



**Herndon Middle School**

**Hawk Student Manual**

**2009-2010**

## **Attendance**

Regular attendance at school helps you develop good study habits and good citizenship as well as a favorable attitude towards all schoolwork and activities. You should decide now to maintain regular attendance this year.

You will not be given permission to leave the school grounds for any reason unless prior written approval has been obtained from your parents. Any student leaving the school grounds without approval of a school official will be subject to disciplinary action.

To report a student absent, a parent or guardian should call (703) 904-4848 and, speaking in a clear voice, state the grade and the student's name (spell the last name), and a short reason for the absence on the prerecorded tape. Fairfax County lists the following as excused absences:

1. Illness of the student
2. Death in the family
3. Doctor or Dentist appointment
4. Observance of a religious holiday
5. Approved prearranged absence
6. Suspension
7. Other reasons acceptable to the principal or designee

## **Pre-Arranged Absence**

In order to have an excused absence for any reason other than those listed above, parents must send a note to the main office at least two (2) days in advance stating the reason and time span of the proposed absence. The student will be given a form, which is to be signed by each of the teachers and returned to the office prior to the absence.

An excused absence or a prearranged absence permits the student to make up missed class work. Students must assume complete responsibility for making up any work missed. Unexcused absences go on the record as such. For unexcused absences, the teacher is under no obligation to furnish make-up work. Class work missed and not made up will affect grades.

## **Early Check Out**

We ask that parents/guardians schedule medical and dental appointments so as not to conflict with the school day. There may be an occasion, however, when a student may need to leave early.

Please send a written note in with your child to turn in to the main office first thing in the morning for a check-out pass. This will enable your child to be in the main office when you come to pick them up. **You must have your photo ID ready to present prior to picking up your child.**

## **Transportation**

Transportation is provided for HMS students that live outside the "walker" area (1 ½ miles). Each bus-riding student is assigned to one bus, where seat assignments will be established. **Since students may ride only their assigned bus, parents need to make outside arrangements for transportation other than the normal route.** Safety is the primary concern of school and transportation officials. For the rules and guidelines, please read the "Pupils Riding School Buses" form that is sent out at the beginning of each year. For more specific information, parents should either call the school or contact the transportation office at (703) 249-

**7100. You are reminded that riding the bus is a privilege, not a right.**

**Students may ride only their assigned buses, and only use their assigned bus stop.**

### **Kids At Hope**

At HMS, we believe that all children are capable of success, **NO EXCEPTIONS!** Kids at Hope is not a program. It is a vision for our future – a belief system that imparts to youth that they are valued and that each and every one of them can and will succeed, **NO EXCEPTIONS!** The Kids at Hope culture serves as a stimulus to create success.

### **Guidance**

The Guidance Department of Herndon Middle School consists of counselors and a Director of Student Services. The counselors are concerned with both the academic achievement and the personal development of all students. There will be many opportunities to see your counselor. You can schedule an appointment by completing a guidance form that is available in the guidance office. The counselors look forward to working with you, your teachers, and your parents to help make your school year an outstanding educational experience.

### **Clubs**

One of the best ways to enjoy your years at HMS is by participating in club activities. Students are welcome to suggest new clubs. Information such as times and dates that the clubs will meet will be announced during the year. A Daily Hawk Crier email goes out updating the clubs activities.

### **Personal Property**

Students assume the responsibility for loss or damage to their clothing, equipment, books, or instruments. The school attempts to protect all personal property, but is not responsible for it. To avoid problems, students should never bring more money with them than they actually need for lunch or special fees. Articles of real or sentimental value should not be brought to school. School employees will take from students, items which are illegal, against school rules, or disruptive. Electronic devices, games, radios, laser pointers and any other music/video items must be turned off and remain out of site. These items may be confiscated otherwise. Only a parent or guardian may obtain a confiscated item.

### **Library Media Center Information** **Times for students to use the library**

Before the 2<sup>nd</sup> late bell, to return & check-out books;  
During class with a pass or assignment book pass;  
During lunch with a pass from the cafeteria;  
After school on Monday or Wednesday, with a pass from one of your core teachers—science, social studies, math or English.

### **Library Computers**

The computers are available for students:  
To find books to check out or use for research;  
To search Online Databases;  
To search the Internet for research;  
To access BLACKBOARD.

### **Check Out Information**

Three books may be checked out at once  
Books are checked out for three (3) weeks;

Books are checked out using your **LAST** name;

Books may be renewed;

Please, bring your book with you when you need to renew it;

Reference books and magazines may not be checked out;

**Students are responsible for the replacement costs of lost or damaged books.**

### **Guidelines for After School in the Library**

The Library will be open after school on Monday and Wednesday on late bus days. You must have a pass signed by a **CORE** subject teacher. (English, Math, Science, and Social Studies)

### **Arrival time:**

If coming directly to the library, check in time is 2:55 pm;

If coming from a teacher's classroom – arrive in the library no later than 3:00 pm with a pass;

Arrive after 3:00pm – you will be sent back to your teacher;

You must sign in at the Circulation Desk;

You must stay in the Library until dismissal at 3:55 pm when the bell rings;

### **Library Rules:**

**ABSOLUTELY NO FOOD OR DRINKS** are allowed in the library;

You may work in groups if you are **QUIET**.

Return Library books to the Circulation Desk or the Reshelving Cart. Please do not reshelve any books except encyclopedias.

Clean up your work area before leaving.

Library Staff will escort students to the cafeteria at 3:55 pm.

### **Procedures for Entering HMS**

#### **Front Doors** – Entrance #1

All walkers enter building through **FRONT DOORS** and wait until 7:45 a.m. for dismissal.

#### **Rear Doors** – Entrance #6

All bus and car riders (*Kiss & Ride students*) enter through **REAR DOORS** and wait until 7:45 a.m. for admission.

#### **Breakfast -**

Students eating breakfast go directly to cafeteria.

#### **Students Enter at 7:45 am**

Students report to lockers, follow **LOCKER USE PROCEDURES**, get any books and materials needed for class, and report directly to class by 7:53 am

#### **Late Entry Procedure**

All students arriving after 7:53 am must enter through Entrance #1 and report to main office.

#### **Procedures For Exiting HMS**

Once a student leaves the building, they will not be permitted to reenter the building without going through the main doors and checking in at the front office. First floor dismissal time is 2:51 pm. 1<sup>st</sup> floor students are dismissed to go to their lockers. Students leave the building via the appropriate door.

Second Floor Dismissal Time is 2:53 pm. 2<sup>nd</sup> floor students are dismissed to go to their lockers. Students leave the building via the appropriate door.

## **Hallway Procedures**

### **Between Classes**

Students will walk in the hallways.

Students will use indoor voices.

Students will stay to the right.

Stairways will be designated for up or down use:

### **Hallway Passes**

The Student Planner must be carried at all times with hall pass page intact.

Students will use their hall passes for student needs (example: bathroom, clinic, locker, etc.). Students will be quiet while in the hallway. Teachers will write passes for students who are detained. Teachers will not issue passes the first and/or last ten minutes of class.

### **Locker Use Procedures**

Lockers will be issued through the TA teacher. Some students may be required to share a locker with a fellow team student. You may visit your locker: Upon entering the building, before and after lunch, and after school dismissal.

Personal items such as coats, hats, and book bags must be stored in the lockers during the school day. (Skateboards, chains, and electronic devices such as radios, DVDs, CDs, games, cell phones, and iPods **should not be brought to school**. These personal items will be confiscated and only returned to a parent/guardian.) Cell phones must be turned off and out of sight.

### **Tardy Procedures**

Students arriving after the bell are tardy. If student has a late pass, it should be given to the teacher. If student does not have a pass, they must obtain a pass from Safety and Security

and the student will be assigned detention.

### **Dress Code**

Failure to comply with the dress code will result in the student changing into their gym uniform. Repeated failures to comply can result in disciplinary actions. The complete dress code is provided in the Student Rights and Responsibilities document. Below is a “cliff notes” version.

#### **Tops, Shirts & Blouses**

No spaghetti straps (unless an extra shirt is worn under it or over it – no see through). Tank top straps must be at least 1 ½ inches wide. No tube tops. No mesh tops or sheer clothing (without a second shirt). No low-cut “GUY” tank tops (muscle shirts). No midriffs or belly shirts. No cleavage visible. Oversized, baggy shirts are not permitted, unless they are tucked in.

#### **Pants, Skirts, and Shorts**

No underwear visible. Shorts must have a 3” inseam and individual judgment. Skirts may not be more than 6” above the top of the knee. Pants should be secured at the waist/hips. No pant legs pulled up.

#### **Shoes**

No flip flops are allowed. The fit and style of footwear should be appropriate for school.

#### **Accessories**

No headgear (hats, scarves, bandanas or ear covers). No gloves. Belts must not be left hanging on the student’s body. Items not considered appropriate accessories may be confiscated and will be returned only to a parent or guardian.

### **Procedure for Students Dressed Inappropriately**

Students will be told to adjust clothing if possible. Students will be required to put on additional or alternative clothing if they have it. Students will be directed to put on loaner PE uniforms. Repeated offenses will result in disciplinary action.

### **Cafeteria Procedures**

Students enter cafeteria quietly and sit in assigned areas. Students will be called to the lunch line. Students who are designated table washers may go to the lunch line before their table is called. Students not purchasing lunch may go to the snack window when directed. Students will throw out trash in the appropriate place and clean their area. Students will stay seated until they are dismissed.

All food and drinks shall remain in the cafeteria. Eating or drinking in the locker areas or hallways is not permitted and may result in disciplinary action.

### **Staying After School**

Students must make prior arrangements with parents/guardians before staying after school. Students must go to their lockers and report to their designated location by 2:55 pm. Students are to remain under supervision of an adult. Students must have a pass to be in the halls after 2:55 pm. At the conclusion of after school activities, students will be escorted to the cafeteria. Students must obtain a late-bus pass from the adults supervising the cafeteria in order to ride the bus. Walkers must leave the building promptly using Exit 1 or 6.

### **Assembly Procedures**

Students will report to their regularly scheduled class and wait to be called to the assembly. Leave all your books in the classroom unless otherwise directed. All students will follow teacher to appropriate area in a quiet, orderly fashion and sit with their class where directed. Proper behavior must be exhibited during the assembly at all times. Face front and keep your hands and feet to yourself. Be polite and attentive during the assembly. (Avoid whistling, loud laughing, booing, speaking out, and hand/finger gestures.) Wait for dismissal and return to your classroom in the same quiet, orderly fashion.

### **Fire Drill Procedures**

At the sound of the alarm, students will form a line and proceed quietly to the designated exit. Upon reaching the outside designated area, the class will stay in a double line facing away from the building. Remain silent while your teacher calls the roll. Remain with your teacher at all times. When the signal is given to return, silently follow the teacher back to the classroom where activities can resume immediately.

### **Bathroom Procedures**

Students may request bathroom passes when direct instruction is completed. Ask the teacher for permission and to please sign the hall pass in your Student Planner. Once the teacher has signed the pass, keep your planner with you as your bathroom pass. Observe hallway procedures to and from the nearest bathroom. Return quickly and quietly to class. Make sure that you do not disturb

other students on the way in or out of the classroom.

### **Clinic Procedures**

If you need to go to the clinic, ask permission and obtain a pass from your teacher. You must go to class first, do not go to the clinic without checking in with your teacher first.

### **Planner Usage**

Bring your planner to all classes everyday. Maintain your planner in its original condition. Record all homework assignments in the daily assignment section. Show your planner to your parents or guardians for school communication. **Replacement planners cost \$5.00 and are available at the Finance Office.**

### **What Is Cheating**

The following are examples of permissible and non-permissible help that can be given and/or received. Students who give or receive help with the intent of gaining an unfair academic advantage are not living up to the Honor Code.

### **Permissible Help from Fellow Students and Parents**

- Telling another student what the assignment is
- Repeating specific directions given by the teacher
- Sharing notes (unless the notes are the assignment)
- Showing another student how to do a problem by using another example
- Brainstorming ideas on creative writing assignments
- Reviewing material in preparation for a quiz or exam

- Discussing concepts that were addressed in class or discussing course material for better understanding choice and presentation. In other words, it's okay to say "You need more supporting facts," or to point out misspelled words.

### **Non-Permissible Help from Fellow Students and Parents**

Giving another student answers (or asking another student for answers) to an assigned question.

Letting someone read your answers, knowing or suspecting he/she intends to use them as his/her own.

Using "cheat sheets," notes, or electronic devices to provide test answers. Including using a calculator when not permitted.

Having another person help with an assignment or project without a teacher's permission.

Discussing a quiz or test before all students have taken it.

Letting group project partners do all of the work and then putting your name on the final project.

Pressuring another student to share his/her work for the purpose of copying.

Turning in someone else's work as your own without giving them proper credit (plagiarism).

Changing data or answers after the correct answer has been given.

Helping another student cheat in any way.

**The following actions are also form of cheating:**

Using Cliff's Notes, reading an abridged version of an assigned novel, or viewing a film or video to avoid reading the original literary work.

Turning in a report or project for credit in more than one class, or using a report more than once for credit

**What Is Plagiarism?**

**Plagiarism is:**

Submitting a paper, project, or other assignment as your own work when it was written or created in whole or in part, by another person

Copying portions of another person's work without identifying and acknowledging the source.

Paraphrasing, restating, or altering another person's words, work, or ideas without giving them credit.

**To Avoid Plagiarizing:**

Acknowledge your sources by using quotation marks, parenthetical citations,

or footnotes. Cite your sources in a bibliography.

Avoid "cutting and pasting" from the Internet or other electronic sources.

Give proper attribution to artists and publishers of artwork, graphics, photographs, video and music clips taken from print materials, web sites and electronic resources

*Adapted from the Canterbury School (Greensboro, NC) Middle School Honor Code, the Murchison (Austin, TX) Middle School Honor Code, and the MillerCreek (San Rafael, CA) Middle School Honor Code. 2004*

**Kids at Hope Program**

HMS is proud to be part of the growing number of schools across the United States that have chosen to become a Kids at Hope School. We believe that "All the children of Herndon Middle School are capable of success. **NO EXCEPTIONS!**" Our school is committed to be a school where all students are surrounded by caring adults. These adults have high academic and behavioral expectations for our students and will provide all of them opportunities to be successful.



# Herndon Middle School's

## **"Be Hawks"**

### **BE SAFE**

Keep hands, feet and self to one's self  
Sit in seat properly  
Observe stairway and hallway procedures

### **BE RESPECTFUL**

Use language appropriate for school:  
Volume  
Tone  
Vocabulary  
Honor others' personal space and property  
Treat the school environment and equipment with respect  
Follow HMS's dress code

### **BE PREPARED**

Arrive to class on time  
Come to class with supplies, ready to learn  
Complete homework

### **BE COOPERATIVE**

Follow directions the first time as given by all adults  
Keep food and drinks in cafeteria only  
Honor HMS's GUM-FREE SCHOOL POLICY  
Be courteous and respect the views of others

### **BE FOCUSED**

Stay on task and participate  
Concentrate and complete class assignments