

# HOLT MIDDLE SCHOOL

2365 N. Ruppel RD  
Fayetteville, AR 72704  
479-527-3670  
*holt.fayar.net*



*We Believe...*

Huskies need a safe and caring environment

Huskies excel when we use teamwork

Huskies pursue academic success

Huskies develop healthy, productive futures

***Huskies P.U.L.L. together!***

***...we are Partners United in Learning and Life***

## **2018-2019**

*Updated August 13, 2018*

# Student Handbook for Holt Middle School

## I. ACADEMICS

### AWARDS FOR CITIZENSHIP AND GRADES

Citizenship awards that are given at the end of the year are earned by the following criteria: 3 E's each 9 weeks with a minimum of two coming from Core classes.

The Principal Honor Roll is for one year at Holt and students earn either all A's or all A's and B's in the marking periods.

The Presidential Awards are for two years at Holt earning all A's (Gold) or A's and B's (Silver) in the marking periods.

### GRADING SCALES, PROGRESS REPORTS, AND REPORT CARDS

Student achievement will be assessed on a regular basis. Grades are intended to reflect the extent to which a student has achieved course standards and objectives. Student grades will not be inflated through the use of bonus points or extra credit. The following grading scale will be used: A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = 59-below.

Parents will receive eight formal grade reports during the year, at the end of each five and nine week grading period (four progress reports and four report cards). There will be a little variance due to some of the Encore classes being on a 12-week rotation.

### GRADES FOR CITIZENSHIP

Holt Middle School is concerned about the education of the whole child. Growth in responsible, ethical citizenship is considered as important as academic achievement. The Holt staff seeks to teach and model behaviors and attitudes which would be acceptable in any public setting. Holt students are expected to follow school rules and learn and demonstrate socially-appropriate behavior and attitudes at all times. To assist parents in knowing about their child's citizenship at school, teachers will rate students each quarter on their demonstration of integrity, respect, and responsibility. The following rating scale will be used:

#### **E = Exemplary**

Behavior: Exemplary Integrity: Nearly always does the right thing & follows the school rules, even when not directly supervised.

Attitude: Exemplary Respect: Is nearly always considerate and kind toward others. Displays outstanding manners & self-control.

Work Ethic: Exemplary Responsibility: Nearly always goes above and beyond what is required.

#### **S = Satisfactory**

Behavior: Generally does the right thing & follows the school rules, even when not directly supervised - though may have to be reminded at times.

Attitude: Is generally considerate and kind toward others. Usually displays good manners & self-control.

Work Ethic: Consistently does what is required.

### **N = Needs Improvement**

Behavior: Frequently (several times per week) does not do the right thing or follow the school rules, especially when not directly supervised.

Attitude: Is often (several times per week) inconsiderate and unkind toward others. Displays weak manners & minimal self-control.

Work Ethic: Often (several times per week) fails to do what is required.

### **U = Unsatisfactory**

Behavior: Does not do the right thing or follow the school rules (several times per day), even when directly supervised.

Attitude: Is inconsiderate and unkind toward others several times per day. Displays very poor manners & little self-control.

Work Ethic: Frequently (several times per day) fails to do what is required.

NOTE: Students with “N” and/or “U” citizenship ratings **can** be excluded from field trips and other more unstructured school functions. For the safety, enjoyment, and wellbeing of all, it is essential that students be able to follow directives and treat others with respect. Parents will be notified if their child is to be excluded from such an event.

### **PROMOTION-RETENTION**

To be promoted to the next grade level, a student must satisfactorily complete the school’s regular program of studies and pass a minimum of 75% of four core classes (math, science, language arts, and social studies). The student must receive a passing grade (60% or above) in at least six of the eight core semester classes.

NOTE: It is almost impossible for a student to fail if he attends school regularly, pays attention in class, uses time wisely, completes homework assignments, and has parents who monitor his progress. For this reason, parents are urged to intervene quickly if they see that their child is struggling or failing in a particular class.

### **TECHNOLOGY**

Holt embraces technology as a critical 21st century skill, and students have access to a wide variety of electronic media. For students to access the available technology, they and their parents must sign the FPS Technology Agreement. Students who abuse computer privileges and policies will be subject to modification or revocation of computer privileges, in addition to other possible consequences.

## **II. SCHOOL ENVIRONMENT**

Holt Middle School is committed to creating an environment for students that is stimulating, safe, orderly, and healthy. The policies listed below will help create this kind of learning environment.

### **BACKPACKS - PURSES - COATS**

Backpacks, athletic bags, purses, and coats are to be kept in lockers. Lockers are small, so in winter, students may want to wear layers of clothing rather than large, bulky coats. Wheeled backpacks are not permitted unless ordered in writing by a doctor.

## BREAKFAST/LUNCH PROCEDURES

The Holt Middle School cafeteria offers a variety of food choices. Menus and prices appear on the school district website (<http://fayar.net/>). The cafeteria has a “no charge policy,” therefore; students need to have money in their cafeteria accounts at all times. Holt participates in the National Breakfast/Lunch Program (Public Law 91-248). This program provides free and reduced-priced meals for students who qualify under federal guidelines. Guidelines will be sent home to all students at the beginning of school or during registration before school starts.

## EQUITY STATEMENT

Holt Middle School assures that no person shall, on the basis of race, color, national origin, age, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by the school district.

## GUM

- NO GUM CHEWING PERMITTED
- STUDENTS CAUGHT CHEWING GUM during the school day, WHETHER IN OR OUT OF THE SCHOOL BUILDING, WILL RECEIVE AN AUTOMATIC LUNCH DETENTION ASSIGNMENT.
- This is the official warning given to all students and, though we will give several verbal reminders in the opening days of school, no other warnings or reminders will be required before lunch detention for gum chewing is issued.
- If multiple violations occur, consequences will increase.

## HANDBOOKS

Holt students will receive two handbooks: the Fayetteville Public Schools District Handbook and the Holt Student Handbook. State law requires that students and parents sign a “Receipt of Policies” form for both handbooks. Both are delivered over the internet by a download unless a printed copy is requested.

## HALL TRAFFIC

In order to maintain an atmosphere conducive to safety and learning, Holt students are to move about the building on the right side of the hallway (on the brown tiles) in a quiet and orderly manner. We call this, “Walking in the Brown” or “Walking on the right.”

## LOCKERS

A locker with a built-in combination lock is provided and assigned to each student. A student is to keep the locker locked at all times. A student should not give out the locker combination to others, nor should lockers be shared. The lockers are to remain clean and free of writing, stickers, etc. If a student has a problem with his locker, it should be reported to a teacher. Lockers remain the property of Fayetteville Public Schools and may be searched by school administrators or their designees.

## MOTOR VEHICLES AND BICYCLES

Students who ride bikes or scooters to school are to park and lock them up in the bike rack in the back of the school. The school is not responsible for accidents or for loss or theft of bikes or scooters. Students riding bikes or scooters are HIGHLY encouraged to wear helmets and to use extreme caution on the roads.

## PERSONAL ELECTRONIC DEVICES (Bring Your Own Device - BYOD)

Holt is blessed with an abundance of technology available for students at school. In addition to what is available at school, students can also bring their own electronic tablets, at their own risk, such as Nooks, Kindles, iPads, etc. These personal electronic devices can be used under the following conditions:

- Students will use personal electronic devices only for educational purposes, i.e. reading a book, doing school-related research, or any other activity a teacher requests. NOTE: Students will be allowed to play games on these devices in the mornings prior to 7:35am.
- Students will not use personal electronic devices to send or receive text messages, pictures, digitally record any conversations, or take photos/videos of other students unless working on an assignment that is under the supervision/permission of staff.

***Special Note about Cell Phones:*** Phones must be turned off when the student arrives on campus and then placed in the student's locker until the student goes home at the end of the day. The student should not have the cell phone on his/her person at any time during the school day as it creates undue stress on the student to use the device. The school will not systematically conduct searches to look for cell phones. However, if one is seen or heard, the school will confiscate the phone and return to the student at a later time. For repeat offenses, consequences will escalate. Simply put...turn off the cell phone and keep it in your locker until you leave the building at the end of the day.

It should also be noted that, while Holt permits students to bring approved personal electronic devices to school, the school will NOT attempt to track down or investigate the loss or theft of personal electronic devices. Students will bring those devices to school at their own risk.

## TEAMS & ADVISORY

To help students feel a stronger sense of personal identity and belonging, Holt students are divided into learning teams with four or five core teachers. Time is provided daily for each team of teachers to meet and prepare interdisciplinary lessons, discuss student needs, and conference with students and parents.

In addition to being placed on a core learning team, students will also be placed in an advisory class. The advisory class will meet at the beginning of the day. Advisory classes will help students with organization, social skills, goal setting, and other training that leads to academic success and responsible ethical citizenship. Students' advisors will be designated teachers that conduct the parent teacher conferences. Advisory will use the Choose Love Curriculum.

### **III. Parents and Community**

Parent participation is a critical ingredient in providing a quality educational program for students. Some of the ways Holt parents can become informed and involved are listed below.

#### FUNDRAISING

Periodically during the school year, fundraising activities will be conducted to support projects of the PTO, grade-level teams, or special groups (Odyssey of the Mind, student council, etc.). Sponsors of fundraising events must have prior approval of the principal and the district. These activities may not interfere with the instructional program. Students may not take fundraising orders during instructional time, nor should they go door-to-door in the community unless accompanied by a parent. Selling items for individual gain is not allowed.

#### PARENT/TEACHER COMMUNICATIONS

Holt Middle School desires effective communication with parents. Parents are encouraged to work with the school as partners in achieving this goal. Listed below are some ways the school will communicate with its families:

- Newsletters will be sent home (in agenda or by email) from the office and from individual teams informing parents of scheduled events and activities.
- Parent/Teacher conferences in October and March
- Parents may schedule conferences at other times by contacting the student's teacher or the guidance counselor by calling 527-3670. School is a very busy place and schedules are tight. To prevent an interruption of planned instruction and activities, parents are requested to schedule a visit.
- Student work and other communications will be sent home to parents each Third day of the week in a simple folder with your child's name on it. Most weeks it will be on Wednesdays so we will refer to it as "Wednesday Folders."

#### PARENT/TEACHER ORGANIZATION (PTO)

The Holt Parent-Teacher Organization seeks to promote and support school programs and goals. All parents and staff are encouraged to actively support the PTO. At the beginning of the school year, the PTO president will announce organizational goals and meeting dates for the year.

#### PARENT VOLUNTEERS & VISITORS

The best education occurs when parents and teachers work closely together to meet student needs. Holt welcomes and encourages parents to serve as volunteers in the school. There are many ways that parents can help. Any parent wishing to volunteer should contact his child's teachers, the school counselors, PTO President, or the Parental Involvement Committee Chair (Amelia Duong).

Holt encourages parent visits and participation in school activities. Having lunch with your student is a great way to spend time with your child at school. Upon arrival, all visitors must sign in at the front office and obtain a visitor's pass (a picture ID will be required to obtain the pass) that is to be displayed at all times.

## IV. Policies and Procedures for HMS

Parents and students are encouraged to read and become familiar with both the district and the Holt handbooks.

### ATTENDANCE

#### **Absences**

Please refer to the “2018-2019 Parent Information Handbook for All Fayetteville Secondary Schools” (5.7 Absences) for the board-adopted attendance policies.

#### **Tardies**

Students arriving late to school (after the 7:40 tardy bell) must report to the office for a tardy slip. Holt’s tardy policy will follow the district policy as outlined in Board Policy 5.7.

#### **Truancy**

Students are required to be in their assigned/designated places at all times within the school day. This includes lunch, hallways, classrooms, and outside the building. Truancy will be dealt with as a disciplinary issue.

#### **Early Check-Outs**

Students will be released only to parents or adults designated by the custodial parent(s) on the Student Emergency Information Card. For safety and traffic concerns, parents needing to check their students out before the end of the school day must do so by 2:30 P.M. Exceptions will be made only in cases of emergency.

### BUS TRANSPORTATION

Fayetteville Public Schools (FPS) offers its patrons extensive transportation services. It should be understood, however, that riding the school bus is a privilege, not a right. For the safety and wellbeing of all, proper behavior on the school bus is mandatory. In general, Holt Middle School will follow the policy “Conduct To and From School” as outlined in the “Student/Parent Policies & Procedures Handbook.” FPS will deal aggressively with students whose conduct is judged to be distracting to the bus driver or posing a potential threat to the physical and emotional safety and wellbeing of others. Some of these actions include fighting, bullying, throwing objects, standing, and moving around in the bus. Students guilty of such misbehavior(s) may be suspended from school bus services for a period of up to one full school year. In addition to bus suspension, other school consequences may ensue.

***Note: Students will only be permitted to ride their assigned bus unless written permission from the transportation department has been secured.***

### EMERGENCY CLOSING:

For information about school closings due to emergencies or inclement weather, check local television and radio stations. The fastest and most accurate information is available on the FPS website (<http://fayar.net>). To help keep our phone lines open for emergency calls, parents are urged NOT to call the school to see if schools are closing.

### EMERGENCY DRILLS

**FIRE DRILLS:** Monthly fire drills are an important safety precaution and are required by law. It is essential when the fire alarm sounds that all students exit the building by the prescribed and posted routes as quickly as possible. Students should not carry anything with them and should

not talk. No one is to return to the building until receiving an all-clear signal from an administrator. **NOTE:** Any student caught tripping a fire alarm as a prank will be subject to severe disciplinary consequences, including appropriate legal action.

**TORNADO DRILLS:** Tornado drills are conducted four times per school year. They are announced over the intercom and students will be instructed where to go and how to assume an emergency position so as to be as safe as possible.

**LOCKDOWN DRILLS:** Lockdown drills are conducted two times per year. Students will be trained how to respond when a school lockdown is announced.

**EARTHQUAKE & EVACUATION DRILLS:** These drills are conducted one time per year. Students will be trained how to respond when these drills are announced.

### FIELD TRIPS

Field trips can be an important and enriching part of a student's educational experience. A student's conduct on a field trip must meet or exceed the same standard as in the classroom. Students with "N" and/or "U" citizenship ratings may be excluded from field trips and other more unstructured school functions. For the safety, enjoyment, and wellbeing of all, it is essential that students be able to follow adult directives and treat others with respect. Parents will be notified if their child is to be excluded from such an event. Field Trip Permission Forms will be handed out at the beginning of the school year, and each student must have one signed by a parent or legal guardian before he can participate in a field trip. Teachers will notify parents of field trips in their Team Newsletters or in the Tuesday folders.

### MAKE-UP WORK

Upon their return to school, students may make up work missed due to an absence that has been dealt with according to the FPS Parent Information Handbook. It is the student's responsibility to make arrangements with each teacher to determine what assignments must be made up. On the third consecutive day of a student's absence, a parent may wish to call the office (before 10:00 AM) to request that the student's assignments be readied for pick up. Such assignments will be available between 3:00 – 4:00 PM on the day they were requested. When a student returns to school, he will be given the same number of days to complete make-up work as the number of days he missed.

Students who leave on vacation or a family trip during the school year will not be given work or exams before leaving. They will abide by the make-up work policy stated above. A form will be provided to complete to be given to the building principal to approve these types of absences.

### PARTIES & DELIVERIES

**In accordance with district policy, *students may not receive flowers or gift-type deliveries at school.*** Such deliveries will be refused. Teachers or teams may decide to conduct special parties at various times during the year. Parents will be informed of and asked to help with parties. Homemade cookies and cakes may not be brought for school parties. Invitations to private parties may not be handed out on campus unless the entire class is being invited.

BRINGING LUNCHES: Parents are encouraged to eat and even bring in lunch for their own children during the school day. *However, it is **NOT permissible to bring food for other students** at lunchtime due to unknown allergy risks, etc.*

### SEARCHES

Every student is entitled to safety and security on school grounds. When a school official has reasonable suspicion that a student or students may be in possession of something that could jeopardize this safety and security, school personnel may conduct a search of students, lockers, backpacks, pockets, purses, etc. A School Resource Officer or the city police may be asked to assist school personnel in these searches.

REMINDER: Lockers, though loaned for student use, remain the property of Fayetteville Public Schools and may be searched by school personnel at any time.

### TELEPHONE

In general, students will be permitted to use the office phone only in cases of illness or emergency. Arrangements for after-school activities, lunch money, homework, clothing, etc. should be made before school arrival. Upon rare circumstances please use the phone before school or during lunch.

### TRAFFIC PATTERNS

The safety of our students is paramount. In the mornings, parents are to drop off students in the front of the building (at the awning-covered walkway marked by the white curb). Due to traffic congestion in the morning, **from 7:25 – 7:40am (cell phone time)**, parents may opt to use the back entrance to drop off students. The door will lock at 7:40 and then all drop-off's move to the front of the school. **Reminder:** *Busses are not on a fixed schedule and may be entering and leaving the bus-loading zone at any time. Please be cautious of all school busses when dropping off your child in the bus-loading zone.* This new drop off option should particularly help those who are northbound on Ruppel Rd. **ALL exiting cars should turn right as they leave campus.** Parents wishing to enter the school building should park in a marked parking space – not in the drop off area. In the afternoons, parents are to line up their cars next to the sidewalk on Ruppel Road, first car parked just before the bus zone entrance and headed toward Mt. Comfort Road. At dismissal time, students will be brought to parents' cars. In case of rain, the first car should begin lining up in front of the main entrance to the school rather than at the normal stopping place. Vehicles in the car-loading zone are not to pass other automobiles unless authorized to do so by school personnel.

### WITHDRAWING FROM SCHOOL:

When it is necessary for a student to withdraw from school, please notify the office with as much notice as possible. All books must be returned, lockers cleaned out, and fines/fees paid before school records will be released.

## V. Behavior Standards and Expectations

### CODE OF CONDUCT

Standards and expectations of student behavior are established in order to promote a safe and orderly environment. This can only be achieved and maintained when parents, educators, students, and the community work collaboratively toward this goal.

In view of the diverse standards of conduct taught and practiced in the homes of its student body, Holt expects its students and staff to demonstrate behavior that is “socially acceptable” in a polite and civil society. Learning and practicing such behaviors will promote a positive learning environment at school and help students learn how to successfully navigate the various life experiences they will encounter.

There are five Learner Qualities (Adventurer, Collaborator, Neighbor, Self-Manager, and Thinker) and 4 core beliefs that we make these expected behavioral decisions (on the cover of this handbook).

In addition to the general behavior standards stated above, students and parents should be aware of some specific behaviors which are considered unacceptable at Holt Middle School. These include but are not limited to the following:

- Possession and/or use of a weapon (real or toy) or other object that could be used as a weapon
- Fighting
- “Play fighting” and/or excessive horseplay
- Willful physical contact that has the potential to be painful or injurious
- Possession and/or use of rubber bands and rubber band-fired projectiles, i.e. hornets
- Throwing or flipping any object or food in the cafeteria (automatic consequence for first offense)
- Bullying, (mean talk or hurting other people – the act of one or more individuals intimidating one or more persons through verbal, physical, mental, electronic, or written interactions)
- Harassment (verbal, physical, racial, sexual – name-calling, writings, pictures, jokes, improper touching, the “look,” etc.)
- Threats and terroristic threatening
- Public displays of affection (kissing, embracing, holding hands, etc.)
- Possession of inappropriate written or visual materials (obscene, vulgar, violent, etc.), including notes or drawings
- Damage, destruction, or theft of private or public property...including graffiti
- Gang activity (including “wannabe” activities, i.e. dress, drawings, symbols, etc.)
- Possession, sale, use, or distribution of narcotics, drugs (illegal, prescription, or over-the-counter), alcohol, tobacco, or other controlled substances
- Coercion – to get or try to get something from someone by force or threat
- Academic cheating, including copying of homework
- Profane/vulgar language

(Individual teachers may establish rules of conduct for their classrooms and may establish their own disciplinary actions concerning those rules. The school reserves the right to control any behaviors considered subversive to good order and discipline even though such behaviors are not directly specified in the preceding rules of conduct.)

# HOLT MIDDLE SCHOOL DRESS CODE, 2018-2019

<b>Items</b>	<b>Description</b>
Loungewear	<ul style="list-style-type: none"> <li>• <b>Pajamas, house shoes, and loungewear are prohibited.</b></li> </ul>
Pants	<ul style="list-style-type: none"> <li>• <b>Sagging is not allowed at all. (specified in Arkansas law, Act 835)</b></li> <li>• <b>Clothing with holes, rips, or tears above mid-thigh length is not permitted. Clothing with holes should not reveal inappropriate skin or expose undergarments.</b></li> </ul>
Shirts	<ul style="list-style-type: none"> <li>• <b>Students are prohibited from wearing, while on the school ground, during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female (State Law 835 of 2011)</b></li> <li>• <b>Shirts must meet 3 fingertip shoulder coverage rule</b></li> <li>• <b>Prohibited Shirts:</b> <ul style="list-style-type: none"> <li>○ <b>Spaghetti straps</b></li> <li>○ <b>Halter tops</b></li> <li>○ <b>Mesh tops, sheer blouses and see through shirts (acceptable with under garment coverage that meets dress code)</b></li> <li>○ <b>Muscle shirts</b></li> <li>○ <b>Low cut armholes</b></li> <li>○ <b>Tank tops</b></li> </ul> </li> <li>• <b>Rules for Body Exposure</b> <ul style="list-style-type: none"> <li>○ <b>No cleavage (specified in Arkansas law, Act 835)</b></li> <li>○ <b>No revealing midriff (even when arms are raised)</b></li> <li>○ <b>Shirts must meet the 3 fingertip shoulder coverage rule.</b></li> <li>○ <b>Back must be covered (no backbone exposed)</b></li> </ul> </li> </ul>
Shorts, Skirts, and Dresses	<ul style="list-style-type: none"> <li>• <b>Shorts, skirts, or dresses are to be modest in length, appearance and fit. A standard acceptable length is a garment that reaches no more than 6 inches above the knee or the length of a dollar bill.</b></li> </ul>
School uniforms	<ul style="list-style-type: none"> <li>• <b>Must meet dress code except during designated school performances.</b></li> </ul>
Offensive clothing	<p><b>No clothing, hats, backpacks or jewelry:</b></p> <ul style="list-style-type: none"> <li>• <b>that advertise or depict alcohol, drugs, tobacco or tobacco products, violence, hate themes, racial/gender degradation, sexually explicit or suggestive wording or pictures, gang affiliation, gang related tattoos, or gang monikers, subject matter/groups that promotes illegal activities, or clothing likely to cause a disruption within the school environment.</b></li> </ul>
Other	<ul style="list-style-type: none"> <li>• <b>Hats are not allowed to be worn in the building...except school designated days</b></li> <li>• <b>No long belts, spiked accessories, sunglasses, non-prescription glasses, bandanas, or chains</b></li> <li>• <b>No tattoos displaying defamatory writing, racist, obscene language or symbols, or symbols of drugs, sex, marijuana, or alcohol</b></li> <li>• <b>No bare feet in the interest of safety and hygiene. (Health Code violation)</b></li> <li>• <b>No costumes or hoodies with hood up</b></li> <li>• <b>No shoes with rollers (heelys).</b></li> </ul>
Violations	<p><b>1<sup>st</sup> Offense: Warning, Correct the attire</b>  <b>2<sup>nd</sup> Offense: Correct the attire, administrator phone parent</b></p> <p><b>*Students will be allowed to call home ONE time to correct attire.</b>  <b>*Students may not return to class until clothing is appropriate.</b>  <b>*Repeated offenses will result in further disciplinary action.</b>  <b>*Administrators have the right to assess fads and determine if they are appropriate attire.</b></p>
Final note:	<p>The district's dress code is established to teach grooming and hygiene, prevent disruptions, and minimize safety hazards. It is the campus administrator's or designee's responsibility to ensure that enforcement of this policy is done so in a consistent manner with respect to community standards and age appropriateness. While it is inevitable that there will be differences of opinion regarding the appropriateness of a student's attire, the final decision lies with the building administrator.</p>

## LEVELS OF CONSEQUENCES FOR STUDENT MISCONDUCT

Consequences will be assigned to students who do not follow the rules of conduct set forth in this student handbook. Consequences that may be assigned to help correct and reinforce expected behavior standards include, but are not limited to:

- “W” (Warning) reported to parent/guardian
- Lunch Detention
- Saturday School (from 8:00 AM – 12:00 PM)
- In-school Suspension (in ISS room at Holt – students in ISS may not participate in any regular classes or extra-curricular school activities for that day)
- Out-of-school Suspension (students in OSS may not participate in any classes or extra-curricular school activities for that day, whether on or off of the Holt campus)
- Expulsion

NOTE: Holt Middle School reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools, even though such behavior is not specifically mentioned in this handbook.

## **VI. Student Services**

### ACADEMIC SERVICES

In addition to the curriculum offered in the regular classroom, Holt Middle School also provides specialized services for students who qualify. These services include:

1. English Learners (EL) – for students with limited English proficiency
2. Gifted and Talented (GT) – for students needing acceleration
3. Title I – for students needing remedial intervention in literacy and/or math
  - a. Holt is a school-wide Title I school, meaning that Title I funds can be used to assist all students, not just a targeted population. Parents and patrons may request a copy of how Title I funds are allocated by requesting a copy of the school’s improvement plan known as “ACSIP.”
4. Special Education – for students with specific learning disabilities, and vision, hearing, emotional, or cognitive impairments
5. RTI – Response To Intervention for students not progressing academically or behaviorally in the classroom – interventions of increasing intensity until academic or behavioral progress is verified or a referral for special education testing is made
6. Read180, System 44, Lexia, Q-Reads, Raz-Kids – for students needing intervention to help them catch up to grade level in reading skills
7. Section 504 - Accommodation plan for students with disabilities.

Parents wishing to inquire about particular services for their student should contact the child’s teacher, counselor or administrator.

### GUIDANCE AND COUNSELING SERVICES

The Holt counselor offer direct services to all students by conducting regularly-scheduled classes to assist students in developing and maintaining the skills needed to maximize their potential. The counselor is also available to meet with individual students to help with vocational, educational, or personal concerns. Information given to the counselor is confidential and will not be released to others without express permission from the student. The exception to this is when the safety of the student and/or of others is in question or if a law is being broken.

Students, teachers, or parents may make counseling referrals. The counselors' offices will be open during normal school hours. Students may request counseling services by leaving a note for their counselor in the main office, by informing the counselor in person, or by asking a teacher. Parents may contact their child's counselor by calling the office 527-3670 and asking for Jane Corrigan.

### HEALTH SERVICES

NURSE-A full-time nurse is available at the school. Students needing to visit with the nurse must report to the main office. The nurse:

- conducts health screenings for hearing, vision, scoliosis, and body mass index,
- consults with students, parents, and staff concerning health issues and personal hygiene,
- keeps records on student immunizations in accordance with Arkansas state guidelines, assists HMS staff in following the district head lice protocol.

### ILLNESS

- Students with a contagious condition should not attend school. A student who becomes ill or is determined to be contagious at some time during the school day will have his parents contacted for checkout from school. Students should be free from fever and/or vomiting for 24 hours before returning to school.

### IMMUNIZATIONS *(covered in depth on page 87 of the district Parent Handbook)*

- All students must have records indicating they have the immunization requirements issued by the State of Arkansas. Students may not attend school without this verification.

### MEDICATIONS

- School personnel may not administer Aspirin, Tylenol, etc. to students without a doctor's order. If desired, parents may come to the school to administer these medications themselves. No student is to have medications, prescription or non-prescription, in his possession. All medications must be checked in to the office by a parent/guardian to a secretary, nurse, or administrator. Students who carry inhalers and/or auto-injectable epinephrine in school or to any school-sponsored event must have a physician order to do so. It is the student's responsibility to report to the office at the proper time to receive his medication.

### INSURANCE

- Students will be given an opportunity to purchase an insurance plan. The school does not profit from the sale of this insurance; it only provides the pupils with information and registration forms for the insurance. All student claims are initiated through the insurance company. The school is not responsible for the policies and/or benefits; neither is the school responsible for medical expenses due to accidents or injuries that occur at school.

### SOCIAL WORK SERVICES

Social work services are provided at Holt by a district social worker. The social worker makes home visits to assist in the remediation of problems with attendance, behavior, medical, and learning needs. The social worker assists parents in obtaining community, state, and federal assistance when appropriate.

### OZARK GUIDANCE CENTER COUNSELOR

A licensed counselor from Ozark Guidance Center is housed at Holt Middle School. Any parent wishing to access these services may call the school office at 527-3670 and request the Ozark Guidance Center counselor.