Presentation for new students and their families: August 14, 2017

12:30-1:15 p.m.
2:45-3:30 p.m.
5:00-5:45 p.m.
Welcome to Horning Middle School
Administrative Leadership Team

- Mr. Blessington – Principal
- Mrs. Tebo – Associate Principal (A-H)
- Mrs. Floyd-Hutchins, Dean of Students (I-Z)
Student Services Team

Mrs. Jackson,
School Counselor
(A-L Grades 6-8)

Mrs. Valcq,
School Counselor
(M-Z Grades 6-8)

Ms. Krueger,
School Social Worker

Mr. Ludowissi,
School Psychologist

Officer Joe
Strandlie,
School Resource Officer
## Horning Middle School Theory of Action

<table>
<thead>
<tr>
<th><strong>IF</strong> all staff <strong>collaborate</strong> to create a positive and personalized educational environment through differentiated instructional practices with fidelity to <strong>engage all learners</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IF</strong> Professional Learning Communities (PLCs) and instructional teams regularly plan, collect, analyze, collaborate, and act on data (TOA-1)</td>
</tr>
<tr>
<td><strong>IF</strong> instructional leaders design professional learning around student engagement and culturally responsive practices (TOA-2)</td>
</tr>
<tr>
<td><strong>IF</strong> curriculum, lesson plans, and materials are differentiated with learners’ strengths and interests in mind, and include ongoing learner feedback and conferring (TOA-3)</td>
</tr>
</tbody>
</table>

**THEN ALL** Horning Middle School learners will be invested in continued growth in math and literacy skills.

Updated: May 30, 2017
Parent/Guardian Sessions

August 14th - 6th Grade/New Students and Families
(12-6:30pm)

Parent/Family Meeting New Students:

A-G 12:30-1:15

H-R 2:45-3:30

S-Z 5:00-5:45
# Horning Middle School Schedule

## Schedule

**7:30 a.m. - 2:36 p.m.**

### MONDAY

<table>
<thead>
<tr>
<th></th>
<th>7:30 - 8:20</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>8:23 - 9:13</td>
</tr>
<tr>
<td>SOAR</td>
<td>9:16 - 9:41</td>
</tr>
<tr>
<td>3</td>
<td>9:44 - 10:34</td>
</tr>
<tr>
<td>3B/Lunch 1</td>
<td>10:34 - 11:04</td>
</tr>
<tr>
<td>4</td>
<td>10:37 - 11:27</td>
</tr>
<tr>
<td>4A</td>
<td>11:07 - 11:57</td>
</tr>
<tr>
<td>4B/Lunch 2</td>
<td>11:27 - 11:57</td>
</tr>
<tr>
<td>5</td>
<td>11:30 - 12:20</td>
</tr>
<tr>
<td>5A</td>
<td>12:00 - 12:50</td>
</tr>
<tr>
<td>5B/Lunch 3</td>
<td>12:20 - 12:50</td>
</tr>
<tr>
<td>6</td>
<td>12:53 - 1:43</td>
</tr>
<tr>
<td>7</td>
<td>1:46 - 2:36</td>
</tr>
</tbody>
</table>

### TUESDAY - FRIDAY

<table>
<thead>
<tr>
<th></th>
<th>1st Lunch</th>
<th>2nd Lunch</th>
<th>3rd Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7:30 - 8:24</td>
<td>7:30 - 8:24</td>
<td>7:30 - 8:24</td>
</tr>
<tr>
<td>3</td>
<td>9:24 - 10:18</td>
<td>9:24 - 10:18</td>
<td>9:24 - 10:18</td>
</tr>
<tr>
<td>4A</td>
<td>10:51 - 11:45</td>
<td>11:15 - 11:45</td>
<td>11:18 - 12:12</td>
</tr>
<tr>
<td>4B/Lunch 2</td>
<td>11:15 - 11:45</td>
<td>11:15 - 11:45</td>
<td>11:18 - 12:12</td>
</tr>
<tr>
<td>5A</td>
<td>11:48 - 12:42</td>
<td>11:48 - 12:42</td>
<td>12:12 - 12:42</td>
</tr>
<tr>
<td>6</td>
<td>12:45 - 1:39</td>
<td>12:45 - 1:39</td>
<td>12:45 - 1:39</td>
</tr>
</tbody>
</table>

June 1, 2017
Our Goals:

- Community & Relationship Building
- Career exploration through Academic & Career Planning (ACP)
- The Horning Way “Cool Tools”
- Digital Citizenship
MORNING PROCEDURES

- CAFETERIA DOORS OPEN AT 7:00 A.M.
- DOOR #2 OPENS AT 7:25 A.M.
- Please drop students off at bus turnaround (outside of cafe doors)
- Pick up at a designated area
  - Please do not park in the turnaround area after school. It is designated for buses only
AFTERNOON PROCEDURES

- Dismissal bell rings @ 2:36PM
- Buses will leave Horning Middle School @2:43 with or without you
  – It is the student’s responsibility to get to the bus on time
- Pick up at a designated area outside of the turnaround
  – Buses only during dismissal
No Loitering

- Students are to be in a supervised area at all times.
- Please leave school property **timely by 2:45**, unless waiting for a ride.
- If students are not engaged in an after school academic or co-curricular activity, they must **exit** the building by **2:45 p.m.**
Dismissal

- All routes will be posted in the cafeteria
- Bus supervisors will have copies of the routes
- The bus company will send a postcard to the student the week before school starts, indicating the bus number and pick up/drop off times
- Infinite Campus will also have this information.
Follow bus driver’s rules:

- No eating or drinking
- Remain Seated
- All school rules apply
- Buses leave school at 2:43 p.m.
SOAR THE HORNING WAY!

- Be SAFE
- Be RESPONSIBLE
- Be RESPECTFUL
## THE HORNING WAY

<table>
<thead>
<tr>
<th>Class Setting</th>
<th>Hallways</th>
<th>Cafeteria</th>
<th>School Entrances/Exits</th>
<th>Locker Room/Bathroom</th>
<th>Bus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Be Safe</strong></td>
<td>Follow all safety rules</td>
<td>Walk on the right side</td>
<td>Raise hand to get out of seat and move away from table</td>
<td>Walk at all times</td>
<td>Stay seated</td>
</tr>
<tr>
<td></td>
<td>Respect personal space and the property of others</td>
<td>Respect personal space</td>
<td>Wait to be dismissed to return to class</td>
<td>Keep hands and feet to yourself</td>
<td>Keep hands, feet, and objects to self</td>
</tr>
<tr>
<td></td>
<td>Use appropriate Language and Voice Level &lt;2</td>
<td>Use appropriate language and Voice Level &lt;2</td>
<td>Use appropriate Language and Voice Level &lt;2</td>
<td>Lock locker and keep the combination to yourself</td>
<td>Don’t walk in between buses</td>
</tr>
<tr>
<td></td>
<td>Cell phone is in locker &amp; iPad is not in use</td>
<td>Do not throw or play with food or objects at tables</td>
<td>Use appropriate Language &amp; Voice Level &lt;2</td>
<td>No use of any electronic device</td>
<td></td>
</tr>
<tr>
<td><strong>Be Respectful</strong></td>
<td>Respect personal space, opinions &amp; property of others</td>
<td>Respect personal space</td>
<td>Use appropriate Language and Voice Level &lt;2</td>
<td>Respect other people’s privacy and property</td>
<td>Use appropriate Language and Voice Level &lt;2</td>
</tr>
<tr>
<td></td>
<td>Use appropriate Language and Voice Level &lt;2</td>
<td>Use appropriate Language and Voice Level &lt;2</td>
<td>Use appropriate Language and Voice Level &lt;2</td>
<td>Follow directions of driver</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Leave cell phone in locker</td>
<td>Cell phone is in locker during class time</td>
<td>No use of any electronic device</td>
<td>Respect personal space &amp; property of others</td>
<td></td>
</tr>
<tr>
<td><strong>Be Responsible</strong></td>
<td>Be in your seat with materials when class begins</td>
<td>Use a pass during class time &amp; obtain a Tardy Pass if late to class</td>
<td>Stack trays neatly on table</td>
<td>Electronic devices may be used in Cafe before 7:25 and in class</td>
<td>Use equipment correctly</td>
</tr>
<tr>
<td></td>
<td>Use equipment properly</td>
<td>Proceed directly to &amp; from locations with a pass, and be on time.</td>
<td>A supervisor will bring a trash bin to the table</td>
<td>Use Cafe doors only before 7:25</td>
<td>Flush toilets and throw away garbage</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Remain in cafeteria during your lunch time</td>
<td>Exit building by 2:45 p.m</td>
<td>Have hall pass and return to class promptly</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wait to be dismissed by lunch supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Be on time for pick up &amp; departure</td>
</tr>
</tbody>
</table>
Attendance

Attendance is the best predictor of success in any class. You are expected to be present at school every day and arrive to all of your classes on time.

What happens if I will be out?

➔ PARENT/GUARDIAN MUST CALL ATTENDANCE OFFICE PRIOR TO 8:00A.M. THE MORNING OF THE ABSENCE

What happens if I will be out for more than 1 day?

➔ PARENT COMPLETES “PRE-PLANNED ABSENCE FORM” FOUND IN THE ATTENDANCE OFFICE
➔ DAY BEFORE VACATION HAVE TEACHERS SIGN THE REQUEST FOR HOMEWORK FORM (WHITE FORM)
Absences

- All unexcused absences must be cleared in 24 hours by a parent/guardian to avoid being marked truant.

- The previous day’s attendance can be checked through INFINITE CAMPUS and in the attendance office.

- **YOU & Parents/guardians have access to attendance information (INFINITE CAMPUS).**

It is your responsibility to periodically verify the attendance record and clear any unexcused absences with the Attendance Office Secretary.
Appointments During The School Day

- Note or phone call from parent/guardian explaining the purpose, date and time
- Get a YELLOW pass from the attendance secretary
- Check in at the main office when you return from the appointment
MEDICATION

All medication must be kept in the health room.

Over-the-Counter:

- Authorization form must be properly signed by parent/guardian and be on file in our Horning Health Room
- Medication must be supplied in its original container
- Inhalers and cough drops are excluded
Prescribed Medication

Authorization form must be:
- properly completed
- signed by the prescribing physician & a parent/guardian
- on file in the Horning Health Room

Medication must:
- Be supplied in a pharmacy-labeled container
- Have instructions clearly written dosage with time to be administered
## SDW Middle School Performance Indicators and Scale

<table>
<thead>
<tr>
<th>Infinite Campus Symbol entered by teachers</th>
<th>Level: Rubric Descriptors</th>
<th>Reference guide and HS comparable</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADV</td>
<td><strong>Advanced:</strong> Demonstrates evidence that significantly exceeds proficiency in learning target/standard; Applies evidence of high-level thinking of concepts/skills.</td>
<td>A</td>
</tr>
<tr>
<td>PRO/ADV</td>
<td><strong>Elements of Proficient and Advanced</strong></td>
<td>A/B</td>
</tr>
<tr>
<td>PRO</td>
<td><strong>Proficient:</strong> Demonstrates full comprehension of learning target/standard; Shows evidence of proficiency of concepts/skills.</td>
<td>B</td>
</tr>
<tr>
<td>APP/PRO</td>
<td><strong>Elements of Approaching and Proficient</strong></td>
<td>B/C</td>
</tr>
<tr>
<td>APP</td>
<td><strong>Approaching:</strong> Approaching proficiency in learning targets/standards; Developing understanding of concepts/skills; Working toward independence.</td>
<td>C</td>
</tr>
<tr>
<td>BEG/APP</td>
<td><strong>Elements of Beginning and Approaching</strong></td>
<td>C/D</td>
</tr>
<tr>
<td>BEG</td>
<td><strong>Beginning:</strong> Beginning to demonstrate comprehension in learning targets with limited understanding; Inconsistent demonstration of concepts/skills; Highly dependent upon support.</td>
<td>D</td>
</tr>
<tr>
<td>INC EVD</td>
<td><strong>Incomplete Evidence:</strong> There is little or not enough evidence that the learning target/standard has been met.</td>
<td>IE</td>
</tr>
<tr>
<td>FAIL</td>
<td><strong>Failing</strong> Attempts were unsuccessful to complete progress and demonstrate learning.</td>
<td>F</td>
</tr>
</tbody>
</table>
TECHNOLOGY ACCEPTABLE USE POLICY

Use of Technology is a privilege, which may be revoked.

Use Technology for Educational Purposes:

- School Work
- Assignments/Projects
- Research
- Other tasks as assigned by your teachers
iPads at Horning

iPads are intended for learning.

Non-educational games / social media are not allowed during the school day. This includes during lunch times and after school.
Cell Phones &
Other Personal Communication Devices
Cell phones must be turned off
and kept in lockers during the school day!!

Board Policy 5136 (Personal Communication Devices)

After September 15

1. Confiscation. May pick up in Main Office at end of school day.
2. Confiscation and parent phone call home.
3. Parent/Guardian must pick up at end of day.
4. Check in / Check out
SEARCH AND SEIZURE

- Security cameras in the hallways and outside for OUR SAFETY
- Reasonable suspicion of violation of a school rule, regulation or state law
HMS Dress Code Policy

- Students are expected to dress in accordance with School Board Policy #5132:
  - Health and Safety
  - Vulgarity and/or Obscenity
  - Sexual Innuendo
  - Alcohol/Drug/Tobacco Advertisement
  - Disruption of the Educational Process

- Adherence is expected from the moment you enter the school, at all school events, until you leave school/event.
HMS Dress Code: Dress for Success!

Not permitted:
- Hats, bandanas, hoods, & other headwear
- Muscle shirts
- Visible undergarments/boxer shorts
- Bandanas
- Short skirts
- Short shorts
- Coats, Jackets
- Backpacks kept in locker
The Bottom Line

*Students should ask themselves:*

- Is this distracting?
- Am I showing too much ‘skin’?
- Would I wear this to church or a family function?
- Would my aunt, uncle, parents or grandparents disapprove?

*BE SMART: IF YOU’RE STILL IN DOUBT, DON’T WEAR IT!*
LOCKS & LOCKERS

- Everyone has their own locker
- Do not share lockers
- Do not share your locker combination
- Lockers are the property of the school district
LOCKS & LOCKERS

- Your Phy Ed lockers are assigned by your Phy Ed teacher
- Don’t share your combination
- Keep everything in eyesight & locked
- Locks purchased in the main office
Bullying/Harassment

Horning is committed to providing a safe, positive, productive, and nurturing educational environment for all of its learners.

(Board Policy 5517.01)

*Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power.*

– Verbal/Emotional
– Physical
– Cyber/Telecommunication
– Racial/socioeconomic/sexual orientation, etc.

Both in or out of school bullying/harassment can lead to school and/or legal discipline.
Bullying/Harassment

Bullying Incident Reports:
1. Online Form on school website
2. Forms in Student Services
3. Parent/guardian make an appointment to speak to a counselor

Counselor processes the incident
Admin. Gets involved if necessary

ANY Adult is available to report and respond to Bullying/Harassment.

Be Safe, Be Responsible, Be Respectful
It’s the Horning Way!!
Co-Curricular Activities at HMS

- GET INVOLVED!!!
- Something for everyone
- Athletics
- Clubs
- Academic Competitions
Co-Curricular Activities

Listen for the announcements to GET INVOLVED!

INTERSCHOLASTIC ATHLETICS

FALL: CO-ED CROSS COUNTRY

WINTER: CO-ED WRESTLING

SPRING: CO-ED TRACK

**There are a variety of intramural athletic activities offered as well**
Calling all Parents AND Students to help CREATE & PLAN fun events!

The ABC’s of Site Council - Action Teams

A is for Academics - Promoting academic engagement, growth, and highest possible achievement for each student.

B is for Balance - Recognizing students as whole persons with a range of needs and interests; teaching and modeling attention to the many social, emotional, physical, artistic, and intellectual pursuits that keep us healthy and happy.

C is for Community - Supporting the creation of an environment where everyone feels valued, included, and respected.

- Fund raising for field trips and buses
- Organizing and planning field trips
- Chaperones for field trip and dances
- Helping at school events
- Classroom helpers and demonstrators
- Authentic audience for presentations
- Cafeteria Supervision
- Cultural and Family Dinner Nights
- Fund raising for cafeteria ideas
- Organizing donations for school (supplies to events)
- Researching and organizing community to bring to classroom
- Cultural or Career Speakers
- Organize parent support groups
- Organize seasonal rummages (Halloween costumes, outdoor winter clothes)
- Celebrations Throughout the Year

HORNING
SITE COUNCIL

School Representative - Robert Blessington
262-970-3305
Family Representative - Bryana Becker
262-365-4444
First Day of School
Friday, September 1, 2017

- Building Tour
- S.O.A.R. Advisory Time for Community Building/Team Building
- Lunch with S.O.A.R. Groups
- “A” Day
- Abbreviated Periods 1-7 Schedule in p.m. after lunches conclude
- Tuesday, September 5 NORMAL Schedule Begins
Hawk Nation Night

Thursday, August 31, 2017, 5:30 to 6:30 p.m.

get acquainted with building,

Visit assigned classes and meet teachers

Find your locker and put school issued lock on

Ice Cream Social: 6:30 p.m. to 7:00 p.m.
CONNECT WITH US!

New website
https://sdw.waukesha.k12.wi.us/horningms

Facebook
Horning MS Hawks

Twitter
@HorningMiddle #1Horning

Hawk Nation Newsletter

YouTube
SDW Horning