

# Holmen Middle School

2024 - 2025

## Student Handbook

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### Table of Contents

Holmen Middle School.....	1
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<b>Table of Contents.....</b>	<b>2</b>
<b>HOLMEN MIDDLE SCHOOL.....</b>	<b>6</b>
<b>Be respectful. Be responsible. Be safe.....</b>	<b>6</b>
<b>THE MIDDLE SCHOOL PHILOSOPHY.....</b>	<b>7</b>
<b>ACADEMIC HONESTY .....</b>	<b>7</b>
<b>ACADEMY.....</b>	<b>8</b>
<b>ADVISORY.....</b>	<b>8</b>
<b>AFTER-SCHOOL HOURS.....</b>	<b>8</b>
<b>AGENDA.....</b>	<b>9</b>
<b>ANIMALS AT SCHOOL.....</b>	<b>9</b>
<b>ANNOUNCEMENTS.....</b>	<b>9</b>
<b>ASSEMBLIES.....</b>	<b>9</b>
<b>ASSIGNMENT OF STUDENTS TO CLASSES.....</b>	<b>10</b>
<b>ATTENDANCE.....</b>	<b>10</b>
ENTERING SCHOOL.....	10
ATTENDANCE LETTERS.....	10
EXCUSED ABSENCES.....	10
MEDICAL ABSENCES AND APPOINTMENTS.....	11
MAKE-UP WORK DURING OR FOLLOWING AN ABSENCE.....	11
STUDENT RELEASE PROCEDURE.....	12
<b>BEHAVIOR EXPECTATIONS FOR STUDENTS.....</b>	<b>12</b>
SUSPENSIONS.....	13
DISCIPLINE.....	13
STEPS FOR RESOLVING STUDENT SITUATIONS.....	13
JUVENILE CITATIONS.....	13
<b>BICYCLES.....</b>	<b>14</b>
<b>BULLYING AND HATE SPEECH.....</b>	<b>14</b>
<b>BUSING—STUDENT BEHAVIOR GUIDELINES.....</b>	<b>15</b>
<b>CHANGE OF ADDRESS - COMMUNICATION.....</b>	<b>15</b>
<b>CIVIL AUTHORITIES.....</b>	<b>16</b>
<b>CODE OF CONDUCT.....</b>	<b>16</b>
<b>COMPUTER/CHROMEBOOK USAGE.....</b>	<b>16</b>
CHROMEBOOK PROTECTION PLAN.....	17
<b>CONTROLLED SUBSTANCES ON SCHOOL PROPERTY.....</b>	<b>17</b>
<b>CONFERENCES – STUDENT/PARENT/TEACHER.....</b>	<b>18</b>
<b>CONTROVERSIAL ISSUES IN THE CLASSROOM.....</b>	<b>19</b>
<b>DANCES/CELEBRATIONS.....</b>	<b>19</b>
<b>DOORS (Building Entrances).....</b>	<b>19</b>
<b>DRESS CODE.....</b>	<b>19</b>
<b>ELECTRONIC GRADING AND ATTENDANCE ACCESS.....</b>	<b>20</b>
<b>FEES AND FINES.....</b>	<b>21</b>
<b>FIELD TRIPS.....</b>	<b>21</b>

<b>FLOWERS and BALLOONS.....</b>	<b>21</b>
<b>FUNDRAISERS.....</b>	<b>22</b>
<b>GRADING POLICY.....</b>	<b>22</b>
GRADING SCALE.....	22
HONOR ROLL.....	22
REPORT CARDS - END OF QUARTER AND MIDTERM GRADE REPORTING.....	23
<b>HEALTH OFFICE.....</b>	<b>23</b>
ILLNESS IN SCHOOL.....	23
MEDICATIONS.....	23
<b>INSURANCE FOR STUDENTS.....</b>	<b>24</b>
<b>LIBRARY MEDIA CENTER (LMC).....</b>	<b>24</b>
<b>LOCKERS.....</b>	<b>24</b>
SEARCH OF LOCKERS.....	25
<b>LOST &amp; FOUND.....</b>	<b>25</b>
<b>LUNCH.....</b>	<b>25</b>
STUDENT UNIVERSAL NUTRITION PROGRAM (S.U.N.).....	25
MEAL PRICES FOR THE 2024-2025 SCHOOL YEAR.....	26
ALA CARTE.....	26
PAYMENT.....	26
LOW ACCOUNT BALANCE.....	26
SPECIAL DIETS OR ALLERGIES.....	27
FIELD TRIPS .....	27
FREE AND REDUCED MEAL INFORMATION.....	27
<b>MATH - ACCELERATED PROGRAM.....</b>	<b>28</b>
<b>PARKING/STUDENT PICK-UP/DROP-OFF.....</b>	<b>29</b>
<b>PARENT ORGANIZATION.....</b>	<b>29</b>
<b>PERSONAL COMMUNICATION DEVICES.....</b>	<b>29</b>
Policy Guidelines.....	30
<b>PERSONAL INFORMATION.....</b>	<b>31</b>
<b>PHYSICAL EDUCATION PROGRAM.....</b>	<b>31</b>
<b>PROMOTION AND SUMMER SCHOOL.....</b>	<b>32</b>
GRADE ADVANCEMENT POLICY.....	32
<b>RECORDS.....</b>	<b>32</b>
<b>RELIGION IN THE CLASSROOM.....</b>	<b>34</b>
<b>SAFETY RESPONSE.....</b>	<b>35</b>
<b>SCHOOL COUNSELING.....</b>	<b>35</b>
<b>STUDENT COUNCIL.....</b>	<b>36</b>
<b>Student Nondiscrimination and Equal Education Opportunity:.....</b>	<b>36</b>
<b>TALENTED and GIFTED PROGRAM (TAG).....</b>	<b>38</b>
<b>TELEPHONE CALLS.....</b>	<b>38</b>
<b>TEXTBOOKS and SUPPLEMENTAL ITEMS.....</b>	<b>38</b>
<b>VALUABLES.....</b>	<b>38</b>

<b>VIDEO SURVEILLANCE AND ELECTRONIC MONITORING.....</b>	<b>39</b>
<b>VISITORS.....</b>	<b>39</b>
<b>VOLUNTEERS.....</b>	<b>39</b>
<b>WEAPONS.....</b>	<b>40</b>
<b>WITHDRAWAL or TRANSFER of STUDENT RECORDS.....</b>	<b>40</b>
<b>APPENDIX.....</b>	<b>41</b>
<b>HOLMEN MIDDLE SCHOOL STAFF DIRECTORY.....</b>	<b>41</b>
<b>HOLMEN MIDDLE SCHOOL STAFF TEAMS.....</b>	<b>45</b>
<b>HOLMEN MIDDLE SCHOOL STUDENT CALENDAR.....</b>	<b>47</b>
<b>HOLMEN MIDDLE SCHOOL DAILY SCHEDULE.....</b>	<b>48</b>
<b>HOLMEN MIDDLE SCHOOL EARLY RELEASE/ LATE START SCHEDULE.....</b>	<b>49</b>
<b>HOLMEN MIDDLE SCHOOL CHARACTER STRONG SCHEDULE.....</b>	<b>50</b>
<b>HOLMEN MIDDLE SCHOOL BEHAVIOR MATRIX.....</b>	<b>51</b>



# 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. Of great importance are those classroom experiences that promote complex thinking and teach problem-solving techniques.

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 at the [School District of Holmen Bylaws and Policies](#) website.

# **ACADEMIC HONESTY**

Violating academic honesty erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in all its forms.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work. It is prohibited for any student to unfairly advance their own academic performance or that of any other student.

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:**

- plagiarism (of ideas, work, research, speech, art, music, etc.);
- forgery of another’s work;
- presenting the results from an artificial intelligence platform as one’s own (See Policy 7540.08 - Artificial Intelligence (AI));
- downloading or copying information from other sources and presenting it as one’s own;
- using language translation work of someone else when the expectation is doing one’s own translation;
- copying another person’s work;
- allowing another person to copy one’s own work;
- stealing another person’s work ;
- doing another person’s work for them;
- distributing copies of one’s work for use by others;
- distributing copies of someone else’s work for use by others;
- intentionally accessing another’s work for the purpose of presenting it as one’s own;
- distributing or receiving answers to assignments, quizzes, tests, assessments, etc.
- distributing or receiving questions from quizzes, tests, assessments, etc. ([Refer to School Board Policy - 5505](#))

## **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 - 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 - 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 any time. Attendance message information should include:

- 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 7:00am. 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 - 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 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. ([Refer to School Board Policy - 5230](#))

## **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 Positive Behavior Intervention and Support philosophy of being respectful, responsible, and safe. The link to the behavior matrix displays the expected behaviors for 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 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. ([Refer to School Board Policy - 5513](#))

## **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. ([Refer to School Board Policy - 5610](#))

## **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 doors 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](#) 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.

# CHANGE OF ADDRESS - COMMUNICATION

During this school year, HMS will be sending important communications through e-mail, including upcoming events, exciting news, our newsletter link, and weather dismissal notifications. **It is very important that the HMS office has your current e-mail 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 for 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 - 5540](#) regarding student interviews by law enforcement and other agencies.

## CODE OF CONDUCT

Holmen Middle School is committed to maintaining a positive teaching/learning climate. Teachers are expected to create a positive learning atmosphere for students in their classrooms. Students are expected to follow expectations in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and for other students to learn.

For more information, see [Board Policy 5500](#) and [Board Policy 5500.01](#).

### STUDENT REMOVAL FROM CLASS

When a student is removed from a class, the teacher and/or an administrator will contact the parent and the teacher will enter a behavior referral in eduCLIMBER. The Student Code of Conduct will assist with communication among the student, parent and staff. The goal of the Student Code of Conduct will be to develop a plan that will assist student success.

#### **This code of classroom conduct applies to all students**

- 1) Student Removal From Class: A teacher may remove a student from class for the following reasons:
  - ☐ Dangerous, disruptive, or unruly behaviors; or behavior that interferes with the ability of the teacher to teach effectively.

## 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. ([Refer to School Board Policy - 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**

Parent/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.

## **CONTROLLED SUBSTANCES ON SCHOOL PROPERTY**

In order to provide for a school environment free of alcohol and drugs, including look-alikes, the following guidelines are established:

1. Students intentionally aiding or abetting other students in violating this policy shall be considered in violation of this policy and be subject to disciplinary action.
2. No student shall use, have any evidence in one's body, possess, or be under the influence of intoxicants or mood-altering drugs not prescribed and taken in accordance with a physician's order. No student shall possess related drug paraphernalia. This guideline applies on all school property and school-related events. Students violating this guideline shall be subject to disciplinary action.
3. No student shall exchange, distribute, sell, attempt to sell, give away, or possess with the intention of exchanging, distributing, selling or giving away intoxicants or mood-altering drugs or paraphernalia on school premises or while participating in or attending any school-related activity. Students violating this guideline shall be subject to disciplinary action. Wisconsin law shall control when determining intent.
4. No student shall exchange, distribute, sell, and attempt to sell, or give away to another student, any substance, regardless of its true nature, which such student has represented in any manner to be an intoxicating or mood-altering drug on school premises or while attending a school-related activity. Students violating this guideline shall be subject to disciplinary action.
5. Any student who owns or operates a vehicle for attendance at school or school-related activities accepts responsibility for the behavior of others who use that vehicle on school premises. This responsibility subjects the owner or operator to the full ramifications of Board Policy guidelines.
6. A copy of this policy and guidelines shall be made available annually to students and their parents/guardians.

Additionally, any drug or alcohol violations can result in a restriction to extra curricular events including (but not limited to) dances, sporting events, and graduation. This restriction can last up to one year, at the discretion of the building principal. ([Refer to School Board Policy - 5530](#))

## **CONFERENCES – STUDENT/PARENT/TEACHER**

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. ([Refer to School Board Policy - 9250](#))

# **CONTROVERSIAL ISSUES IN THE CLASSROOM**

Per policy 2240, The Board believes that the consideration of controversial issues has a legitimate place in the instructional program of the District. Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions. In addition, the opportunity can lead students to learn about how to use critical thinking and problem-solving skills, to study and analyze relevant issues, evaluate different sources of information, make intelligent decisions regarding issues, and how to appreciate the value of differing viewpoints. For purposes of this policy, a controversial issue is a topic on which opposing points of view have been identified and are likely to arouse both support and opposition in the community. ([Refer to School Board Policy ~ 2240](#))

## **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. ([Refer to School Board Policy - 5511](#)).

## **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](#) and **text "YES" to 79041**.

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: [HMS Student Calendar](#)

## **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 students' 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](mailto:infinitecampusupdate@holmen.k12.wi.us) and ask them to reset your login information and provide you with your account login and password.

## **FEES AND FINES**

The Board may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction. If the District determines that a student is in serious financial need, it may choose to provide any or all such materials free of charge. No student shall be denied any educational opportunity because of their inability to pay any fee or charge imposed.

A charge shall not exceed the combined cost of the material used, freight and/or handling charges, and nominal add-on for loss. Money received from the resale of such material shall be returned to the General Fund with an accurate accounting of all transactions.

To request a waiver for a fee, fine, or charge, contact Tiffani LaJeunesse at [lajtif@holmen.k12.wi.us](mailto:lajtif@holmen.k12.wi.us) or by phone at 608.526.3372 ([Refer to School Board Policy - 6152](#))

## **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 sent back, and the shops

will be requested to contact the customer and arrange for 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. ([Refer to School Board Policy - 5830](#))

## 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%
<b>Total</b>	<b>100%</b>

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.

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. Honor roll is calculated to represent the amount of time that students are in classes at HMS. For that calculation Core classes are calculated at 1 full class and encore classes are calculated at 0.35 of a full class.

### REPORT CARDS - END OF QUARTER AND MIDTERM GRADE-REPORTING

Grades will be reported four times during the year to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> 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. ([Refer to School Board Policy - 5421](#))

## **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. See "Emergency Nursing Services" under the Support Services Section of the District's policies for more information.

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 not adequate because of deductibles, co-insurance or other clauses, or if you do not have insurance, we encourage you to reach out to 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. ([Refer to School Board Policy - 2522](#))

## **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**

Lockers are subject to searches by the administration to protect the health and safety of the student body. A search may be conducted randomly or conducted when there are reasonable grounds to suspect violation of school, local, state or federal laws. It is recognized that all lockers are opened and/or inspected for housekeeping and repair purposes periodically.

([Refer to School Board Policy - 5771](#))

## **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 2024-2025 SCHOOL YEAR

Breakfast		Lunch	
\$2.00	Full Price	\$3.00	Students K-5
FREE	Reduced	\$3.25	Students 6-12
\$2.50	Adults	FREE	Reduced
\$0.60	Milk Only	\$4.25	Adults

\*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 a 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 make sure to put money into their account prior to 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 out 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 a verbal notice from the attending cashier. This is your notice to send lunch money to school as soon as possible. **(Parents/Guardians are responsible to keep 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](http://www.holmen.k12.wi.us) through the parent portal.

## **ONLINE PAYMENT INFORMATION**

Fees may be paid in the virtual School Store. Instructions are linked here: [Parent Instructions on using the School Store](#). You will be able to purchase items from the School Store, pay any fees associated with your account, and deposit funds into your food service account for all your students in one transaction. There will be two settings for transaction fees. When you purchase online using your checking/savings account there will be no transaction fee. When you purchase online using your credit/debit card, there will be a 3.5% transaction fee based on your total transaction amount.

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 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](http://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. ([Refer to School Board Policy - 8531](#))

### **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](mailto:gasmic@holmen.k12.wi.us) ([Refer to School Board Policy - 8500](#))

## **MATH - ACCELERATED PROGRAM**

Holmen Middle School provides accelerated math classes for those math students who show they have the requisite skills and understandings 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](#) 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 available through 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 who arrive at school after 7:35 a.m. must use entrance D, off of 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 an as needed basis at HMS in Room 100. Please refer to the Middle School's web page found here: [HMSPG Page](#), or call the Holmen Middle School Office for more information. ([Refer to School Board Policy - 9211](#))

## **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

wide-spread 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. ([Refer to School Board Policy - 5136](#))

## **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 violation involves illegal activity
6. Additional options as determined appropriate by an administrator

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

For more information, see [Board Policy 5136](#), [7540](#), and [7540.03](#).

## PERSONAL INFORMATION

Through the district electronic “Annual Update”, parents/guardians are asked to update personal information, including address and emergency contact information. The purpose of collecting this information is to enable 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 on 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. ([Refer to School Board Policy - 5410](#))

## 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 to not 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. ([Refer to School Board Policy - 8330](#))

## **RELIGION IN THE CLASSROOM**

Per policy 2270, As a public entity, the District must comply with the U.S. Constitution's First Amendment requirement that the District neither establishes religion in the schools nor prohibit students' free exercise of religion according to pertinent interpretation and application of those Constitutional provisions by the Courts. Accordingly, no Board employee will promote religion in the classroom or in the District's curriculum, or compel or pressure any student to participate in devotional exercises. Displays of a religious character must conform with Policy 8800. Instructional activities shall not be permitted to advance or inhibit any particular religion or religion generally. Teachers shall forward requests for religious accommodation in instruction to the Building Administrator.

An understanding of religions and their effects on civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, curriculum may include, as appropriate to the various ages and attainments of the students, instruction about the religions of the world. ([Refer to School Board Policy - 2270](#))

# SAFETY RESPONSE



## Parent Guide to the Standard Response Protocol (SRP)



<p><b>HOLD</b></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"> <li>Sick student in the hallway</li> </ul> <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 &amp; students are asked to stay where they are until the issue is cleared.</p>	<p><b>SECURE</b></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"> <li>Wildlife in the area</li> <li>Criminal activity in the area</li> </ul> <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"> <li>Outside doors locked</li> <li>Inside business as usual (Exterior doors are always locked during school hours, but this messaging prompts a system of double checks.)</li> <li>No one in or out of building</li> </ul> <p><u>What do I do?</u></p> <ul style="list-style-type: none"> <li>Stay home.</li> <li>Stay informed.</li> <li>Dismissal times &amp; situations could change.</li> </ul>	<p><b>LOCKDOWN</b></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"> <li>Threat inside the school</li> <li>Emergency or dangerous situation very near the school</li> </ul> <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"> <li>Law enforcement and first responders will be involved.</li> </ul> <p><u>What do I do?</u></p> <ul style="list-style-type: none"> <li>Stay home.</li> <li>Stay informed.</li> <li>Be ready.</li> </ul>	<p><b>EVACUATE</b></p> <p>"EVACUATE!" (A location may be specified.)</p> <p><u>Why?</u> Students &amp; 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"> <li>Gas leak</li> <li>Fire</li> </ul> <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"> <li>Law enforcement and first responders will be involved.</li> </ul> <p><u>What do I do?</u></p> <ul style="list-style-type: none"> <li>Stay home.</li> <li>Stay informed.</li> <li>Be ready.</li> </ul>	<p><b>SHELTER</b></p> <p>"SHELTER!" Hazard and safety strategy.</p> <p><u>Why?</u> Students &amp; 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"> <li>Weather emergency such as a tornado</li> </ul> <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"> <li>Stay home.</li> <li>Stay informed.</li> <li>Be ready.</li> </ul>
<p><b>REUNIFICATION</b></p> <p>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.</p> <p>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.</p>				



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 and 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 xeem 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.

## Notice of Nondiscrimination

The Board of the School District of Holmen does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both.

The District's Title IX Coordinator are:

Jill Mason  
Executive Director of Student Services  
608-526-1308  
1019 McHugh Rd, Holmen WI 54636  
[masjil@holmen.k12.wi.us](mailto:masjil@holmen.k12.wi.us)

Melissa Kaatz  
Director of Human Services  
608-526-1319  
1019 McHugh Rd, Holmen WI 54636  
[kaamel@holmen.k12.wi.us](mailto:kaamel@holmen.k12.wi.us)

The Board's nondiscrimination policy and grievance procedures can be located in Policy 2264 – Nondiscrimination on the Basis of Sex in Education Programs or Activities (for allegations of sex-based nondiscrimination that occur on or after August 1, 2024) and Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities (for allegations of sex-based nondiscrimination that occur on or before July 31, 2024), both of which are available at:  
<https://go.boarddocs.com/wi/holmen/Board.nsf/Public?open&id=policies>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to <https://www.holmen.k12.wi.us/district/title-ix.cfm>.

**Contact information for OCR is available here: <https://ocras.ed.gov/contact-ocr>.**

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct and the Employee Handbook.

## **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, to encourage creative problem solving, and to 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.

[\(Refer to School Board Policy - 2464\)](#)

## **TELEPHONE CALLS**

Students, with a pass from their teacher, will be permitted to make calls from the main office. 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 the item was issued will be charged for it. 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.

# VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

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. ([Refer to School Board Policy - 7440.01](#))

## 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. ([Refer to School Board Policy - 9150](#))

## VOLUNTEERS

If you are interested in volunteering, please complete the Volunteer Registration Form at [www.holmen.k12.wi.us/community/volunteers.cfm](http://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 in order for the background check to be run. For safety reasons and to reduce distractions, we ask that no younger siblings be brought to school while volunteering
- Only registered volunteers will be allowed into the instructional areas during the school day. ([Refer to School Board Policy - 8120](#))

# **WEAPONS**

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion. ([Refer to School Board Policy - 5772](#))

# **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. ([Refer to School Board Policy - 8330](#))



# APPENDIX

## HOLMEN MIDDLE SCHOOL STAFF DIRECTORY

Staff Name	Extension	Team	Role	E-mail Address
Anderson, Jill	5152	SEL	Teacher	andjil@holmen.k12.wi.us
Arroyo, Jamie	5402	Office	Admin. Assistant	arrjam@holmen.k12.wi.us
Arroyo, Tim	5212	7H Math	Teacher	<a href="mailto:arrtim@holmen.k12.wi.us">arrtim@holmen.k12.wi.us</a>
Baumgart, Jackson	5200	7S Science	Teacher	baujac@holmen.k12.wi.us
Beckendorf, Brenna	5158	6S Social Studies	Teacher	<a href="mailto:becbre@holmen.k12.wi.us">becbre@holmen.k12.wi.us</a>
Benson, Heather	5102	7H ELA	Teacher	<a href="mailto:lichea@holmen.k12.wi.us">lichea@holmen.k12.wi.us</a>
Bieneman, Sara	5121	Orchestra	Teacher	biesar@holmen.k12.wi.us
Davis, Cheri	5148	Nutrition Services	Cook	boysha@holmen.k12.wi.us
Carter-Brown, Randy	5111	Special Education	Educational Assistant	<a href="mailto:carran@holmen.k12.wi.us">carran@holmen.k12.wi.us</a>
Casey, Nate	5210	Business Education	Teacher	<a href="mailto:casnat@holmen.k12.wi.us">casnat@holmen.k12.wi.us</a>
Christen, CeAnna	5112	ESL	Teacher	<a href="mailto:chrcea@holmen.k12.wi.us">chrcea@holmen.k12.wi.us</a>
Clausen, Caitlin	5177	6M Math	Teacher	<a href="mailto:clacai@holmen.k12.wi.us">clacai@holmen.k12.wi.us</a>
Clifford, Scott	5214	7H Science	Teacher	<a href="mailto:clisco@holmen.k12.wi.us">clisco@holmen.k12.wi.us</a>
Craig, Sydney	5420	Special Education	Educational Assistant	crasyd@holmen.k12.wi.us
Curtis, Katie	5176	6S ELA	Teacher	curkat@holmen.k12.wi.us
DeLong, Kari	5004	Health	Teacher	<a href="mailto:delkar@holmen.k12.wi.us">delkar@holmen.k12.wi.us</a>
Devine, Hope	5625	ID/ Autism	Educational Assistant	<a href="mailto:devhop@holmen.k12.wi.us">devhop@holmen.k12.wi.us</a>
Dienger-Hanson, Jen	5302	6th Guidance	Counselor	<a href="mailto:diejen@holmen.k12.wi.us">diejen@holmen.k12.wi.us</a>
Dobkoski, Andy	5211	7H Social Studies	Teacher	<a href="mailto:doband@holmen.k12.wi.us">doband@holmen.k12.wi.us</a>
Dobkoski, Tracy	5151	6H ELA	Teacher	<a href="mailto:dobtra@holmen.k12.wi.us">dobtra@holmen.k12.wi.us</a>
Dreyer, Sarah	5165	Special Education	Educational Assistant	dresar@holmen.k12.wi.us
Eggerichs, Tara	5228	8H Math	Teacher	<a href="mailto:eggtar@holmen.k12.wi.us">eggtar@holmen.k12.wi.us</a>
Eickhoff, Jennifer	5401	Office	Admin. Assistant	<a href="mailto:eicjen@holmen.k12.wi.us">eicjen@holmen.k12.wi.us</a>
Ewing, Deborah	5928/5402	Custodians	Custodian	<a href="mailto:ewideb@holmen.k12.wi.us">ewideb@holmen.k12.wi.us</a>
Fink, Jennifer	5163	ESL	Teacher	finjen@holmen.k12.wi.us
Foley, Heather	5142	Physical Education	Teacher	<a href="mailto:folhea@holmen.k12.wi.us">folhea@holmen.k12.wi.us</a>
Garbe, Steven	5928/5402	Custodians	Head Custodian	gilmic@holmen.k12.wi.us
Jordin, Carrie	5148	Nutrition Services	Cook	gonkim@holmen.k12.wi.us

Plunkett, Diane	5148	Nutrition Services	Cook	<a href="mailto:gookat@holmen.k12.wi.us">gookat@holmen.k12.wi.us</a>
Grabowenski, Kelly	5614	Special Education	Educational Assistant	<a href="mailto:gracli@holmen.k12.wi.us">gracli@holmen.k12.wi.us</a>
Groth, Jeff	5115	Tech Education	Teacher	<a href="mailto:gorjef@holmen.k12.wi.us">gorjef@holmen.k12.wi.us</a>
Hagel, Anne	5161	6M Science	Teacher	<a href="mailto:hagann@holmen.k12.wi.us">hagann@holmen.k12.wi.us</a>
Teeter, Kelly	5148	Nutrition Services	Cook	<a href="mailto:hanmic@holmen.k12.wi.us">hanmic@holmen.k12.wi.us</a>
Hantzsch, Sam	5902	6th Band	Teacher	<a href="mailto:hansam@holmen.k12.wi.us">hansam@holmen.k12.wi.us</a>
Hauser, Jessica	5203	7H Special Ed	Teacher	<a href="mailto:haujes@holmen.k12.wi.us">haujes@holmen.k12.wi.us</a>
Hauser, Jolene	5928/5402	Custodians	Custodian	<a href="mailto:haujol@holmen.k12.wi.us">haujol@holmen.k12.wi.us</a>
Helget-Wedul, Angela	5409	Office	Nurse	<a href="mailto:helang@holmen.k12.wi.us">helang@holmen.k12.wi.us</a>
Hickey, Officer Joe	6109	Police Liaison	Police Liaison	<a href="mailto:hicjoe@holmen.k12.wi.us">hicjoe@holmen.k12.wi.us</a>
Honeck, Marissa	5131	8M Math	Teacher	<a href="mailto:frammar@holmen.k12.wi.us">frammar@holmen.k12.wi.us</a>
James, Kristi	5144	Physical Education	Teacher	<a href="mailto:jamkri@holmen.k12.wi.us">jamkri@holmen.k12.wi.us</a>
Jessie, Kate	5111	Special Education	Teacher	<a href="mailto:jeskat@holmen.k12.wi.us">jeskat@holmen.k12.wi.us</a>
Gooden, Marsha	5148	Nutrition Services	Cook	<a href="mailto:johjus@holmen.k12.wi.us">johjus@holmen.k12.wi.us</a>
Johnson, Livia	5006	7S ELA	Teacher	<a href="mailto:johliv@holmen.k12.wi.us">johliv@holmen.k12.wi.us</a>
Johnson, Sandra	5928/5402	Custodians	Custodian	<a href="mailto:johsan@holmen.k12.wi.us">johsan@holmen.k12.wi.us</a>
Jones, Andrew	5914	6th General Music	Teacher	<a href="mailto:jonand@holmen.k12.wi.us">jonand@holmen.k12.wi.us</a>
Kerrigan, Amanda	5215	Art	Teacher	<a href="mailto:kerama@holmen.k12.wi.us">kerama@holmen.k12.wi.us</a>
Kline, Marci	5130	8M Social Studies	Teacher	<a href="mailto:klimar@holmen.k12.wi.us">klimar@holmen.k12.wi.us</a>
Klug, Jim	5168	Alternative Ed	Teacher	<a href="mailto:klujam@holmen.k12.wi.us">klujam@holmen.k12.wi.us</a>
Knepper, Charissa	5165	Special Education	Teacher	<a href="mailto:knechar@holmen.k12.wi.us">knechar@holmen.k12.wi.us</a>
elbl, Maddy	5152	8S Special Ed	Teacher	<a href="mailto:brumad@holmen.k12.wi.us">brumad@holmen.k12.wi.us</a>
Kohlmeyer, Erica	5408	8th Guidance	Counselor	<a href="mailto:koheri@holmen.k12.wi.us">koheri@holmen.k12.wi.us</a>
Koistinen, Shannon	5207	ELA Intervention	ELA Interventionist	<a href="mailto:koisha@holmen.k12.wi.us">koisha@holmen.k12.wi.us</a>
Korthuis, Andrea	5171	World Cultures	Teacher	<a href="mailto:korand@holmen.k12.wi.us">korand@holmen.k12.wi.us</a>
Kratochvill, Amy	5175	6S Math	Teacher	<a href="mailto:kraamy@holmen.k12.wi.us">kraamy@holmen.k12.wi.us</a>
Kulmaczewski, Bridget	5620	7th Inclusion	Educational Assistant	<a href="mailto:kulbri@holmen.k12.wi.us">kulbri@holmen.k12.wi.us</a>
Kunkel, Sarah	5134	8M Special Ed	Teacher	<a href="mailto:kunsar@holmen.k12.wi.us">kunsar@holmen.k12.wi.us</a>
Langreck, Matt	5905	Art	Teacher	<a href="mailto:lanmat@holmen.k12.wi.us">lanmat@holmen.k12.wi.us</a>
Larson, Myriam	5170	Spanish	Teacher	<a href="mailto:larmyr@holmen.k12.wi.us">larmyr@holmen.k12.wi.us</a>
Loewenhagen, Deb	5159	6H Special Ed	Teacher	<a href="mailto:loedeb@holmen.k12.wi.us">loedeb@holmen.k12.wi.us</a>
Loomis, Bobbi Jo	5304	Guidance	School Psychologist	<a href="mailto:loobob@holmen.k12.wi.us">loobob@holmen.k12.wi.us</a>

Lor, Kang	5227	8S Science	Teacher	<a href="mailto:lorkan@holmen.k12.wi.us">lorkan@holmen.k12.wi.us</a>
Lovell, Emily	5154	6H Social Studies	Teacher	<a href="mailto:lovemi@holmen.k12.wi.us">lovemi@holmen.k12.wi.us</a>
Lovell, Greg	5155	Intervention	Behavior Interventionist	<a href="mailto:lovgre@holmen.k12.wi.us">lovgre@holmen.k12.wi.us</a>
Malay, Wendy	5110	Speech	Speech Pathologist	<a href="mailto:malwen@holmen.k12.wi.us">malwen@holmen.k12.wi.us</a>
Mally, Steve	5221	8M Science	Teacher	<a href="mailto:malste@holmen.k12.wi.us">malste@holmen.k12.wi.us</a>
McAndrews, Dayce	5132	8M ELA	Teacher	<a href="mailto:mcaday@holmen.k12.wi.us">mcaday@holmen.k12.wi.us</a>
McDonald, Beth	5129	8H ELA	Teacher	<a href="mailto:mcdbet@holmen.k12.wi.us">mcdbet@holmen.k12.wi.us</a>
Mezera, Angela	5229	8S Math	Teacher	<a href="mailto:mezang@holmen.k12.wi.us">mezang@holmen.k12.wi.us</a>
Miles, Jenne	5202	7S Special Ed	Teacher	<a href="mailto:miljen@holmen.k12.wi.us">miljen@holmen.k12.wi.us</a>
Miller, Laurie	5148	Nutrition Services	Cook	<a href="mailto:muremi@holmen.k12.wi.us">muremi@holmen.k12.wi.us</a>
Morrison, Linda	5156	6S Special Ed	Teacher	<a href="mailto:morlin@holmen.k12.wi.us">morlin@holmen.k12.wi.us</a>
Needham, Ross	5204	7M Math	Teacher	<a href="mailto:neeros@holmen.k12.wi.us">neeros@holmen.k12.wi.us</a>
Nelson, Jamie	5008	7S Math	Teacher	<a href="mailto:neljam@holmen.k12.wi.us">neljam@holmen.k12.wi.us</a>
Niedfeldt, Annette	5412	Health Office	Educational Assistant	<a href="mailto:nieann@holmen.k12.wi.us">nieann@holmen.k12.wi.us</a>
O'Donnell, Rachel	5512	7th & 8th Band	Teacher	<a href="mailto:odorac@holmen.k12.wi.us">odorac@holmen.k12.wi.us</a>
Oswald, Nicole	5619	Special Education	Educational Assistant	<a href="mailto:oswnic@holmen.k12.wi.us">oswnic@holmen.k12.wi.us</a>
Pachal, Joe	5174	6M Social Studies	Teacher	<a href="mailto:pacjos@holmen.k12.wi.us">pacjos@holmen.k12.wi.us</a>
Pankhurst, Jaci	5146	Library Media	LMC Coordinator	<a href="mailto:panjac@holmen.k12.wi.us">panjac@holmen.k12.wi.us</a>
Peters, Tiffanie	5140	Business Education	Teacher	<a href="mailto:pettif@holmen.k12.wi.us">pettif@holmen.k12.wi.us</a>
Peterson, Lynn	5146	LMC	LMC Assistant	<a href="mailto:petjil@holmen.k12.wi.us">petjil@holmen.k12.wi.us</a>
Peterson, Nick	5201	7th & 8th Special Ed	Teacher	<a href="mailto:petnic@holmen.k12.wi.us">petnic@holmen.k12.wi.us</a>
Pratt, Candace	5209	7M Social Studies	Teacher	<a href="mailto:pracan@holmen.k12.wi.us">pracan@holmen.k12.wi.us</a>
Repaal, Jackelyn	5421	Special Education	Educational Assistant	<a href="mailto:repjac@holmen.k12.wi.us">repjac@holmen.k12.wi.us</a>
Retzlaff, Heather	5306	7th Guidance	Counselor	<a href="mailto:rethea@holmen.k12.wi.us">rethea@holmen.k12.wi.us</a>
Rhoades, Amy	5173	6M ELA	Teacher	<a href="mailto:rhoamy@holmen.k12.wi.us">rhoamy@holmen.k12.wi.us</a>
Rickert, Elliot	5114	Choir	Teacher	<a href="mailto:ricell@holmen.k12.wi.us">ricell@holmen.k12.wi.us</a>
Roesler, Tara	5103	7M ELA	Teacher	<a href="mailto:roetar@holmen.k12.wi.us">roetar@holmen.k12.wi.us</a>
Roper, Tonya	5220	8H ELA	Teacher	<a href="mailto:ropton@holmen.k12.wi.us">ropton@holmen.k12.wi.us</a>
Schroeder, Molly	5621	Special Education	Educational Assistant	<a href="mailto:schmol@holmen.k12.wi.us">schmol@holmen.k12.wi.us</a>
Schultz, Bethany	5153	6H Math	Teacher	<a href="mailto:schbet@holmen.k12.wi.us">schbet@holmen.k12.wi.us</a>
Sheehan, Kelly	5168	6th ESL	Teacher	<a href="mailto:shekel@holmen.k12.wi.us">shekel@holmen.k12.wi.us</a>
Slade, Kristen	5148	Nutrition Services	Nutrition Team Leader	<a href="mailto:slakri@holmen.k12.wi.us">slakri@holmen.k12.wi.us</a>
Smith, Muriah	5148	Nutrition Services	Cook	<a href="mailto:smimur@holmen.k12.wi.us">smimur@holmen.k12.wi.us</a>

Stalsberg, Kaitlin	5133	6M Special Ed	Teacher	<a href="mailto:stakai@holmen.k12.wi.us">stakai@holmen.k12.wi.us</a>
Stapleton, Aubrey	5100	Special Ed	Educational Assistant	<a href="mailto:Staub@holmen.k12.wi.us">Staub@holmen.k12.wi.us</a>
Stein, Susan	5143	Talented and Gifted	Teacher	<a href="mailto:stesus@holmen.k12.wi.us">stesus@holmen.k12.wi.us</a>
Stoeckly, Amy	5141	Intervention	Reading Interventionist	<a href="mailto:stoamy@holmen.k12.wi.us">stoamy@holmen.k12.wi.us</a>
Stratton, Diana	5150	6H Science	Teacher	<a href="mailto:strdia@holmen.k12.wi.us">strdia@holmen.k12.wi.us</a>
Strittmater, Kim	5208	Math& Intervention	Teacher	<a href="mailto:strkim@holmen.k12.wi.us">strkim@holmen.k12.wi.us</a>
Suhr, Dan	5928/5402	Custodians	Custodian	<a href="mailto:gibjam@holmen.k12.wi.us">gibjam@holmen.k12.wi.us</a>
Taebel, Dave	5160	6S Science	Teacher	<a href="mailto:taedav@holmen.k12.wi.us">taedav@holmen.k12.wi.us</a>
Tande, Eric	5213	7M Science	Teacher	<a href="mailto:taneri@holmen.k12.wi.us">taneri@holmen.k12.wi.us</a>
Tashner, Benjamin	5414	Administration	Associate Principal/ AD	<a href="mailto:tasben@holmen.k12.wi.us">tasben@holmen.k12.wi.us</a>
Thao, Jenny	5165	Special Education	Educational Assistant	<a href="mailto:Thajen@holmen.k12.wi.us">Thajen@holmen.k12.wi.us</a>
Tripp, Karyn	5230	8H Social Studies	Teacher	<a href="mailto:trikar@holmen.k12.wi.us">trikar@holmen.k12.wi.us</a>
Tulare, Tim	5928/5402	Custodians	Custodian	<a href="mailto:shebri@holmen.k12.wi.us">shebri@holmen.k12.wi.us</a>
Turner, Brady	5415	Administration	Associate Principal	<a href="mailto:turbra@holmen.k12.wi.us">turbra@holmen.k12.wi.us</a>
Valiska, Brian	5117	Physical Education	Teacher	<a href="mailto:valbri@holmen.k12.wi.us">valbri@holmen.k12.wi.us</a>
Vogler, Ryan	5405	Administration	Principal	<a href="mailto:vogrya@holmen.k12.wi.us">vogrya@holmen.k12.wi.us</a>
Walters, Isaac	5411	Instructional Coach	Teacher	<a href="mailto:walisa@holmen.k12.wi.us">walisa@holmen.k12.wi.us</a>
Weibel, Hallie	5136	8S ELA	Teacher	<a href="mailto:weiha@holmen.k12.wi.us">weiha@holmen.k12.wi.us</a>
Wiese, Nick	5138	8S Social Studies	Teacher	<a href="mailto:wienic@holmen.k12.wi.us">wienic@holmen.k12.wi.us</a>
Wilkins, Lewis	5166	Special Education	Teacher	<a href="mailto:willew@holmen.k12.wi.us">willew@holmen.k12.wi.us</a>
Winn, Sarah	4249	Assistive Technology	Occupational Therapist	<a href="mailto:winsar@holmen.k12.wi.us">winsar@holmen.k12.wi.us</a>
Wittwer, Steve	5402	Courier	Courier	<a href="mailto:witste@holmen.k12.wi.us">witste@holmen.k12.wi.us</a>
Yang, Mai	5920	I&T Services	Technology Help Desk	<a href="mailto:yanmai3@holmen.k12.wi.us">yanmai3@holmen.k12.wi.us</a>
Young, Heather	5403	Office	Admin. Assistant	<a href="mailto:youhea@holmen.k12.wi.us">youhea@holmen.k12.wi.us</a>
Zangl, Courtney	5113	Physical Education	Teacher	<a href="mailto:zancou@holmen.k12.wi.us">zancou@holmen.k12.wi.us</a>
Zellner, Kyle	5104	7S Social Studies	Teacher	<a href="mailto:zelkyl@holmen.k12.wi.us">zelkyl@holmen.k12.wi.us</a>
Zielinski, Bernie	5148	Nutrition Services	Cook	<a href="mailto:zieber@holmen.k12.wi.us">zieber@holmen.k12.wi.us</a>

# HOLMEN MIDDLE SCHOOL STAFF TEAMS

2024-2025 HOLMEN MIDDLE SCHOOL TEAMS					
Administration: Ryan Vogler-Principal, Ben Tashner-Assoc.Principal/Activities Director, Brady Turner-Assoc.Principal, Joe Hickey-Police Liaison					
Office Staff					
Jamie Arroyo	Admin. Assistant	Jennifer Eickhoff	Admin. Assistant	Heather Young	Admin. Assistant
*Angela Helget-Wedul	Nurse	Annette Niedfeldt	Health EA		Building Sub
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	Kaitlin Stalsberg	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	Candace Pratt	Social Studies	Kyle Zellner	Social Studies
*Jessica Hauser	SPED	Nick Peterson	SPED	Jenne Miles	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
	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	Rachel O'Donnell	Band
Matt Langreck	Art	Kari DeLong	Health	Sara Bieneman	Orchestra
Amanda Kerrigan	Art	Kristi James	Phy Ed	Elliot Rickert	Choir & 8 Music Lab
Andrea Korthius	World Cultures	Heather Foley	APE/Phy Ed	Sam Hantzsch	Band & 7 Music
Myriam Larson	Spanish	Jeff Groth	Tech Ed	Andrew Jones	6 General Music
Special Ed					
Kate Jessie	Autism	Charissa Knepper	EBD	Jacqueline Skaife	Autism/ID
Lewis Wilkins	SPED				

<b>Student Services</b>					
Amy Stoeckly	Reading Interventionist	Kelly Sheehan	6th & 7th ESL	Bobbi Jo Loomis	School Psychologist
Kim Strittmater	8 Math/Math Intervention	CeAnna Christen	7th & 8th ESL	Wendy Malay	Speech & Language
Shannon Koistinen	ELA Interventionist	*Susan Stein	TAG	Jolie Steinke	Assist.Tech.Coord.
Greg Lovell	Behavior Interventionist	James Klug	Alternative Ed	Kelly Vang	Interpreter
Jill Anderson	Behavior Interventionist	Jennifer Fink	ESL	Isaac Walters	Instructional Coach
<b>Guidance</b>					
Jen Dienger-Hanson	6th Gr Counselor	Heather Retzliff	7th Gr Counselor	Erica Kohlmeyer	8th Gr Counselor
<b>Educational Assistants</b>					
Sydney Craig 6th Grade	Bridget Kulmaczewski 7th Grade	Jackelyn Repaal 8th Grade	Hope Devine w/ Jim Klug	Randy Carter Brown w/ Kate Jessie	Lynn Peterson w/ Jaci Pankhurst
Aubrey Stapleton w/ Jacqueline Skaife	Mattie Gilbertson w/ Jacqueline Skaife	Open EA	Kelly Grabowenski w/ Kate Jessie	Molly Schroeder w/ Kate Jessie	Molly Freehill Lunch/Office
Sarah Dreyer w/ Knepper/Wilkins	Open EA w/ Charissa Knepper	Nicole Oswald w/ Lewis Wilkins	Hope Devine w/ Kate Jessie		
<b>Food Service</b>			<b>Custodians</b>		
*Kristen Slade	Bernie Zielinski	Diane Plunkett	Steven Garbe	Deb Ewing	Sandra Johnson
Carrie Jordin	Cheri Davis	Steven Patterson	Tim Tulare	Jolene Hauser	Dan Suhr
Kelly Teeter	Marsha Gooden		Steve Wittwer - Courier		Yuesia Yang
<b>I&amp;T Services Mai Yang - Help Desk/Systems Support *Team Leaders</b>					



# HOLMEN MIDDLE SCHOOL STUDENT CALENDAR

2024-2025

## Holmen Middle School Student Calendar

July 2024

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 2024 4

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	NS	31

September 2024 20

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

October 2024 22

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

November 2024 18

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	25	26	NS	NS	NS	30

December 2024 15

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	ER	12	13	14
15	16	17	18	19	20	21
22	NS	NS	NS	NS	NS	28
29	NS	NS				

**Open House**  
4:30-6:30pm  
Grade 7 & 8- Aug 19  
Grade 6 & Encores- Aug 20

**Picture Retake Day**  
Oct 9

Approved 11/27/2023

August

August 26 First Day of School

August 30 No School

September

September 2 Labor Day - No School

September 11 Early Release

September 25 Midterm

October

October 9 Early Release

October 28 Staff Development - No School

October 25 End of 1st Quarter

November

November 13 Early Release

November 26 Midterm

November 27-29 Fall Break - No School

December

December 11 Early Release

December 23-Jan 1 Winter Break - No School

January

January 16 End of 2nd Quarter

January 17 Staff Development - No School

January 20 MLK Jr. Day - No School

February

February 12 Early Release

February 14 Midterm

February 28 No School

March

March 12 Early Release

March 21 End of 3rd Quarter

March 24 Staff Development - No School

April

April 9 Early Release

April 17-21 Spring Break - No School

April 18 Midterm

May

May 14 Early Release

May 26 Memorial Day - No School

May 30 End of 4th Quarter/ Early Release

May 30 Last Day of School

QUARTERS

Quarter 1: August 26 - October 25 (43 school days)

Quarter 2: October 29 - January 16 (47 school days)

Quarter 3: January 21 - March 21 (43 school days)

Quarter 4: March 25 - May 30 (45 school days)

**School Start & End Times**

\*Elem VK, EV 8:30 am - 3:30pm  
PV, SL 8:40 am - 3:40 pm

\*HMS 7:35 am- 2:40 pm  
\*HHS 7:40 am-2:45 pm

**Family Student Conferences**

3:30pm- 7:00pm  
Sept 24 & Oct 3  
Feb 25 & March 4

January 2025

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

February 2025 19

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

March 2025 20

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

April 2025 19

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

May 2025 21

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	19	20	21	22	23	24
25	NS	27	28	29	ER	31

June 2025

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					

**CALENDAR KEY**

**[#]** First and Last Days

**[ER]** Early Release

**[NS]** Non-School Day/ Staff Dev. (No Stud)

**[■]** End of Quarter

# HOLMEN MIDDLE SCHOOL DAILY SCHEDULE

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



# HOLMEN MIDDLE SCHOOL EARLY RELEASE/ LATE START SCHEDULE

## Holmen Middle School Early Release and Late Start Schedules

Early Release			Late Start		
GRADE 6	GRADE 7	GRADE 8	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	Advisory 9:35-9:48 13 minutes	Advisory 9:35-9:48 13 minutes	Advisory 9:35-9:48 13 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 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 8:41 - 9:16 35 minutes	Core 2 8:41 - 9:16 35 minutes	ENCORE 1 8:41 - 9:07 26 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
		ENCORE 2 9:10 - 9:36 26 minutes			ENCORE 2 11:01 - 11:27 26 minutes
Core 3 9:19 - 9:54 35 minutes	Core 3 9:19 - 9:54 35 minutes	Core 2 9:39 - 10:14 35 minutes	Lunch 11:13 - 11:43 30 minutes	Core 3 11:13 - 11:51 38 minutes	Core 2 11:30 - 12:08 35 minutes
Lunch 9:57 - 10:27 30 minutes	ENCORE 1 9:57-10:23 26 minutes	Core 3 10:17 - 10:52 35 minutes	Core 3 11:46 - 12:24 38 minutes	ENCORE 1 11:54-12:20 26 minutes	Lunch 12:11-12:41 30 minutes
Core 4 10:30 - 11:05 35 minutes	ENCORE 2 10:26-10:52 26 minutes	Core 4 10:55 - 11:30 35 minutes	Core 4 12:27 - 1:05 38 minutes	ENCORE 2 12:23-12:49 26 minutes	Core 3 12:44 - 1:22 38 minutes
ENCORE 1 11:08- 11:34 26 minutes	Lunch 10:55 - 11:25 30 minutes			Lunch 12:52-1:22 30 minutes	
ENCORE 2 11:37-12:03 26 minutes	Core 4 11:28 - 12:03 35 minutes	Lunch 11:33 - 12:03 30 minutes	ENCORE 1 1:08- 1:34 26 minutes	Lunch 12:52-1:22 30 minutes	Core 4 1:25 - 2:03 38 minutes
Academy 12:06-12:40 34 minutes	Academy 12:06-12:40 34 minutes	Academy 12:06-12:40 34 minutes	ENCORE 2 1:37-12:03 26 minutes	Core 4 1:25 - 2:03 38 minutes	
			Academy 12:06-12:40 34 minutes	Academy 12:06-12:40 34 minutes	Academy 12:06-12:40 34 minutes

# HOLMEN MIDDLE SCHOOL CHARACTER STRONG SCHEDULE

CHARACTER STRONG CLASS SCHEDULE											
GRADE 6			GRADE 7			GRADE 8					
1	<b>ADVISORY</b> 7:35 - 8:00 25 minutes		1	<b>ADVISORY</b> 7:35 - 8:00 25 minutes		1	<b>ADVISORY</b> 7:35 - 8:00 25 minutes				
2	<b>CORE 1</b> 8:03-9:01 60 minutes		2	<b>CORE 1</b> 8:03-9:01 60 minutes		2	<b>CORE 1</b> 8:03-9:01 60 minutes				
3	<b>CORE 2</b> 9:04-10:04 60 minutes		3	<b>CORE 2</b> 9:04-10:04 60 minutes		3	<b>ENCORE 1 H-DAY</b> 9:04 - 9:46 42 minutes <b>Band</b>	<b>ENCORE 1 V-DAY</b> 9:04 - 9:46 42 minutes			
4			4			<b>ENCORE 2 H-DAY</b> 9:49 - 10:31 42 minutes <b>Choir</b>	<b>ENCORE 2 V-DAY</b> 9:49 - 10:31 42 minutes <b>Orchestra</b>				
5	<b>CORE 3</b> 10:07-11:07 60 minutes		5	<b>CORE 3</b> 10:07-11:07 60 minutes		6	<b>CORE 2</b> 10:34 - 11:37 63 minutes				
6			7			<b>ENCORE 1 H-DAY</b> 11:10-11:52 42 minutes <b>Band</b>				<b>ENCORE 1 V-DAY</b> 11:10-11:52 42 minutes <b>Band</b>	
7	<b>LUNCH</b> 11:10-11:37		8	<b>ENCORE 2 H-DAY</b> 11:55-12:37 42 minutes <b>Choir/Orchestra</b>		8	<b>LUNCH</b> 11:40-12:07				
8	<b>CORE 4</b> 11:40-12:43 63 minutes		9			<b>ENCORE 2 V-DAY</b> 11:55-12:37 42 minutes <b>Choir</b>				9	
9			10	<b>LUNCH</b> 12:40-1:07		10	<b>CORE 3</b> 12:10-1:10 60 minutes				
10			11			11				<b>CORE 4</b> 1:10-2:13 63 minutes	
12	<b>ENCORE 1 H-DAY</b> 12:46- 1:28 42 minutes <b>Holmen Band</b>	<b>ENCORE 1 V-DAY</b> 12:46- 1:28 42 minutes <b>Viking Band</b>	12	<b>CORE 4</b> 1:13-2:13 63 minutes							
13	<b>ENCORE 2 H-DAY</b> 1:31- 2:13 42 minutes <b>Choir</b>		13				<b>ENCORE 2 V-DAY</b> 1:31- 2:13 42 minutes <b>Choir/Orchestra</b>		13		
14			14	14	<b>ACADEMY H-DAY</b> 2:16- 2:40 24 minutes				14	<b>ACADEMY V-DAY</b> 2:16- 2:40 24 minutes	
15	<b>ACADEMY H-DAY</b> 2:16- 2:40 24 minutes		15	<b>ACADEMY V-DAY</b> 2:16- 2:40 24 minutes			15	<b>ACADEMY H-DAY</b> 2:16- 2:40 24 minutes			
16			<b>ACADEMY H-DAY</b> 2:16- 2:40 24 minutes			16	<b>ACADEMY V-DAY</b> 2:16- 2:40 24 minutes			16	<b>ACADEMY H-DAY</b> 2:16- 2:40 24 minutes

# HOLMEN MIDDLE SCHOOL BEHAVIOR MATRIX

## HOLMEN MEANS SUCCESS Holmen Middle School Behavior Matrix

Expectations	Auditorium				Gyms			Cafeteria	
	Hallway	Bathroom	Before School	Study Hall	Assemblies	Events	Before School	Lunch	
Be Respectful	<ul style="list-style-type: none"> <li>Remember others are learning</li> <li>Carry Chromebook in its case</li> <li>Put materials in locker</li> <li>Have a pass during class time</li> </ul>	<ul style="list-style-type: none"> <li>Honor each other's privacy</li> <li>Hang out with friends in other places</li> <li>Use the restroom for intended purpose</li> </ul>	<ul style="list-style-type: none"> <li>Use conversation voice</li> <li>Use appropriate language</li> <li>Listen to supervising staff</li> <li>Keep device volume quite</li> </ul>	<ul style="list-style-type: none"> <li>Use conversation voice</li> <li>Use appropriate language</li> <li>Listen to supervising staff</li> <li>Mute sound or use headphones</li> </ul>	<ul style="list-style-type: none"> <li>Be silent when the speaker is talking</li> <li>Refrain from taking videos or pictures</li> <li>Respond appropriately</li> <li>Sit respectfully in the bleachers/chairs</li> </ul>	<ul style="list-style-type: none"> <li>Use the gym only for the intended purpose of the event</li> <li>Stay seated and watch the game</li> <li>Use good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>Use conversation voices</li> <li>Use appropriate language</li> <li>Use manners in the lunch line</li> </ul>	<ul style="list-style-type: none"> <li>Use conversation voices</li> <li>Use appropriate language</li> <li>Use manners in the lunch line</li> </ul>	<ul style="list-style-type: none"> <li>Use conversation voices</li> <li>Use appropriate language</li> <li>Use manners in the lunch line</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>Conversation voice level</li> <li>Acknowledge others</li> <li>Personal devices must be put away</li> </ul>	<ul style="list-style-type: none"> <li>Use toilet and urinal appropriately</li> <li>Wash your hands with soap and water</li> <li>Throw paper towel in the trash can</li> <li>Put devices away while in the bathroom</li> </ul>	<ul style="list-style-type: none"> <li>Keep all food in cafeteria</li> <li>Take all items with you when you leave</li> <li>Put device in case before leaving</li> </ul>	<ul style="list-style-type: none"> <li>Sign in and out for attendance</li> <li>Complete assignments and school work</li> <li>Take all items with you when you leave</li> <li>Use personal electronics appropriately</li> <li>Put device in case before leaving</li> </ul>	<ul style="list-style-type: none"> <li>Participate appropriately</li> <li>Keep hands and feet to self</li> <li>Follow dismissal procedures</li> </ul>	<ul style="list-style-type: none"> <li>Keep food and drink out of the gym</li> <li>Stay in the gym to be a spectator</li> <li>Use the halls for entering, exiting, and using the restroom</li> </ul>	<ul style="list-style-type: none"> <li>Clean up table and floor</li> <li>Throw away garbage</li> <li>Keep Chromebooks in case while in cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>Keep Chromebooks in your locker</li> <li>Put personal devices away unless allowed</li> <li>Follow table dismissal procedures</li> <li>Throw away garbage</li> <li>Take turns washing table</li> <li>All open food and drink must be consumed in the cafeteria</li> <li>Food should be used appropriately</li> <li>Use the LMC restroom</li> <li>Clean up table and floor</li> </ul>	<ul style="list-style-type: none"> <li>Keep Chromebooks in your locker</li> <li>Put personal devices away unless allowed</li> <li>Follow table dismissal procedures</li> <li>Throw away garbage</li> <li>Take turns washing table</li> <li>All open food and drink must be consumed in the cafeteria</li> <li>Food should be used appropriately</li> <li>Use the LMC restroom</li> <li>Clean up table and floor</li> </ul>
Be Safe	<ul style="list-style-type: none"> <li>Walk</li> <li>Stay to the right to pass freely</li> <li>Keep hands/feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Keep restroom clean</li> <li>Report concerns to staff</li> </ul>	<ul style="list-style-type: none"> <li>Remain seated while in auditorium</li> <li>Walk while entering and leaving</li> <li>Keep hands/feet to self</li> <li>Stay seated until dismissed by staff</li> </ul>	<ul style="list-style-type: none"> <li>Walk while entering and leaving</li> <li>Remain seated while in auditorium</li> <li>Keep hands/feet to self</li> <li>Stay seated until dismissed by staff</li> </ul>	<ul style="list-style-type: none"> <li>Walk while entering and leaving</li> <li>Stay with your group</li> <li>Walk up and down bleachers</li> <li>Be aware of others while exiting</li> </ul>	<ul style="list-style-type: none"> <li>Remain seated in the case of a medical emergency</li> </ul>	<ul style="list-style-type: none"> <li>Remain seated while in the cafeteria</li> <li>Walk</li> <li>Keep hands/feet to self</li> <li>Wait your turn</li> <li>Walk in a row when dismissed</li> </ul>	<ul style="list-style-type: none"> <li>Remain seated</li> <li>Walk</li> <li>Keep hands/feet to self</li> <li>Wait your turn</li> <li>Walk in a row when dismissed</li> </ul>	<ul style="list-style-type: none"> <li>Remain seated</li> <li>Walk</li> <li>Keep hands/feet to self</li> <li>Wait your turn</li> <li>Walk in a row when dismissed</li> </ul>