

Hosford Middle School
Student Handbook
2008 - 2009



Kevin Bacon
Principal

Dr. Verenice Gutierrez
Assistant Principal

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This handbook belongs to:

Name: _____

Address: _____

City/State: _____

Phone: _____

Student No. _____

Advisory Tchr. _____

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| The Hosford Mission: | |

To provide a learning environment of strong academics and respect by fostering opportunities for student creativity, service, and exploration in a community of life-long learners. We draw from a menu of tools and strategies designed to meet the needs of all of our students because we know that all students learn differently and need to be engaged in their studies.

Contact Us:

| <i>Name</i> | <i>Email Address</i> |
|--|------------------------------|
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| Sahjo Brown, Counselor | sbrown3@pps.k12.or.us |
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| Gretchen Button, Library | gbutton@pps.k12.or.us |
| Micci Scrivner, Cafeteria | mscrivne@pps.k12.or.us |
| Kathy Seal, School Nurse | Kathleen_seal@mesd.k12.or.us |
| District Office Transportation | transportation@pps.k12.or.us |

E-mail at Hosford Middle School: Use the first initial and last name of the staff member you wish to e-mail. The remainder of the district e-mail address is the same for all district employees. Example: for Kevin Bacon, principal, address your e-mail in the following manner: kbacon@pps.k12.or.us

Site Council

A key component of the Oregon Educational Act for the 21st Century is a school's Site Council. It is composed of teachers, community members, parents, classified employees and administrators. The main focus of Site Council is staff development, curriculum, school wide improvement efforts and the coordination of grants and professional development funds awarded to the school.

Site Council Members

Kevin Bacon, Principal

Kari Easton, Parent

Alanna Hein, Parent

Consuelo Zaragoza, Parent

Dave Nally, Teacher

David Woodsworth, Teacher

TBA, Teacher

Gretchen Button, Classified

Parent Teacher Student Association (P.T.S.A.)

The P.T.S.A. works with the staff at Hosford to enhance the educational experiences for all students. As an organization, it promotes effective communication and the involvement of parents and families in the middle school experience. P.T.S.A. members consist of parents of currently enrolled students.

PTSA Board 2008-09

Julie Poust, Co-Chair

Eric Funke, Co-Chair

Sheilagh Griffin, Co-Chair

Bill Baney, Vice Chair

Megan Meisner, Treasurer

Lisa Warmington, Secretary

Julie Yeggy, Member At-Large

Em Scattaregia, Member At-Large

Sandy Hodge, Member At-Large

Malcom Hodge, Member At-Large

Lisa Kane, Volunteer Coordinator

Lisa Regimbal, Volunteer Coordinator

HMS ACADEMIC PROGRAM

Core Subjects

Our instructional program is an interdisciplinary, mixed-grade structure emphasizing teamwork, student-centered, theme-focused instruction. Classes in most subject areas except social studies are mixed-grade groupings. Students entering Hosford are assessed in both math and language arts. Students from across all three grade levels are then flexibly grouped into Literacy blocks based on reading ability where they receive structured reading and writing lessons geared for their level. Students are also placed in math classes by ability irrespective of grade-level. Quarterly assessments in both content areas are conducted to guide the regrouping of students throughout the school year. Teachers use Connected Math and College-Preparatory Math (CPM) curriculum across the spectrum of class offerings.

Immersion

This unique educational experience allows students to develop high levels of language and culture proficiency not found in regular foreign language programs. Students develop a lifelong ability to communicate with diverse people and the ability to approach problem solving from a variety of perspectives. This experience provides immersion students with a competitive advantage in future education and career choices. Immersion students also receive special recognition at graduation.

Exploratory/Elective Program

At Hosford we believe students should be exposed to a broad range and diverse set of disciplines in the areas of the Arts, Music, Computers, and Industrial Technology. Toward that end, students will have the option of choosing one exploratory class (i.e. Art, Technology, Lego Physics, Computers or Drama) and one elective class (Band, Strings, Spanish, or Mandarin)

Fitness

We believe that the middle school years are a critical time during which you develop habits and understandings that will foster healthy lifestyles for your future. We also understand, through brain research, that exercise and fitness are critically important both for brain development and academic achievement. At Hosford students have the opportunity to participate in a fitness program that promotes healthy living and wellness.

Advisory

Through this program and curriculum, lessons are taught with the goal to continuously enhance school climate. Unity and respect among students and staff. Students are assigned to an advisory class that remains the same through grades 6–8. Advisory meets first period, anchoring the start of each student's day. **Advisory period is 10 minutes except for Thursday when it is extended to a thirty minute period.**

Special Services

Special services are provided to students who qualify for special education, TAG (talent and gifted) and ELL (English language learners).

HMS STUDENT ORGANIZATIONS/ACTIVITIES

STAR Badge Program

This program is yearlong and is our way of recognizing students who maintain 3's or above in all classes and zero behavior write-ups. Perks for being a star badge student include a certificate, special assemblies, early dismissal to lunch, lunchtime drawings for prizes, and coupons that earn special classroom privileges. Students are allowed to apply **when the first progress report of the year is generated.**

Student Council

The Student Council is made up of representatives from the 6th, 7th and 8th grades. Participants learn how to plan for meetings, listening and problem solving skills. Student Council works closely with school staff to ensure the atmosphere at Hosford promotes academic rigor, positive relationships and equality in work and play.

Yearbook Club

Students from grades 7 and 8 are selected to be on the yearbook staff. These students take pictures, write text and organize the yearbook format.

Future Hispanic Leaders (FHL)

FHL was established to increase academic achievement for Hispanic students. The group's mission is "Empowerment through: Pride of culture, Pride of heritage, and Pride of language". The club meets once a week for student to discuss issues that affect the Hispanic community. Dr. Gutierrez seeks to assist students to work toward economic, social, political and legal equality for Oregon's Hispanic population. The club serves as advocates for Hispanic youth, children, and adults so that they may have the same opportunities to succeed in school, receive equal health and social services, and be treated equally through the educational system.

Mandarin Club

This club meets three times a week after school to extend their opportunity to learn the language and increase fluency. This club is open to Immersion students as well as students who are taking Mandarin as an elective.

Tech Crew

This club will be new to Hosford this school year. Students selected will be a part of the team that sets up for all of our school functions. They will work closely with our Instructional Technology Assistant learning how to operate multi-media technology as applicable. This club will be limited to 7th and 8th graders only.

After School Activities

Hosford offers a wide selection of after school activities such as chess club, dance team, running club, knitting club, and various sports through the Parks and Recreation department and local high schools. These activities are open to all students. A small fee is charged and scholarships are also available. Three sessions are held each year: fall, winter and spring. Activities take place from 3:40 to 4:40 pm on Monday through Thursday with bus transportation provided.

Yearlong Activities

School Plays

Field Day

School Dances

Music Concerts

Project Second Wind

Honor Roll Recognition

Staff vs. 8th Graders B-Ball Game

Ice Cream Reward Parties

Service Projects

Magazine Sale
Ashland Trip
Outdoor School

School Assemblies
Career Day

7th Grade Bowling Trip
8th Grade Promotion Celebration

HMS FEES

Required of all students:

Student Body Fee \$10

Optional:

Yearbook \$25

Total Fees: \$35

Student Body Fee-\$10

The student body fees fund assemblies, speakers, films, planners, parties and student ID cards. The photo ID will allow you to enter school activities, such as parties, dances, etc. throughout the year, and may be required for admission to events.

Yearbook (optional) - \$25

The purchase of a yearbook is optional. Throughout the year, photo memories will be taken. We order only a few extra yearbooks for sale at the end of the school year. It is strongly recommended that students buy yearbooks in advance as the orders fill quickly.

Advanced Courses/Lab Fee

Students who take the following classes in 2008-09 will be assessed a \$15 fee. The maximum a student will be charged is \$25 for the year. Fees will be waived or reduced for families receiving free or reduced lunch. Payment plans will also be available for families needing to spread costs out. The classes with lab fees are:

- Advanced Band & Jazz Band
- Ceramics & Advanced Art
- Lego Physics & Advanced Computers
- Drama
- Spanish 3
- AA ILA

School Breakfast and Lunch

Breakfast and lunch are offered daily to all students. Students may purchase a variety of complete meals for the set price or they may purchase items individually. Checks written for lunch tickets will only be redeemed for lunch tickets.

Middle School food prices:

| | | | |
|-----------|---|---------|-------|
| Breakfast | Is provided free of charge for all Hosford students | | |
| Lunch | \$2.35 | Reduced | \$.40 |
| Milk | \$.50 | | |

HMS GRADES

Report Cards

Hosford Middle School reports student academic progress on a quarterly basis using standard-based grading as opposed to the traditional letter grades. Report cards will be mailed home at the end of each quarter. Students are assessed for performance and effort. The performance mark indicates the student's progress in gaining subject information, acquiring and improving skills; participation and responsibility are reflected in effort marks. Please see below for an explanation:

| Performance Marks | |
|-------------------|--|
| Level | Description |
| 6 | Exemplary Performance: Exceeds grade level expectations. |
| 5 | Strong Performance: Above grade level expectations. |
| 4 | Proficient Performance: Meets grade level expectations. |
| 3 | Developing Performance: Close to meeting grade level expectations. |
| 2 | Emerging Performance: Does not yet meet grade level expectations. |
| 1 | Beginning Performance: Does not yet meet grade level expectations. |
| NE | No Evidence: Did not submit enough work to determine level. |
| NM | No Mark: Enrolled too few days to determine level, or class give only effort mark. |

| Effort Marks | | |
|--------------|--|--|
| Level | Description | Approximate Traditional Grade Equivalent |
| CN | Consistently: Consistently demonstrates an effort to learn, consistently completes work, is diligent and on-task. | A |
| OF | Often: Often demonstrates an effort to learn; usually completes work; is usually diligent and on task. | B |
| SM | Sometimes: Sometimes demonstrates an effort to learn; inconsistently completes work; is inconsistently diligent and on task. | C/D |
| SL | Seldom: Seldom demonstrates an effort to learn; infrequently completes work; is seldom diligent and on task. | D/F |
| NE | No Evidence: Did not submit enough work to determine level. | F |

Progress Reports

Mid-term reports will be sent home at the middle point during each quarter. When significant changes in your school achievement or behavior occur, parents may be informed of these changes by means of a phone call, progress report or e-mail.

Academic Expectations

- To demonstrate learned skills and creativity
- To engage in thoughtful intellectual processes
- To develop one's level of responsibility

- To develop good study and organizational habits
- To effectively use the student planner
- To arrange a conference with teachers when classroom material poses a problem

Homework

At Hosford, we believe that homework is an important part of our educational program. Homework supports classroom instruction and activities. It is intended to reinforce learning. All homework assignments are expected to be completed and turned in on time. The amount of homework will vary according to student ability, interest and class assignments. If homework or classroom problems occur, please schedule a conference with the classroom teacher.

Make-up Work

If you miss class, it is the student's responsibility to arrange for making up the assignments. On the morning of the second day of absence, your parent may call the Attendance Secretary at 503-916-5640 by 9:30 am to request homework. Requests received later in the day do not give teachers enough time to gather the materials. Homework can be picked up between 4:00-4:30 pm in the Attendance Office.

HMS ATTENDANCE POLICY

If you are absent from school for any reason, a phone call to the attendance office from a **parent/guardian** is required to inform us that you will not be present. When calling in to report an absence, your parent/guardian must state your name, date(s) and the specific reason for the absence. When writing a note, the note must be signed by your parent or guardian and include the date(s) and specific reason for the absence. Parent/guardians may call after 8:30 am and report your absence to the attendance secretary. **The attendance line is 503-916-5640 ext. 402**

Upon your return to school, report to the secretary in the Attendance. If your parent/guardian did not call to report absence, you will be given an *unexcused* absence and will need to have the parent/guardian excuse the absence with either a phone call or note within one day. Failure to have this absence excused will result in the school administration being notified of the unexcused absence.

Planned or Pre-arranged Absence

If you plan to miss a day or more of school, you must notify the office about a planned absence one week in advance from the attendance secretary. You must bring a signed note from home explaining the absence.

Excused/Unexcused absences

Attendance will be taken every class period. You are expected to be on time and in class for each period. You are allowed to leave an assigned area only with a pass from a staff member. In the event of an unexcused absence, parents will be contacted and consequences will be assigned. According to ORS 339.965, excused absences are:

- Personal illness
- Family illness
- Emergencies
- Funerals
- Suspensions

Any absence that has not been excused by the Attendance Office in accordance with ORS 339.065, will be an unexcused absence. Some examples may include: car trouble, Starbucks trips, completing homework at home and then coming to school late, hair appointments, missing the bus and oversleeping.

Tardies

The school day starts at 9:16 am and student promptness allows us to maximize academic contact time with students.

Check In/Out Procedures – During School

When you arrive at school late or return from an appointment, you must check in with the attendance secretary. Whenever it is necessary for you to leave school during the day, school office personnel must approve a written request from a parent/guardian. This note should be brought to the attendance office **BEFORE SCHOOL** in order to obtain an Early Dismissal slip. Show this slip to the teacher when it is time to leave and report to the Attendance Office. The parent/guardian picking you up must report to the Attendance Office to sign you out.

HMS STUDENT MANAGEMENT

Students are expected to abide by the school district's policies as outlined in the Portland Public School District Students Rights and Responsibilities Handbook as well as State and Federal laws. Violation of criminal law while on school property will subject you to possible suspension and/or expulsion from school along with possible legal penalties.

PPS STUDENTS RIGHTS AND RESPONSIBILITIES

As a student, you have a right to:

- Talk with your teachers, counselor, and other school staff about any concerns.
- Receive fair discipline and due process without discrimination.
- Report any incidents of bullying, harassment, abuse, and verbal or physical threats.
- Access your own records.
- Receive discipline information in a language you can understand.

As a student you have a responsibility to:

- Attend school, arrive on time, be prepared to participate in class, and do work.
- Do your best and work toward your potential.
- Respect the rights, feelings, and property of others.
- Follow school rules.
- Report violations of rules.

Please note that the following information only highlights detailed policies taken from the Students Rights and Responsibilities Handbook published by the School District. Zero tolerance offenses and other serious infractions, as well as the potential consequences for student offenders are more fully described in the District Handbook. Copies of the District Handbook were sent to homes in September. Additional copies may be obtained at the Main Office.

Alcohol & Controlled Substances

You may not possess, distribute, attempt to distribute, or be under the influence of actual or "look-alike" alcohol or controlled substances.

Harassment & Physical Violence

You have the responsibility to respect the rights of others and to seek the help of adults when you have knowledge of a wrongful act, harassment, or a potentially unsafe situation. You are expected to seek help to resolve personal disputes in a peaceful, responsible manner instead of resorting to fighting and physical violence.

Tobacco

You have the responsibility **not** to use tobacco, either smoking or chewing. State law states that it is unlawful for any person under 18 years of age to possess tobacco products.

Fire Code Violations

You may not be in possession of matches, lighters or fireworks of any kind on school property.

Weapons

You may not possess weapons or "look-alikes" in or around school grounds/facilities, activities, on busses or at bus stops. **You are expected to report any knowledge of weapons, which might be in another student's possession or on school grounds.**

HMS STUDENT TRANSPORTATION

While being transported by PPS District buses, you are under the authority of the bus driver. If you refuse to promptly obey the directions of the driver, or abide by bus regulations, you may receive a bus citation, or in some cases, forfeit your right to ride on the bus (O.A.R. 582-53-010). If your parents have questions regarding bus routes, etc. they may contact First Student at 503-916-6901.

School buses will be equipped periodically with a video recording device. On occasion, a review of the recorded tape will be conducted. If you engage in inappropriate or illegal activities at bus stops you are subject to disciplinary procedures and possible police involvement, which may result in criminal charges.

BUS SAFETY

If you fail to behave in a respectful manner while riding the bus your parents will be notified through a citation. You will be removed from the bus if disrespectful behavior continues without correction.

SPECIFIC RULE INFRACTIONS:

- Moving from the seat while bus is in motion
- Throwing objects or littering the bus
- Smoking or lighting any combustible material
- Using emergency exit without permission
- Using profane or obscene language or gestures
- Discourteous/harassing behavior
- Failure to follow directions
- Fighting or boisterous activity
- Damaging bus property
- Head or limbs out window
- Other, please refer to the District Students Rights & Responsibilities Handbook

Bus Driver Action/Citation Sequence:

- # 1 Informal warning by bus driver
- # 2 Verbal warning and assigned seat by driver
- # 3 1st citation and assigned seat
- # 4 2nd citation – 1-3 days suspension from bus
- # 5 3rd citation – 4-5 days suspension from bus
- # 6 4th citation – 5-10 days suspension from bus
- # 7 5th citation – extended suspension from bus

Please note that the above steps may be passed for a serious infraction.

HELPFUL INFORMATION A-Z

Bicycles

In order to assist you in the protection and safekeeping of your bicycle, the following guidelines should be observed:

1. All bicycles should be locked with an effective locking device.
2. You may not ride your bicycle during school hours.
3. If your bike is damaged or lost, it should be reported immediately to the school office and the police. Knowing the serial number will assist in proper safekeeping of bicycles.

The school does not assume any responsibility for damage or theft.

Dress Guidelines

Although the responsibility for personal dress and grooming rests primarily with you and your parents, it has been found that clothing which is comfortable, clean and modest is most conducive to a productive educational climate. Dress and grooming must not create health or safety problems for you or others who attend or work in the school. Your appearance must not disrupt or interfere with the educational process. The following guidelines should be noted:

1. Short shorts, halter tops, bare midriffs, tank tops etc., are not appropriate for school.
2. Pants or baggy shorts, which are excessively "sagging" or placed low on student's hips are inappropriate. Student's pants must be worn in a manner so that their underwear is not visible at any time.
3. Spiked jewelry is also not allowed.
4. Clothing items may not emphasize or advertise alcohol, drugs, tobacco, profanity, or make sexual references.
5. No hats allowed except on dress up days. Bandanas are not allowed.
6. If student appearance violates one of the standards listed above, they will be asked to change/remove the item(s). Failure to comply will result in parent notification.
7. **Any clothing that reveals underwear is not appropriate.**

Emergency Procedures/Fire Drills

If there is a fire, fire drill, earthquake drill, or a need to evacuate the building, a loud buzzer will sound in the halls. You are to pay close attention to all directions given by the adult in charge. Students and staff will exit the building in an orderly fashion through the emergency exit as posted in each classroom. You will remain in the designated areas away from the building until you hear an "all clear" horn or verbal announcement to return to the building. Other emergency procedures will be taught and practiced throughout the school year.

Gum, Candy and Food

Gum chewing is up to the discretion of each classroom teacher. Candy, food and drinks are not allowed outside of the cafeteria area except for special events which are supervised by an adult.

Illness at School

If you become ill at school, you should do the following:

1. If you are in class, ask the teacher for a pass to the Main Office. If you are between classes report to your next class to get a pass. If you come to the main office without a pass you will be sent back to class for a pass from your teacher.
2. Check in with the Main Office to be admitted to the Health Room.
3. If a phone call needs to be made to parents concerning your illness, please contact the Main Office secretary.

4. If your parent/guardian approves your release from school, you will be checked out to your parent-guardian through the Attendance Office.
5. If your parent/guardian does not approve the release from school, you will return to class.

Injuries at School

If you are injured in class, be sure to tell the teacher at once. If you are injured on the school grounds, immediately report it to supervising teacher or nearest staff member.

Lockers

During orientation, students will be issued a locker. **Lockers are school property and may be opened at the discretion of a building administrator. Students are expected to stay in the locker they are assigned. Locker switches will be made by SMS only.**

Care of your locker:

1. Keep your locker combination to yourself.
2. Keep locker closed and locked.
3. Keep locker clean and orderly.
4. Keep out of other students' lockers.

Most locker problems occur when lockers are left unlocked, combinations are pre-set or locker combinations are told to other students. Since lockers are not totally secure, valuable items should be left at home.

Personal Property

Hosford Middle School will not be responsible for damages or loss of student personal property. The use of ipods, cell phones, mp3 players and other electronic devices are not allowed during the instructional day. They are a disruption in class and a prime target for theft. If these items are brought to school, it is the student's responsibility to properly secure them in their lockers from 1st – 9th periods. We recommend that you write your name on all items.

School Closure

Occasionally during the winter, school is closed or delayed due to snow or icy conditions. As soon as the superintendent determines that schools will be closed or delayed because of weather, local radio and TV stations will be notified. Please monitor these outlets for school closure information or check the website at www.pps.k12.or.us.

Skateboards/Rollerblades/Scooters

Bicycles, skateboards, rollerblades, scooters, etc. may be used as transportation to and from school. However, safety considerations prohibit their use on the sidewalks and streets bordering the school before, during, and after school. These items will not be allowed on the school bus unless they are fully enclosed in a carrying bag. Skateboards, rollerblades and scooters brought to school should be stored in lockers, the main office will not store student items.

Textbooks

You are responsible for all books that are issued to you. If an item receives more than normal usage, a fine will be assessed and added to your fees. If material is lost, you must pay for its replacement.

To help prevent textbook problems, you should remember the following:

1. Write your name and the date inside the cover of each book issued to you. It is suggested that you purchase, or make a book cover to help prevent undue wear and tear. **Caution:** Do not use contact paper and do not tape the cover to the book as it results in damage when it is removed.

2. When you receive your textbook(s), check it carefully. Notify the teacher if there are any stains, tears or pages missing so you will not be held accountable for those damages at the end of the school year.
3. Lending textbooks to friends often results in lost books. Since you are responsible, you will be charged for its replacement. You must return the book(s) assigned to you or you will be charged the full replacement cost of the book(s).
4. If a book is stolen, it must be immediately reported to the office.



HMS QUESTIONS & ANSWERS

1. **Something lost or stolen?** All thefts should be reported to the Main Office as soon as possible. Make sure to check the lost and found bins.
2. **Locker problem?** If your locker is jammed, you should ask your Advisory teacher for a pass to the Main Office. If there is a problem between you and the your locker partner, please discuss the situation first with the Advisory teacher.
3. **Want to talk to a counselor?** See the sign-up sheet out side her office. If it is an emergency, please say so and someone will see you right away.
4. **Having trouble with another student?** Talk to your Advisory teacher or counselor. If you are being threatened or harassed, report to the main office and you will be directed to the SMS or an administrator.
5. **See someone commit a serious violation?** Report to the Main Office and you will be directed to an administrator.
6. **Worried about a grade?** Talk to the teacher first and find out exactly what your current grade is and ask what you need to do. The classroom teacher or your Advisory teacher can help you get organized and caught up.
7. **May I ride the bus home with a friend?** You may ride another bus only when you have written permission from your parents for that day. The note must be turned in to the Main Office and be signed by an Administrator before the driver will allow you to ride the bus. Please do not ask the main office secretaries to talk with your parents on the phone and then write the note for you. All notes must be written and signed by parents.
8. **What if I miss the bus after school?** Go to the Main office to call a parent. Only your parent can give you permission to walk home.
9. **Can I bring a friend to school?** Students not enrolled at Hosford are not allowed to visit during the school day.
10. **What if I forgot my lunch or my lunch money at home?** Students may call their parents in the main office to ask if someone may drop off lunch money or food. If no one from home can help you, you may go to the kitchen and ask if they have any fruit and vegetables for you to eat. The main office and kitchen staff **cannot** loan money to students for lunches. Please come prepared with food or money for your lunch. Free and reduced lunch forms are available in the main office for your parents to complete upon request.

EXPECTATIONS FOR COMMON AREAS

| Area/Rule | Safety | Responsibility | Respect |
|-------------------------------|--|--|--|
| Classroom | <ul style="list-style-type: none"> Keep hands and feet to yourself Use chairs and tables appropriately | <ul style="list-style-type: none"> Bring appropriate materials including assigned work Attempt all assigned work | <ul style="list-style-type: none"> Use kind words and actions Respect property, yours and others' |
| Cafeteria | <ul style="list-style-type: none"> Walk at all times Eat only your own food | <ul style="list-style-type: none"> Wait in line patiently Join the line at the back All food and drink stays in the café | <ul style="list-style-type: none"> Use good manners Clean up your area |
| Gym | <ul style="list-style-type: none"> Sit properly in bleachers Use equipment properly No food, drink or gum | <ul style="list-style-type: none"> Show good sportsmanship. Return equipment to designated area | <ul style="list-style-type: none"> Be a team player, encourage others |
| Assemblies/ Events | <ul style="list-style-type: none"> Sit quietly during presentation Wait for dismissal instructions | <ul style="list-style-type: none"> Focus on presentation Participate when requested | <ul style="list-style-type: none"> Listen responsibly Applaud appropriate |
| Library | <ul style="list-style-type: none"> Keep hands and feet to yourself Use chairs and tables appropriately | <ul style="list-style-type: none"> Return materials to proper places on time No food, drink or gum | <ul style="list-style-type: none"> Use kind words and actions Respect property, yours and others' |
| Hallways | <ul style="list-style-type: none"> Walk at all times Keep hands and feet to yourself Move to class on time | <ul style="list-style-type: none"> No food, drink or gum Use drinking fountains appropriate | <ul style="list-style-type: none"> Use kind words and actions Respect property, yours and others' |
| Office | <ul style="list-style-type: none"> Keep hands and feet to yourself Use chairs and tables appropriately | <ul style="list-style-type: none"> State your purpose politely Obtain permission to use the phone from an adult No food, drink or gum | <ul style="list-style-type: none"> Use kind words and actions Respect property, yours and others' |
| Bathrooms | <ul style="list-style-type: none"> Keep water in sink Wash hands Put towels in garbage | <ul style="list-style-type: none"> Flush toilets Report vandalism | <ul style="list-style-type: none"> Give people privacy Respect property, yours and others' |
| Bus Area | <ul style="list-style-type: none"> Do not block front doors Stay behind yellow line | <ul style="list-style-type: none"> Wait in line patiently No gum Pick up litter | <ul style="list-style-type: none"> Use kind words and actions Keep hands and feet to yourself |
| Playground | <ul style="list-style-type: none"> Keep hands and feet to yourself Stay off trees, fences and building structures Stay in view of adult | <ul style="list-style-type: none"> Return equipment when borrowed Head to class when bell rings | <ul style="list-style-type: none"> Use appropriate language Play cooperatively with others Use quiet voices near the building |
| Lockers | <ul style="list-style-type: none"> Only unopened food and beverages Valuables, toys, weapons at home | <ul style="list-style-type: none"> Keep clean and organized Only give combo to locker partner | <ul style="list-style-type: none"> Leave locker without marks or stickers Shut doors gently |

BACK COVER

REGULAR BELL SCHEDULE

| | | |
|------------|----------------|---------------|
| FIRST BELL | | 9:10 AM |
| PERIOD 1 | | 9:16 - 9:26 |
| PERIOD 2 | | 9:30 - 10:15 |
| PERIOD 3 | | 10:19 - 11:04 |
| PERIOD 4 | | 11:08 - 11:53 |
| PERIOD 5 | (FIRST LUNCH) | 11:57 - 12:27 |
| PERIOD 5 | (CLASS) | 11:57 - 12:42 |
| PERIOD 6 | (SECOND LUNCH) | 12:47 - 1:17 |
| PERIOD 6 | (CLASS) | 12:32 - 1:17 |
| PERIOD 7 | | 1:22 - 2:07 |
| PERIOD 8 | | 2:11 - 2:56 |
| PERIOD 9 | | 3:00 - 3:45 |

EXTENDED ADVISORY SCHEDULE

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|------------|----------------|---------------|
| FIRST BELL | | 9:10 AM |
| PERIOD 1 | | 9:16 - 9:47 |
| PERIOD 2 | | 9:51 - 10:33 |
| PERIOD 3 | | 10:37 - 11:19 |
| PERIOD 4 | | 11:23 - 12:05 |
| PERIOD 5 | (FIRST LUNCH) | 12:09 - 12:39 |
| PERIOD 5 | (CLASS) | 12:09 - 12:51 |
| PERIOD 6 | (SECOND LUNCH) | 12:56 - 1:26 |
| PERIOD 6 | (CLASS) | 12:44 - 1:26 |
| PERIOD 7 | | 1:31 - 2:13 |
| PERIOD 8 | | 2:17 - 2:59 |
| PERIOD 9 | | 3:03 - 3:45 |