

# **HERRICK MIDDLE SCHOOL**

Est. 1953

## **STUDENT-PARENT HANDBOOK 2024-2025**

**\*Updated 4.1.2024\***



## **Home of the Spartans**

**4435 MIDDAUGH  
DOWNERS GROVE, ILLINOIS 60515  
(630) 719-5810**

**Dr. Steve Perkins**  
Principal  
[sperkins@dg58.org](mailto:sperkins@dg58.org)

**Mrs. Kelly Novotny**  
Assistant Principal  
[knovotny@dg58.org](mailto:knovotny@dg58.org)

**Mrs. Beth McDonald**  
Assistant Principal  
[emcdonald@dg58.org](mailto:emcdonald@dg58.org)

# Welcome

Dear Students and Parents,

A new school year is an exciting time for you. Many new challenges and opportunities are waiting, and this handbook will help you get acquainted with Herrick Middle School. It contains information you will need for a successful school year. We encourage you to read the Schools of 58 Parent Handbook along with this Middle School specific handbook. Like all new things, there may be questions about some of the policies and information you read. Feel free to ask your friends, teachers, administration, or call our school office at 630-719-5810. All of us are here for the purpose of helping you through the maze of middle school.

## [District 58 Handbook for Families](#)

Please contact teachers directly if you wish to communicate about particular classes. The counselors and social worker can help you with general concerns or matters related to students' adjustment in middle school. The secretaries and administrators are also available to help.

Last name A-G Counselor - Julie Quinlan  
Last name H-N Counselor - Georgann Grecco  
Last name O-Z Counselor - Steve Gross  
Social Worker - Julie Ekman

**Don't wait until your concern or problem is too much for you to handle. We want to help you before your problem becomes serious!**

Your middle school years can be an exciting and rewarding part of your education. You and mainly you will determine how positive your experience at Herrick will be.

Good luck to you in your endeavors. Let's make this year the best year possible. Just remember, our goal is to help you reach your goals!

Sincerely,  
Dr. Steve Perkins, Kelly Novotny, and Beth McDonald

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# District 58 Middle School

| <b>BELL SCHEDULE</b> <small>Updated 5/3/22</small> |                                                          |                         |                                                          |
|----------------------------------------------------|----------------------------------------------------------|-------------------------|----------------------------------------------------------|
| <b>MONDAY</b>                                      |                                                          | <b>TUESDAY - FRIDAY</b> |                                                          |
| <b>EARLY BIRD</b>                                  | 7:45-8:25 (40 min)<br>BAND, CHOIR,<br>ORCHESTRA          | <b>EARLY BIRD</b>       | 7:45-8:25 (40 min)<br>BAND, CHOIR,<br>ORCHESTRA          |
| <b>SEL<br/>(In Advisory)</b>                       | 8:30-8:55 (25 min)                                       | <b>Advisory</b>         | 8:30 - 8:45 (15 min)                                     |
| <b>1</b>                                           | 8:59-9:31 (32 min)                                       | <b>1</b>                | 8:49 - 9:33 (44 min)                                     |
| <b>2</b>                                           | 9:35-10:06 (31 min)                                      | <b>2</b>                | 9:37 - 10:21 (44 min)                                    |
| <b>3</b>                                           | 10:10-10:41 (31 min)                                     | <b>3</b>                | 10:25 - 11:09 (44 min)                                   |
| <b>4</b>                                           | A - 10:45 - 11:07 (22 min)<br>B - 11:11 - 11:33 (22 min) | <b>4</b>                | A - 11:13 - 11:35 (22 min)<br>B - 11:39 - 12:01 (22 min) |
| <b>5</b>                                           | A - 11:37 - 11:59 (22 min)<br>B - 12:03 - 12:25 (22 min) | <b>5</b>                | A - 12:05 - 12:27 (22 min)<br>B - 12:31 - 12:53 (22 min) |
| <b>6</b>                                           | 12:29 - 1:00 (31 min)                                    | <b>6</b>                | 12:57 - 1:41 (44 min)                                    |
| <b>7</b>                                           | 1:04 - 1:35 (31 min)                                     | <b>7</b>                | 1:45 - 2:29 (44 min)                                     |
| <b>8</b>                                           | 1:39 - 2:10 (31 min)                                     | <b>8</b>                | 2:33 - 3:17 (44 min)                                     |



\*Announcements will take place during Advisory\*



Downers Grove Grade School District 58  
We Envision. We Seek. We Believe.

## YOU ARE NOT ALONE.

If you or someone you know is experiencing a mental health crisis or need someone to talk to, there are people who care and who can help.

**National Suicide Prevention Lifeline: Call- 988**  
**Crisis Text Line: Text- HOME to 741741**  
**DuPage County Health Dept. Crisis Line: Call- 1(630)627-1700**



**Text: 72332**  
**or**  
**Call: 1-844-4-SAFEIL**

Students can also reach out to school support staff at any time with any concerns.

# Regulations & Procedures

## ENTERING THE BUILDING

The building is open at **7:35 A.M.** to students in early bird classes (band, orchestra, or choir). Students not in an early bird class will enter starting at **8:20 A.M.** either through Door #1 (if the student is a 7th grader) or Door #8 (if the student is an 8th grader). Students will enter the school, go to their lockers, and proceed to their advisory class.

***Once students arrive on school grounds, they may not leave and then return.***

## LEAVING THE BUILDING

Students are expected to leave the school by 3:25 PM unless they are under the direct supervision of a teacher for an after-school activity or study session. On the early release Mondays students will be expected to leave the building by 2:10 PM. There will be no after-school activities on Mondays.

## AFTER-SCHOOL ACTIVITY BUS

An after-school activity bus is provided on Tuesday through Thursday for **bus-riding students only** who are staying after school for teacher-supervised activities. The route is a shortened form of the entire Herrick bussing area. Students will be dropped off **near** their regular stop (most often at the Elementary School in the area). Proper behavior is expected on this bus. If a student does not exhibit the expected behavior, the privilege of riding the activity bus may be removed. The Activity Bus will not be provided on Mondays or Fridays.

## TARDY TO SCHOOL OR CLASS

Advisory starts promptly at 8:30 AM. If students arrive at school later than 8:30 AM, they must sign-in in the main office and receive a pass.

Tardiness to class throughout the day is unexcused unless the student has a pass. Teachers will handle tardies within their class and may assign a lunch or after-school detention as necessary. Chronic tardiness will result in additional consequences and interventions.

## APPOINTMENTS

Please let the office know when students will miss school because of a medical or dental appointment. Send a note or call explaining the absence. If the appointment is in the morning, students should report to the office and sign in upon arrival. If the appointment is during the school day and the student must leave school, the student must report to the office and have a parent/guardian sign him/her out. **A parent or guardian must sign out all students who leave the building during the school day.**

## PASSES

Students who are out of class for any reason must have a pass from a teacher. This includes visiting the office, the nurse's office, or the counselor. If students need to visit one of these areas, they must ask their teacher for a pass, or request that a pass is sent for a later time.

## **CLASSROOM TELEPHONE USE**

Except for emergencies, students will not be called from class to receive telephone messages. Secretaries will record messages and notify the classroom teacher to relay a message to a student.

## **PERSONAL CELL PHONE AND ELECTRONICS**

As charged by [Board Policy 7:190](#), students may possess cellular phones and other personal electronic devices in school or on school property.

Students are permitted to bring cell phones to school. Phones are to be silenced and stored out of sight during the school day.

## **CARE OF PROPERTY**

Students are responsible for the proper care and use of all books, supplies, Chromebooks, devices, and furniture provided by the school district. Those students who do not care for materials properly will be assessed fines for damages to and/or replacement of the property.

## **LOCKERS AND PERSONAL BELONGINGS**

Students will be assigned a locker. Students should only use the locker assigned to them, and they are responsible for the care of their locker. Personal items and books are to be kept in this locker. DO NOT TAMPER WITH ANOTHER LOCKER OR SHARE COMBINATIONS WITH OTHERS. DO NOT KEEP SIGNIFICANT OR VALUABLE ITEMS IN THE LOCKER. Report any locker problems to the main office. A locker is school property, and any damage to it may be considered vandalism.

***If the administration believes there is a reasonable suspicion that items prohibited by school rules (items that are harmful or possibly illegal) are in a locker or student's personal belongings, a search of that locker/belongings and its contents may be conducted.***

## **LUNCH**

Our school cafeteria offers a hot lunch and milk. To receive a lunch, a student must have money available through their PushCoin account. A student gets their ID scanned and the money taken from the account to get a lunch. If a student forgets to bring a lunch, a parent can drop off a lunch for them. The lunch should be dropped off by 11:00 AM so it can get to the student in time for them to eat. A parent should only provide lunch for their student, food should not be brought in or shared with the entire table.

## **BIRTHDAYS**

Locker decorating (inside or outside of the locker) is not allowed. Birthday lunches, birthday cakes/treats, etc. will also not be allowed during lunch periods. Student birthdays will be recognized by an announcement over the PA system during daily announcements.

## **STUDENT PLANNERS**

All Herrick students are given a planner to start the school year. This is a way for students to keep organized, and it should be filled out during each class. The student planner also gives parents an excellent way to stay current with what assignments need to be completed. Students' teachers will

check to make sure the assignment planner is being utilized. Replacement student planners are available in the office for \$3.

### **STUDENT ID CARDS**

All students are issued an identification card. Students will need ID cards to check out books in the library, to access the school buses, and to use as swipe cards for lunch. Students who have lost their ID cards may purchase a new one for \$3.00 in the main office. Students should not give their ID to their friends or take another person's ID.

### **LOST AND FOUND**

Lost and found items should be turned in and claimed at the main office. If something is found, the item should be taken to the office so its owner can claim it. Lost items will be stored on the lost and found cart in the cafeteria unless they are items of greater value, which will be stored in the main office. Items (especially calculators) should be labeled with student's names.

### **GUM CHEWING**

Students are permitted to chew gum at Herrick. Chewing gum at school is considered a privilege. Therefore, if a student chewing gum is causing a distraction or not properly disposing of his/her gum, this privilege can be removed. Gum WILL NOT be allowed in the following areas: Library, small and large gyms, fitness center, the band, choir, and music rooms. Additionally, teachers reserve the right to not permit gum whenever they feel necessary (i.e. during presentations, science labs, etc.).

### **BIKE RIDERS**

1. Follow the *Rules of the Road* when riding bikes. Use correct hand signals for turning, and obey all traffic signs.
2. Ride bikes safely and defensively to prevent an accident.
3. Ride one person to a bike.
4. Bikes should be individually locked in the bike rack located at the east or south end of the building.
5. Do not ride bikes around the front of the school near the cars and buses.
6. Skateboards, rollerblades, and scooters are not permitted to be ridden on school property and must be stored in the main office upon arrival.

### **STUDENT WALKERS**

1. Stay on the sidewalks provided for safety.
2. Remain on the sidewalk area in front of school while waiting to enter school in the morning.
3. Be courteous to drivers, and be aware of all vehicles.
4. Arrive at school by 8:25 a.m.
5. Students may not leave school property once they have arrived at school without authorization.
6. Students should not be on school property without supervision after 2:10 PM on Mondays and 3:25 PM on Tuesdays through Fridays.

### **BUS TRANSPORTATION**

All students who live beyond one and one-half miles from their school, or in an area that has been designated a serious safety hazard by the Board of Education and the Illinois Department of Transportation, are eligible for bus transportation to their school. Any child not eligible for bus transportation as authorized above may ride the school bus on a space available basis if the parents

agree to pay the actual costs for transportation and the student can safely access an established bus stop.

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An activity bus will be available Tuesday-Thursday at 4:00 for eligible bus riders who stay after-school for supervised activities. There will be no activity bus on Mondays or Fridays.

Bus riders are expected to follow all Herrick rules and procedures while riding or waiting for the bus.

Please see Board Policy 4:110 regarding additional information on bus transportation

## **DRESS CODE**

The Board of Education encourages parents to dress their children in a manner that reflects good taste and appropriate attire for school, and conforms to health and safety standards. Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate or compromise reasonable standards of health, safety, and decency. The dress code is applicable whenever on school property, including dances, social, and sporting events. The school dress code applies on field trips and whenever representing Herrick.

[Board Policy](#) (Dress Code): Policy 7:160: A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the *Student Handbook(s)*.

Students are expected to:

- Wear shoes or sandals that cover the feet and that do not mar or damage the floors or other school property.
- Dress in clothing that completely covers undergarments and cannot be seen through. This may include but is not limited to halter tops, spaghetti straps, low-cut tops, short shorts, short skirts, loose-fitting pants or clothing.
- Take off sunglasses, hats, sweatbands, and other headwear. Exceptions may be made for religious or health reasons.
- Wear jewelry that will not jeopardize the safety of the individual or others.

Restrictions on the freedom of students' dress shall be imposed whenever the mode of dress is unsafe or is disruptive to school operations and the educational process in general. Teachers and administrators will make these decisions on an individual basis.

## **COUNSELORS**

The counselors are here to help your student take full advantage of his/her potential. They help your student review the various classes and activities and evaluate progress. The counselors can also help your child manage personal or social concerns that, at times, might interfere with him/her doing his/her best in school. The counselors will meet with each student throughout the year, but a student or parent can arrange a conference at any time.

If a student needs to report an issue, they may do so to any staff member or through Safe2Help.

### **YOU ARE NOT ALONE.**

If you or someone you know is experiencing a mental health crisis or need someone to talk to, there are people who care and who can help.

**National Suicide Prevention Lifeline: Call- 988**  
**Crisis Text Line: Text- HOME to 741741**  
**DuPage County Health Dept. Crisis Line: Call- 1(630)627-1700**



**Text: 72332 or Call: 1-844-4-SAFEIL**

Students can also reach out to school support staff at any time with any concerns.

## **ACADEMIC ASSISTANCE**

### **SST (Student Support Team)**

The Student Support Team (SST) is designed and staffed to provide support and services to students with identified needs who attend Herrick Middle School. Social-emotional and/or academic concerns can be brought to the SST. The SST is composed of certified personnel who provide special education services, related services, health services, guidance and counseling services, standard education services, and administrative and/or supervisory services.

If you have a concern or question about your student, please contact the building administration or your student's counselor.

### **Before and After School Help**

Classroom teachers are available before or after school through appointment. Students should email or talk directly to a teacher to schedule a time for additional support.

# **CLASSES, ATHLETICS, CLUBS**

## **CLASSES**

There are eight periods during the day. These include seven classes, Advisory, Student Support Time and lunch, and an optional Early-Bird class. Students' regular schedule will be the same each day of the week. Classes offered at the middle school include: Language Arts, Reading, a variety of math courses, Science, Social Studies, Exploratory, French and Spanish (8th grade only), and PE. Optional Early-Bird classes are band, orchestra, and choir. Areas of study can be located on the [District 58 website](#).

## **ATTENDANCE**

Regular student attendance is critical to successful student achievement. Research indicates that student attendance is highly correlated with success in school. Time missed from the classroom where students and teachers interact can never truly be made up, even by doing makeup work.

See pages 12-13 of the Parent Handbook that fully explains our attendance policy, tardies, illness, excused and unexcused absences, chronic truancy/absenteeism, and family emergencies/religious holidays.

## **PHYSICAL EDUCATION AND HEALTH**

The physical education program at Herrick is designed to develop physical conditioning, individual skills, and cooperative team effort. Emphasis is on personal fitness, including the use of cardiac monitors and computer programs to track progress in conditioning. PE will be taught daily at the middle school level, and will include a Health Curriculum on Mondays.

## **LIBRARY**

Students may also use the Library materials during their student support period. Up to five students may be sent by the student support teacher with a pass and must remain in the Library for the entire student support period.

Students can check out up to three books at a time for a two-week period, with the ability to renew. If a student has an overdue book, no other books can be checked out until that book is returned or payment made if the book is lost or damaged. Overdue notices are sent to students weekly through their language arts teacher. If books are overdue for an extensive period of time, a letter is sent home to the parent/guardian with the information about the delinquent materials.

The Library is available every period of the day to be used by students with their teacher's permission.

## **AFTER-SCHOOL: EVENTS, ACTIVITIES, ATHLETICS, AND CLUBS**

The same rules that apply during the regular school day apply at all after-school events and activities. For all such events, start/end times will be publicized to the students. Clubs typically start right after

school and end at 4:00 PM with time for students to take the activity bus home (if they normally qualify for a bus).

Sporting events typically start at 4:00 PM. Students need to leave school grounds and return to a game. The first game will end at approximately 5:00 PM and the second at 6:00 PM. Once students leave a sporting event, they are not free to re-enter.

Parents should schedule the pick-up of their children promptly at the ending time of the school activity. If students cannot get a ride home promptly (within 15 minutes) at the end of an activity, they should not plan to attend the activity. Any student still present after that 15-minute period may not be allowed to attend future activities.

## **STUDENT ATHLETICS AND INTRAMURALS**

Herrick offers a variety of activities throughout the school year. The students can choose from interscholastic and intramural sports. Information on sports is located on the [Herrick webpage](#).

The interscholastic sports program (competition with other schools) consists of:

- Boys and Girls Cross Country (Fall)
- Girls Basketball (Fall)
- Cheerleading (for Girls Basketball) (Fall)
- Boys Basketball (Winter)
- Cheerleading (for Boys Basketball) (Winter)
- Wrestling (Winter)
- Chess (Winter)
- Girls Volleyball (Winter)
- Boys Volleyball (Spring)
- Boys and Girls Track (Spring)
- Scholastic Bowl (Spring)
- Boys Soccer (Spring)
- Girls Soccer (Spring)

The intramural sports program (with only Herrick students) consists of:

- Basketball
- Floor hockey
- Volleyball
- Flag football
- 3-on-3 basketball tournament
- Other activities based on interest

All Herrick students are invited to try out for our interscholastic teams. Try-out dates and times will be announced over the intercom and are posted on the school website under the ATHLETICS tab. **A student physical and medical release form signed by the doctor will need to be presented before students may try out or participate on a team.** Physicals are good for 13 months and are highly encouraged prior to the start of the school year. All parents and students should know that some teams practice as early as 6:30 A.M. and that some team practices may not end until 5:30 P.M. Participation in practices and games requires at least one-half day attendance that school day.

Cross-country, track, wrestling, and chess are non-cut sports, and all students who come out for these sports will participate. Volleyball, cheerleading, soccer, scholastic bowl, and basketball are cut sports, and students will need to try out for these teams.

Good sportsmanship and behavior is a hallmark of Herrick teams and will be an expectation of all athletes. See page 19-20 of the Parent Handbook for Administration Regulation 5114 - Students - Eligibility for Extracurricular Middle School Activities.

District 58 allows a student to modify his or her athletic uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion, cultural values, or modesty preferences. A student is not required to receive prior approval of the school board for such modifications.

## **CLUBS**

In addition to the interscholastic sports program offered to our students, the staff at Herrick Middle School sponsors many after-school club activities. We encourage students to become active in some after-school school activities. Involvement in either clubs or sports often helps students to become more well-rounded individuals. A complete list of clubs can be found on the Herrick website [ACTIVITIES](#) tab.

***Please note that clubs may change depending on student interest and sponsor availability.***

# **ACADEMIC REPORTING**

## **STUDENT PROGRESS REPORTING AND STUDENT REPORT CARDS**

Herrick Middle School is on a trimester grading system and reporting to parents will take place 3 times per school year. Parents and students can check their grades using our online portal system at any time using Powerschool. Report cards will be sent home with students after the first and second trimesters, and will be mailed home on the third trimester.

The standards-based report card is designed to be an easy- to-understand student progress reporting tool. Standards are statements about learning expectations for students and a standards-based report card gives students, teachers and parents a clear message about what children know, what they are able to do, and what they need to learn in relation to the Common Core State Standards. Students also are evaluated on their academic work habits and social skills, as feedback in these areas is an important part of the communication between school and home.

Parents are encouraged to participate in Parent/Teacher Conferences in October and February.

### **REPORT CARD DATES**

|                         |                   |
|-------------------------|-------------------|
| End of First Trimester  | November 8, 2024  |
| End of Second Trimester | February 21, 2025 |
| End of Third Trimester  | May 23, 2025      |

Report cards will be sent electronically to parents at the end of each trimester.

### **PARENT/TEACHER CONFERENCE DATES**

Parent-Teacher Conference dates will be shared once they are finalized.

Directions on how to schedule an appointment will be given as the conference dates approach. Parents may contact the school at any time to speak with their children's teachers regarding student progress.

# TECHNOLOGY

## **Computer Network and Internet Safety, Access, and Use**

One goal of the District is to actively promote the use of technology and provide access to a wide variety of resources. The District believes the use of the Internet will enable students to access and use information from distant resources and share information with others. Families should be aware that some material accessible via the Internet may contain information that is inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well.

Students will be responsible for their behavior when making use of the Internet, school computer network, and school and personal devices. Individual users are also responsible for their communications over those networks. It is expected that users will comply with district standards and will honor the agreements they have signed. ***Student Chromebooks and phones are NOT allowed in the school locker rooms or in the cafeteria during lunch.***

Violation of the Conditions and Rules for Use may result in loss of access as well as other disciplinary or legal action. Students and their families may be held responsible for charges and/or fees for unauthorized use.

See pages 18-21 in the Schools of 58 Handbook for more detailed information: Parent Handbook along with the [Computer Network and Internet Safety, Access and Use - Administrative Regulation 6111](#) and [Parent Internet Notification Letter](#).

# **STUDENT CONDUCT**

Our goal at Herrick Middle School is to maintain a safe environment for both students and staff. Expectations for student conduct are supported by the [District 58 School Board Policy 7:190: Student Behavior](#) and in [District 58 School Board Policy 7:180: Prevention of and Response to Bullying, Intimidation, and Harassment](#).

Board Policy 7:190, regarding Student Discipline, are written on pages 59-65 of the Parent Handbook. Incidents regarding battery, firearms and drugs are also reported to the Illinois State Board of Education through the Student Incident Reporting System.

Board Policy 7:180 and Board Policy 7:20 regarding harassment, bullying, and intimidation are written in their entirety in the Parent Handbook on pages 47-55. This is a brief overview of those policies.

## **BULLYING PREVENTION**

The Herrick Middle School community believes in the inherent value and dignity of each person. We believe in practicing good citizenship by demonstrating respect for all people. Physical and verbal bullying, cyberbullying, disrespect, name calling, put-downs, and any behavior that disrespects another individual will not be tolerated by our community of learners.

### **What can students do if they are being bullied?**

- **Talk to an adult --** parents, teachers, counselors, social workers, assistant principal, principal, or other staff members.
- **Keep telling us if the bullying situation continues.** Some bullying might not stop on the first try, but your teachers and administrators will keep on working to help you solve the problem. Please keep us informed.

We encourage students to remind each other that bullying is not tolerated and to promote an atmosphere of mutual respect and support. A motto of "be nice" sends the message that being nice matters, and makes all students feel safe and happy at school. Please see Board Policy 5138 on the prevention of bullying, intimidation, and harassment in the Parent Handbook on pages 47-55.

## **OVERALL SCHOOL GUIDELINES**

1. Show respect for fellow students, adults, and school property
2. Follow the direction of adults in the building
3. Use appropriate volume level and language
4. Consume candy, food, & drinks (except bottled water) ONLY in the cafeteria
5. Keep the school clean by using the trash containers and recycling bins
6. Observe and follow school, lunchroom, bus riding, assembly, and sport event rules
7. Secure a pass if you are to be out of class for any reason

## **BUS RIDER GUIDELINES**

While all students may not ride a bus to and from school, there may be a time when they will ride the bus for a field trip or class outing. The following guidelines are set up for safety. Students need to read them and follow them.

**The driver is in full charge of the bus and students. Students must obey the driver. The right of all pupils to ride the bus is conditional based on their behavior.**

1. Ride only the bus and route that has been specifically assigned to you. (A parent note or email is required if any student chooses to ride a different bus. This must be approved by the administration in advance)
2. Board the bus at the designated location on time and remain a safe distance from the boarding area until the bus comes to a complete stop
3. Remain seated while on the bus
4. Keep the aisles clear of all objects, and keep your hands, feet, and head inside the bus at all times. Any garbage should be placed in the wastebasket provided on the bus.

## **CAFETORIUM GUIDELINES**

1. Deposit books and electronics in lockers before coming to the cafetorium
2. Report directly to assigned lunch tables at the start of the lunch period
3. Remain in assigned seat for the duration of the lunch period. Seating will be determined at the beginning of each trimester and will remain permanent for the duration of the trimester
4. Clean the table and eating area when instructed by the lunchroom supervisors

*If needed, the office will lend students money that must be paid back the following day.*

## **HALL BEHAVIOR GUIDELINES**

1. Walk from class to class
2. Visit with friends to the side of the hallway, and stay out of the flow of traffic in the middle of the hallway
3. Use the trash cans and recycling bins in the hall to keep litter and garbage off of the floors

## **SPECTATOR GUIDELINES: FOR ASSEMBLIES AND AFTER SCHOOL EVENTS**

1. Students are required to be seated in the bleachers in the designated section for their class or group while in the gym.
2. Students who leave a game to go home will be expected to leave the school grounds within 10 minutes of leaving the gym.
3. Students are expected to demonstrate good sportsmanship during all assemblies and after-school events.
4. Cell phones are permitted at after-school events with the permission of the adult supervising

**Consequences may be issued by the building administrators or teachers for not following the guidelines listed above at any school-related activity or event following district policies and procedures.**

# **PARENT INVOLVEMENT**

Parents play an important role in the education of their child. Even though middle school students are seeking an identity apart from their parents, it is important to stay involved in their lives, inside and outside of school. Parents can assist their children in the following ways:

- Maintaining communication with the school. Please provide the office with the most current email address and phone numbers.
- Supporting school expectations and standards
- Inform appropriate school personnel of changes in your child's life which could influence their performance.
- Taking the school calendar into account when planning family vacations
- Notifying the school of extended/planned absences
- Ensure that your child reaches school on time each day.
- Establishing a routine for homework time
- Attend events at Herrick with your child and become involved with the PTA
- Encouraging effort, achievement, and a positive attitude
- Review the handbook with your student.
- Help to keep your student organized by assisting them in cleaning out their binder on a regular basis.
- Check your child's cell phone and monitor their social media on a regular basis.

## **PARENT COMMUNICATION**

Parents will be sent a weekly newsletter from administration. This newsletter will highlight the week ahead.

Please note: We often display student work and publish photos and good news about student accomplishments in the above publications and the local papers. If you wish for your student's name or work not to be published, please inform the principal or the office.