

**HGMS Student/Parent Handbook Addendum**  
**2023-2024 School Year**

**Bell Schedule**

1 <sup>st</sup> Hour	7:50-8:40	50 Min
2 <sup>nd</sup> Hour	8:43-9:33	50 Min
3 <sup>rd</sup> Hour	9:36-10:26	50 Min
4 <sup>th</sup> Hour	10:29-11:19	50 Min
5 <sup>th</sup> Hour	11:22-12:31	49 Min +20 Min Lunch
Lunch A	11:25-11:45	20 Min
Lunch B	11:48-12:08	20 Min
Lunch C	12:11-12:31	20 Min
6 <sup>th</sup> Hour	12:34-1:24	50 Min
7 <sup>th</sup> Hour	1:27-2:17	50 Min
8 <sup>th</sup> Hour	2:20-3:10	50 Min

**Tardy To School:**

Each time a student accumulates 5 tardies to school he/she will receive a referral and will be assigned detention that they will need to serve on the designated day of the week. Habitual tardies to school will result in a referral to the Truancy Officer. See Tardy Policy sheet.

**Grading-Late Work Policy:**

HGMS has a grading policy that aligns with district expectations; each teacher/team will communicate their grading policy to students and parents.

**Physical Education:**

It is the PE department's expectation and the student's responsibility to bring their complete PE uniform daily. Students not bringing their complete uniform will have participation points deducted along with parental contact made by the teacher. Students failing to dress out appropriately will have alternative assignments assigned by the teacher.

**Arrival to School:**

It is encouraged that parents do not drop off their student(s) to school prior to 7:20 am. Doors to the school will open at this time and students will enter through the Office doors (West) or on the East side by the doors with the Hawk on it. Once arriving, students may elect to get a breakfast from the cafeteria and take it to their 1<sup>st</sup> hour class to eat. Students will stay in their 1<sup>st</sup> hour class after arrival. Students that need to see a teacher need to make prior arrangements.

**Departure/Dismissal from School:**

It is also expected that students who are not in an activity need to be off campus or picked up no later than 15 minutes from the dismissal bell. In inclement weather, the student waiting area will be inside the Clifford Hope Lobby for those awaiting pickup.

**Bully-Harassment by Students:**

HGMS will follow USD 457 guidelines regarding Bully-Harassment with the following as possible consequences: 1<sup>st</sup> incident - warning; 2<sup>nd</sup> incident - 3 days OSS; 3<sup>rd</sup> and any future incidents could result in a long term expulsion hearing being called.

### **Electronic Devices**

HGMS will follow board policy for first and second offenses when students are utilizing their electronic device during the school day without teacher or principal approval.

- **Third offense-** wireless device confiscated and returned only to parent or guardian; student conference with three detentions assigned documented in Skyward discipline
- **Fourth offense-** wireless device confiscated and returned only to parent or guardian; student conference with 1 day OSS documented in Skyward discipline
- **Fifth offense and any recurring offenses-** wireless device confiscated and returned only to parent or guardian; student conference with two days OSS documented in Skyward discipline

### **Student-Parent Handbook**

First hour teachers will collect and verify that parent and student have reviewed the handbook. This will be reflected in the Skyward gradebook.

**Horace J. Good Middle School**  
**2023-24 Tardy Policy**

Parents,

At HGMS, instructional time is viewed as a precious resource. Consequently, we view chronic tardiness as a serious problem. Below is our school's sequence of consequences within a semester. Not that each incident you will receive this same notice, but if the problem continues additional consequences will be imposed. Thank you in advance for your support in ensuring students at our school make maximum use of class time and learn to be punctual.

Brad Springston: Principal

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**Before School:** Students who are late to school in the morning will report to the front office before going to class where they will receive a pass to go to class. If a student receives five tardies they will be assigned after school detention. Students who accumulate more than five tardies will meet with the Truancy Officer where a plan for success will be developed.

**During School Day:**

1 <sup>st</sup> Tardy	Student writes a note that is sent home to parent/guardian.
2 <sup>nd</sup> Tardy	Student writes a note that is sent home to parent/guardian.
3 <sup>rd</sup> Tardy	Student writes a note that is sent home to parent/guardian and student assigned a detention.
4 <sup>th</sup> Tardy	Student writes a note that is sent home to parent/guardian and student assigned a detention.
5 <sup>th</sup> Tardy	Student writes a note that is sent home to parent/guardian, student assigned a detention and is required to meet with school staff to develop a plan of success.
6 <sup>th</sup> Tardy	Student writes a note that is sent home to parent/guardian, student assigned a detention and parent is contacted by school staff.
7 <sup>th</sup> Tardy	Student writes a note that is sent home to parent/guardian, student assigned a detention and student's parents are required to come in for a conference with Truant Officer or Administration.
8 <sup>th</sup> Tardy	Student meets with Truant Officer and receives a detention.
9 <sup>th</sup> Tardy	Student meets with Principal or designee where discipline is assigned.

## Horace J. Good Middle School Grading and Late Work Policy

### **Affecting All Subject and Grade Levels:**

1. HGMS Administration or Counseling Office will let teachers know the due dates for grade entry for each grading period.
2. HGMS expects that at least one grade a week will be entered in the grade book for all classes a student is enrolled in.
3. Teacher grade books will be up-dated by Wednesday of each school week.
4. Actual results of KCA formative and KS State Assessments will **NOT** be figured into a student's grade.
5. Assessments will not be worth more than 40% of a whole grade.
6. No assignment will count for more than 10% of the whole grade.
7. Grades will based on a total point basis, grades will not be weighted.

The following policy is the result of the HGMS leadership team and HGMS staff's collaborative effort to ensure uniformity within our building.

### **Late Work Policy**

1. Any assignment that is turned in late may receive an immediate 10% reduction.
  - a. Example a 100 point assignment will have 10 points deducted from the score that is earned.
2. No assignment will be accepted beyond two weeks from due date for a minimum of 50% credit. (teacher discretion for more than 50% credit)
  - a. Example if Worksheet #5 were due on Monday, October 3<sup>rd</sup> the student would have until Monday, October 17<sup>th</sup> to turn in assignment for minimum of 50% credit of score earned.
  - b. Example if student turns in assignment on Tuesday, October 18<sup>th</sup> teacher can assess a zero or use discretion for partial credit.
3. Teachers will make parent contact of any student who has three or more missing assignments.
4. Tests/assessments will not adhere to the late work policy and teacher will make arrangement with student on when to make up. A student cannot earn a "zero" on a test/assessment unless it is the grade earned.
  - a. If a student is caught plagiarizing or cheating then the grade earned can be zero.
5. All missing work will be classified in the gradebook as "NHI" (not handed in) for students/parents/teachers to know it is missing and can be completed.

*\*Policy subject to change, Teacher may use professional judgment on individual basis*