsibility					
Student: ● is on time to class ● is prepared for class with supplies ● follows classroom procedures ● demonstrates engagement	Rarely meets expectations	Inconsistently meets expectations	Meets most expectations	Consistently meets all expectations	Independently meets all expectations

HONOR ROLL

There are two separate Honor Rolls: The High-Honor Roll is for students earning an overall quarter average of 90% or above and the Honor Roll is for those students earning an overall average of 83-89.9%. Any student receiving any D, F, or incomplete grade(s) on their report card will not be eligible for placement on the honor roll for that quarter.

Students earning modified grades will not have those grades tabulated into the honor roll. Students earning more than 25% of their grades as modified grades will not be eligible for the honor roll. Honor roll is calculated to represent the amount of time that students are in classes at HMS. For that calculation Core classes are calculated at 1 full class and encore classes are calculated at 0.35 of a full class.

REPORT CARDS - END OF QUARTER AND MIDTERM GRADE-REPORTING

Grades will be reported four times during the year to 6th, 7th, and 8th grade students approximately ten days after the end of the first, second, third, and fourth quarters. Mid-term grades will be reported to inform parents/guardians of each student's progress at approximately the midpoint of each quarter.

These reports can be accessed through Infinite Campus parent portal. An e-blast will be sent by the school to inform parents/guardians that the reports have been posted. (Refer to School Board Policy - 5421)

HEALTH OFFICE

ILLNESS IN SCHOOL

If a student becomes ill during the school day, he/she should report to the Health Office with a pass from their teacher. After seeing the nurse or health aide, it will be determined if the student needs to go home, remain temporarily in the Health Office or return to class. Telephone contact will be made if the child is too ill to remain in school. It is the parent /guardian's responsibility to ensure the child is taken home as soon as possible. See "Emergency Nursing Services" under the Support Services Section of the District's policies for more information.

The following are health-related reasons a student will need to be picked up from school:

- Temperature over 100 degrees
- Confirmed vomiting
- Suspected and/or confirmed contagious disease (The district follows CDC guidelines)
- Other health-related reasons in which the school is unable to provide appropriate care-such as sprains, injury, etc.

MEDICATIONS

Medications may be taken at school **only** if the following procedures are followed, as per Wis. Stat.sec.118.29:

- Parent/Guardian completes the required form for medications, and returns it to the health office.
- Physician signature and parent/guardian signature are required **before** prescription medication can be given.
- All prescription medications must be in the correct bottle with the correct information.
- Over-the-counter medication must be in its original container.
- Medications (both prescription and over-the-counter) should be transported to and from school by parents/guardians.
- Parents/guardians should pick up the medication at the end of the school year; medications are disposed of three weeks after school is dismissed for the summer

It is the student's responsibility to come to the nurse's office to take their medication at the designated time(s). Please ask your physician if medication can be taken at times outside the school day so medicine does not need to be sent to school. Medication cards are available in the school office and at most local clinics.

Middle school students may possess and self-administer their own nonprescription and prescription medications while at school, **with the exception of controlled substances**, if the below requirements are met. Examples of controlled substances include, but are not limited to, ADHD medications and prescription pain relievers containing codeine (Holmen District Policy 5530). Controlled substances may not be carried or self-administered by students under any circumstances and will be administered in the health office.

Before a student is allowed to carry and self-administer any medications, the following requirements must be met:

- Completion of the Administer Prescription Medication form and Self-Carry Agreement with all appropriate signatures. The form must be on file in the Middle School Health Office.
- If the student does not follow guidelines, they will lose the privilege to self-carry and administer medications.

Permission must be obtained every school year.

INSURANCE FOR STUDENTS

The School District of Holmen discontinued the offering of a student accident insurance program at the end of the 2017-18 school year. Since children are particularly susceptible to accidental injuries, we encourage you to review your present health and accident insurance program to determine if your coverage is adequate. Participation in the vast majority of school co-curricular activities is contingent upon the participant's parent/guardian attesting to insurance coverage for the participant. If you feel your insurance is not adequate because of deductibles, co-insurance or other clauses, or if you do not have insurance, we encourage you to reach out to a qualified insurance agency about purchasing insurance coverage. Such coverage may reduce your exposure to financial hardship in the event of an accident or injury to your child related to school and school activities.

LIBRARY MEDIA CENTER (LMC)

Our LMC is an important part of the education at Holmen Middle School. Students are scheduled to visit the LMC twice in a two-week period and are encouraged to read and be responsible 21st Century Learners. Lessons about digital citizenship, information literacy, and technology tools are taught collaboratively with teachers using technology and various resources within the existing curriculum. The school library catalog (Destiny) and online databases can be found on the library website and are accessible from home. Students logged into their school account will be able to view login information on the LMC website, but please feel free to contact the LMC with any questions about usernames and passwords.

Students are allowed to check out six books and/or magazines at a time. Materials are due in three weeks but may be renewed using the online library catalog (Destiny). If materials are late, students must bring them to the LMC to have them renewed. Students will be billed for anything that is three weeks past the due date. If the item is returned at that time, then the charge will be removed from their account. Students may also be assessed a fee up to the cost of the item for any damages incurred during their use. Replacement books will not be accepted in lieu of payment. (Refer to School Board Policy - 2522)

LOCKERS

Each student at the Holmen Middle School is assigned a locker and is expected to keep all necessary materials in their assigned locker. Students are expected to keep their locker locked at all times and should not share their combination with other students. The school is not responsible for items taken from lockers. Any vandalism done to a student's locker will be investigated, and any student found to be going into another student's locker will face disciplinary action. Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. Backpacks and jackets should stay in lockers and not be taken into classrooms or other parts of the building.

SEARCH OF LOCKERS

Lockers are subject to searches by the administration to protect the health and safety of the student body. A search may be conducted randomly or conducted when there are reasonable grounds to suspect violation of school, local, state or federal laws. It is recognized that all lockers are opened and/or inspected for housekeeping and repair purposes periodically. (Refer to School Board Policy - 5771).

LOST & FOUND

Found items are located outside the LMC. Students and parents are encouraged to look for missing items. Items not claimed will be given to a charity on an annual basis.

LUNCH

Students are not to leave the school grounds at lunch break unless they are going home for lunch with permission from a parent and building principal. If permission is granted, students must sign out when leaving and sign in when returning. When weather permits, students will go outside for whatever time remains of their lunch period. Please see the HMS Behavior matrix for lunchroom expectations and guidelines.

STUDENT UNIVERSAL NUTRITION PROGRAM (S.U.N.)

The School District of Holmen's Student Universal Nutrition (S.U.N.) Program is the district's meal preparation program. Our highly qualified staff has your students' meal needs covered. Our program utilizes a computerized family account system. Each family is assigned a Family Account Number, and all students within the household can debit from this shared account unless otherwise requested. Payments made to the account are credited on the same day they are received. Please ensure all payments are clearly identified with your Family ID Number.

Meal Checkout Process
Students will check out meals using a secure touchpoint scanning system that is unique to each student. This technology streamlines the process while maintaining high standards of safety and confidentiality. To opt out of utilizing the touch point scanner, fill out the opt out form and return to the Nutrition Service Office.

MEAL PRICES FOR THE 2026-2027 SCHOOL YEAR

Breakfast		Lunch	
$2.35	Full Price	$3.35	Students K-5
FREE	Reduced	$3.60	Students 6-12
$3.00	Adults	FREE	Reduced
$0.75	Milk Only	$4.75	Adults

*FREE meals consist of the following:
Free breakfast meal- main entrée, up to two fruits and milk
Free lunch meal- main entrée, can take the side choice offered if desired, up to two servings of vegetables, up to two servings of fruits, and a milk.

*Note: A la carte items, extra meals or entrees, and milk-only purchases are not included under the Free Meal Program. Middle School students may purchase these additional items at regular prices, provided there are sufficient funds in their account.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and their ability to learn.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise. If you are looking for ways to help promote and support healthy behaviors, refer to this resource. Please see Policy 8510 for further details.

BREAKFAST
Breakfast is known to be the most important meal of the day. Our meal options are varied, so there's something for everyone. Breakfast is served daily one-half hour before school starts.

ALA CARTE

A la carte items are available for purchase at regular prices. If you wish for your student to access these items, please ensure their account has adequate funds in advance.

PAYMENTS

Families are encouraged to prepay prior to the first day of school. Payments can be made for both breakfast and lunch with one check payable to **"S.U.N."** All payments should be delivered directly to the Nutrition Services cashier **before school or during lunch**. *Be sure to label all payments with your Family ID Number.*

LOW ACCOUNT BALANCE

When an account balance becomes low:

- The student will receive a verbal reminder from the cashier.
- An email notification will be sent once the account falls below $10.

Parents/guardians are responsible for maintaining a positive account balance. You can monitor balances and transaction history through the Campus Parent Portal at www.holmen.k12.wi.us.

ONLINE PAYMENT INFORMATION

Families may use the virtual **School Store** to deposit funds and pay fees. Instructions can be found here: Parent Instructions on using the School Store.

Payment methods accepted online:

- **ACH Payments (checking/savings):** No transaction fee
- **Credit/Debit Cards:** 3.5% transaction fee applies

Account Information Access

Parents/guardians can access meal account details anytime through the Infinite Campus Portal. This platform offers an easy way to monitor balances and ensure account funds are maintained.

Account Balances & Refunds

Positive balances will carry over to the next school year. Refunds are only issued if a family moves out of the district or the youngest student graduates, and must be requested through the Nutrition Office.

SPECIAL DIETS OR ALLERGIES

If your child requires meal modifications due to allergies or medical conditions, a signed order from a licensed medical provider must be submitted. Meals cannot be modified without proper documentation per federal requirements. For milk allergies, a physician's note is required to request a substitution.

FIELD TRIPS

When a field trip is scheduled, students may request a school-provided sack lunch. Teachers will assist with the ordering process. The cost of the lunch will be deducted from the family account.

FREE AND REDUCED MEAL INFORMATION

Would you like to save over $900.00 per child??
You may be eligible for significant savings by applying for Free or Reduced-Price Meals, and the application process takes only about 10 minutes to complete.

This Federal program is regulated by the Federal Government. A family can apply anytime throughout the school year. If your family qualifies through Medicaid, SNAP, or other state benefits, you will be notified. If you have not received this notification, one application per family is all that is needed. Families experiencing economic hardships are encouraged to apply. A new application must be completed each year due to fluctuating income limits. All information is kept confidential. A free/reduced student in this program who brings a cold lunch from home and would like to get a milk must pay cash to receive a milk at lunch; however a milk is included when they take the school-provided USDA reimbursable meal.

Online applications are highly encouraged! These can be filled out and submitted anytime through the parent portal by going into Infinite Campus , Parent Portal in your menu options select More>Meal Benefits>Applications/Forms, applications can also be downloaded: https://www.holmen.k12.wi.us/departments/free-and-reduced-information.cfm and paper applications are available at all schools as well as the District Office.
(Refer to School Board Policy - 8531)

S.U.N. Contact and Mailing Information:
E-mail Contacts:
Danielle Martell- Nutrition Services Administrative Assistant mardan@holmen.k12.wi.us
Michael Gasper-Nutrition Services Director gasmic@holmen.k12.wi.us
Phone: 526-1324 or 526-1325
Mailing address: School District of Holmen; Student Universal Nutrition Program; 1019 McHugh Road, Holmen, WI 54636-9296
(Refer to School Board Policy - 8500)

MATH - ACCELERATED PROGRAM

Holmen Middle School provides accelerated math classes for those math students who show they have the requisite skills and understandings to be successful in a rigorous accelerated class. The accelerated math courses are not part of the TAG program. Students who qualify for accelerated math instruction do not necessarily qualify for TAG services.

Students in accelerated classes do not skip a year of math instruction but instead learn four years of content in only three years. The accelerated classes move much more quickly than the standard grade-level math classes. Students will have completed high school freshman algebra by the end of eighth grade.

To be considered for the accelerated math program, students must take the district placement test. Because of the rigorous nature of the class, students must pass the placement test and also meet additional qualification criteria. Holmen Middle School does not place a certain number of students into the accelerated math program. Instead, the option to accelerate is offered *only* to those students who meet specific qualification criteria establishing they have the necessary skills and understandings to be successful.

MENTAL HEALTH

Mental health includes our emotional, psychological, and social well-being. It affects how we think, feel, and act. It also helps determine how we handle stress, relate to others, and make choices. Mental health is important at every stage of life, from childhood and adolescence through adulthood. Over the course of your life, if you experience mental health challenges, your thinking, mood, and behavior could be affected. Many factors contribute to mental health challenges, including:

- Biological factors, such as genes or brain chemistry
- Life experiences, such as trauma or abuse
- Family history of mental health challenges

Mental health challenges are common. It is important to normalize conversations surrounding mental health so people can feel empowered to seek the help they need. If you or someone you know is struggling with their mental health, there are ways to get help. Information on mental health resources and services is available on the SDH website under ***Families/Mental Health Resources*** tab.
(*Source:www.mentalhealth.gov/basics*).

School Board Policy - 5350 Student Suicide Prevention shares information and steps to be followed in prevention and handling of suicide attempts. Information describing the suicide prevention resources and services, including mental health, along with model notices, is available on the SDH website under the ***Families/Mental Health/Suicide Prevention*** tab and on the Wisconsin DPI website: ***https://dpi.wi.gov/sspw/mental-health/youth-suicide-prevention.***

988 Suicide & Crisis Lifeline: 24/7 call, text, or chat. For more information on this resource visit the **Department of Health Services 988 website**

Wisconsin-based resources available through crisis text line: text “HOPELINE” to 741741 or visit the **Center for Suicide Awareness** to be connected with someone in WI who can help

Trevor Project: A national organization focused on crisis and suicide prevention efforts among LGBT youth.

- Phone: 1-866-488-7386

- Chat: **TrevorChat**
- Text: “START” to 678678
- **Great Rivers 211 Crisis Line**: 211 or 1-800-362-8255

PARKING/STUDENT PICK-UP/DROP-OFF

- Public parking is located in the south parking lot outside of entrance A.
- Parking in front of the school on Main Street must be limited to 15 minutes or less.
- Morning Drop-off and afternoon pick-up
    - Drop off before 7:35 am and pick up after 2:40 pm should use Entrance A.
    - Do not drop off or pick up students on Main Street before or after school.
- During the school day
    - Students who arrive at school after 7:35 a.m. must use entrance E, off of Main Street.
        - Students must report to the attendance window upon entering or leaving school.

PARENT ORGANIZATION

The HMSPTG (Holmen Middle School Parent Teacher Group) meets when there is parent interest on an as needed basis at HMS. Please call the Holmen Middle School Office for more information.

PERSONAL COMMUNICATION DEVICES

The Board is aware that Personal Communication Devices (“PCDs”) are used by students and parents/guardians to communicate with each other. However, the use of PCDs on school grounds must be appropriately regulated to protect students, staff, and the learning environment. PCDs, also referred to as "wireless communication devices", as used in this policy, mean a portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties and includes all of the following:

A. cellular/mobile telephone;
B. tablet computer;
C. laptop computer;
D. gaming device;
E. smartphone;
F. e-reader;
G. smartwatch;
H. wearable technology;
I. any other web-enabled devices of any type.

For Grades Four-Year-Old Kindergarten (4K) through Eight (8): In order to avoid disruption of the educational environment and protect students' right of privacy, student use of PCDs is prohibited on school grounds during school hours. Students may use PCDs before and after school, and during after-school activities (e.g., extra-curricular activities). The PCD must be off and stored out of sight. (Refer to School Board Policy - 5136)

PERSONAL INFORMATION

Through the district electronic "Annual Update", parents/guardians are asked to update personal information, including address and emergency contact information. The purpose of collecting this information is to enable the school to make immediate contact with the responsible person(s) regarding student needs or concerns. Unexpected situations can occur and make it necessary for the school to contact an immediate parent/guardian. Please notify the main office if this information changes at any time during the school year.

PHYSICAL EDUCATION PROGRAM

- **Attendance in P.E.:** If a student is well enough to be in school, he or she is considered well enough to be dressed for P.E. and to participate in class to some degree. A written note from a parent/guardian and/or pass from the School Nurse is needed to be excused from one P.E. class. Any student who needs to be excused from P.E. class for an extended period of time (more than one class) needs to have a note from their physician.
- **Jewelry:** All jewelry must be removed before class.
- **Uniform:** A Holmen P.E. shirt is required and is available for purchase at registration or in the main office during the school year. Students need to have either school appropriate athletic shorts or pants to change into for PE class (not the one they wear to school that day). Sweatshirts over the top of the PE shirt and/or sweatpants are recommended for cold weather. Socks and athletic shoes are required (it does NOT have to be a separate pair just for PE). Uniforms that are torn, frayed, or improperly marked should be repaired or replaced.
- **P.E. Locks/Locker:** Each student will be issued a P.E. lock and locker. Problems with P.E. locks or lockers should be brought to the attention of your P.E. teacher immediately. If the lock is lost during the school year, the student will be charged $7.00 for a replacement lock. At the end of the school year, these locks will be collected. Students that do not return their PE lock will be charged $7. This locker will be used to store P.E. clothes. The school is not responsible for anything taken from your locker. Keep your locker locked, and do not give your combination to anyone. Do not switch your lockers ... the locker you are assigned is your responsibility. **No electronic devices can be out in the locker rooms, and no aerosol sprays will be allowed in the locker rooms.**

PROMOTION AND SUMMER SCHOOL

GRADE ADVANCEMENT POLICY

A student shall be promoted from 8th to 9th grade when the student meets one of the following criteria:

A. Student performs basic, proficient, or advanced on both the mathematics and ELA portions of the state standardized assessment.

B. Student earns passing grades in all core classes (English language arts, mathematics, science, and social studies) each term of the school year.

C. Student earns a 1.67 GPA based on the four cores (English language arts, mathematics, science, and social studies) term grades.

D. Student makes adequate progress on IEP goals.

E. An EST Committee recommendation to promote the student to the next grade.

F. Student successfully completed summer school due to not meeting any of the criteria above.

1. If a student does not meet any of the above criteria to advance from eighth grade to ninth grade an academic success team comprised of a middle and high school administrator, the student, and a parent or guardian will meet to determine how the student can be successful in academics in the future.

*In the case of transfer students, criteria must be met for those quarters where report card grades are assigned. Individual circumstances may require administrative discretion. (Refer to School Board Policy - 5410)

RECORDS

The School District of Holmen is required by the Family Educational Rights and Privacy Act (FERPA) to provide the following notification to parents/guardians and adult students annually. Parents/guardians and adult students are permitted to review and inspect any education records relating to their child, or seek amendment of education records. All requests for inspection or amendment of records should be directed to the building principal. The District presumes that the parent has the authority to inspect, review, and obtain copies of records relating to their child unless the District has been advised that the parent does not have the authority under state law governing such matters as guardianship, separation, or divorce. If any education record includes information on more than one child, the parents of those children shall have the right to inspect and review only the information relating to their child or to be informed of that specific

information.

According to board policy regarding student records, directory data compiles the following student information: pupil records which include the student's

- Name;
- Address;
- telephone number;
- date and place of birth;
- photograph;
- major field of study;
- participation in officially recognized activities and sports;
- height and/or weight, if member of an athletic team;
- dates of attendance;
- date of graduation;
- degrees and awards received; and
- the name of the school most recently previously attended by the student.

Parents/guardians and eligible students may refuse to allow the District to disclose any or all of such 'directory data' upon written notification to the District within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice. The proper paperwork, the **Directory Data Opt-Out Form**, will be provided during registration, and is available at any time by contacting the school's secretarial staff. The District must comply with the written request to not share the student's directory data with such entities.

The District also forwards records to other schools that have requested the records and in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. Parents/guardians can file a complaint with the Family Policy Compliance Office of the US Department of Education alleging district noncompliance with FERPA requirements if they believe noncompliance has occurred. For additional information, contact the Student Services Department. (Refer to School Board Policy - 8330)

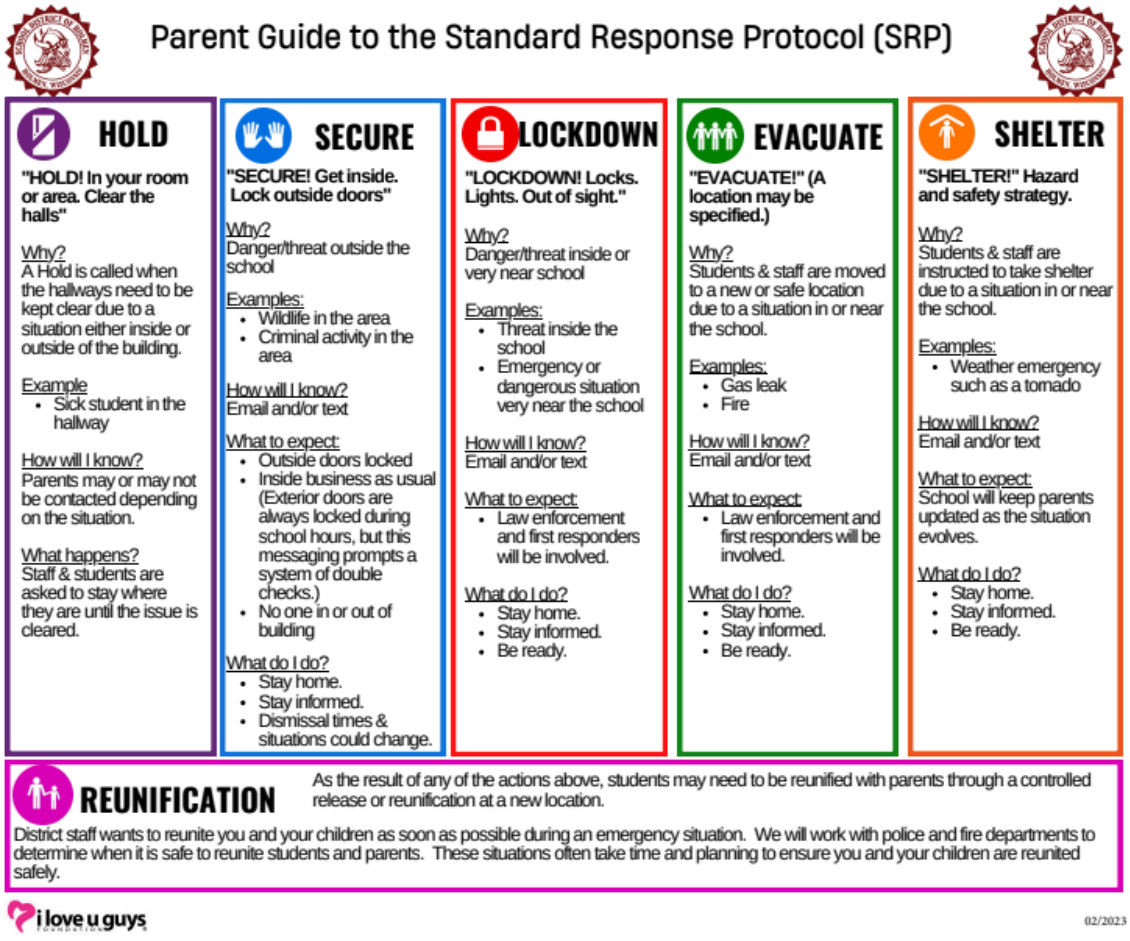
RELIGION IN THE CLASSROOM

Per policy 2270, as a public entity, the District must comply with the U.S. Constitution's First Amendment requirement that the District neither establishes religion in the schools nor prohibits students' free exercise of religion according to pertinent interpretation and application of those Constitutional provisions by the Courts. Accordingly, no Board employee will promote religion in

the classroom or in the District's curriculum, or compel or pressure any student to participate in devotional exercises. Displays of a religious character must conform with Policy 8800. Instructional activities shall not be permitted to advance or inhibit any particular religion or religion generally. Teachers shall forward requests for religious accommodation in instruction to the Building Administrator.

An understanding of religions and their effects on civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, curriculum may include, as appropriate to the various ages and attainments of the students, instruction about the religions of the world. (Refer to School Board Policy - 2270)

SAFETY RESPONSE



SCHOOL COUNSELING

The School Counselors at HMS offer services for all students through classroom activities, small groups, and individual meetings with students.

The mission statement of the School District of Holmen school counseling program is to:

- provide a comprehensive, developmental counseling program addressing the academic, career, and personal/social development of *all* students
- be a student advocate who provides support to maximize student potential and academic achievement
- facilitate the support system to ensure all students in the School District of Holmen have access to and are prepared with the knowledge and skills to contribute at the highest level as productive members of society

School counselors do not provide ongoing individual therapeutic counseling. If a student is in need of therapeutic counseling, school counselors will work with families to discuss community resources. Additionally, we are prepared to recognize and respond to student mental health needs and assist students and families seeking resources in crisis response, and provide support and assistance to students and families as they navigate crisis and emergency situations.

STOPit

STOPit is an app based reporting system that was created so that people would have a safe way to report bullying, drugs in school, self-harm, and other various school safety concerns. When a person really needs help we hope you will step up and send in a report. Sending in a false report makes it harder for your school to help the people who really need it.

- STOPit allows for 2 way anonymous communication between the reporter and a member of administration.
- After you submit the form, STOPit sends a push notification to a school administrator with all of the details from your report.
- STOPit reports may be made by anyone- students, staff, parents, or community members. Remember- if you see something, SAY SOMETHING!

STUDENT COUNCIL

Holmen Middle School's Student Council is a year-long club focused on service within HMS and the greater community. The whole group meets 1-2 times each month after school to build connections within the 6-8th grade group, plan and make group decisions about upcoming projects, and work on service projects. Students are invited to and supported by advisors to step into greater leadership roles; this includes taking the lead on existing regular projects or creating a new project for the larger group. Members are expected to attend all large group meetings,

volunteer a minimum of 3 hours each term in Student Council events and projects, and regularly check their email/Canvas for announcements and volunteer opportunities, as this is our main source of communication with members. There are many opportunities for students to be involved with service both within the school day and after school. Some of the ongoing opportunities Student Council is involved in are: Summer Registration, Homecoming parade, HMS fall fundraiser delivery, Veterans Day Assembly, pie making for the Onalaska & Holmen Community Thanksgiving dinner, Green & Gold Event set-up, Fall & Spring Family Conferences, The Little Heart Project, staff appreciation, and 5th grade tour guides.

How to get involved: A meeting is held during Academy at the start of the school year for anyone who is new to HMS Student Council and is interested in learning more about the group. (Returning members who met the group's Code of Conduct expectations the prior year are not required to attend.) Students who want to apply for membership complete a short application form to be reviewed by advisors and a few returning students (applicant names redacted). Student Council may be the group for you if you are someone with a high level of personal integrity that demonstrates kindness to others and has a desire to serve your community and build your leadership skills. Membership is limited to 50 students.

Student Nondiscrimination and Equal Education Opportunity:

English: The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's age, race, creed, color, disability, pregnancy, marital or parental status, religion, sex, citizenship, national origin, ancestry, socioeconomic status, sexual orientation, gender identity, gender expression, or gender nonconformity.

Spanish: El derecho del estudiante para ser admitido en la escuela y participar plenamente en el curriculo, extracurriculo, servicios estudiantiles, recreativos u otros programas o actividades que no se podrán coartar o menoscabado debido a su edad, raza, credo, color, discapacidad, embarazo de una estudiante, el estado civil o paternal, religión, sexo, nacionalidad, origen nacional, ascendencia, estado socioeconómico, orientación sexual, identidad de género, expresión de género, o la no conformidad de género.

Hmong: Txoj cai muab rau tus menyuam thaum tuaj kawm ntawv thiab thaum mus ua si ncaws pob, hu nkauj, los yog ua yeeb yam pem tsev kawm ntawv yuav tsis pauv. Txawm tus menyuam lub hnub yug loj los me, nws yog haiv neeg twg, nws txoj kev ntseeg yog li cas, nws muaj kev tsis taus, nws lub cev xeeb tub, muaj txij nkawm li cas, yog poj niam los txiv neej, yog pej xeem los tsis yog, tuaj lub tej chaws twg tuaj, poj koob yawm txwv yog li cas, los yog tham li cas, txoj cai yuav nyob li qub.

Parental Notification of Alleged Sexual Misconduct by a School Staff Member

Act 57 requires all school districts, charter schools, and private schools in the state to notify the parent or guardian of a student if they receive a credible report of alleged sexual misconduct by a school staff member. If there is a credible report of alleged sexual misconduct by a school staff member, notification must be provided by the end of the day (5:00 p.m.) on which the credible report is received. This requirement applies to students alleged to be victims, targets, or recipients of the alleged sexual misconduct. To satisfy the notification requirement, a school must provide the notice in person or by phone, including voicemail. If the report is received on a school day after the end of regularly scheduled instruction or any other time, the school must notify the student's parent or guardian by noon on the next calendar day. (Refer to School Board Policy - 8462)

Appropriate Communications and Conduct with Students

The School District is committed to maintaining a safe, respectful, and supportive learning environment for all students.

Under Wisconsin Act 88 and Wisconsin law, it is a crime for any person to engage in grooming behavior with a child. Grooming includes a pattern of conduct or communication intended to condition, manipulate, entice, or exploit a child for sexual purposes. Individuals who violate this law may face serious criminal penalties, including felony charges and sex offender registration requirements.

Wisconsin law also prohibits school employees and volunteers from engaging in sexual misconduct with students enrolled in any Wisconsin school. All staff members and volunteers are expected to maintain appropriate professional boundaries and communicate with students only in ways that support the educational mission of the school.

Students who experience or observe behavior that makes them feel uncomfortable, unsafe, or inappropriate should immediately report their concerns to a parent/guardian, teacher, counselor, principal, or another trusted adult. Reports will be addressed promptly and in accordance with state law and district procedures.

For additional information, see Wisconsin Act 88 and applicable provisions of Wisconsin Statutes relating to child grooming, child abuse reporting, and educator misconduct.

Appropriate Communication Between Staff, Volunteers, and Students

In accordance with 2025 Wisconsin Act 89, the School District has adopted standards for appropriate communication between employees, volunteers, and students. These standards apply to all communications, whether they occur during the school day, at school-sponsored activities, or outside of school hours.

All communications between staff, volunteers, and students must be professional, respectful, and related to educational, extracurricular, or student-support purposes. The District's communication guidelines establish expectations for both the content of communications and the methods used to communicate with students. Violations of these standards may result in disciplinary action and, when appropriate, referral to law enforcement or other authorities.

Wisconsin law also requires schools to provide training to employees on identifying, preventing, and reporting child grooming and professional boundary violations. This training helps ensure that all staff understand their responsibility to maintain appropriate relationships with students and to recognize and report concerns that may place students at risk.

Students and families are encouraged to report any communication or interaction that appears inappropriate, makes a student feel uncomfortable, or raises concerns about professional boundaries. Reports will be reviewed promptly and addressed in accordance with District procedures and applicable law.

Title IX - Notice of Nondiscrimination

The Board of the School District of Holmen does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both.

The District's Title IX Coordinator are:

Jill Mason
Executive Director of Student Services
608-526-1308
1019 McHugh Rd, Holmen WI 54636
masjil@holmen.k12.wi.us

Melissa Kaatz
Director of Human Services
608-526-1319
1019 McHugh Rd, Holmen WI 54636
kaamel@holmen.k12.wi.us

The Board's nondiscrimination policy and grievance procedures can be located in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities which is available at: https://go.boarddocs.com/wi/holmen/Board.nsf/goto?open&id=DFBEDZ3A01C6.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to https://www.holmen.k12.wi.us/district/title-ix.

Contact information for OCR is available here: https://ocrcas.ed.gov/contact-ocr.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct and the Employee Handbook.

TALENTED and GIFTED PROGRAM (TAG)

Holmen Middle School recognizes that all students have personal strengths. High ability learners have needs that go beyond the universal curriculum that may include accelerated or compacted curriculum and a wide range of experiences in order to develop their talents. Holmen Middle School believes that all students, including advanced learners and those students from traditionally underrepresented populations, should be challenged and supported to reach their full potential.

Holmen Middle School's philosophy of service for its high ability learners is to provide regular classroom intervention and instruction at an advanced level rather than intermittent events for enrichment. Focusing on reading, writing, social studies, and the humanities, the TAG Academies are intended to promote higher-level critical thinking skills, to encourage creative problem solving, and to inspire students to engage in conversation with similarly able peers. When possible, the TAG Academies use themes or topics that complement and enhance what students are learning in their core classes. Holmen Middle School provides an accelerated math program, discussed earlier in this handbook, for those students who show a talent and aptitude in math. (Refer to School Board Policy - 2464)

TELEPHONE CALLS

Students, with a pass from their teacher, will be permitted to make calls from the main office. Students will not be called out of class to receive a phone call. Office staff will take a message for the student. Messages will be delivered to students during lunch or at the end of the school day. In the case of an emergency, messages will be delivered to students as soon as possible.

TEXTBOOKS and SUPPLEMENTAL ITEMS

All textbooks and supplemental items are furnished by the School District of School. They are the property of the school district. If an item is lost, damaged, or destroyed, the student to whom the item was issued will be charged for it. The prices of items may be obtained from the

administration.

VALUABLES

Students are discouraged from bringing items of value to school. If there is a need for such an item to be brought to school, it is the student's responsibility to keep these items safe and secure. The school is not responsible for lost, damaged, or stolen items brought to school.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

Holmen Middle School has security cameras located throughout the interior of the building and also in certain exterior locations. The cameras will be used to help reduce vandalism, inappropriate behaviors and other types of student misconduct. Students *may* be given consequences for inappropriate behaviors observed on video. (Refer to School Board Policy - 7440.01)

School buses owned by the District or a contractor under contract with the District may be equipped with video and/or audio recording equipment in specified locations within the vehicle as provided in the Wisconsin Department of Transportation regulations.

VISITORS

All visitors to the Holmen Middle School must register in the Main Office. Visitors may be asked to state the purpose of their visit and to show identification. Visitors will need to sign in and out and wear a visitor's sticker while in the building. Students are not allowed to bring guests from other school districts to visit. (Refer to School Board Policy - 9150)

VOLUNTEERS

If you are interested in volunteering, please complete the Volunteer Registration Form at https://www.holmen.k12.wi.us/community/volunteer47. If you do not have Internet access, please contact the Middle School office, and a volunteer form will be sent home with your student.

Please note the following guidelines when completing the volunteer form:

- It takes approximately two weeks to process the form
- The form needs to be completed and processed before volunteering
- A form has to be on file even if it is for only a "one time" event such as a field trip, Spring Fling, etc.

- New and current volunteers must submit a registration/renewal form annually, preferably at the beginning of the school year. Background checks will be performed during the initial registration, then every four years, or more often, if deemed necessary.
- One form is needed for the district – you do not need to fill one out for each building
- A social security number must be on the form in order for the background check to be run. For safety reasons and to reduce distractions, we ask that no younger siblings be brought to school while volunteering
- Only registered volunteers will be allowed into the instructional areas during the school day. (Refer to School Board Policy - 8120)

WEAPONS

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion. (Refer to School Board Policy - 5772)

WITHDRAWAL or TRANSFER of STUDENT RECORDS

Several days before a student plans to withdraw or transfer from Holmen Middle School to another, their parents should come to the school's office to sign a "Notice of Withdrawal" form, which the student will present to all his/her teachers. The teachers will record current grades, the curriculum being used, confirm the return of books, etc., on this form. The form is to be returned to the school office on or before the last day of attendance in school. If a refund may be due to your family, no refunds will be made until all fees or fines have been paid. (Refer to School Board Policy - 8330)

APPENDIX

HOLMEN MIDDLE SCHOOL STAFF DIRECTORY

Staff Name	Extension	Room	Team	Role	E-mail Address
Arroyo, Jamie	5402	Office	Office	Admin. Assistant	arrjam@holmen.k12.wi.us
Arroyo, Tim	5243	2043	7H Math	Teacher	arrtim@holmen.k12.wi.us
Bauer, Dana	5115	Custodial	Custodian	Custodian	baudan@holmen.k12.wi.us
Baumgart, Jackson	5258	2058	7S Science	Teacher	baujac@holmen.k12.wi.us
Beckendorf, Brenna	5151	1151	6S Social Studies	Teacher	becbre@holmen.k12.wi.us
Benson, Heather	5241	2041	7H ELA	Teacher	lichea@holmen.k12.wi.us
Benson, Kristi	5002/5503	Cafeteria	Nutrition Services	Cook	benkri@holmen.k12.wi.us
Bieneman, Sara	5040	1040	Orchestra	Teacher	biesar@holmen.k12.wi.us
Blair, Tyler	6109	1087/HHS	Police Liaison	Police Liaison	blatyl@holmen.k12.wi.us
Blankenship, Jessica		1012	Special Education	Educational Assistant	blajes@holmen.k12.wi.us
Casey, Nate	5201	2001	Business Education	Teacher	casnat@holmen.k12.wi.us
Christen, CeAnna	5131	1131	ESL	Teacher	chrcea@holmen.k12.wi.us
Clausen, Caitlin	5148	1148	6M Math	Teacher	clacai@holmen.k12.wi.us
Clifford, Scott	5244	2044	7H Science	Teacher	clisco@holmen.k12.wi.us
Craig, Sydney		1012	Special Education	Educational Assistant	crasyd@holmen.k12.wi.us
Dehtiarova, Yuliia	5002/5503	Cafeteria	Nutrition Services	Cook	dehyul@holmen.k12.wi.us
DeLong, Kari	5056	1056	Health	Teacher	delkar@holmen.k12.wi.us
Devine, Hope		1012	Alternative Ed	Educational Assistant	devhop@holmen.k12.wi.us
Dienger-Hanson, Jen	5080	1080	7th Guidance	Counselor	diejen@holmen.k12.wi.us
Dobkoski, Andy	5245	2045	7H Social Studies	Teacher	doband@holmen.k12.wi.us

Staff Name	Extension	Room	Team	Role	E-mail Address
Dobkoski, Tracy	5135	1135	6H ELA	Teacher	dobtra@holmen.k12.wi.us
Dreyer, Sarah		1012	Special Education	Educational Assistant	dresar@holmen.k12.wi.us
Eggerichs, Tara	5234	2034	8H Math	Teacher	eggtar@holmen.k12.wi.us
Eickhoff, Jennifer	5401	Office	Office	Admin. Assistant	eicjen@holmen.k12.wi.us
Ewing, Deborah	5115	Custodial	Custodian	Custodian	ewideb@holmen.k12.wi.us
Foley, Heather	5094	1095	Physical Education	Teacher	folhea@holmen.k12.wi.us
Garbe, Steven	5115	Custodial	Custodian	Head Custodian	gilmic@holmen.k12.wi.us
Gooden, Marsha	5002/5503	Cafeteria	Nutrition Services	Cook	johjus@holmen.k12.wi.us
Groth, Jeff	5023	1023	Tech Education	Teacher	gorjef@holmen.k12.wi.us
Haar, Grant		1012	Special Education	Educational Assistant	haagra@holmen.k12.wi.us
Hagel, Anne	5138	1138	6M Science	Teacher	hagann@holmen.k12.wi.us
Hauser, Jessica	5242	2042	7H Special Ed	Teacher	haujes@holmen.k12.wi.us
Hauser, Jolene	5115	Custodial	Custodian	Custodian	haujol@holmen.k12.wi.us
Helget-Wedul, Angela	5409	1089	Office	Nurse	helang@holmen,.k12.wi.us
Honeck, Marissa	5214	2014	8M Math	Teacher	framar@holmen.k12.wi.us
James, Kristi	5095	1095	Physical Education	Teacher	jamkri@holmen.k12.wi.us
Johnson, Abby		1012	Special Education	Educational Assistant	johabb@holmen.k12.wi.us
Johnson, Livia	5261	2061	7S ELA	Teacher	johliv@holmen.k12.wi.us
Johnson, Sandra	5115	Custodial	Custodian	Custodian	johsan@holmen.k12.wi.us
Kerrigan, Amanda	5048	1048	Art	Teacher	kerama@holmen.k12.wi.us
Kline, Marci	5216	2016	8M Social Studies	Teacher	klimar@holmen.k12.wi.us
Klinkner, Angela	5100	1100	6th General Music	Teacher	kliang@holmen.k12.wi.us
Klug, Jim	5120	1120	Alternative Ed	Teacher	klujam@holmen.k12.wi.us
Knepper, Charissa	5017	1017	Special Education	Teacher	knechar@holmen.k12.wi.us
Kohlmeyer, Erica	5079	1079	6th Guidance	Counselor	koheri@holmen.k12.wi.us
Korthuis, Andrea	5004	1004	World Cultures	Teacher	korand@holmen.k12.wi.us
Kratochvill, Amy	5149	1149	6S Math	Teacher	kraamy@holmen.k12.wi.us
Kunkel, Sarah	5154	1154	6M Special Ed	Teacher	kunsar@holmen.k12.wi.us
Labus, Anne	5117	1117	Library Media	LMC Coordinator	panjac@holmen.k12.wi.us

Staff Name	Extension	Room	Team	Role	E-mail Address
Langreck, Matt	5049	1048	Art	Teacher	lanmat@holmen.k12.wi.us
Loomis, Bobbi Jo	5077	1077	Guidance	School Psychologist	loobob@holmen.k12.wi.us
Lor, Kang	5202	2002	8S Science	Teacher	lorkan@holmen.k12.wi.us
Lovell, Emily	5139	1139	6H Social Studies	Teacher	lovemi@holmen.k12.wi.us
Lovell, Greg	5128	1128	Intervention	Behavior Interventionist	lovgre@holmen.k12.wi.us
Malay, Wendy	5018	1018	Speech	Speech Pathologist	malwen@holmen.k12.wi.us
Marcon, Aly	5205	2005	8S Special Ed	Teacher	brumad@holmen.k12.wi.us
Mathison, Bronsen		1012	Special Education	Educational Assistant	matbro@holmen.k12.wi.us
McAndrews, Dayce	5218	2025	8M ELA	Teacher	mcaday@holmen.k12.wi.us
McDonald, Beth	5235	2035	8H ELA	Teacher	mcdbet@holmen.k12.wi.us
Mezera, Angela	2004	5204	8S Math	Teacher	mezang@holmen.k12.wi.us
Miles, Jenne	5260	2060	7S Special Ed	Teacher	miljen@holmen.k12.wi.us
Minneker, Maggie	5002/5503	Cafeteria	Nutrition Services	Cook	minmag@holmen.k12.wi.us
Needham, Ross	5256	2056	7M Math	Teacher	neeros@holmen.k12.wi.us
Nelson, Jamie	5257	2057	7S Math	Teacher	neljam@holmen.k12.wi.us
Nelson, Josh		1012	Special Ed	Educational Assistant	neljos@holmen.k12.wi.us
O'Donnell, Rachel	5107	1036	7th & 8th Band	Teacher	odorac@holmen.k12.wi.us
Oswald, Nicole		1012	Special Education	Educational Assistant	oswnic@holmen.k12.wi.us
Pachal, Joe	5141	1141	6M Social Studies	Teacher	pacjos@holmen.k12.wi.us
Patterson, Steve	5002/5503	Cafeteria	Nutrition Services	Cook	patste@holmen.k12.wi.us
Peters, Tiffanie	5007	1007	Business Education	Teacher	pettif@holmen.k12.wi.us
Peterson, Lynn	5117	1117	LMC	LMC Assistant	petjil@holmen.k12.wi.us
Plunkett, Diane	5002/5503	Cafeteria	Nutrition Services	Cook	gookat@holmen.k12.wi.us
Pratt, Candace	5247	2047	7M Social Studies	Teacher	pracan@holmen.k12.wi.us
Repaal, Jackelyn			Special Education	Educational Assistant	repjac@holmen.k12.wi.us
Retzlaff, Heather	5078	1078	8th Guidance	Counselor	rethea@holmen.k12.wi.us

Staff Name	Extension	Room	Team	Role	E-mail Address
Rhoades, Amy	5143	1143	6M ELA	Teacher	rhoamy@holmen.k12.wi.us
Rickert, Elliot	5038	1038	Choir	Teacher	ricell@holmen.k12.wi.us
Roesler, Tara	5249	2049	7M ELA	Teacher	roetar@holmen.k12.wi.us
Roper, Tonya	5223	2023	8H ELA	Teacher	ropton@holmen.k12.wi.us
Rude, Christopher	5006	1006	Spanish	Teacher	rudchr@holmen.k12.wi.us
Sailor, Nicole	5002/5503	Cafeteria	Nutrition Services	Cook	sainic@holmen.k12.wi.us
Sather, Brad	5115	Custodial	Custodian	Custodian	satbra@holmen.k12.wi.us
Sauerman, Luke	5414	Office	Administration	Associate Principal/ AD	sauluk@holmen.k12.wi.us
Schroeder, Claire	5014	1014	Special Education	Teacher	schcla@holmen.k12.wi.us
Schroeder, Molly		1012	Special Education	Educational Assistant	schmol@holmen.k12.wi.us
Schultz, Bethany	5137	1137	6H Math	Teacher	schbet@holmen.k12.wi.us
Sheehan, Kelly	5129	1130	6th ESL	Teacher	shekel@holmen.k12.wi.us
Skaife, Jacqueline	5013	1013	Special Education	Teacher	skajac@holmen.k12.wi.us
Slade, Kristen	5112	Cafeteria	Nutrition Services	Nutrition Team Leader	slakri@holmen.k12.wi.us
Solie, David	5233	2033	8H Social Studies	Teacher	trikar@holmen.k12.wi.us
Stein, Susan	5126	1126	Talented and Gifted	Teacher	stesus@holmen.k12.wi.us
Steinke, Jolie	4249	VK	Assistive Technology	Teacher	stejol@holmen.k12.wi.us
Stoeckly, Amy	5353	1005C	Intervention	Reading Interventionist	stoamy@holmen.k12.wi.us
Stratton, Diana	5136	1136	6H Science	Teacher	strdia@holmen.k12.wi.us
Strittmater, Kim	5352	1005B	Math& Intervention	Teacher	strkim@holmen.k12.wi.us
Lewis, Brookelyn	5150	1150	6S Science	Teacher	lewbro@holmen.k12.wi.us
Tande, Eric	5246	2046	7M Science	Teacher	taneri@holmen.k12.wi.us
Tashner, Benjamin	5405	Office	Administration	Principal	tasben@holmen.k12.wi.us
Teeter, Kelly	5002/5503	Cafeteria	Nutrition Services	Cook	hanmic@holmen.k12.wi.us
Thornton, Miriah	5002/5503	Cafeteria	Nutrition Services	Cook	thomir@holmen.k12.wi.us
Tulare, Tim	5002/5503	Custodial	Custodian	Custodian	shebri@holmen.k12.wi.us

Staff Name	Extension	Room	Team	Role	E-mail Address
Turner, Brady	5415	Office	Administration	Associate Principal	turbra@holmen.k12.wi.us
Valiska, Brian	5027	1027	Physical Education	Teacher	valbri@holmen.k12.wi.us
Walters, Isaac	5207	2007	8S Social Studies	Teacher	walisa@holmen.k12.wi.us
Weibel, Hallie	5203	2003	8S ELA	Teacher	weihal@holmen.k12.wi.us
Wittwer, Steve	5402	Courier	Courier	Courier	witste@holmen.k12.wi.us
Yang, Mai	5920	1117A	I&T Services	Technology Help Desk	yanmai3@holmen.k12.wi.us
Young, Heather	5403	Office	Office	Admin. Assistant	youhea@holmen.k12.wi.us
Zangl, Courtney	5010	1010	Physical Education	Teacher	zancou@holmen.k12.wi.us
Zellner, Kyle	5259	2059	7S Social Studies	Teacher	zelkyl@holmen.k12.wi.us
Corcoran, Oliva	5153	1153	6S ELA	Teacher	coroli@holmen.k12.wi.us
Sherrod, McKenna	5036	1036	6th Band	Teacher	@holmen.k12.wi.us
		1012	Special Education	Educational Assistant	@holmen.k12.wi.us
Schuman, Haley	5134	1134	6H Special Ed	Teacher	schhal@holmen.k12.wi.us
Schroeder, Jana	5225	2025	8M Science	Teacher	schjan@holmen.k12.wi.us
Plank, Brandi	5412	1089	Health Office	Educational Assistant	plabra@holmen.k12.wi.us
Dayton, Amber	5236	2036	8th Special Ed	Teacher	@holmen.k12.wi.us

HOLMEN MIDDLE SCHOOL STAFF TEAMS

2026-2027 HOLMEN MIDDLE SCHOOL TEAMS					
Ben Tashner Principal, Luke Sauerman Assoc.Principal/Activities Director, Brady Turner-Assoc.Principal, Tyler Blair-Police Liaison					
Office Staff					
Jamie Arroyo	Admin. Assistant	Jennifer Eickhoff	Admin. Assistant	Heather Young	Admin. Assistant
*Angela Helget-Wedul	Nurse		Health EA		Building Sub
6H Team		**6M Team**		**6S Team**	
Tracy Dobkoski	ELA	Amy Rhoades	ELA	Katie Curtis	ELA
*Bethany Schultz	Math	*Caitlin Clausen	Math	*Amy Kratochvill	Math
Diana Stratton	Science	Anne Hagel	Science	Brooklyn Strupp	Science
Emily Lovell	Social Studies	Joe Pachal	Social Studies	Brenna Beckendorf	Social Studies
	SPED		SPED		SPED
7H Team		**7M Team**		**7S Team**	
Heather Benson	ELA	Tara Roesler	ELA	Liv Johnson	ELA
*Tim Arroyo	Math	*Ross Needham	Math	*Jamie Nelson	Math
Scott Clifford	Science	Eric Tande	Science	Jackson Baumgart	Science
Andy Dobkoski	Social Studies	Candace Pratt	Social Studies	Kyle Zellner	Social Studies
Jessica Hauser	SPED		SPED	Jenne Miles	SPED
8H Team		**8M Team**		**8S Team**	
Beth McDonald	ELA	Dayce McAndrews	ELA	Hallie Weibel	ELA
Tara Eggerichs	Math	Marissa Honeck	Math	Angela Mezera	Math
*Tonya Roper	Science	~~Steve Mally~~	Science	*Kang Lor	Science
David Solie	Social Studies	Marci Kline	Social Studies	Isaac Walters	Social Studies
Amber Dayton	SPED	Sarah Kunkel	SPED	Aly Marcon	SPED
Encores					
Nate Casey	Business	Brian Valiska	Phy Ed	Anne Labus	LMC Coordinator
Tiffani Peters	Business	*Courtney Zangl	Health/APE/Phy Ed	Rachel O'Donnell	Band
Matt Langreck	Art	Kari DeLong	Health	Sara Bieneman	Orchestra
Amanda Kerrigan	Art	Kristi James	Phy Ed	Elliot Rickert	Choir & 6/8 Music Lab
Andrea Korthius	World Cultures	Heather Foley	APE/Phy Ed	Sam Hantzsch	Band & 7 Music
Chris Rude	Spanish	Jeff Groth	Tech Ed	Angela Klinkner	6/8 General Music
Special Ed					
~~Kate Jessie~~	Autism	Charissa Knepper	EBD	Jacqueline Skaife	Autism/ID
Wendy Malay	Speech & Language	Jolie Steinke	Assist. Tech. Coord.		

Intervention		ML		TAG/Alt ED	
Amy Stoeckly	Reading Interventionist	Kelly Sheehan	6th & 7th ESL	*Susan Stein	TAG
Kim Strittmater	8Math/Math Intervention	CeAnna Christen	7th & 8th ESL	James Klug	Alternative Ed
Greg Lovell	Behavior Interventionist	Kelly Vang	Interpreter		
Student Services					
Erica Kohlmeyer	~~6th Gr Counselor~~	Jen Dienger-Hanson	~~7th Gr Counselor~~	Heather Retzlaff	~~8th Gr Counselor~~
Bobbi Jo Loomis	School Psychologist				
Educational Assistants					
Sydney Craig 6th Grade	~~Bridget Kulmaczewski~~ 7th Grade	Jackelyn Repaal 8th Grade	w/ Jim Klug	Josh Nelson w/ ~~Kate Jessie~~	Lynn Peterson w/ Anne Labus
Bronsen Mathison w/Jacqueline Skaife	Jessica Blankenship w/ Jacqueline Skaife	Nikki Oswald w/ Jacqueline Skaife	Amanda Harter w/ Kate Jessie	Molly Schroeder w/ ~~Kate Jessie~~	Ayla Larkins w/ ~~Kate Jessie~~
Sarah Dreyer w/ Charissa Knepper	Carolyn Leer w/ Charissa Knepper	Hope Devine w/ Charissa Knepper		~~Amanda Harter~~ - Lunch EA	
Food Service			**Custodians**		
*Kristen Slade	Miriah Thornton	Maggie Minneker	Steven Garbe	Deb Ewing	Sandra Johnson
Nicole Sailer	Yuliia Dehtiarova	Steven Patterson	Cindy Haines	Jolene Hauser	Brian Marx
Kelly Teeter	Marsha Gooden		Josh Daily	Mark Carter - Float	Steve Wittwer-Courier
I&T Services Mai Yang - Help Desk/Systems Support *Team Leaders					

HOLMEN MIDDLE SCHOOL DAILY SCHEDULE

HOLMEN MIDDLE SCHOOL CLASS SCHEDULE

GRADE 6

1	ADVISORY 7:35 - 7:48 13 minutes	
2	CORE 1 7:51-8:51 60 minutes	
3 4	CORE 2 8:54-9:54 60 minutes	
5 6	CORE 3 9:57-10:57 60 minutes	
7	LUNCH 11:00-11:27	
8 9 10 11	CORE 4 11:30-12:33 63 minutes	
12 13 14	ENCORE 1 H-DAY 12:36- 1:18 42 minutes Holmen Band	ENCORE 1 V-DAY 12:36- 1:18 42 minutes Viking Band
15	ENCORE 2 H-DAY 1:21-2:03 42 minutes Choir	ENCORE 2 V-DAY 1:21-2:03 42 minutes Choir/Orchestra
16	ACADEMY H-DAY 2:06-2:40 34 minutes	ACADEMY V-DAY 2:06-2:40 34 minutes

GRADE 7

1	ADVISORY 7:35 - 7:48 13 minutes	
2	CORE 1 7:51-8:51 60 minutes	
3 4	CORE 2 8:54-9:54 60 minutes	
5 6	CORE 3 9:57-10:57 60 minutes	
7 8	ENCORE 1 H-DAY 11:00-11:42 42 minutes Band	ENCORE 1 V-DAY 11:00-11:42 42 minutes Band
9 10	ENCORE 2 H-DAY 11:45-12:27 42 minutes Choir/Orchestra	ENCORE 2 V-DAY 11:45-12:27 42 minutes Choir/Orchestra
11 12	LUNCH 12:30-12:57	
13 14 15	CORE 4 1:00-2:03 63 minutes	
16	ACADEMY H-DAY 2:06-2:40 34 minutes	ACADEMY V-DAY 2:06-2:40 34 minutes

GRADE 8

1	ADVISORY 7:35 - 7:48 13 minutes	
2	CORE 1 7:51-8:51 60 minutes	
3	ENCORE 1 H-DAY 8:54 - 9:36 42 minutes Band	ENCORE 1 V-DAY 8:54 - 9:36 42 minutes
4 5	ENCORE 2 H-DAY 9:39 - 10:21 42 minutes Choir	ENCORE 2 V-DAY 9:39 - 10:21 42 minutes Orchestra
6 7	CORE 2 10:24 - 11:27 63 minutes	
8 9	LUNCH 11:30-11:57	
10 11 12 13	CORE 3 12:00-1:00 60 minutes	
14 15	CORE 4 1:03-2:03 60 minutes	
16	ACADEMY H-DAY 2:06-2:40 34 minutes	ACADEMY V-DAY 2:06-2:40 34 minutes

HOLMEN MIDDLE SCHOOL EARLY RELEASE/ LATE START SCHEDULE

Holmen Middle School
Early Release and Late Start Schedules

Early Release

GRADE 6	GRADE 7	GRADE 8
Advisory 7:35 - 8:00 25 minutes	Advisory 7:35 - 8:00 25 minutes	Advisory 7:35 - 8:00 25 minutes
Core 1 8:03 - 8:38 35 minutes	Core 1 8:03 - 8:38 35 minutes	Core 1 8:03 - 8:38 35 minutes
Core 2 8:41 - 9:16 35 mintes	Core 2 8:41 - 9:16 35 mintes	ENCORE 1 8:41 - 9:07 26 minutes
Core 3 9:19 - 9:54 35 minutes	Core 3 9:19 - 9:54 35 minutes	ENCORE 2 9:10 - 9:36 26 minutes
Lunch 9:57 - 10:27 30 minutes	ENCORE 1 9:57-10:23 26 minutes	Core 2 9:39 - 10:14 35 minutes
Core 4 10:30 - 11:05 35 minutes	ENCORE 2 10:26-10:52 26 minutes	Core 3 10:17 - 10:52 35 minutes
ENCORE 1 11:08- 11:34 26 minutes	Lunch 10:55 - 11:25 30 minutes	Core 4 10:55 - 11:30 35 minutes
ENCORE 2 11:37-12:03 26 minutes	Core 4 11:28 - 12:03 35 minutes	Lunch 11:33 - 12:03 30 minutes
Academy 12:06-12:40 34 minutes	Academy 12:06-12:40 34 minutes	Academy 12:06-12:40 34 minutes

Late Start

GRADE 6	GRADE 7	GRADE 8
Advisory 9:35-9:48 13 minutes	Advisory 9:35-9:48 13 minutes	Advisory 9:35-9:48 13 minutes
Core 1 9:51 - 10:29 38 minutes	Core 1 9:51 - 10:29 38 minutes	Core 1 9:51 - 10:29 38 minutes
Core 2 10:32 - 11:10 38 mintes	Core 2 10:32 - 11:10 38 mintes	ENCORE 1 10:32 - 10:58 26 minutes
Lunch 11:13 - 11:43 30 minutes	Core 3 11:13 - 11:51 38 minutes	ENCORE 2 11:01 - 11:27 26 minutes
Core 3 11:46 - 12:24 38 minutes	ENCORE 1 11:54-12:20 26 minutes	Core 2 11:30 - 12:08 35 minutes
Core 4 12:27 - 1:05 38 minutes	ENCORE 2 12:23-12:49 26 minutes	Lunch 12:11-12:41 30 minutes
ENCORE 1 1:08- 1:34 26 minutes	Lunch 12:52-1:22 30 minutes	Core 3 12:44 - 1:22 38 minutes
ENCORE 2 1:37-12:03 26 minutes	Core 4 1:25 - 2:03 38 minutes	Core 4 1:25 - 2:03 38 minutes
Academy 12:06-12:40 34 minutes	Academy 12:06-12:40 34 minutes	Academy 12:06-12:40 34 minutes

HOLMEN MIDDLE SCHOOL ASSEMBLY SCHEDULE

HOLMEN MIDDLE SCHOOL CLASS SCHEDULE

	GRADE 6	GRADE 7	GRADE 8
1	**Advisory** 7:35-7:40 5 minutes	**Advisory** 7:35-7:40 5 minutes	**Advisory** 7:35-7:40 5 minutes
2	**CORE 1** 7:43-8:35 52 minutes	**CORE 1** 7:43-8:35 52 minutes	**CORE 1** 7:43-8:35 52 minutes
3 4	**CORE 2** 8:38-9:32 54 minutes	**CORE 2** 8:38-9:32 54 minutes	3: **ENCORE 1 H-DAY** 8:38 - 9:18 40 minutes Band **ENCORE 1 V-DAY** 8:38 - 9:18 40 minutes 4 5: **ENCORE 2 H-DAY** 9:21 - 10:01 40 minutes Choir **ENCORE 2 V-DAY** 9:21 - 10:01 40 minutes Choir/Orchestra
5 6	**CORE 3** 9:35-10:28 53 minutes	**CORE 3** 9:35-10:28 53 minutes	6 7: **CORE 2** 10:04 - 10:58 54 minutes
7	**LUNCH** 10:31-11:01	7 8: **ENCORE 1 H-DAY** 10:31-11:11 40 minutes **ENCORE 1 V-DAY** 10:31-11:11 40 minutes Band	8 9: **LUNCH** 11:01-11:31
8 9 10 11	**CORE 4** 11:04-11:58 54 minutes	9 10: **ENCORE 2 H-DAY** 11:14-11:54 40 minutes Choir/Orchestra **ENCORE 2 V-DAY** 11:14-11:54 40 minutes Choir/Orchestra	10 11 12 13: **CORE 3** 11:34-12:27 53 minutes
12 13 14	**ENCORE 1 H-DAY** 12:01- 12:41 40 minutes Holmen Band **ENCORE 1 V-DAY** 12:01- 12:41 40 minutes Viking Band	11 12: **LUNCH** 11:57-12:27	
15	**ENCORE 2 H-DAY** 12:44-1:24 40 minutes Choir **ENCORE 2 V-DAY** 12:44-1:24 40 minutes Choir/Orchestra	13 14 15: **CORE 4** 12:30-1:24 54 minutes	14 15: **CORE 4** 12:30-1:24 54 minutes
16	**ACADEMY H-DAY** 1:27-1:57 30 minutes **ACADEMY V-DAY** 1:27-1:57 30 minutes	16: **ACADEMY H-DAY** 1:27-1:57 30 minutes **ACADEMY V-DAY** 1:27-1:57 30 minutes	16: **ACADEMY H-DAY** 1:27-1:57 30 minutes **ACADEMY V-DAY** 1:27-1:57 30 minutes
	ASSEMBLY (BROUGHT BY ACADEMY TEACHERS) 2:00-2:40 40 minutes	**ASSEMBLY** (BROUGHT BY ACADEMY TEACHERS) 2:00-2:40 40 minutes	**ASSEMBLY** (BROUGHT BY ACADEMY TEACHERS) 2:00-2:40 40 minutes

HOLMEN MIDDLE SCHOOL STUDENT CALENDAR

2026-2027 School Calendar-Students
Holmen Middle School

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026 5

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026 19

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026 21

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026 18

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026 17

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

School Start and End Times

ELM VK, EV 8:30 a.m- 3:30 p.m
PV,SL 8:40 a.m - 3:40 p.m
HMS 7:35 a.m- 2:40 p.m
HHS 7:40 a.m- 2:45 p.m

START & END	
August 25	First Day of School
May 28	Last Day of School
Total Student Instructional Days: 178	

NO SCHOOL DAYS	
September 4	No School
September 7	Labor Day - No School
September 25	No School
October 30	No School
November 25 - 27	Break - No School
December 24 - January 1	Break - No School
January 18	MLK Jr. Day - No School
January 19	Staff Development - No School
February 15	No School
March 26 - 29	Break - No School
March 30	Staff Development - No School
April 23	No School

TWO HOUR EARLY RELEASE	
October 29	Parent-Teacher Conferences
March 25	Parent-Teacher Conferences
May 28	Last Day of School

STUDENT LEARNING CONFERENCES	
October 20	HMS 3:00 - 7:00 p.m
October 29	HMS 1:00 - 7:00 p.m
March 16	HMS 3:00 - 7:00 p.m
March 25	HMS 1:00 - 7:00 p.m

QUARTER DATES	
August 25 -October 28	Quarter 1
October 29- January 15	Quarter 2
January 16 - March 28	Quarter 3
March 29- May 28	Quarter 4

OTHER IMPORTANT DATES	
Aug 5 & 11	Registration 7:00-11:00 and 3:00-7:00
August 11 & 12	8th Grade WEB Training Day
August 13	6th Grade WEB Day
August 18	Open House - 7th & 8th 4:30-6:30 p.m
August 19	Open House - 6th and Encores 4:30-6:30 p.m
Ocotber 9	Picture Retake Day

January 2027 18

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027 19

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027 20

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027 21

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027 20

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

CALENDAR KEY

- First and Last Days
- Early Release
- End of Semester
- Non-Work Day (No Students)
- Student Learning Conferences

HOLMEN MIDDLE SCHOOL BEHAVIOR MATRIX

HOLMEN MEANS SUCCESS

Holmen Middle School Behavior Matrix

Expectations	Hallway/ Collaborative Space	Bathroom	Gyms		Cafeteria	
			Assemblies	Events	Before School	Lunch
Be Responsible	• Return all items after use • Stay close to classroom • Carry Chromebook in its case • Keep all items in the closed locker and off the top • Have a pass during class time	• Honor each other's privacy • Hang out with friends in other places • Use the restroom for intended purpose	• Be silent when the speaker is talking • Refrain from taking videos or pictures • Respond appropriately • Sit respectfully in the bleachers/chairs	• Use the gym only for the intended purpose of the event • Stay seated and watch the game • Use good sportsmanship	• Use conversation voices • Use appropriate language • Listen and follow directions of supervising staff • Use manners in the breakfast line	• Use conversation voices • Use appropriate language • Use manners in the lunch line
Be Respectful	• Conversation voice level • Acknowledge others • Keep personal devices off and away • Clean area after use	• Use toilet and urinal appropriately • Wash your hands with soap and water • Throw paper towel in the trash can • Use quiet voice	• Participate appropriately • Keep hands and feet to self • Follow dismissal procedures	• Keep food and drink out of the gym • Stay in the gym to be a spectator • Use the halls for entering, exiting, and using the restroom	• Clean up table and floor • Throw away garbage • Keep Chromebooks in case while in cafeteria	• Keep Chromebooks in your locker • Keep personal devices off and away • Follow table dismissal procedures • Throw away garbage • Take turns washing table • Keep food and drink in the cafeteria • Consume and handle food appropriately • Clean up table and floor
Be Safe	• Walk around furniture • Stay to the right • Allow all traffic to pass freely • Keep hands/feet to yourself • Keep passing areas clean	• Keep restroom clean • Report concerns to staff	• Walk while entering and leaving • Stay with your group • Walk up and down bleachers • Be aware of others while exiting	• Remain seated in the case of a medical emergency	• Remain seated while in the cafeteria • Walk • Keep hands/feet to self	• Remain seated • Walk • Keep hands/feet to self a table