

2005-2006



Student Handbook

Troy A. Howard Middle School

173 Lincolnville Ave.
Belfast, Maine 04915
(207) 338-3320

Kimberly A. Buckheit
Principal

John McDonald
Assistant Principal

This Planner belongs to:

Name: _____

Grade: Homeroom: _____

PHOTOCOPY CHECK-OFF FOR THMS LIBRARY

WELCOME TO THMS

It is with great pleasure that we welcome you to Troy A. Howard Middle School. We are extremely proud of the programs we offer, and we encourage you to make the most of your time with us.

This handbook is prepared for you and contains information about the school's general regulations. You are responsible for knowing the rules and procedures in this handbook, the SAD #34 Code of Conduct Handbook K-12, and for following the 3R's of THMS: Respect, Responsibility, and positive Role Modeling. As citizens in our school community, you will need to work together to build positive pride and school spirit at THMS.

THMS VOCABULARY

Team or Homeroom -- A specific area of the school where students are assigned to 2-4 teachers for their core academic subjects.

Academic Classes -- Those classes, which concentrate on the core academic areas: Language Arts, Math, Social Studies, and Science.

Unified Arts -- Classes such as Music, Chorus, Band, Jazz Band, Physical Education, Health, Art, Technology Education, Foreign Language Student Leadership and Government

Co-curricular and Activity Programs -- Sports, clubs, intramurals, and activities in which students may explore varied interests. These include drama, yearbook, and varied sports programs in all three seasons.

ATTENDANCE

Responsibility for attending and arriving on time for classes and both homeroom periods lies with the student. Your teacher may require you to make up time if you are late or missing from class. Perfect Attendance Awards are given each term to students who are present every day of the term. Once a student enters school they may not leave the building or school grounds without permission. This includes student events and activities, including dances.

ARRIVING AT SCHOOL

School doors open at 7:15 AM. Come in the front door and go to the cafeteria if you are eating breakfast, or to homeroom. Students who arrive after 7:25 AM are tardy and must sign in at the front desk.

COMMUNICATIONS AT THMS

NEWSLETTERS

At the beginning of each month an all school newsletter will be sent home with each student. This is a vital part of our school communications. In it parents are kept aware of upcoming events, classroom news, and articles from the principal, nurse and front office.

INFORMATION AND MESSAGES

You should go to the front desk for help, copies of forms, or messages from parents. Phone calls to students or staff will not be put through to classrooms at any time during the day. All staff members have voice mail and the Front Desk can put you through to that service. Messages for

students are kept at the Front Desk, and if you have a message, your name will be posted by the Front Desk to remind you to stop and pick it up. Students not picking up messages by the end of the day will have their name called during afternoon announcements. The Front Desk is also the place to go for tardy or dismissal passes, or to see anyone in the office.

TELEPHONE USE

PLEASE PLAN YOUR AFTER SCHOOL EVENTS FROM YOUR HOME PHONE. Calls may be made to your home or parents from the office phone if you have an emergency, or must return a call to a parent. You must do so at the front desk phone with written permission. Other calls to home must be made on your way to lunch and require a note from your teacher. Tampering with the telephone or making crank calls is illegal and will be referred to the police. No one may use the office phone between 2:00 p.m. and 2:15 p.m.

CLASSROOM CODE OF CONDUCT

Be on time and prepared for each class
Be attentive and polite while others are speaking
Be responsible for your own work
Be responsible for your own learning
Be responsible for helping to make your learning a challenging and rewarding experience
Be an active learner
Be challenged to do your very best to master all your course objectives
Be respectful and accepting of individual differences
Be respectful of the property of others
Be a responsible citizen of your school environment
Be attentive to and always follow the directions of adults the first time you are asked

DANCES AND EVENING EVENTS

School dances and other social events are sponsored throughout the school year. All Troy Howard Middle School rules and regulations must be adhered to at these events. Dances are held from 7:00 PM until 9:00 PM. Arrangements for transportation home must be made in advance. Students not attending the dance are not allowed on school grounds. Students who are absent from school on the day of a dance, or have outstanding detentions, may not attend the dance unless approved by the administration.

GUIDANCE AND COUNSELING SERVICES

The Guidance Counselors are here to help you through the process of growing up and the many changes of the teenage years. They will assist you in working out difficulties with others, including peers and adults. If you have a problem with your school schedule or courses, they will help you develop a strategy to resolve these issues. You are invited to meet with them just to talk about yourself. The counselors' goals are to help you identify your possibilities and assets and to make the most of yourself. Please make an appointment with the Guidance Secretary, Mrs. Randlett, to see either Ms. Perkins or Ms. Wolford.

HOMEWORK POLICY

The Troy Howard Middle School staff feels strongly that homework is a vital part of a student's learning experience. Homework is an opportunity for students to practice, reinforce, and extend skills that were taught during the school day.

It is the student's responsibility to in some way record homework assignments, what the assignment is and when it is due. Teachers will clearly state this information to all students prior to the end of the class period. It is expected that Troy Howard Middle School students be engaged in home study on the average of **1 hour per school night**, which would include reading time. Some students may need more time while others need less time depending upon the assignment.

Students who are struggling with the completion of assignments due to a lack of understanding should first use available resources at home such as the Internet, encyclopedias, family and friends, as a means to complete the assignment. When students are still unable to complete the assignment they should contact their teacher the next day to arrange a time to get help with the assignment.

Students will receive only partial credit for assignments handed in to the teacher after the assigned due date, unless special arrangements have been made with the teacher. Individual teachers will determine the amount of points taken off for late assignments. Students will be notified of the teacher's practice of partial credit at the beginning of the school year. Homework grades will be used as a portion of the student's quarterly report card grade.

LOST AND FOUND

THMS has a very active lost and found. If you are missing an item, check in the bin in the lobby. The contents of this bin are periodically donated to the Salvation Army, but only after a general announcement to students, or at the end of the school year.

NURSE'S OFFICE

The school nurse is Mrs. Ellie Weaver, RN, BSN. If you would like to see her, fill out a form at the front desk and Mrs. Weaver will call you down when she's available. If you need medication during the day, please speak with your physician and find out if it is possible to take it at home before or after school. Only those medications that must be given during school hours will be accepted. Medications such as antibiotics that are prescribed 3-times/day can be safely given with one dose before school, one dose immediately after school, and one dose at bedtime. If your child must take medication during school it must be in the original bottle accompanied by a signed physician order. This includes all prescription and over-the-counter medications. If your child occasionally needs an over-the-counter medication, this will only be provided after verbal permission from a parent. If you have questions or concerns, please call Mrs. Weaver at 338-3320, ext. 305.

REPORT CARDS

You are encouraged to assess your own progress and to strive for improvement. Teachers will communicate their assessment of your work to your parents each quarter on report cards. Their evaluations are based on your effort and the quality of your work based on the goals of your learning plans. Comments, grades, and portfolios are used to document your achievements.

CARE OF SCHOOL PROPERTY

The citizens of MSAD #34 have provided some of the best equipment and facilities found anywhere. Students can best show their appreciation by taking care of the building, equipment, and grounds so they can be passed on to future students in good condition. Any student who defaces, damages, or destroys school property will be required to repair or replace the damaged item and will also face further disciplinary action. Except in cases of unavoidable accidents, students are liable for all damage they may do to school property.

CARE OF BOOKS

School and library books are school property **LOANED AND SIGNED OUT TO YOU**. You are responsible for taking good care of these and returning them in excellent condition. Each hardcover book is worth \$45 to \$65 and you will be billed for lost or damaged books. **SCHOOL BOOKS ARE TO BE COVERED AT ALL TIMES**. The total value of books signed out to you must be recorded on this page in your Student Planner. You are responsible for holding on to the books and not losing them. If you do not return library books when due, you may lose your library privileges.

CARE OF HALL AND GYM LOCKERS

Lockers are school property **LOANED** to you for the school year or sports season. Each locker is worth \$130, and you are responsible for keeping your locker secure and in excellent condition. **LOCKERS AND LOCKER COMBINATIONS ARE NOT TO BE SHARED**. Magnets only may be used to attach decorations to your locker. You are to keep your locker clean and organized. School staff may check or search lockers, desks, or other school property as per School District policy. If you have a problem with your locker or combination, see Guidance or tell your teacher.



COMPUTER AND INTERNET USE POLICY

SUMMARY For the entire policy, go to <http://www.sad34.net/tech-aup.pdf>.) Student use of school computers, networks, and Internet services is a privilege, not a right. Students are required to comply with District policy. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action. All MSAD 34 computers remain under the control, custody, and supervision of the District. School officials reserve the right to monitor all computer and Internet activity by students. All Internet access is filtered under guidelines of federal law. The filter's intent is to protect students from graphic or content harmful to minors. Before a student is allowed to use school computers and Internet services, the student and the student's parent/guardian must sign and return this Computer/ Internet Access form. The school the student is currently attending will retain the signed form. These rules are intended to provide general guidelines and examples of prohibited uses, but do not attempt to state all required or prohibited activities by users.

Computer Use is a Privilege, Not a Right

- 1) **Acceptable Use:** Student access to the schools computers, networks and Internet services are provided for educational purposes and research consistent with the schools educational mission, curriculum, and instructional goals. Students are expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the schools computers, networks and

Internet services.

- 2) **Prohibited Use: Accessing Inappropriate Materials:** Accessing, submitting, posting, publishing, scanning forwarding, downloading, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, harassing, discriminatory, and/or illegal
- 3) **Illegal Activities:** Using the school computers, networks, and Internet services for any illegal activity or one that violates other Board policies, procedures and/or school rules
- 4) **Violating Copyrights:** Copying or downloading copyrighted materials without the owner's permission
- 5) **Plagiarism or Copying Software**
- 6) **Misuse of Passwords/Unauthorized Access:** Sharing passwords, using other users' passwords and/or accessing other users' accounts
- 7) **Unauthorized Access to Chat Rooms/News Groups:** Accessing chat rooms or news groups without specific authorization from the supervising teacher
- 8) **Student Security**
 - a) A student shall not reveal his/her full name, address or telephone number on the Internet. Students should never meet people they have contacted through the Internet without parental permission.
 - b) Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

MSAD #34 STUDENT COMPUTER USAGE AGREEMENT

My child and I have read the MSAD #34 Student Computer and Internet Rules and agree to comply with them and understand that his/her use of school computers is subject to compliance with these rules.

Signed:

(Student)

(Parent/Guardian)