

Holmen Middle School

2023 - 2024

Student Handbook



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HOLMEN MIDDLE SCHOOL

"Educate and empower all students to achieve success today and in the future."

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Principal's Letter

Every day I am one of the luckiest people because I get to work at Holmen Middle School. It is an amazing building for staff to work, students to learn, and relationships to be built. We have a great staff here at HMS that will work hard to help you and your students have a great learning experience each and every day.

This handbook is provided so you can access our school's policies and procedures that ensure a safe and positive learning experience. As you will see in the handbook, we are continually updating our practices to help every student achieve success every day at Holmen Middle School.

At Holmen Middle School, our mission is to educate and empower all students to be successful now and in the future. HMS staff are committed to working with students, parents, and community members to achieve this mission. This handbook is designed to outline our policies and procedures we use to accomplish our mission.

Have an awesome day and be kind!

Ryan Vogler, Principal
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School District of Holmen

BELONG. SERVE. SUCCEED.

Core Values

- Empowerment
- Equity
- Excellence
- Integrity
- Safety



Mission

Preparing students for tomorrow through an engaging and inclusive educational community today.



STUDENT LEARNING

Each student will succeed in reaching rigorous learning standards as a result of instructors' use of an integrated and comprehensive service delivery model.



FISCAL

Provide and sustain the highest level of student learning in a fiscally responsible manner.



WORKFORCE

Recruit, engage, and retain diverse staff, aligned with our students and community, to ensure we are achieving the District's Vision and Mission.



COMMUNITY ENGAGEMENT

Engage community in the Vision and Mission by listening to their voice, building relationships, and valuing their input to identify opportunities for improvement.



HEALTH & SAFETY

Foster physical safety and social-emotional wellbeing for District staff and students.

HOLMEN MIDDLE SCHOOL



Our Mission:

Educate and empower all students to achieve success today
and in the future.

Our Viking Values:

Be respectful. Be responsible. Be safe.

THE MIDDLE SCHOOL PHILOSOPHY

The Middle School years mark a period of transition between childhood and adolescence. Throughout this period, the child develops in many directions and at different rates physically, intellectually, socially, and emotionally. Physically, Middle School students are all passing through the same stage of development but with great variations in growth patterns. Socially, the Middle School student is a member of a variety of personal identities. Emotionally, the student experiences a multitude of new feelings and attitudes. Intellectually, the middle-level learner is vividly imaginative, uninhibited, and verbal.

In order for a middle school to be successful, everyone must accept the philosophy and share in creating the appropriate school environment.

The Middle School must be sensitive to the basic characteristics and needs of this age group and offer a student-centered and individualized program. The school should seek to provide experiences that foster self-development, self-direction, and the development of interpersonal relationships. Scholastically, there must be provisions for skill building—skills in listening, studying, computation, reading, speaking, thinking, and especially writing. Those classroom experiences that promote complex thinking and teach problem-solving techniques are of great importance.

The school curriculum for the middle years should extend learning beyond skills and subject matter. It should provide for the widest possible range of intellectual, moral, social, creative, emotional, and physical development. It should also be a school in which the student is most important and where he or she can succeed.

Policies referenced in this handbook can be found on the [School District of Holmen Bylaws and Policies](#) website.

ACADEMIC HONESTY

All schoolwork must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Teachers are granted the authority, with the advice of the school administration, to use their good judgment in applying academic consequences for violation of this policy.

The following list provides some examples of academic dishonesty:

A student will not:

- Plagiarize in written, creative or oral work. (Plagiarism is using the ideas of another as one's own without proper acknowledgment of the source.)
- Submit work that is not original. (Copying, borrowing, or stealing from another source, giving it as one's own work, and/or resubmitting work from another person is unacceptable.)
- Give or receive unauthorized assistance on exams.
- Alter grades or other academic records.
- Provide to school officials or teachers notes, signatures, or other documents that are forgeries.
- Allow another person to copy one's own work.

- Complete another person's classwork.
- Provide another person with the questions or answers on tests or quizzes.
- Steal exams, quizzes, or answer keys from a teacher.
- Use calculators or other electronic devices to provide assistance on exams or quizzes without the approval of the instructor.
- Distribute one's own coursework to other students for grade enhancement without the teacher's permission.
- Use another student's computer login or password.

ACADEMY

Students have a daily academy period in which they receive individualized programming based on their needs. These could include:

- Enrichment – opportunities for students to extend their learning beyond the regular classroom curriculum
- Interventions – small group interventions in the areas of Math, Reading, and Writing
- Study Halls – different opportunities and structures to help students with their individualized needs.

ADVISORY

Each advisory class meets daily. The curriculum for these advisory groups focuses on student needs in the area of community building, social skills, organization, and study skills.

AFTER-SCHOOL HOURS

Students should not be in the building after 3:00 pm unless they are participating in a supervised school program or have permission from our HMS staff to be in a designated area. Programs may include co-curricular activities, Success Center, scheduled teacher meetings, or study groups.

- Students in after school co-curricular activities that have practice that starts immediately after school must report to the designated area for that event immediately after the end of the school day.
- Students in after school co-curricular activities that have practice that starts at a later time after school must leave the building after school and then return for the practice no sooner than 15 minutes before the activity practice begins. For example, if practice for activity A begins at 5:00 p.m., students need to leave the building after school ends at 2:40 p.m. and should return to their designated practice area no sooner than 4:45 p.m.
- Students attending after-school co-curricular events as spectators must leave the building after school and then return for the event no sooner than 15 minutes before the event begins. For example, if a game for activity begins at 4:30 p.m. in Gym A, students need to leave the building after school ends at 2:40 p.m. and should return to Gym A no sooner than 4:15 p.m.

AGENDA

Every student will be issued a student agenda. These have been designed to help students manage time and plan their day so they can take a more active part in controlling their academic achievement. To help students achieve this goal, we have included the school calendar, school schedule, and PBIS behavior matrix in addition to the daily calendar. We recommend that students carry the agenda at all times during the school day. This is a tool that can communicate information between school and home. Replacement copies may be purchased in the HMS Office at a cost of \$5.00.

ANIMALS AT SCHOOL

Written approval for bringing animals to school must be obtained from the principal. Prior notification to the office is required. All village and town ordinances apply with regard to dogs on public property. (Refer to School Board Policy ~ Animals on District Property 8390)

ANNOUNCEMENTS

Daily announcements are sent via email to all classrooms. Essential announcements will be shared over the intercom at the beginning of the school day and on the video screens in the cafeteria throughout the school day. Additional announcements may be communicated at the end of the day. Our daily announcements are also posted on the Holmen Middle School website.

ASSEMBLIES

Holmen Middle School will have assemblies for all students and staff throughout the year. Parents are always welcome to attend. An alternate location will be available if students do not want to participate or attend assemblies.

ASSIGNMENT OF STUDENTS TO CLASSES

Student schedules are developed based upon criteria such as: 1) range of abilities; 2) special learning or behavior needs; 3) gender balance; 4) equitable class sizes; 5) and teacher input-([Refer to School Board Policy ~ Assignment Within District 5120](#))

ATTENDANCE

Even as children grow older and more independent, families play a key role in making sure students access learning opportunities and understand why attendance is so important for success in school and on the job. Attendance at school is essential to the successful completion of an education. Parents and the school staff must work cooperatively to enable students to attend school.

If your student is absent from school, a parent/guardian must contact the Middle School Attendance Office at 526-1369. You may leave a message at this number at any time. Attendance message information should include the following:

- Your name
- Your student's name and grade

- The reason for the absence.
- Homework request if desired – please allow one school day to gather materials.

If you have not called to excuse your student's absence, office staff will be communicating with you through your contact information listed in Infinite Campus to confirm the status of your student's absence.

ENTERING SCHOOL

Students should not arrive at school before 7:00 am. Students should enter the building through door A and immediately report to the cafeteria, LMC, or auditorium and wait to be dismissed at 7:22. Breakfast may be purchased at this time in the cafeteria. After being dismissed from the cafeteria, students should go to their grade level area and then their advisory when the music begins to start the day.

ATTENDANCE LETTERS

As a school, the State of Wisconsin requires that we notify parents/guardians of their child's school attendance record. ([Refer to School Board Policy ~ Attendance 5200](#))

TYPES OF ABSENCES

EXCUSED ABSENCES

Parents are allowed to excuse their student up to 10 days for absences such as illness (without a medical note), severe illness or death in the family, court appearances, necessary health appointments, school-sponsored activities, in-school/out of school suspensions, religious instruction/holiday and other reasons which have been approved by administration. Prearranged absences or special leaves (deer hunting, vacation, etc.) approved by the administration can also be excused through the 10 allowable parent days.

UNEXCUSED ABSENCES

If a student is absent and no pre-arrangements have been made, if a parent has not called in to excuse the absence, or the parent has already used their 10 allowable days, the absence will be unexcused. A student who is caught impersonating a parent or lying to obtain an excused absence status will be automatically unexcused and disciplinary action will follow. A student who has five or more unexcused absences during a semester will be considered truant.

CO-CURRICULAR

A student absent from school (more than 50% of the scheduled school day, unless approved by an administrator) shall not be permitted to practice or compete/perform in a scheduled activity on that day.

MEDICAL ABSENCES AND APPOINTMENTS

Absences due to medical appointments will not count toward the 10 days allowed for parental excuse if

an appointment card or doctor's note is provided to the attendance office. Parents are strongly encouraged to schedule doctor and dental appointments after school hours.

If a student needs to leave for any reason throughout the day, students are to bring a written note from a parent/guardian to the school office before 7:35 a.m. to receive a "Pass to Leave School." Students should then present the pass to the class teacher, bring the pass to the office, and wait for a parent/guardian to sign them out. If returning to school that same day, the student should sign in at the attendance office, and the student will receive a pass to return to classes.

If a student has been excused from attending school by the medical community, the written verification should specify the days/times the student is excused, when the student can return to school, and if there will be restrictions upon return (i.e. physical education). If a student is absent due to a communicable disease, he/she must have a doctor's statement approving the student to re-enter school.

For students absent from school for five or more consecutive days, a medical practitioner's statement verifying the need for a lengthy absence will be requested. These absences will not count toward the ten allowable excused absences.

Between the hours of 7:35 a.m. and 2:40 p.m., all students should be dropped off outside entrance D (main office). When picking up/dropping off students during these times, parents may park their vehicles outside entrance D to come to the attendance office to sign their child out.

MAKE-UP WORK DURING OR FOLLOWING AN ABSENCE

If parents anticipate their child will be out of school for more than two days, they are strongly encouraged to phone the attendance office at 526-1369 before 7:30 a.m. Students should make up the work missed as a result of being absent. Students are expected to work collaboratively with their teacher to make up the work.

STUDENT RELEASE PROCEDURE

Students shall be released from school only to a parent(s) with whom they reside, to their legal guardian, or to another lawful custodian during the school day. The parent(s), guardian, or legal custodian shall be the person identified as such on the student's Infinite Campus account. A student shall not be released to any person other than the persons listed on the student's account except when the principal (or his/her representative) has reasonable assurance that the release is authorized by the legal custodian. Questioned authorization for the release of a student shall be confirmed with the legal custodian. Please contact the Middle School Office as soon as possible if the custodial status of your child changes. The parent/legal guardian must sign-out the student from the attendance office before that student will be released from school.

TARDINESS

Any student who enters school after the scheduled start time must sign-in and obtain a "pass to class" from the attendance office. If a student is tardy between classes, the teacher will determine if the tardiness is excused or unexcused. Unexcused tardiness to class or school may result in disciplinary

action.

TRUANCY

Legal Definitions:

- "Truancy" means any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of state statute. [118.15](#).
- "Habitual truant" means a pupil who is absent from school without an acceptable excuse under sub. (4) and state statute. 118.15 for part or all of 5 or more days on which school is held during a school semester.

When a student becomes "Habitually Truant" as per WI Statute (part or all of 5 days) a letter will be mailed home to parents and/or guardians to set up a meeting with an Administrator. A referral for a truancy citation from the Holmen Police Department can also be made at this point. **Please see Policy 5200 for further details.**

BEHAVIOR EXPECTATIONS FOR STUDENTS

Positive Behavior Intervention and Support (PBIS)

HMS Viking Values: Respectful, Responsible, and Safe

Holmen Middle School adheres to the district's Positive Behavior Intervention and Support philosophy of being respectful, responsible, and safe. The link to the behavior matrix displays the expected behaviors of students in common areas of HMS. Individual classroom teachers/teams also develop and educate students on behavior expectations. The behavior matrix can be found here: [Behavior Matrix](#) Students are expected to respect school personnel and each other. It is also expected that the use of building facilities, equipment, and the property of others will be done respectfully and with care. Expectations are established to foster safety and an orderly learning environment.

SUSPENSIONS

The administration views suspension as one of the final actions in an effort to bring about necessary behavior change on the part of the student. In all cases of suspension, the following due process shall be taken:

Students may be suspended when their conduct warrants such action. The school administration may suspend any student in school or out-of-school for up to five (5) school days. When suspension becomes necessary, the student will be provided an opportunity to present his/her side of the case. If it is then deemed necessary for suspension to take place, the parents will be notified in advance, when possible, and by written communication as to the cause for suspension and the length of time the student is to be suspended from school. In all cases of "out-of-school" suspension, the parents are to assume the responsibility of the student during the suspension period and must oversee the completion of homework for readmission to school.

DISCIPLINE

Self-discipline is a key characteristic of being a productive person. Students who display inappropriate behavior on a consistent basis are generally signifying that they need help. If students cannot take charge of themselves, interventions will be explored, including but not limited to: mediation, lunch detention, after-school detention, apology, Educational Services Team (EST) meeting, behavior plan, parent contact/meeting, ticket, working lunch, student conference, meeting with school counselors, In-School-Suspension, Out-of-School Suspension and expulsion in abeyance/expulsion.

STEPS FOR RESOLVING STUDENT SITUATIONS

1. Teacher + Student = Resolution
2. Teacher + Parent + Student = Resolution
3. Teacher/Team + Student + Administrator = Resolution
4. Teacher + Student + Parent + Administrator = Resolution

JUVENILE CITATIONS

The majority of Holmen Middle School students are old enough to receive citations/fines for breaking state or federal laws within our school. Examples of incidents where citations may be issued include the following: theft, possession or use of cigarettes, tobacco, alcohol, or other drugs, profane language, fighting, vandalism and damage to property, and disorderly conduct. This may mean a student will have a mandatory court appearance if they receive a citation. We want students and parents to be aware that this is another option that we use when dealing with students who choose to disrupt the school atmosphere.

JUVENILE CODE, STATE OF WISCONSIN, (July 1, 1996): The State Juvenile Code attempts to hold child criminals accountable for their actions by letting judges try more of them in adult court. The code holds juveniles accountable for their crimes, empowers judges by providing a wider range of punishment, makes parents financially liable up to \$4,000 for their children's actions, requires the parents' attendance at the juvenile's hearings, and provides more information to victims and schools.

In all areas of discipline, a student is given the right of due process. A student must be informed of the behavior for which they are being punished, be told the rule that has been abused, and may appeal the decision to the Principal first, then the District Administrator, and finally to the School Board.

BICYCLES

Bicycles are a convenient means of transportation for students to and from school. The school will not be responsible for damaged or stolen bikes. When students ride their bikes to school, they should be parked outside door A. Students should always secure their bicycle. In the interest of safety for everyone, students will not be permitted to ride around the school grounds during the school day. Students are expected to be responsible bicycle riders.

BULLYING AND HATE SPEECH

The School District of Holmen strives to provide a safe, secure, and respectful learning environment for all students in school buildings, school grounds, on school buses, and at school-sponsored events. Bullying has harmful social, physical, psychological, and academic impacts on bullies, victims and bystanders. The District consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

It is the responsibility of school employees, students, and parents to promote a bully-free school environment. It is the responsibility of the District to provide support and instruction to reduce and eliminate bullying in all forms.

Students engaging in any form of bullying are subject to school disciplinary actions up to, and including suspension and expulsion from school. Employees engaging in bullying behavior or who witness bullying behavior and do not report it to the building principal or his/her designee are subject to disciplinary measures as outlined in the Employee Handbook and/or board policy up to, and including, termination. The District highly encourages its staff and students to report bullying via the **STOPit Reporting Portal** available on the homepage of the District website. For more information on disclosure and public reporting, see [School Board policy 5517.01 Bullying](#) or call the Student Services Department.

BUSING—STUDENT BEHAVIOR GUIDELINES

These simple rules should be followed by all students waiting for buses:

1. Please stand in an orderly line.
2. Pushing and shoving are not allowed.
3. Enter the bus in a slow and orderly manner.
4. Walk to your bus seat.

Safety on the school bus is the most important goal of our transportation service. Please read and explain these rules to your children so they can understand and follow the rules. Buses are most safe when ridden by regular riders who are familiar with the rules and their bus stops. Parents are asked to provide transportation for any students who are not riding to their regular stops or for any group events. Bus route concerns can be directed to the Transportation Supervisor at 526-4752. Student issues on the bus may be directed to a building administrator. Riding the bus, according to the Holmen School District and the State of Wisconsin, is a privilege. If you mistreat this privilege, you will not be allowed to ride the bus. Also, by using school transportation, you are agreeing to school procedures in the use of audio and video recording devices. Due to the number of students already riding our buses, we must discourage friends from riding the bus with your child. In cases of emergency, a parent may send written or electronic authorization so their child may receive a pass to ride a bus to another family's home. We must also have authorization from the family whose home the student will be riding the bus to.

Bus Safety Rules

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.

4. Keep all parts of your body inside the bus.
5. Keep arms, legs and belongings to yourself.
6. Fighting, harassment, intimidation, or horseplay is not allowed.
7. Do not throw objects.
8. Do not eat, drink, litter or use alcohol, tobacco or drugs.
9. Do not bring any weapon, dangerous object, or weapon replicas on the school bus.
10. Do not tamper with any emergency equipment on the bus.

BUS PASSES – If you must ride a different bus, you must provide written permission from your parent/guardian to Mrs. Arroyo in the HMS office at the beginning of the school day. We **must** also have written permission from the parent/guardian of the home the student will be going to. You may also send email permission to Jamie Arroyo at arrjam@holmen.k12.wi.us. Phone permission **cannot** be accepted. Transportation reserves the right to restrict bus passes at any time.

CAMERAS

Holmen Middle School has security cameras located throughout the interior of the building and also in certain exterior locations. The cameras will be used to help reduce vandalism, inappropriate behaviors and other types of student misconduct. Students *may* be given consequences for inappropriate behaviors observed on video.

CHANGE OF ADDRESS - COMMUNICATION

During this school year, HMS will be sending important communications through email, including upcoming events, exciting news, our newsletter link, and weather dismissal notifications. **It is very important that the HMS office has your current email address.** If you do not have an e-mail address, information can be picked up from the Middle School Office.

CIVIL AUTHORITIES

The School District of Holmen is committed to establishing a cooperative working relationship with law enforcement and/or social service agencies for the protection of students and staff members, safeguarding district property and maintaining a safe environment. At the same time, the District realizes its responsibility to protect the rights of children in its charge and to provide for the concerns of the parent regarding the welfare of their children.

Therefore, the District establishes a policy that aligns with current legal requirements and supports an orderly learning environment in the school whenever a student(s) is interrogated during school hours or on school property during a school event.

Please see the [School Board Policy ~ The Schools and Governmental Agencies 5540](#) regarding student interviews by law enforcement and other agencies.

COMPUTER/CHROMEBOOK USAGE

Students at Holmen Middle School will be given a district-owned device to be used for educational use. For more information about our 1:1 technology initiative, please reference our 1:1 Handbook located on the Middle School Webpage under the parent tab and 1:1 Chromebook Information. Please see School Board Policy ~ [Student Technology Acceptable Use and Safety 7540.03](#)

The School District of Holmen recognizes that information technology resources significantly impact the operational and instructional environment of our district. Additionally, the District supports access to information and technology resources by school stakeholders (students, staff, community, parents, guests, etc.) and strives to ensure that the use of technology is efficient, safe, and appropriate.

Providing access to technology resources (software and hardware) is important in preparing District students for today's world. This goal includes the following objectives:

- Students and staff will use technology ethically and responsibly;
- Students and staff will be provided email services for school-related activities to improve communication skills;
- Students will be engaged learners when they are provided with relevant learning activities;
- Students will benefit from more timely and targeted assessment and feedback;
- Students will benefit from differentiated instruction that is technologically enhanced.
- Students and staff will be provided equitable access to technology resources.
- The students will gain skills that will mirror the world of college and career.

CHROMEBOOK PROTECTION PLAN

Parents/guardians are responsible for any repairs needed to the Chromebook beyond the normal warranty. To help alleviate potential repair costs, the District offers an optional Chromebook Protection Plan that will help provide coverage for accidental damage or theft. Parents who do not have the optional Chromebook protection plan will be responsible for payment of all repairs or replacements beyond the vendor's general warranty.

Yearly, parents/guardians can purchase the Chromebook Protection Plan from the District on their child's Chromebook. The cost of the Chromebook Protection Plan will be set each year by the District's I&T Department. This protection plan will cover the cost of fixing the device in case of damage or replacing the device in the event that it is stolen. To replace a stolen Chromebook, a police report must be filed. A device that is lost by the student will not be replaced by this protection plan.

Each type of repair or replacement will be done one time under the protection plan, with no deductible. Subsequent damage to the device will be the responsibility of the student/parent/guardian.

Note: If the Chromebook is intentionally damaged, the parent/guardian is responsible for the full cost of the replacement of the damaged part or the entire Chromebook.

CONFERENCES – FAMILY / STUDENT

Student-Parent-Teacher conferences for all students will be scheduled on four separate dates during the school year. These conferences will be scheduled approximately at the midterm for Term 1 and Term 3. All conferences will be held from 3:30 to 7:00 pm. on a first-come, first-served. Please remember that many families need to meet with staff in this limited amount of time. If you have questions that may take longer than 10 minutes to answer, please feel free to schedule another time with that teacher so that they can fully answer your questions.

DANCES/CELEBRATIONS

School sponsored dances will be scheduled periodically during the course of the year. The dances are supervised by staff and parents and are open only to Holmen Middle School students. Students must meet behavior expectations to attend the school sponsored dance. There may be a charge for admission to the dances. The school dress code applies to these dances.

DOORS (Building Entrances)

Building entrance A will be open for student use before and after school. All doors will be locked from 7:35 a.m. – 2:30 p.m. Admittance to the building during the school day is via two-Stage Entry at entrance D at the front of the building, located off Main Street. Visitors must check in and out at the Middle School Main Office. Visitors will fill out and wear a visitor's sticker before moving within the building.

DRESS CODE

Unless approved by the building principal or his/her designee for activities related to a class assignment or school activity, the following is prohibited:

- Wearing of clothing or ornamentation which is:
 - Normally identified with gang or gang-related activities
 - Pictures and/or writing related to alcoholic beverages, tobacco products, sexual references, profanity and/or controlled substances and related paraphernalia
 - Depictions of violence or depictions of symbols, which would result in a disruption of the learning process or the forecast of disruption of the learning process.
- Wearing of hats, caps, hoods, coats, and school bags.
- Non-clothing items such as flags or costumes should not be worn at school.
- Heelys are prohibited from HMS.

Students whose dress and grooming do not conform to these standards will be advised as to what adjustments must be made. If adjustments are not made and the problem remedied, the student's parent/guardian will be contacted. Appropriate disciplinary action will be taken by the building principal or his/her designee.

If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing, the principal/associate principal will use his/her discretion to make the decision. Please refer to ~[School Board Policy 5511-Dress and Grooming](#).

EARLY DISMISSAL OF SCHOOL/LATE START, CLOSING

At any time during the year that school may be closed, start late, or dismiss early for weather or another emergency, it will be announced over the following social media outlets:

- [School District of Holmen Facebook page](#)
- [School District of Holmen Instagram page](#)
- [School District of Holmen website](#)

The School District of Holmen also utilizes a text message notification system to provide notifications to families and staff regarding delays and closings due to inclement weather, as well as other emergencies. If you have a student enrolled in the School District of Holmen and would like to receive these text messages, confirm your phone number is accurate in the Infinite Campus Parent Portal (<https://wicloud3.infinitecampus.org/campus/portal/holmen.jsp>) and text **“YES” to 87569**.

In addition to an announcement via social media and the District website, you can also find information about school closings on most local television and radio stations.

Announcements of school closings or late starts will generally be on the radio prior to 7:00 a.m. If school starts late, a student’s bus will be later by the same amount of time. For example, if school starts one hour late, the bus will be one hour later than the usual pick-up time. Parents should make plans with their child(ren) ahead of time regarding what to do for any of the above-mentioned conditions.

Two-hour Early Dismissals for students during this school year are scheduled for the second Wednesday of every month. On these scheduled two-hour early dismissals, students will be dismissed at 12:40 p.m. Please refer to the School District of Holmen School Year Calendar Dates here:

[2023-2024 HMS Student Calendar](#) or in this document [appendix](#).

ELECTRONIC GRADING AND ATTENDANCE ACCESS

FOR PARENTS/GUARDIANS

Infinite Campus is a district-wide student information system designed to manage attendance, grades, schedules, test scores, and other information about students. Please use the link below to access the [Infinite Campus Parent Portal](#), which will allow you access to your student's information.



Please contact Joni Wittwer at 608-526-6610 Ext. 1307 for information on how to create your parent portal account. If you have already created an account and are unable to access the account, please e-mail: infinitecampusupdate@holmen.k12.wi.us and ask them to reset your login information and provide you with your account login and password.

FIELD TRIPS

Field trips are meant to be extensions of learning and/or culminating activities. While on a field trip, it is the expectation that all school rules will be followed. Students who have demonstrated unacceptable or considered at-risk behavior may be denied the opportunity to participate in the trip. Even though a student does not participate in a field trip, they are still expected to attend school.

FLOWERS and BALLOONS

Parents/Guardians are discouraged from sending flowers and balloons to students at school. If these items do arrive, they will be delivered to students at the end of the school day. Glass vases and containers will not be allowed on school buses. Because of health concerns, latex balloons will not be accepted in any Holmen School. Mylar balloons or other forms of gifts are acceptable if they need to be sent to school. The School District of Holmen will refuse to accept deliveries of latex balloons and/or products known to contain latex. The items will be returned, and the shops will be requested to contact the customer and arrange delivery/pickup.

FUNDRAISERS

Students are prohibited from the sale or distribution of any materials on school grounds unless approval has been granted by the school administration.

GRADING POLICY

GRADING SCALE

A student report card will report the Achievement Grade and Term Grade separately. The Achievement Grade is the compiled grade of projects, assignments, and tests at the conclusion of learning. The term grade is calculated with the following grades/percentages.

Term Grade	
Achievement	80%
Academic Life Skills	20%
Tasks	10%
Responsibility	10%
Total	100%

Grading Scale					
Grade	Percentage	GPA Points	Grade	Percentage	GPA Points
A+	98-100%	4.33	C+	80-82%	2.33
A	95-97%	4.00	C	76-79%	2.00
A-	92-94%	3.67	C-	74-75%	1.67
B+	89-91%	3.33	D+	71-73%	1.33
B	86-88%	3.00	D	68-70%	1.00
B-	83-85%	2.67	D-	65-67%	0.67
			F	Below 65%	No points

HONOR ROLL

There are two separate Honor Rolls: The High-Honor Roll is for students earning an overall quarter average of 92% or above, and the Honor Roll is for those students earning an overall average of 86-91%. Any student receiving any D, F, or incomplete grade(s) on their report card will not be eligible for placement on the honor roll for that quarter.

The following is taken from the [Grading System School Board Policy, 5421](#). Students and parents of students entering Holmen Middle School shall be advised of the method of calculating honor roll status through the student handbook and grade six orientation. Students transferring to middle school shall have the grading system explained to them by the building principal or his/her designee. The grade used to determine honor roll status is the final grade. Students earning modified grades will not have those grades tabulated into the honor roll. Students earning more than 25% of their grades as modified grades will not be eligible for the honor roll. Revised grading provisions apply only to students transitioning to Holmen Middle School from Holmen Elementary schools as grade six students or as students who are entering as grade six transfer students in the year in which the grading system revision is implemented. All grade seven and eight students will complete middle school on the grading procedures with which they entered grade six.

For more information regarding the grading system and honor roll, please see the School Board policy found here: [Grading System](#)

REPORT CARDS - END OF QUARTER AND MIDTERM GRADE-REPORTING

Grades will be reported four times during the year to 6th, 7th, and 8th grade students approximately ten days after the end of the first, second, third, and fourth quarters. Mid-term grades will be reported to inform parents/guardians of each student's progress at approximately the midpoint of each quarter.

These reports can be accessed through Infinite Campus parent portal. An e-blast will be sent by the school to inform parents/guardians that the reports have been posted.

HEALTH OFFICE

ILLNESS IN SCHOOL

If a student becomes ill during the school day, he/she should report to the Health Office with a pass from their teacher. After seeing the nurse or health aide, it will be determined if the student needs to go home, remain temporarily in the Health Office or return to class. Telephone contact will be made if the child is too ill to remain in school. It is the parent /guardian's responsibility to ensure the child is taken home as soon as possible. For more information, see "Emergency Nursing Services" under the Support Services Section of the District's policies.

The following are health-related reasons a student will need to be picked up from school:

- Temperature over 100 degrees
- Confirmed vomiting
- Suspected and/or confirmed contagious disease (The district follows CDC guidelines)
- Other health-related reasons in which the school is unable to provide appropriate care-such as sprains, injury, etc.

MEDICATIONS

Medications may be taken at school if the following procedures are followed, as per Wis. Stat.sec.118.29:

- A. Parent/Guardian completes the required medication form and returns it to the health office. Medication forms are available in the school office and online at most local clinics.
- B. Health Care Provider signature and parent/guardian signature are required before prescription medication can be given.
- C. All prescription medications must be in a properly labeled container. Over-the-counter medication must be in its original container. Expired medications will not be accepted.
- D. Pain relievers and other medications are not available in the health office or from other school personnel.
- E. Students are not allowed to carry medication. A rescue inhaler or an Epi-Pen may be carried by a student if parent/guardian and Health Care Provider permission and signatures are on file.
- F. Medications (both prescription and over-the-counter) should be transported to and from school by parents/guardians.

INSURANCE FOR STUDENTS

The School District of Holmen discontinued the offering of a student accident insurance program at the end of the 2017-18 school year. Since children are particularly susceptible to accidental injuries, we encourage you to review your present health and accident insurance program to determine if your coverage is adequate. Participation in the vast majority of school co-curricular activities is contingent upon the participant's parent/guardian attesting to insurance coverage for the participant. If you feel your insurance is inadequate because of deductibles, co-insurance, or other clauses, or if you do not have insurance, we encourage you to contact a qualified insurance agency about purchasing insurance coverage. Such coverage may reduce your exposure to financial hardship in the event of an accident or injury to your child related to school and school activities.

LIBRARY MEDIA CENTER (LMC)

Our LMC is an important part of the education at Holmen Middle School. Students are scheduled to visit the LMC twice in a two-week period and are encouraged to read and be responsible 21st Century Learners. Lessons about digital citizenship, information literacy, and technology tools are taught collaboratively with teachers using technology and various resources within the existing curriculum. The school library catalog (Destiny) and online databases can be found on the library website and are accessible from home. Students logged into their school account will be able to view login information on the LMC website, but please feel free to contact the LMC with any questions about usernames and passwords.

Students are allowed to check out six books and/or magazines at a time. Materials are due in three weeks but may be renewed using the online library catalog (Destiny). If materials are late, students must bring them to the LMC to have them renewed. Students will not be assessed a fine for overdue materials but will be billed for anything that is three weeks past the due date. If the item is returned at that time, then the charge will be removed from their account. Students may also be assessed a fee up to the cost of the item for any damages incurred during their use. All fees must be paid by cash or checks made out to Holmen Middle School. Replacement books will not be accepted in lieu of payment.

LOCKERS

Each student at the Holmen Middle School is assigned a locker and is expected to keep all necessary materials in his or her assigned locker. Students are expected to keep their locker locked at all times and should not share their combination with other students. The school is not responsible for items taken from lockers. Any vandalism done to a student's locker will be investigated, and any student found to be going into another student's locker will face disciplinary action. Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. Backpacks and jackets should stay in lockers and not be taken into classrooms or other parts of the building.

SEARCH OF LOCKERS

The school may determine to search lockers and/or desks, including random searches, based upon a standard of reasonableness. To meet the reasonableness standard, a search must be reasonable both in its inception and in its scope. Before initiating a search, there must be reasonable grounds for suspecting that the search will turn up evidence that the student(s) has violated or is violating either the law or school rules. In addition, the scope of the search must be reasonably related to the objectives of the search. The use of devices such as metal detectors or animals such as drug sniffing dogs is allowable to do random, non-intrusive school screenings but not to specifically target students based upon a mere sense of apprehension by school officials. [Please refer to ~ School Board Policy 5711 - Search and Seizure.](#)

The Board has provided lockers and/or desks for the purpose of providing students with a convenient place for storage of clothing, books, and other articles necessary or convenient for a student's use during the school day. The student does not have property interest in their assigned locker(s) and/or desk. Lockers and/or desks are subject to search by the administration to protect the health and welfare of the student body. Authorization to search a locker is given only by the principal or his/her designee, or a superior. The search is done in the presence of two school employees and, if practical, the student. The following procedures shall be used:

- a. The school keeps records of all locker searches, including the reason for the search and the findings.
- b. If school officials conducting the locker search seize illegal substances, weapons or items banned from school property, parents and the student are notified immediately of the seizure of the property.
- c. Students and parents are also notified of pending disciplinary action by the school, if applicable. Students may be subject to legal sanctions by legal authorities.
- d. If the seizure of property requires the involvement of law enforcement such as in the case of weapons or illegal drugs, parents are notified by police should a student be removed from school by law enforcement.
- e. It is recognized that all lockers are opened and/or inspected for housekeeping and repair purposes periodically by school employees. School officials may seize any or all items that are dangerous and/or illegal and that are in plain view upon opening the locker.
- f. Reasonable searches among the personal belongings of the student contained within the locker or desk may be conducted where there are reasonable grounds to believe that the search will provide evidence that the student has violated or is violating the law or school rules. If law enforcement officials are involved in the search of students' belongings, criteria for law enforcement involvement described above must be followed.

LOST & FOUND

Found items are located outside the LMC. Students and parents are encouraged to look for missing items. Items not claimed will be given to a charity on an annual basis.

LUNCH

Students are not to leave the school grounds at lunch break unless they are going home for lunch with permission from a parent and building principal. If permission is granted, students must sign out when leaving and sign in when returning. When weather permits, students will go outside for whatever time remains of their lunch period. Please see the HMS Behavior matrix for lunchroom expectations and guidelines.

STUDENT UNIVERSAL NUTRITION PROGRAM (S.U.N.)

The School District of Holmen’s Student Universal Nutrition Program currently uses a computerized system, which gives each family a **FAMILY ID NUMBER** and each student a **STUDENT PIN (LUNCH) NUMBER**. You make one deposit into your family account, and all children debit from your family account. All payments will be credited to your family account the same day they are received. **PLEASE** make sure to identify all payments by your **FAMILY ID NUMBER**. When students go through the lunch line, they will key in their four-digit PIN number.

MEAL PRICES FOR THE 2022-2023 SCHOOL YEAR

	Lunch	Breakfast
6th-8th grades	\$3.85	\$2.25
9th-12th grades	\$3.85	\$2.25
Reduced	FREE	FREE
Adults	\$4.25	\$2.50
*Prices subject to change with board approval.		

*FREE meals consist of the following:

free breakfast meal- main entrée, up to two fruits and milk free lunch meal- main entrée, can take the side choice offered if desired, up to two servings of vegetables, up to two servings of fruits, and milk.

*Ala carte, extra meals or extra entrees, and milk only are not included in the Free Meals. Middle School students are able to purchase ala cart, extra entrees/or second meals, milk only, or extra milk. These items are charged at the regular rate.

ALA CARTE

These items can still be purchased at regular price. If you wish for your student to have available funds to purchase these items, please put money into their account before these purchases.

PAYMENT

Parents/Guardians are asked to make a prepayment to activate your family account prior to the first day of school. One payment can be made for both breakfast and lunch. Lunch checks can be made to “S.U.N.” Please make sure to identify all payments by your family ID number.

- All lunch account payments should be given directly to cashiers at the food service register either before school or during lunch.

LOW ACCOUNT BALANCE

When your family account becomes “low” (A positive \$6.00 per student), your child will be given verbal notice from the attending cashier. This is your notice to send lunch money to school as soon as possible. (Parents/Guardians are responsible for keeping a positive family account balance.) **Students are not allowed to use their family account if the account has no money in it.** You can check your family account balance on the School District of Holmen’s website at www.holmen.k12.wi.us through the parent portal.

ONLINE PAYMENT INFORMATION

The School District of Holmen is pleased to offer an online payment option for families. The Campus Portal provides families the flexibility to pay online at any time using credit card (Master Card, Visa, Discover) or checking/debit accounts. This program provides *instant access* to these funds by students. The processing fee for online payments is \$2.50 per credit card transaction and \$1.00 per checking/savings transaction.

The School District of Holmen provides parents/guardians access to their student’s lunch account information via our web based Campus Portal. We want you to be comfortable accessing your student’s information so that you can monitor your student’s account.

If you have any questions or concerns, please phone the Nutrition Office at 526-1324 or 526-1325. All positive balances in family accounts will roll over to the next school year. No refunds will be issued unless a family moves out of the school district. The refund request will go through the Student Universal Nutrition Office for approval and then be sent to the District Business Office for a refund check. Seniors must have their accounts paid in full before graduation. If there are no siblings in the family account, refund requests must be made in a timely manner prior to the senior’s last day of school in May.

Breakfast is served daily in each building one-half hour before school starts.

SPECIAL DIETS OR ALLERGIES

Special diets or allergies that require meal modification will need an order with a substitute item issued and signed by a recognized medical physician. Meals cannot be served without a medically authorized diet order. This is a Federal Mandate. Students allergic to milk can have a substitution with a signed physician’s note.

FIELD TRIPS

When teachers plan field trips for students, a sack lunch can be provided with advance notice. This is available to all students and will be deducted from your family account. Students can let their teacher know that they would like a school lunch, and the teacher will contact the Nutrition Team Leader for that building.

FREE AND REDUCED MEAL INFORMATION

If you feel your family would normally qualify for free/reduced meals, we ask that you still fill out the application. This provides additional funding for students in the district. In addition to students qualifying, they receive reduced testing rates, etc. Free/Reduced applications and information can be found on-line at: www.holmen.k12.wi.us >District >Departments >Nutritional Services >Free and Reduced Information. Reminder: A family must fill out a request each year for free/reduced fees/meals. Online applications are highly encouraged! These can be filled out and submitted through the parent portal by going into Infinite Campus, Parent Portal in your menu options, select More>Meal Benefits>Applications/Forms, applications can also be downloaded, and paper applications are available at all schools as well as the District Office.

S.U.N. Contact and Mailing Information:

Phone: 526-1324 or 526-1325

Mailing address: School District of Holmen; Student Universal Nutrition Program; 1019 McHugh Road, Holmen, WI 54636-9296

E-mail Contacts: Michael Gasper, Food Services Supervisor, gasmic@holmen.k12.wi.us

MATH - ACCELERATED PROGRAM

Holmen Middle School provides accelerated math classes for those math students who show they have the requisite skills and understanding to be successful in a rigorous accelerated class. The accelerated math courses are not part of the TAG program. Students who qualify for accelerated math instruction do not necessarily qualify for TAG services.

Students in accelerated classes do not skip a year of math instruction but instead learn four years of content in only three years. The accelerated classes move much more quickly than the standard grade-level math classes. Students will have completed high school freshman algebra by the end of eighth grade.

To be considered for the accelerated math program, students must qualify to take the district placement test. Because of the rigorous nature of the class, students must pass the placement test and also meet additional qualification criteria. Holmen Middle School does not place a certain number of students into the accelerated math program. Instead, the option to accelerate is offered *only* to those students who meet specific qualification criteria establishing they have the necessary skills and understandings to be successful.

Notice of Suicide Prevention Resource:

[School Board Policy ~ 5350 Student Suicide Prevention](#) shares information and steps to be followed in prevention and handling of suicide attempts. Information describing the suicide prevention resources and services, including mental health, along with model notices, is available on the SDH website under the [Families/Mental Health/Suicide Prevention](#) tab and on the Wisconsin DPI website: <https://dpi.wi.gov/sspw/mental-health/youth-suicide-prevention>.

988 Suicide & Crisis Lifeline: 24/7 call, text, or chat. For more information on this resource, visit the **Department of Health Services 988 website**.

Wisconsin-based resources are available through the crisis text line: text “HOPELINE” to 741741 or visit the **Center for Suicide Awareness** to be connected with someone in WI who can help.

Trevor Project: A national organization focused on crisis and suicide prevention efforts among LGBT youth.

- Phone: 1-866-488-7386
- Chat: **TrevorChat**
- Text: “START” to 678678

Great Rivers 211 Crisis Line: 211 or 1-800-362-8255

PARKING/STUDENT PICK-UP/DROP-OFF

- Public parking is located in the south parking lot outside of entrance A.
- Parking in front of the school on Main Street must be limited to 15 minutes or less.
- Morning Drop-off and afternoon pick-up
 - Drop off before 7:35 am and pick up after 2:40 pm should use Entrance A.
 - Do not drop off or pick up students on Main Street before or after school.
- During the school day
 - Students arriving at school after 7:35 a.m. must use entrance D off Main Street.
 - Students must report to the attendance window upon entering or leaving school.

PARENT ORGANIZATION

The HMSPTG (Holmen Middle School Parent Teacher Group) meets on the third Thursday of every month at 6:30 pm in the Holmen Middle School LMC. Please refer to the Middle School's web page found here: [HMSPTG Page](#), or call the Holmen Middle School Office for more information.

PERSONAL COMMUNICATION DEVICES

Philosophical Foundation:

The School District of Holmen recognizes the value personal communication devices add to the educational experience of all students. The evolution of cell phone technology, coupled with widespread wireless internet access, has put “personal computers” in the hands of most students. By designating specific guidelines for personal communication devices use and encouraging students to use technology in an appropriate manner while maintaining the integrity and safety of the learning environment are top priorities in the School District of Holmen. [Please refer to ~ School Board Policy 5136 - Personal Communication Devices.](#)

Policy Guidelines

Definition: Personal Communication Devices include but are not limited to laptops, chrome books, mp3 players, tablet devices and cell phones, etc.

Personal Communication Devices on school premises and at school-sponsored activities may be used under the following conditions:

1. Each building develops their own rules for time of use, supervision, and designated areas for student use.
2. The use of Personal Communication Devices to take photographs or to receive or transport video images is prohibited at all times in locker rooms, restrooms, and other similar private areas.
3. Personal Communication Devices may be used in classrooms for educational purposes at the discretion of the classroom teacher. Potential applications include calendars, calculators, clocks, GPS devices, maps, voice recorders, and research tools.
4. Students who bring Personal Communication Devices to school are responsible for keeping them turned off/silenced and stored out of sight during all classes, including study hall and homeroom (except as noted in number 3).
5. Users are responsible for using their Personal Communication Devices in a safe and secure manner; ensuring use does not create a safety hazard for themselves or others.
6. Users must understand that all personal devices and equipment are brought into the school at their own risk. The District is not responsible for loss, theft, or damage of personal equipment.
7. Use of the District’s wireless Internet is governed by the District’s Acceptable Computer Use policy (AUP), as well as the Code of Conduct. As such, all rules and regulations regarding acceptable and appropriate use of technology apply. Violations of the Code of Conduct or AUP are subject to disciplinary consequences.

These devices may not:

1. Disrupt the education process in the school district.
2. Endanger the health or safety of any student or anyone else.
3. Invade the rights of others at school.
4. Involve illegal or prohibited conduct of any kind. Approved 4/28/14

If a student is observed using a communication device outside the allowable guidelines, disciplinary actions may include:

1. Confiscation of the device
2. Notification and/or conference with parent/guardian
3. Loss of privilege
4. Detention or suspension
5. Referral to law enforcement if the violation involves illegal activity
6. Additional options as determined appropriate by an administrator

PERSONAL INFORMATION

Through the district electronic “Annual Update,” parents/guardians are asked to update personal information, including address and emergency contact information. Collecting this information enables the school to make immediate contact with the responsible person(s) regarding student needs or concerns. Unexpected situations can occur and make it necessary for the school to contact an immediate parent/guardian. Please notify the main office if this information changes at any time during the school year.

PHYSICAL EDUCATION PROGRAM

- **Attendance in P.E.:** If a student is well enough to be in school, he or she is considered well enough to be dressed for P.E. and to participate in class to some degree. A written note from a parent/guardian and/or pass from the School Nurse is needed to be excused from one P.E. class. Any student who needs to be excused from P.E. class for an extended period of time (more than one class) needs to have a note from their physician.
- **Jewelry:** All jewelry must be removed before class.
- **Uniform:** A Holmen P.E. shirt is required and is available for purchase at registration or in the main office during the school year. Students need to have either school appropriate athletic shorts or pants to change into for PE class (not the one they wear to school that day). Sweatshirts over the top of the PE shirt and/or sweatpants are recommended for cold weather. Socks and athletic shoes are required (it does NOT have to be a separate pair just for PE). Uniforms that are torn, frayed, or improperly marked should be repaired or replaced.
- **P.E. Locks/Locker:** Each student will be issued a P.E. lock and locker. Problems with P.E. locks or lockers should be brought to the attention of your P.E. teacher immediately. If the lock is lost during the school year, the student will be charged \$7.00 for a replacement lock. At the end of the school year, these locks will be collected. Students that do not return their PE lock will be charged \$7. This locker will be used to store P.E. clothes. The school is not responsible for anything taken from your locker. Keep your locker locked, and do not give your combination to anyone. Do not switch your lockers ... the locker you are assigned is your responsibility. **No electronic devices can be out in the locker rooms, and no aerosol sprays will be allowed in the locker rooms.**

PROMOTION AND SUMMER SCHOOL

GRADE ADVANCEMENT POLICY

A student shall be promoted from 8th to 9th grade when the student meets one of the following criteria:

- A. Student performs basic, proficient, or advanced in both the mathematics and ELA portions of the state standardized assessment.
 - B. Student earns passing grades in all core classes (English language arts, mathematics, science, and social studies) each term of the school year.
 - C. Student earns a 1.67 GPA based on the four cores (English language arts, mathematics, science, and social studies) term grades.
 - D. Student makes adequate progress on IEP goals.
 - E. An EST Committee recommendation to promote the student to the next grade.
 - F. Student successfully completed summer school due to not meeting any of the criteria above.
1. If a student does not meet any of the above criteria to advance from eighth grade to ninth grade, an academic success team comprised of, at minimum, a middle and high school administrator, a middle and high school counselor, the student, and a parent or guardian will meet to determine the best placement for the student to be successful in academics in the future.

*In the case of transfer students, criteria must be met for those quarters where report card grades are assigned. Individual circumstances may require administrative discretion. [Please refer to ~ School Board Policy 5410 - Promotion, Placement Retention.](#)

RECORDS

The School District of Holmen is required by the Family Educational Rights and Privacy Act (FERPA) to provide the following notification to parents/guardians and adult students annually. Parents/guardians and adult students are permitted to review and inspect any education records relating to their child or seek amendment of education records. All requests for inspection or amendment of records should be directed to the building principal. The District presumes that the parent has the authority to inspect, review, and obtain copies of records relating to their child unless the District has been advised that the parent does not have the authority under state law governing such matters as guardianship, separation, or divorce. If any education record includes information on more than one child, the parents of those children shall have the right to inspect and review only the information relating to their child or to be informed of that specific information.

According to board policy regarding student records, directory data compiles the following student information: pupil records which include the student's

- name;
- address;
- telephone number;
- date and place of birth;
- photograph;
- major field of study;
- participation in officially recognized activities and sports;
- height and/or weight if member of an athletic team;
- dates of attendance;
- date of graduation;
- degrees and awards received; and
- the name of the school most recently previously attended by the student.

Parents/guardians and eligible students may refuse to allow the District to disclose any or all of such 'directory data' upon written notification to the District within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice. The proper paperwork, the **Directory Data Opt-Out Form**, will be provided during registration and is available at any time by contacting the school's secretarial staff. The District must comply with the written request not to share the student's directory data with such entities.






The District also forwards records to other schools that have requested the records and in which the student seeks or intends to enroll or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. Parents/guardians can file a complaint with the Family Policy Compliance Office of the US Department of Education alleging district noncompliance with FERPA requirements if they believe noncompliance has occurred. For additional information, contact the Student Services Department.


SAFETY RESPONSE



Parent Guide to the Standard Response Protocol (SRP)



<p> HOLD</p> <p>"HOLD! In your room or area. Clear the halls"</p> <p><u>Why?</u> A Hold is called when the hallways need to be kept clear due to a situation either inside or outside of the building.</p> <p><u>Example</u></p> <ul style="list-style-type: none"> Sick student in the hallway <p><u>How will I know?</u> Parents may or may not be contacted depending on the situation.</p> <p><u>What happens?</u> Staff & students are asked to stay where they are until the issue is cleared.</p>	<p> SECURE</p> <p>"SECURE! Get inside. Lock outside doors"</p> <p><u>Why?</u> Danger/threat outside the school</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> Wildlife in the area Criminal activity in the area <p><u>How will I know?</u> Email and/or text</p> <p><u>What to expect:</u></p> <ul style="list-style-type: none"> Outside doors locked Inside business as usual (Exterior doors are always locked during school hours, but this messaging prompts a system of double checks.) No one in or out of building <p><u>What do I do?</u></p> <ul style="list-style-type: none"> Stay home. Stay informed. Dismissal times & situations could change. 	<p> LOCKDOWN</p> <p>"LOCKDOWN! Locks. Lights. Out of sight."</p> <p><u>Why?</u> Danger/threat inside or very near school</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> Threat inside the school Emergency or dangerous situation very near the school <p><u>How will I know?</u> Email and/or text</p> <p><u>What to expect:</u></p> <ul style="list-style-type: none"> Law enforcement and first responders will be involved. <p><u>What do I do?</u></p> <ul style="list-style-type: none"> Stay home. Stay informed. Be ready. 	<p> EVACUATE</p> <p>"EVACUATE!" (A location may be specified.)</p> <p><u>Why?</u> Students & staff are moved to a new or safe location due to a situation in or near the school.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> Gas leak Fire <p><u>How will I know?</u> Email and/or text</p> <p><u>What to expect:</u></p> <ul style="list-style-type: none"> Law enforcement and first responders will be involved. <p><u>What do I do?</u></p> <ul style="list-style-type: none"> Stay home. Stay informed. Be ready. 	<p> SHELTER</p> <p>"SHELTER!" Hazard and safety strategy.</p> <p><u>Why?</u> Students & staff are instructed to take shelter due to a situation in or near the school.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> Weather emergency such as a tornado <p><u>How will I know?</u> Email and/or text</p> <p><u>What to expect:</u> School will keep parents updated as the situation evolves.</p> <p><u>What do I do?</u></p> <ul style="list-style-type: none"> Stay home. Stay informed. Be ready.
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 **REUNIFICATION** As the result of any of the actions above, students may need to be reunified with parents through a controlled release or reunification at a new location.

District staff wants to reunite you and your children as soon as possible during an emergency situation. We will work with police and fire departments to determine when it is safe to reunite students and parents. These situations often take time and planning to ensure you and your children are reunited safely.



02/2023

SCHOOL COUNSELING

The School Counselors at HMS offer services for all students through classroom activities, small groups, and individual meetings with students.

The mission statement of the School District of Holmen school counseling program is to:

- provide a comprehensive, developmental counseling program addressing the academic, career, and personal/social development of all students
- be a student advocate who provides support to maximize student potential and academic achievement
- facilitate the support system to ensure all students in the School District of Holmen have access to and are prepared with the knowledge and skills to contribute at the highest level as productive members of society

School counselors do not provide ongoing individual therapeutic counseling. If a student is in need of therapeutic counseling, school counselors will work with families to discuss community resources. Additionally, we are prepared to recognize and respond to student mental health needs, assist students and families seeking resources in crisis response, and provide support and assistance to students and families as they navigate crisis and emergency situations.

STUDENT COUNCIL

Holmen Middle School's Student Council is an organization that provides opportunities to gain leadership skills through teamwork and service to our school and community. Student Council representatives are expected to serve as positive role models and leaders for the student body. Members are expected to attend meetings after school until 3:45 approximately two times per month, help at Student Council sponsored events, and participate in community service projects throughout the school year.

Student Council members are selected by a blind application process. Any student in the middle school is encouraged to apply, but the spaces are limited, so not all that apply will be selected. Officers are elected at the end of each year to lead the following school year.

Student Nondiscrimination and Equal Education Opportunity:

English: The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's age, race, creed, color, disability, pregnancy, marital or parental status, religion, sex, citizenship, national origin, ancestry, socioeconomic status, sexual orientation, gender identity, gender expression, or gender nonconformity.

Spanish: El derecho del estudiante para ser admitido en la escuela y participar plenamente en el currículo, extracurriculo, servicios estudiantiles, recreativos u otros programas o actividades que no se

podrán coartar o menoscabado debido a su edad, raza, credo, color, discapacidad, embarazo de una estudiante, el estado civil o paternal, religión, sexo, nacionalidad, origen nacional, ascendencia, estado socioeconómico, orientación sexual, identidad de género, expresión de género, o la no conformidad de género.

Hmong: Txoj cai muab rau tus menyuam thaum tuaj kawm ntawv thiab thaum mus ua si ncaws pob, hu nkauj, los yog ua yeeb yam pem tsev kawm ntawv yuav tsis pauv. Txawm tus menyuam lub hnuv yug loj los me, nws yog haiv neeg twg, nws txoj kev ntseeg yog li cas, nws muaj kev tsis taus, nws lub cev xeeb tub, muaj txij nkawm li cas, yog poj niam los txiv neej, yog pej xeeb los tsis yog, tuaj lub tej chaws twg tuaj, poj koob yawm txwv yog li cas, los yog tham li cas, txoj cai yuav nyob li qub.

The School District of Holmen is committed and dedicated to the task of providing the best education possible for every student in the District for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The School District of Holmen offers all career and technical education opportunities on a nondiscriminatory basis (without regard to a student's age, race, creed, color, disability, pregnancy, marital or parental status, religion, sex, citizenship, national origin, ancestry, socioeconomic status, sexual orientation, gender identity, gender expression, or gender nonconformity). **A summary of program offerings and admission criteria can be found here.**

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). All discrimination complaints, shall be processed in accordance with established procedures as mentioned in po 9130 Public Requests, Suggestions, or Complaints, po 5517 Anti-Harassment, po 2260 Nondiscrimination and Access to Equal Educational Opportunity, po 2260.01 Section 504/ADA Prohibition against Discrimination Based on Disability, 2266 Nondiscrimination on the Basis of Sex in Education Programs or Activities. More information on **Title IX and complaint procedures** can be found here or by contacting Jill Mason, Title IX Coordinator by email to masjil@holmen.k12.wi.us, in person or by mail at 1019 McHugh Rd, Holmen WI 54636, or by telephone at (608) 526-1308.

TALENTED and GIFTED PROGRAM (TAG)

Holmen Middle School recognizes that all students have personal strengths. High ability learners have needs that go beyond the universal curriculum that may include accelerated or compacted curriculum and a wide range of experiences in order to develop their talents. Holmen Middle School believes that all students, including advanced learners and those students from traditionally underrepresented populations, should be challenged and supported to reach their full potential.

Holmen Middle School's philosophy of service for its high ability learners is to provide regular classroom intervention and instruction at an advanced level rather than intermittent events for enrichment. Focusing on reading, writing, social studies, and the humanities, the TAG Academies are intended to promote higher-level critical thinking skills, encourage creative problem solving, and inspire students to engage in conversation with similarly able peers. When possible, the TAG Academies use

themes or topics that complement and enhance what students are learning in their core classes. Holmen Middle School provides an accelerated math program, discussed earlier in this handbook, for those students who show a talent and aptitude in math.

Please refer to the School District of Holmen [TAG Handbook](#) for more specific details on programming. Please refer to ~ [School Board Policy 2464 - Programs for Students with Gifts and Talents](#).

TELEPHONE CALLS

Students will be permitted to make calls from the main office with a pass from their teacher. Students will not be called out of class to receive a phone call. Office staff will take a message for the student. Messages will be delivered to students during lunch or at the end of the school day. In the case of an emergency, messages will be delivered to students as soon as possible.

TEXTBOOKS and SUPPLEMENTAL ITEMS

All textbooks and supplemental items are furnished by the Holmen School District. They are the property of the school district. If an item is lost, damaged, or destroyed, the student to whom it was issued will be charged. The prices of items may be obtained from the administration.

VALUABLES

Students are discouraged from bringing items of value to school. If there is a need for such an item to be brought to school, it is the student's responsibility to keep these items safe and secure. The school is not responsible for lost, damaged, or stolen items brought to school.

VISITORS

All visitors to the Holmen Middle School must register in the Main Office. Visitors may be asked to state the purpose of their visit and to show identification. Visitors will need to sign in and out and wear a visitor's sticker while in the building. Students are not allowed to bring guests from other school districts to visit. Please refer to ~ [School Board Policy 9150 - School Visitors](#).

VOLUNTEERS

If you are interested in volunteering, please complete the Volunteer Registration Form at www.holmen.k12.wi.us/community/volunteers.cfm. If you do not have Internet access, please contact the Middle School office and a volunteer form will be sent home with your student.

Please note the following guidelines when completing the volunteer form:

- It takes approximately two weeks to process the form
- The form needs to be completed and processed before volunteering
- A form has to be on file even if it is for only a "one time" event such as a field trip, Spring Fling, etc.

- New and current volunteers must submit a registration/renewal form annually, preferably at the beginning of the school year. Background checks will be performed during the initial registration, then every four years, or more often, if deemed necessary.
- One form is needed for the district – you do not need to fill one out for each building.
- A social security number must be on the form for the background check to run. We ask that no younger siblings be brought to school while volunteering for safety reasons and to reduce distractions.
- Only registered volunteers will be allowed into the instructional areas during the school day.

WITHDRAWAL or TRANSFER of STUDENT RECORDS

Several days before a student plans to withdraw or transfer from Holmen Middle School to another, their parents should come to the school's office to sign a "Notice of Withdrawal" form, which the student will present to all his/her teachers. The teachers will record current grades, the curriculum being used, confirm the return of books, etc., on this form. The form is to be returned to the school office on or before the last day of attendance in school. If a refund may be due to your family, no refunds will be made until all fees or fines have been paid.

PUPIL NONDISCRIMINATION STATEMENT

English:

The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational, or other programs or activities shall not be abridged or impaired because of a student's age, race, creed, color, disability, pregnancy, marital or parental status, religion, sex, citizenship, national origin, ancestry, socioeconomic status, sexual orientation, gender identity, gender expression, or gender nonconformity.

Spanish:

El derecho del estudiante para ser admitido en la escuela y participar plenamente en el currículo, extracurriculo, servicios estudiantiles, recreativos u otros programas o actividades que no se podrán coartar o menoscabado debido a su edad, raza, credo, color, discapacidad, embarazo de una estudiante, el estado civil o paternal, religión, sexo, nacionalidad, origen nacional, ascendencia, estado socioeconómico, orientación sexual, identidad de género, expresión de género, o la no conformidad de género.

Hmong:

Txoj cai muab rau tus menyuam thaum tuaj kawm ntawv thiab thaum mus ua si ncaws pob, hu nkauj, los yog ua yeeb yam pem tsev kawm ntawv yuav tsis pauv. Txawm tus menyuam lub hnuv yug loj los me, nws yog haiv neeg twg, nws txoj kev ntseeg yog li cas, nws muaj kev tsis taus, nws lub cev xeeb tub, muaj txij nkawm li cas, yog poj niam los txiv neej, yog pej xeeb los tsis yog, tuaj lub tej chaws twg tuaj, poj koob yawm txwv yog li cas, los yog tham li cas, txoj cai yuav nyob li qub.

APPENDIX

HOLMEN MIDDLE SCHOOL STAFF DIRECTORY

Staff Name	Extension	Room	Team	Role	E-mail Address
Anderson, Jill	5152	152	SEL	Teacher	andjil@holmen.k12.wi.us
Anderson, Mary	5902	120	Band	Teacher	andmar@holmen.k12.wi.us
Arroyo, Jamie	5402	Office	Office	Admin. Assistant	fvarrjam@holmen.k12.wi.us
Arroyo, Tim	5212	212	7H Math	Teacher	arrtim@holmen.k12.wi.us
Baumgart, Jackson	5200	200	7S Science	Teacher	baujac@holmen.k12.wi.us
Beckendorf, Brenna	5158	158	6S Social Studies	Teacher	becbre@holmen.k12.wi.us
Bell, Jamie	5610	165	Special Education	Educational Assistant	beljam@holmen.k12.wi.us
Benson, Heather	5102	102	7H ELA	Teacher	lichea@holmen.k12.wi.us
Bieneman, Sara	5121	121A/HS	Orchestra	Teacher	biesar@holmen.k12.wi.us
Bjerke, Carolyn			Special Education	Educational Assistant	bjecar@holmen.k12.wi.us
Boylan, Shannon	5148	Cafeteria	Nutrition Services	Cook	boysha@holmen.k12.wi.us
Brueggman, Maddy	5152	152	8S Special Ed	Teacher	brumad@holmen.k12.wi.us
Brush, Paige	5412	Health Ofc	Health Office	Educational Assistant	brupai@holmen.k12.wi.us
Carter-Brown, Randy			Special Education	Educational Assistant	carran@holmen.k12.wi.us
Casey, Nate	5210	210	Business Education	Teacher	casnat@holmen.k12.wi.us
Christen, CeAnna	5112	112	ESL	Teacher	chrcea@holmen.k12.wi.us
Clausen, Caitlin	5177	177	6M Math	Teacher	clacai@holmen.k12.wi.us
Clifford, Scott	5214	214	7H Science	Teacher	clisco@holmen.k12.wi.us
Craig, Sydney	5420	156	Special Education	Educational Assistant	crasyd@holmen.k12.wi.us
Curtis, Katie	5176	176	6S ELA	Teacher	curkat@holmen.k12.wi.us
DeLong, Kari	5004	004	Health	Teacher	delkar@holmen.k12.wi.us
Dienger-Hanson, Jen	5302	101F	7 th Guidance	Counselor	diejen@holmen.k12.wi.us
Dobkoski, Andy	5211	211	7H Social Studies	Teacher	doband@holmen.k12.wi.us
Dobkoski, Tracy	5151	151	6H ELA	Teacher	dobtra@holmen.k12.wi.us
Dreyer, Sarah	5402	Office	Lunches/Office	Educational Assistant	dresar@holmen.k12.wi.us
Eggerichs, Tara	5228	228	8H Math	Teacher	eggtar@holmen.k12.wi.us
Eickhoff, Jennifer	5401	Office	Office	Admin. Assistant	eicjen@holmen.k12.wi.us
Ewing, Deborah	5928/5402	Custodians	Custodians	Custodian	ewideb@holmen.k12.wi.us
Fellegly, McKenna	5100	100	Special Education	Teacher	felmck@holmen.k12.wi.us
Fink, Jennifer	5163	163	ESL	Teacher	finjen@holmen.k12.wi.us
Foley, Heather	5142	002	Physical Education	Teacher	folhea@holmen.k12.wi.us
Gibbons, James	5928/5402	Custodians	Custodians	Custodian	gibjam@holmen.k12.wi.us
Gilbertson, Michael	5928/5402	Custodians	Custodians	Head Custodian	gilmic@holmen.k12.wi.us
Gonzales, Kim	5148	Cafeteria	Nutrition Services	Cook	gonkim@holmen.k12.wi.us
Goodenough, Kathy	5148	Cafeteria	Nutrition Services	Cook	gookat@holmen.k12.wi.us

Staff Name	Extension	Room	Team	Role	E-mail Address
Grabowenski, Kelly	5614	5100	Special Education	Educational Assistant	gracli@holmen.k12.wi.us
Groth, Jeff	5115	115	Tech Education	Teacher	gorjef@holmen.k12.wi.us
Hagel, Anne	5161	161	6M Science	Teacher	hagann@holmen.k12.wi.us
Hanson, Michael	5148	Cafeteria	Nutrition Services	Cook	hanmic@holmen.k12.wi.us
Hauser, Jessica	5203	203	7H Special Ed	Teacher	haujes@holmen.k12.wi.us
Hauser, Jolene	5928/5402	Custodians	Custodians	Custodian	haujol@holmen.k12.wi.us
Helget-Wedul, Angela	5409	Health Ofc	Office	Nurse	helang@holmen.k12.wi.us
Herbers, Nancy	5624	111	ID/ Autism	Educational Assistant	hernan@holmen.wi.us
Hickey, Officer Joe	6109	HMS/HHS	Police Liaison	Police Liaison	hicjoe@holmen.k12.wi.us
Honeck, Marissa	5131	131	8M Math	Teacher	framar@holmen.k12.wi.us
James, Kristi	5144	142	Physical Education	Teacher	jamkri@holmen.k12.wi.us
Jessie, Kate	5111	111	Special Education	Teacher	jeskat@holmen.k12.wi.us
Johnson, Justine	5148	Cafeteria	Nutrition Services	Cook	johjus@holmen.k12.wi.us
Johnson, Livia	5006	006	7S ELA	Teacher	johliv@holmen.k12.wi.us
Johnson, Sandra	5928/5402	Custodians	Custodians	Custodian	johsan@holmen.k12.wi.us
Jones, Andrew	5914	114	6 th General Music	Teacher	jonand@holmen.k12.wi.us
Kerrigan, Amanda	5215	123	Art	Teacher	kerama@holmen.k12.wi.us
Kline, Marci	5130	130	8M Social Studies	Teacher	klimar@holmen.k12.wi.us
Klug, Jim	5168	168	Alternative Ed	Teacher	klujam@holmen.k12.wi.us
Knepper, Charissa	5165	165	Special Education	Teacher	knechar@holmen.k12.wi.us
Kohlmeyer, Erica	5408	101C	6 th Guidance	Counselor	koheri@holmen.k12.wi.us
Koistinen, Shannon	5207	207	ELA Intervention	ELA Interventionist	koisha@holmen.k12.wi.us
Kopecky, Tracey	5171	171	World Cultures	Teacher	koptra@holmen.k12.wi.us
Korthuis, Andrea	5168	168	Alternative Ed	Educational Assistant	korand@holmen.k12.wi.us
Kratochvill, Amy	5175	175	6S Math	Teacher	kraamy@holmen.k12.wi.us
Kunkel, Sarah	5134	134	8M Special Ed	Teacher	kunsar@holmen.k12.wi.us
Langreck, Matt	5905	124	Art	Teacher	lanmat@holmen.k12.wi.us
Larson, Myriam	5170	170	Spanish	Teacher	larmyr@holmen.k12.wi.us
Loewenhagen, Deb	5159	159	6H Special Ed	Teacher	loedeb@holmen.k12.wi.us
Loomis, Bobbi Jo	5304	101	Guidance	School Psychologist	loobob@holmen.k12.wi.us
Lor, Kang	5227	227	8S Science	Teacher	lorkan@holmen.k12.wi.us
Lovell, Emily	5154	154	6H Social Studies	Teacher	lovemi@holmen.k12.wi.us
Lovell, Greg	5155	155	Intervention	Behavior Interventionist	lovgre@holmen.k12.wi.us
Malay, Wendy	5110	110	Speech	Speech Pathologist	malwen@holmen.k12.wi.us
Mally, Steve	5221	221	8M Science	Teacher	malste@holmen.k12.wi.us
McAndrews, Dayce	5132	132	8M ELA	Teacher	mcaday@holmen.k12.wi.us
McDonald, Beth	5129	129	8H ELA	Teacher	mcdbet@holmen.k12.wi.us
Mezera, Angela	5229	229	8S Math	Teacher	mezang@holmen.k12.wi.us

Staff Name	Extension	Room	Team	Role	E-mail Address
Miles, Jenne	5202	202	7S Special Ed	Teacher	miljen@holmen.k12.wi.us
Miller, Laurie	5148	Cafeteria	Nutrition Services	Cook	muremi@holmen.k12.wi.us
Morrison, Linda	5156	156	6S Special Ed	Teacher	morlin@holmen.k12.wi.us
Needham, Ross	5204	204	7M Math	Teacher	neeros@holmen.k12.wi.us
Nelson, Jamie	5008	008	7S Math	Teacher	neljam@holmen.k12.wi.us
O'Donnell, Rachel	5512	120C	Band	Teacher	odorac@holmen.k12.wi.us
Oswald, Nicole	5619	165	Special Education	Educational Assistant	oswnic@holmen.k12.wi.us
Pachal, Joe	5174	174	6M Social Studies	Teacher	pacjos@holmen.k12.wi.us
Pankhurst, Jaci	5146	146	Library Media	LMC Coordinator	panjac@holmen.k12.wi.us
Peters, Tiffanie	5140	140	Business Education	Teacher	pettif@holmen.k12.wi.us
Peterson, Jill	5146	145	LMC	LMC Assistant	petjil@holmen.k12.wi.us
Peterson, Nick	5201	201	7M Special Ed	Teacher	petnic@holmen.k12.wi.us
Pratt, Candace	5209	209	7M Social Studies	Teacher	pracan@holmen.k12.wi.us
Retzlaff, Heather	5306	101E	8 th Guidance	Counselor	rethea@holmen.k12.wi.us
Rhoades, Amy	5173	173	6M ELA	Teacher	rhoamy@holmen.k12.wi.us
Rickert, Elliot	5114	114	Choir	Teacher	ricell@holmen.k12.wi.us
Robbins, Bill	5421	165	Special Education	Educational Assistant	robwil@holmen.k12.wi.us
Roesler, Tara	5103	103	7M ELA	Teacher	roetar@holmen.k12.wi.us
Roper, Tonya	5220	220	8H ELA	Teacher	ropton@holmen.k12.wi.us
Ruegg, Travis	5402	Courier	Courier	Courier	ruetra@holmen.k12.wi.us
Schmeling, Jackie	5602	203	7 th Grade EA	Educational Assistant	schjaq@holmen.k12.wi.us
Schroeder, Molly	5621	100	Special Education	Educational Assistant	schmol@holmen.k12.wi.us
Schultz, Bethany	5153	153	6H Math	Teacher	schbet@holmen.k12.wi.us
Seipel, Rachael	5152	152	Special Ed	Educational Assistant	seirac@holmen.k12.wi.us
Sheehan, Kelly	5168	168	6 th ESL	Teacher	shekel@holmen.k12.wi.us
Shellist, Brian	5928/5402	Custodians	Custodians	Custodian	shebri@holmen.k12.wi.us
Slade, Kristen	5148	Cafeteria	Nutrition Services	Nutrition Team Leader	slakri@holmen.k12.wi.us
Smith, Muriah	5148	Cafeteria	Nutrition Services	Cook	smimur@holmen.k12.wi.us
Stalsberg, Kaitlin	5133	133	Special Education	Teacher	stakai@holmen.k12.wi.us
Stein, Susan	5143	140I	Talented and Gifted	Teacher	stesus@holmen.k12.wi.us
Stoockly, Amy	5141	140E	Intervention	Reading Interventionist	stoamy@holmen.k12.wi.us
Stratton, Diana	5150	150	6H Science	Teacher	strdia@holmen.k12.wi.us
Strittmater, Kim	5208	208	Math & Intervention	Teacher	strkim@holmen.k12.wi.us
Taebel, Dave	5160	160	6S Science	Teacher	taedav@holmen.k12.wi.us
Tande, Eric	5213	213	7M Science	Teacher	taneri@holmen.k12.wi.us
Tashner, Benjamin	5414	Office	Administration	Associate Principal/ AD	tasben@holmen.k12.wi.us
Thompson, Sarah	5415	Office	Administration	Associate Principal	thosar@holmen.k12.wi.us
Tippetts, Chris	5624	111	Special Education	Educational Assistant	tipchr@holmen.k12.wi.us

Staff Name	Extension	Room	Team	Role	E-mail Address
Tripp, Karyn	5230	230	8H Social Studies	Teacher	trikar@holmen.k12.wi.us
Valiska, Brian	5117	117B	Physical Education	Teacher	valbri@holmen.k12.wi.us
Vogler, Ryan	5405	Office	Administration	Principal	vogrya@holmen.k12.wi.us
Weibel, Hallie	5136	136	8S ELA	Teacher	weihal@holmen.k12.wi.us
Wiese, Nick	5138	138	8S Social Studies	Teacher	wienic@holmen.k12.wi.us
Wilkins, Lewis	5166	166	Special Education	Teacher	willew@holmen.k12.wi.us
Winn, Sarah	4249	126-LMC	AssistiveTechnology	Occupational Therapist	winsar@holmen.k12.wi.us
Wirth, Michelle	5617	133/134	Special Education	Educational Assistant	wirmic@holmen.k12.wi.us
Wittwer, Steve	5928/5402	Custodians	Custodians	Custodian	witste@holmen.k12.wi.us
Yang, Mai	5920	146B-LMC	I&T Services	Technology Help Desk	yanmai3@holmen.k12.wi.us
Young, Heather	5403	Office	Office	Admin. Assistant	youhea@holmen.k12.wi.us
Zangl, Courtney	5113	113	Physical Education	Teacher	zancou@holmen.k12.wi.us
Zellner, Kyle	5104	104	7S Social Studies	Teacher	zelkyl@holmen.k12.wi.us
Zielinski, Bernie	5148	Cafeteria	Nutrition Services	Cook	zieber@holmen.k12.wi.us

2023-2024 HOLMEN MIDDLE SCHOOL TEAMS

**Administration: Ryan Vogler - Principal, Benjamin Tashner - Assoc.Principal/Activities Director, Sarah Thompson - Assoc.Principal
Police Liaison - Joe Hickey**

Office Staff

Jennifer Eickhoff	Admin. Assistant	Jamie Arroyo	Admin. Assistant	Heather Young	Admin. Assistant
*Angela Helget-Wedul	Nurse		Health EA		
6H Team		6M Team		6S Team	
Tracy Dobkoski	ELA	Amy Rhoades	ELA	Katie Curtis	ELA
*Bethany Schultz	Math	*Caitlin Clausen	Math	*Amy Kratochvill	Math
Diana Stratton	Science	Anne Hagel	Science	Dave Taebel	Science
Emily Lovell	Social Studies	Joe Pachal	Social Studies	Brenna Beckendorf	Social Studies
Deb Loewenhagen	SPED	Jenne Miles	SPED	Linda Morrison	SPED
7H Team		7M Team		7S Team	
Heather Benson	ELA	Tara Roesler	ELA	Liv Johnson	ELA
Tim Arroyo	Math	Ross Needham	Math	Jamie Nelson	Math
Scott Clifford	Science	*Eric Tande	Science	*Jackson Baumgart	Science
Andy Dobkoski	Social Studies	Candice Pratt	Social Studies	Kyle Zellner	Social Studies
*Jessica Hauser	SPED	Nick Peterson	SPED		
8H Team		8M Team		8S Team	
Beth McDonald	ELA	*Dayce McAndrews	ELA	Hallie Weibel	ELA
Tara Eggerichs	Math	Marissa Honeck	Math	Angela Mezera	Math
*Tonya Roper	Science	Steve Mally	Science	*Kang Lor	Science
Karyn Tripp	Social Studies	Marci Kline	Social Studies	Nick Wiese	Social Studies
Kaitlin Stalsberg	SPED	Sarah Kunkel	SPED	Maddy Brueggeman	SPED
Encores					
Nate Casey	Business	Brian Valiska	Phy Ed	Jaci Pankhurst	LMC Coordinator
Tiffani Peters	Business	Courtney Zangl	Health/APE/Phy Ed	Mary Andersen	Band
Matt Langreck	Art	Kari DeLong	Health	Sara Bieneman	Orchestra
Amanda Kerrigan	Art	Kristi James	Phy Ed	Elliot Rickert	Choir & 8 Music Lab
Tracey Kopecky	World Culture	*Heather Foley	APE/Phy Ed	Rachel O'Donnell	Band & 7 Music
Myriam Larson	Spanish	Jeff Groth	Tech Ed	Andrew Jones	6 General Music
Special Ed					
Kate Jessie	Autism	Charissa Knepper	EBD	McKenna Fellegly	Autism/ID
Lewis Wilkins	SPED				
Student Services					
Amy Stoeckly	Reading Interventionist	Kelly Sheehan	ESL	Bobbi Jo Loomis	School Psychologist
Kim Strittmater	8 th Math/Math Intervention	CeAnna Christen	ESL	Wendy Malay	Speech & Language
Shannon Koistinen	ELA Interventionist	Jennifer Fink	ESL	Sarah Winn	Assist.Tech.Coord.
Greg Lovell	Behavior Interventionist	James Klug	Alternative Ed	Kelly Vang	Interpreter
Jill Anderson	Behavior Interventionist	*Susan Stein	TAG		Instructional Coach

Guidance					
Heather Retzlaff	6th Gr Counselor	Erica Kohlmeyer	7th Gr Counselor	Jen Dienger	8th Gr Counselor
Educational Assistants					
Sydney Craig 6th Grade	Jackie Schmeling 7th Grade	Rachael Seipel 8th Grade	Michelle Wirth 8th Grade	Carolyn Bjerke 8th grade	Lynn Peterson w/ Jaci Pankhurst
Jamie Bell w/ McKenna Fellegly	Kelly Grabowenski w/ Kate Jessie	Stephanie Peterson w/ McKenna Fellegly	Tia Loewenhagen w/ Kate Jessie	Molly Schroeder w/ McKenna Fellegly	Sarah Dreyer Lunch/Office
w/ Knepper/Wilkins	Bill Robbins w/ Charissa Knepper	Nicole Oswald w/ Lewis Wilkins	Andrea Korthius w/ Jim Klug	Chris Tippetts/Nancy Herbers w/ Kate Jessie	Randy Carter Brown w/ Kate Jessie
Food Service			Custodians		
*Kirsten Slade	Kim Gonzales	Michael Hanson	*Mike Gilbertson	Deb Ewing	James Gibbons
Justine Johnson	Laurie Miller	Bernie Zielinski	Jolene Hauser	Brian Shellist	Sandra Johnson
			Travis Ruegg- Courier		Steve Wittwer
I&T Services- Adam Armstrong - Help Desk/Systems Support					
					*Team Leaders

2023-2024 STUDENT SCHOOL CALENDAR

2023-2024



Holmen Middle School
Student Calendar Dates

July 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023 20

S	M	T	W	T	F	S
					1	2
3	NS	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023 21

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	ER	12	NS	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
30	31					

November 2023 18

S	M	T	W	T	F	S
			1	2	3	4
5	NS	7	ER	9	10	11
12	13	14	15	16	17	18
19	20	21	NS	NS	NS	25
26	27	28	29	30		

December 2023 16

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	ER	14	15	16
17	18	19	20	21	22	23
24	NS	NS	NS	NS	NS	30
31						

SEPTEMBER

- 1 First Day of School
- 4 Labor Day (No Students/Staff)

OCTOBER

- 11 Early Release Day
- 13 Non-School Day (No Students/Staff)

NOVEMBER

- 3 1st Quarter Ends (44 school days)
- 6 No Students/Staff Development Day
- 8 Early Release Day
- 22-24 Thanksgiving Break (No Students/Staff)

DECEMBER

- 13 Early Release Day
- 25-29 Winter Break (No Students/Staff)

JANUARY

- 1 New Years Day (No Students/Staff)
- 15 Non-School Day (No Students/Staff)
- 19 2nd Quarter Ends (44 school days)
- 22 No Students/Staff Development Day

FEBRUARY

- 14 Early Release Day
- 19 Non-School Day (No Students/Staff)

MARCH

- 13 Early Release Day
- 25-29 Break (No Students/Staff)

APRIL

- 4 3rd Quarter Ends (47 school days)
- 5 No Students/ Staff Development Day
- 17 Early Release Day

MAY

- 8 Early Release Day
- 25 Class of 2023 Graduation Ceremony
- 27 Memorial Day (No Students/Staff)

JUNE

- 6 4th Quarter Ends (43 school days)
- Last Day of School/Early Release Day

178 Student Days

January 2024 20

S	M	T	W	T	F	S
	NS	2	3	4	5	6
7	8	9	10	11	12	13
14	NS	16	17	18	19	20
21	NS	23	24	25	26	27
28	29	30	31			

February 2024 20

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	ER	15	16	17
18	NS	20	21	22	23	24
25	26	27	28	29		

March 2024 16

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	ER	14	15	16
17	18	19	20	21	22	23
24	NS	NS	NS	NS	NS	30
31						

April 2024 21

S	M	T	W	T	F	S
	1	2	3	4	NS	6
7	8	9	10	11	12	13
14	15	16	ER	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024 22

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	ER	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	NS	28	29	30	31	

June 2024 4

S	M	T	W	T	F	S
						1
2	3	4	5	ER	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OPEN HOUSE

Grade 6 & Encores - Aug. 28
Grade 7 & 8 - Aug. 29
4:30pm - 6:30pm

PICTURE RETAKE DAY

Oct. 4

School Start & End Times:

- ◆ Elem VK, EV 8:30am - 3:30pm
PV, SL 8:40am - 3:40pm
- ◆ HMS 7:35am - 2:40pm
- ◆ HHS 7:40am - 2:45pm

FAMILY STUDENT CONFERENCES

Oct 5 & Oct 10
Mar 7 & Mar 12

3:30pm - 7:00pm

STUDENT EARLY DISMISSAL SCHEDULE

Grade 6	Grade 7	Grade 8
Advisory 7:35-8:00 25 minutes	Advisory 7:35-8:00 25 minutes	Advisory 7:35-8:00 25 minutes
Core 1 8:03-8:38 35 minutes	Core 1 8:03-8:38 35 minutes	Core 1 8:03-8:38 35 minutes
Core 2 8:41-9:16 35 minutes	Core 2 8:41-9:16 35 minutes	Encore 1 8:41-9:07 26 minutes
Core 3 9:19-9:54 35 minutes	Core 3 9:19-9:54 35 minutes	Encore 2 9:10-9:36 26 minutes
Lunch 9:57-10:27 30 minutes	Encore 1 9:57-10:23 26 minutes	Core 2 9:39-10:14 35 minutes
Core 4 10:30-11:05 35 minutes	Encore 2 10:26-10:52 26 minutes	Core 3 10:17-10:52 35 minutes
Encore 1 11:08-11:34 26 minutes	Lunch 10:55-11:25 30 minutes	Core 4 10:55-11:30 35 minutes
Encore 2 11:37-12:03 26 minutes	Core 4 11:28-12:03 35 minutes	Lunch 11:33-12:03 30 minutes
Academy 12:06-12:40 34 minutes	Academy 12:06-12:40 34 minutes	Academy 12:06-12:40 34 minutes

STUDENT LATE START SCHEDULE

Grade 6	Grade 7	Grade 8
Advisory 9:35-9:48 13 minutes	Advisory 9:35-9:48 13 minutes	Advisory 9:35-9:48 13 minutes
Core 1 9:51-10:29 38 minutes	Core 1 9:51-10:29 38 minutes	Core 1 9:51-10:29 38 minutes
Core 2 10:32-11:10 38 minutes	Core 2 10:32-11:10 38 minutes	Encore 1 10:32-10:58 26 minutes
Lunch 11:13 – 11:43 30 minutes	Core 3 11:13-11:51 38 minutes	Encore 2 11:01-11:27 26 minutes
Core 3 11:46-12:24 38 minutes	Encore 1 11:54-12:20 26 minutes	Core 2 11:30-12:08 38 minutes
Core 4 12:27-1:05 38 minutes	Encore 2 12:23-12:49 26 minutes	Lunch 12:11-12:41 30 minutes
Encore 1 1:08-1:34 26 minutes	Lunch 12:52-1:22 30 minutes	Core 4 12:44-1:22 38 minutes
Encore 2 1:37-2:03 26 minutes	Core 4 1:25-2:03 38 minutes	Core 4 1:25-2:03 38 minutes
Academy 2:06-2:40 34 minutes	Academy 2:06-2:40 34 minutes	Academy 2:06-2:40 34 minutes

HOLMEN MIDDLE SCHOOL CLASS SCHEDULE

GRADE 6		GRADE 7		GRADE 8	
1	ADVISORY 7:35 - 7:48 13 minutes	1	ADVISORY 7:35 - 7:48 13 minutes	1	ADVISORY 7:35 - 7:48 13 minutes
2	CORE 1 7:51-8:51 60 minutes	2	CORE 1 7:51-8:51 60 minutes	2	CORE 1 7:51-8:51 60 minutes
3	CORE 2 8:54-9:54 60 minutes	3	CORE 2 8:54-9:54 60 minutes	3	ENCORE 1 H-DAY 8:54 - 9:36 42 minutes Band
4		4		ENCORE 1 V-DAY 8:54 - 9:36 42 minutes	
5	CORE 3 9:57-10:57 60 minutes	5	CORE 3 9:57-10:57 60 minutes	4	ENCORE 2 H-DAY 9:39 - 10:21 42 minutes Choir
6		5		ENCORE 2 V-DAY 9:39 - 10:21 42 minutes Choir/Orchestra	
7	LUNCH 11:00-11:27	7	ENCORE 1 H-DAY 11:00-11:42 42 minutes	6	CORE 2 10:24 - 11:27 63 minutes
8	CORE 4 11:30-12:33 63 minutes	8	ENCORE 1 V-DAY 11:00-11:42 42 minutes Band	7	
9		9	ENCORE 2 H-DAY 11:45-12:27 42 minutes Choir/Orchestra	8	LUNCH 11:30-11:57
10		10	ENCORE 2 V-DAY 11:45-12:27 42 minutes Choir	9	
11		11	LUNCH 12:30-12:57	10	CORE 3 12:00-1:00 60 minutes
12	ENCORE 1 H-DAY 12:36- 1:18 42 minutes Holmen Band	12		11	
13	ENCORE 1 V-DAY 12:36- 1:18 42 minutes Viking Band	13	CORE 4 1:00-2:03 63 minutes	12	
14		14		13	
15	ENCORE 2 H-DAY 1:21-2:03 42 minutes Choir	15	CORE 4 1:03-2:03 60 minutes	14	CORE 4 1:03-2:03 60 minutes
16	ENCORE 2 V-DAY 1:21-2:03 42 minutes Choir/Orchestra	16		15	
16	ACADEMY H-DAY 2:06-2:40 34 minutes	16	ACADEMY H-DAY 2:06-2:40 34 minutes	16	ACADEMY H-DAY 2:06-2:40 34 minutes
	ACADEMY V-DAY 2:06-2:40 34 minutes		ACADEMY V-DAY 2:06-2:40 34 minutes		ACADEMY V-DAY 2:06-2:40 34 minutes

HOLMEN MIDDLE SCHOOL BEHAVIOR MATRIX

Expectations	Hallway	Bathroom	Auditorium		Gyms		Cafeteria	
			Before School	Study Hall	Assemblies	Events	Before School	Lunch
Be Respectful	Remember others are learning	Honor each other's privacy	Use conversation voice	Use conversation voice	Be silent when the speaker is talking	Use the gym only for the intended purpose of the event	Use conversation voices	Use conversation voices
	Carry Chromebook in its case	Hang out with friends in other places	Use appropriate language	Use appropriate language	Refrain from taking videos or pictures	Stay seated and watch the game	Use appropriate language	Use appropriate language
	Put materials in locker	Use the restroom for intended purpose	Listen to supervising staff	Listen to supervising staff	Respond appropriately	Use good sportsmanship	Listen and follow directions of supervising staff	Use manners in the lunch line
	Have a pass during class time		Keep device volume quiet	Mute sound or use headphones	Sit respectfully in the bleachers/chairs		Use manners in the breakfast line	
Be Responsible	Conversation voice level	Use toilet and urinal appropriately	Keep all food in cafeteria	Sign in and out for attendance	Participate appropriately	Keep food and drink out of the gym	Clean up table and floor	Keep Chromebooks in your locker
	Acknowledge others	Wash your hands with soap and water	Take all items with you when you leave	Complete assignments and school work	Keep hands and feet to self	Stay in the gym to be a spectator	Throw away garbage	Put personal devices away unless allowed
	Personal devices must be put away	Throw paper towel in the trash can	Put device in case before leaving	Take all items with you when you leave	Follow dismissal procedures	Use the halls for entering, exiting, and using the restroom	Keep Chromebooks in case while in cafeteria	Follow table dismissal procedures
		Put devices away while in the bathroom		Use personal electronics appropriately			Throw away garbage	All open food and drink must be consumed in the cafeteria
			Put device in case before leaving					Clean up table and floor
Be Safe	Walk	Keep restroom clean	Remain seated while in auditorium	Walk while entering and leaving	Walk while entering and leaving	Remain seated in the case of a medical emergency	Remain seated while in the cafeteria	Remain seated
	Stay to the right	Report concerns to staff	Walk while entering and leaving	Remain seated while in auditorium	Stay with your group		Walk	Walk
	Allow all traffic to pass freely		Keep hands/feet to self	Keep hands/feet to self	Walk up and down bleachers		Keep hands/feet to self	Keep hands/feet to self a table
	Keep hands/feet to yourself		Stay seated until dismissed by staff	Stay seated until dismissed by staff	Be aware of others while exiting		Wait your turn	
							Walk in a row when dismissed	

“Educate and empower all students to achieve success now and in the future.”

