

HGMS Student/Parent Handbook Addendum
2018-2019 School Year

7th Grade Bell Schedule

1 st Hour	7:50-8:22	32 Min
2 nd Hour	8:25-9:08	43 Min
3 rd Hour	9:11-9:54	43 Min
4 th Hour	9:57-10:40	43 Min
5 th Hour	10:43-11:26	43 Min
Lunch	11:29-11:52	23 Min
6 th Hour	11:52-12:35	43 Min
7 th Hour	12:38-1:21	43 Min
8 th Hour	1:24-2:07	43 Min
9 th Hour	2:10-2:53	43 Min

8th Grade Bell Schedule

1 st Hour	7:50-8:22	32 Min
2 nd Hour	8:25-9:08	43 Min
3 rd Hour	9:11-9:54	43 Min
4 th Hour	9:57-10:40	43 Min
5 th Hour	10:43-11:26	43 Min
6 th Hour	11:29-12:12	43 Min
Lunch	12:12-12:35	23 Min
7 th Hour	12:38-1:21	43 Min
8 th Hour	1:24-2:07	43 Min
9 th Hour	2:10-2:53	43 Min

7th/8th Grade Early Release Schedule

2 nd Hour	7:50-8:09	19 Min
3 rd Hour	8:12-8:31	19 Min
4 th Hour	8:34-8:53	19 Min
5 th Hour	8:56-9:15	19 Min
6 th Hour	9:18-9:38	20 Min
7 th Hour	9:41-10:01	20 Min
8 th Hour	10:04-10:24	20 Min
9 th Hour	10:27-10:47	20 Min
1 st Hour/Lunch	10:50-11:10	20 Min

Tardy To School:

Each time a student accumulates 5 tardies to school he/she will receive a referral and will be assigned an hour of 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.

Arrival-Departure to School:

It is encouraged that parents do not drop off their student(s) to school prior to 7:20 am. Once arriving, students may eat breakfast in the cafeteria or sit in the designated area in the gymnasium. Students that need to see a teacher need to make prior arrangements. 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.

Bully-Harassment by Students:

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

**Horace J. Good Middle School
2018-19 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

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:

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|-----------------------|--|
| 1 st Tardy | Student writes a note that is sent home to parent/guardian. |
| 2 nd Tardy | Student writes a note that is sent home to parent/guardian. |
| 3 rd Tardy | Student writes a note that is sent home to parent/guardian and student assigned an after-school detention. |
| 4 th Tardy | Student writes a note that is sent home to parent/guardian and student assigned an after-school detention. |
| 5 th Tardy | Student writes a note that is sent home to parent/guardian, student assigned an after-school detention and is required to meet with school staff to develop a plan of success. |
| 6 th Tardy | Student writes a note that is sent home to parent/guardian, student assigned an after-school detention and parent is contacted by school staff. |
| 7 th Tardy | Student writes a note that is sent home to parent/guardian, student assigned an after-school detention and student's parents are required to come in for a conference with Truant Officer or Administration. |
| 8 th Tardy | Student meets with Truant Officer and receives an after-school (Friday) detention. |
| 9 th 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 one grade a week will be entered in the grade book.
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 consist of 60% coursework, 40% dependent on department
 - a. Example 60% coursework, 30% Assessment 10% Participation
 - b. Example 60% coursework, 20% Test/Quizzes, 20% Project Based Assessment
 - c. Example 60% coursework, 40% Assessments

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 will 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 one week (5 school days) from due date.
 - a. Example if Worksheet #5 were due on Monday the student would have until the next Monday to turn in assignment for 90% credit of score earned.
3. Students will fill out and receive missing assignment slips, giving a reason why assignment was not turned in on due date.
4. Teachers will make parent contact of any student who has three or more missing assignments.
5. No more than four late assignments will be accepted during the quarter.

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