



STUDENT HANDBOOK

Hastings Middle School 2019-2020

1850 Hastings Lane
Upper Arlington, Ohio 43220

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<http://hastings.uaschools.org>

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Hastings Handbook

Hastings Path

The Hastings Path is a document that outlines the values that everyone in the Hastings learning community share and try to uphold each day.

The Hastings Path



Thinking

- I set goals and think ahead to develop a plan.
- I reflect on experiences and learn and grow from success and failure.
- I move forward and continue to solve problems.

Caring

- I consider others' feelings first.
- I grow through providing service to others.
- I show respect to others through actions and words.
- I accept and celebrate differences.

Connecting

- I seek out and build diverse relationships.
- I collaborate to meet common goals.
- I connect my learning outside of school, both locally and globally.

Creating

- I explore my passions, interests, and talents.
- I bring my original voice to work.
- I use different talents to express my creativity.

Bell Schedules

Monday - Thursday

	Start	End
Advisory	8:10 AM	8:15 AM
Period 1	8:19 AM	9:02 AM
Period 2	9:06 AM	9:49 AM
Period 3	9:53 AM	10:36 AM
Period 4	10:40 AM	11:23 AM
Period 5	11:27 AM	12:10 PM
Period 6	12:14 PM	12:57 PM
Period 7	1:01 PM	1:44 PM
Period 8	1:48 PM	2:31 PM

Early Dismissal

	Start	End
Advisory	8:10 AM	8:15 AM
Period 1	8:19 AM	8:45 AM
Period 2	8:49 AM	9:16 AM
Period 3	9:20 AM	9:46 AM
Period 7	9:50 AM	10:17 AM
Period 4	10:21 AM	11:01 AM
Period 5	11:05 AM	11:45 AM
Period 6	11:49 AM	12:29 PM
Period 8	12:33 PM	12:59 PM
Period 9	1:03 PM	1:31 PM

Friday Advisory

	Start	End
Period 1	8:10 AM	8:52 AM
Period 2	8:56 AM	9:36 AM
Advisory	9:40 AM	10:10 AM
Period 3	10:14 AM	10:54 AM
Period 4	10:58 AM	11:38 AM
Period 5	11:42 AM	12:22 PM
Period 6	12:26 PM	1:06 PM
Period 7	1:10 PM	1:50 PM
Period 8	1:54 PM	2:34 PM
Period 9	2:38 PM	3:20 PM

Two Hour Delay

	Start	End
Advisory	10:10 AM	10:15 AM
Period 1	10:19 AM	10:43 AM
Period 2	10:47 AM	11:28 AM
Period 3	11:32 AM	12:13 PM
Period 4	12:17 PM	12:58 PM
Period 5	1:02 PM	1:26 PM
Period 6	1:30 PM	1:54 PM
Period 7	1:58 PM	2:22 PM
Period 8	2:26 PM	2:50 PM

Contacts

Principal	Mike Robertson	487-5100 x 4001
Assistant Principal	Megan Lippert	487-5100 x 4002
6th Grade School Counselor	Tina Farbizo	487-5100 x 4009
7th Grade School Counselor	Catherine Shapiro	487-5100 x 4008
8th Grade School Counselor	Shannon Riley	487-5100 x4007
Attendance/Records Requests/Records Secretary	Diane Fissel	487-5100 x 4005
Automated Attendance Voicemail		487-5100 x 4646
Building Secretary	Karen Hampel	487-5100 x 4000
Nurse	Logan Erwin	
Athletic Director		487-5100 x 4016
Hastings FAX		487-5116
Transportation		487-1401
PTO	Meghan Harder	hastingspto@gmail.com

Notification of Absences

A parent or guardian must notify the Attendance Office (487-5100, x4646) prior to 9:00 a.m. on a day that the student is absent due to illness or death in the family. **Students who are absent more than half a day or who go home ill may not participate in co- or extra-curricular or athletic activities that day.**

Making Up Schoolwork

Work missed due to an excused absence

Satisfactory excuses for absences permit students to make up work. Students are allowed two school days for each day missed due to illness to make up missed work. To obtain assignments while absent, students and parents should utilize Schoology/Canvas where teachers will post daily assignments. Students are then encouraged to e-mail their teachers should they have further questions regarding their homework.

If a student becomes ill and needs to go home any time during the day, he/she must check out with the nurse, secretary or administrator and sign out in the office. Parent contact and permission for the student to leave school will be documented. Failure to follow this procedure may result in disciplinary action. Concern for the student's safety and the responsibility for knowing the exact whereabouts of the student may necessitate an immediate phone call to the parent.

Work Missed Due to a Planned Absence

Upon return to school, the student is responsible for completing all missed class assignments and examinations. The days allowed for completion of missed assignments will be equal to the number of days absent with the following exception. If an assignment was made ten or more days prior to the planned absence (e.g., long-term projects, papers, presentations, etc.) the student must turn in the assignment or arrange for presentation within two days of returning to school.

Failure to meet any of the required conditions for a planned absence will mean the absence is unexcused, resulting in a "zero" for all work missed. A complete copy of the Board of Education Policy JEDA-R, Planned Absence, is available in the Main Office.

Work missed due to a medical appointment: Work missed during an absence for a medical appointment must be completed within 24 hours.

Checking in and out of campus

Students who arrive to school after 8:10am must check in at the attendance office to receive a pass prior to going to their class. Students who need to leave school early for an appointment or other reason should turn in a note from a parent/guardian to the attendance office prior to 8:10 to receive an early dismissal slip. Parents/Guardians must come into the office to sign out their child before leaving campus. If a student is returning from an appointment they must check in at the attendance office before returning to class.

Visitors to the Building

For the safety and security of Hastings Middle School, visitors to our school must use the buzzer in the foyer at the main entrance to gain admission. Visitors will be asked to explain the nature of their visit and report directly to the office upon entering. Once in the office a school employee will help direct you.

Student Drop Off and Pick Up

To ensure the safety of all of our students, parents who drop off and pick up their children are asked to use the school parking lot. Signs indicating drop-off points are posted in the lot.

NOTE: Parents should not stop or park in the yellow-curbed areas or zones marked for bus loading/unloading. The Upper Arlington Police may issue tickets to drivers who drop off students in these areas.

Early Arrival

Supervision is not available in the building until the first bus drops off at Hastings at 7:30am. That is the earliest students may enter the building. For safety reasons, all students who enter the building before the 8:00 a.m. bell must go directly to the Commons Area unless attending a prearranged, supervised activity. To access the Commons Area, students are to use the Hastings Lane doors closest to the auditorium. Students will be supervised in the Commons Area. After the 8:00 a.m. bell, students may go to their lockers.

PTO - Parent Teacher Organization

The PTO is an active volunteer organization and a valued asset of the Hastings community, which supports the educational development of the students of Hastings Middle School. It is a vital link between the home and the school. The PTO Executive Board meetings are scheduled regularly throughout the school year. Funds raised by the PTO are spent locally in service to the youth of Hastings. Further information about the PTO may be obtained from the 18-19 President, Meghan Harder. She can be reached at HastingsPTO@gmail.com.

Athletic Opportunities

The following sports are offered to 7th and 8th grade students. Athletic information can be found [on our school website](#).

Fall	Winter	Spring
<ul style="list-style-type: none">● Girls<ul style="list-style-type: none">○ Soccer○ Volleyball○ Field Hockey○ Tennis● Boys<ul style="list-style-type: none">○ Football○ Soccer○ Golf● Coed	<ul style="list-style-type: none">● Girls<ul style="list-style-type: none">○ Basketball● Boys<ul style="list-style-type: none">○ Basketball● Coed<ul style="list-style-type: none">○ Cheerleading○ Wrestling	<ul style="list-style-type: none">● Girls<ul style="list-style-type: none">○ Softball○ Lacrosse● Boys<ul style="list-style-type: none">○ Baseball○ Lacrosse○ Tennis● Coed<ul style="list-style-type: none">○ Track and Field

- Cross Country
- Cheerleading

Intramural Activities

Students may participate in intramural activities during half of their lunch period. In addition, there is supervised intramural basketball each morning, Monday through Thursday, from 7:00 – 8:00 a.m.

School Store

Bear Necessities, the school store, is operated by the Hastings PTO and is located in the cafeteria. The store is open during lunch periods. The store sells many school supplies and items with the Hastings logo.

Cafeteria and Lunch Procedures

Our Food Services Department offers an a la carte menu from which students may select. After students finish eating, they may choose to remain in the Commons Area to socialize with friends or study. They may also participate in supervised intramural activities or work in the Media Center.

Lunchtime Procedures are as follows:

1. Students should go to their lockers at the close of their last morning class. Books should not be brought to the cafeteria unless it is necessary.
2. All students must be out of the academic hallways by the time the tardy bell rings. Restrooms are available next to the cafeteria for use during the students' lunch period.
3. Upon entering the cafeteria, students should be seated at the tables provided. Students who wish to purchase a lunch will sit on the benches of tables closest to the cafeteria lines. A cafeteria supervisor will direct students from these tables into the lunch line. Students are responsible for buying their own lunch and returning to the cafeteria tables to eat.
4. Students who bring their lunches may buy additional items. Those wishing to purchase part of their lunch through the cafeteria may do so by following #3 above.
5. When finished eating, students should dispose of trash, trays, and cans at the designated areas. The cafeteria line closes the last ten minutes of each lunch period.
6. If a student does leave for "open lunch", he/she is expected to remain under the supervision of a parent or guardian for the entire lunch period. All students leaving for lunch must sign out at the Attendance Office before leaving the building.
7. A student must have a pass to go to the Media Center or a classroom during lunch prior to coming to the Cafeteria.

Cafeteria Debit Program

Students can purchase lunch from the cafeteria using the cafeteria debit program. The student is issued a unique pin number, which when used, calls up his/her picture to eliminate the possibility of someone else using the account. Money can be added to the account, using a credit card, by accessing the district "EZ Pay" service located on the HMS website and selecting "Meals Plus," or by check. Checks should be made payable to Upper Arlington Food Services and should be dropped off in the main office. While cash is still accepted in the cafeteria line, debit account payment is preferred. If cash is used, any change resulting from the purchase will be deposited directly into the student's lunch account.

School Counselors - Student Support Services

The Hastings Counseling Department is comprised of one counselor at each grade level. The school counselors follow their students during their three years at Hastings, which allows them to develop a meaningful and personal relationship with students and their families. The counselors provide students with individual, group, and classroom guidance. Students are strongly encouraged to access these services. The counselors keep families up to date on grade level

activities through weekly communications.. If you should have any questions or concerns, feel free to contact your child's grade level counselor:

Counselors provide the following services:

- Orientation to the school and its activities.
- Confidential help with individual concerns (academic, motivation, organization skills; study skills; issues with friends, family, school, etc.)
- Group counseling when several students present a shared concern.
- Help with decisions: course selection, activity load, etc.
- Classroom activities that assist teachers.
- Coordination of special education eligibility and placements.
- Career information and exploration activities.
- Consultation on parenting.
- Assistance in parent-teacher conferences.
- Standardized tests and their interpretation.
- Specific assistance for families with planning for high school years.
- Counseling for respective grade levels as "class advisors." This includes assistance in planning class parties.

Students are strongly encouraged to access these services. The counselors keep families up to date on grade level activities through monthly newsletters and email. If you should have any questions or concerns, feel free to contact your child's grade level counselor:

6th Grade	7th Grade	8th Grade
Shannon Riley 487-5100 x 4007	Tina Farbizo 487-5100 x 4009	Catherine Shapiro 487-5100 x 4008

Grades and Grade Reporting

Grades:

Report cards are available to students approximately one week after the end of Quarters I, II, III, and IV. Interim Progress Reports (IPRs) are posted in PowerSchool mid-way through each quarter.

If a student earns an "Incomplete" grade in any subject, he/she will have ten school days into the following quarter to complete the work and turn it in for a letter grade. If the work is not turned in by that time, the "I" will convert into a failing grade for the assignment. If there are unusual circumstances or illness that prohibit compliance with the "ten-day rule," please contact your child's guidance counselor to discuss alternative arrangements.

PowerGrade:

Your child's grades may be accessed at any time through the Parent Portal to PowerGrade. Teachers post grades at various times; using PowerGrade allows parents and students to see any grades that have been posted and the student's grade to date in all classes. Parents and students receive login information and password so that they may monitor the student's progress throughout the year. If you forget or lose the password, you must call Diane Fissel (487-5100, x4005).

Honor Roll/Eligibility:

Honor Roll is determined for each nine-week grading period. A student achieves Honor Roll status by earning an average of a 3.5 GPA (no rounding) or higher. All classes count toward Honor Roll. Honor Roll is computed using the table below. To calculate the GPA divide the total points by the total weight factor, 23. Honors classes for high school credit will be calculated at 1.1 times the weight.

<u>Subject</u>	<u>Points</u>	<u>X</u>	<u>Weight Factor</u>	<u>Total</u>
English	_____	x	4	_____
Mathematics	_____	x	4	_____
Science	_____	x	4	_____
Social Studies	_____	x	4	_____
6 th Grade Global Language	_____	x	2	_____
6 th Grade Reading	_____	x	2	_____
7 th or 8 th Grade Global Language or Reading	_____	x	4	_____
Physical Education	_____	x	1	_____
Exploratory Arts	_____	x	1	_____
Band or Orchestra or Choir or General Music	_____	x	1	_____
Total Points				_____

Grade	Value	Percentage
A+	4.0	97 – 100%
A	4.0	93 – 96%
A-	3.7	90 – 92%
B+	3.3	87 – 89%
B	3.0	83 – 86%
B-	2.7	80 – 82%
C+	2.3	77 – 79%
C	2.0	73 – 76%
C-	1.7	70 – 72%
D+	1.3	67 – 69%
D	1.0	63 – 66%
D-	0.7	60 – 62%
E	0.0	0 – 59%

Educational Programs

Please see the Middle Level Program of studies for more information on educational programming. It is available on our school website.

Service Activities

Volunteerism is an exciting and increasingly vital factor in our society. To encourage this idea while building on young people's desire and need to be of service to others, Hastings Middle School expects each student to give time to a worthy endeavor without pay. Donating time in a community setting qualifies for such activity. Within the school year: ALL students are required to perform five (5) hours of service. These hours will be recorded online through the x2VOL website. All 5 hours must be completed and logged by individual deadlines for class parties and trips.

Health Services

Health Services—Hastings Middle School has a full time school nurse. The following are some services provided: health assessment, case management; assessment and care of sick and injured; communicable disease investigation; health promotion; referrals, emergency care plan management; medication administration.

Illness during the school day—If a student does not feel well, he or she may report to the clinic only after obtaining a pass from his/her teacher (if in between periods – a pass from the next period). If the nurse is not in the clinic, the student will report to the main office. If necessary, the nurse or office personnel will make arrangements for the student to be sent home. No student is permitted to leave the building until these arrangements have been made.

Taking Medication during the school day—with approval from parent/guardian, medication, such as Tylenol or Ibuprofen/Advil is available for administration in the clinic (for headaches, cramps, etc.). Prescription medication administration requires a Prescribed Medication Authorization form that has been signed by the student's parent and

physician. If necessary a student is permitted to carry one day's supply of nonprescription medication only after the parent has provided a signed Authorization for Nonprescription Medication form.

Health Screenings

1. Height, Weight, BMI for age percentile for new students and referrals*
2. Blood Pressure*
3. Vision & Hearing for all new students and referrals *
4. Vision Screening for all 7th grade students
5. Scoliosis Screening for all 6th, 7th & 8th grade students

*Referrals—requests for screenings by teachers, parents of students

Dress Code

The Board of Education believes that the primary responsibility for dress, grooming, and overall appearance of students, rests with the parents of the individual students and with the students themselves. The Students' Rights and Responsibilities Handbook lists specific examples of "unacceptable dress for school or school events". (Events including: class parties, awards ceremonies and Recognition Day.) They include: Tube tops, bare midriffs, bare or uncovered backs, and see through mesh shirts.

The code goes on to say that "extremely distracting types of clothing"... "dress promoting and/or advertising alcohol, tobacco, drugs, or dress that is sexually explicit shall be prohibited".

To these lists, we have added hats, sleepwear, swimwear, and clothing that allows undergarments to be visible. Shoes must be worn at all times.

In instances where inappropriate apparel, is worn by students, parents may be called, and in all cases, the student will be expected to change into school appropriate clothing. We appreciate your attention and support of this dress code as we maintain an educationally appropriate environment for all students.

Athletic Team Dress Code:

- Teams will not purchase uniforms or spirit wear without design approval by the athletic director.
- Uniforms must be worn in conjunction with the school dress code. If attire designed for athletic participation does not meet dress code, students may choose to wear spirit wear instead of their uniforms.

Lost and Found Items

Lost and Found items are placed in a bin in the cafeteria. Expensive items such as watches, wallets, and jewelry are kept in the office. Unclaimed items are donated to a local charity at the end of each semester. **Students are discouraged from bringing valuable personal possessions to school.**

Physical Education Dress Code

Physical Education classes are an integral part of the curriculum at Hastings Middle School. A medical excuse signed by a physician is required for a student to be excused from participation in a class.

Appropriate dress – shorts, tops, and gym shoes – must be worn for physical education classes. Additionally, sweats of any color may be worn over the required P.E. attire. All clothing worn in P.E. must meet the school dress code.

Discipline Point System

The student code of conduct outlines specific board policy concerning student discipline. At the middle level a discipline point system is used to help track behaviors and assign consequences. The details of this point system are as follows:

Points and other school based consequences may be assigned when a student is referred to the office. Students generally are not referred to the office until a series of strategies have been tried including (1) classroom-administered consequences, (2) school counselor contact, and (3) parent contact. These strategies would be bypassed when a major infraction occurs, such as fighting or disrupting school.

Students with discipline points will be required to earn merit points (see below). Merit points may not be accumulated in advance of a disciplinary action. Discipline points accumulate during a school year (and do not disappear once service is completed); students assigned more than 12 points in a given school year are no longer eligible to participate in school trips, co-curricular, and extracurricular activities (e.g. Ski Club, Class Parties, etc.). Additionally students are not eligible to participate in these same activities until all points have been worked off.

Students must earn merit points equal to their assigned discipline points to be eligible to participate in school trips.

Discipline Points are assigned according to the "School Discipline Point System Guide" that is included in this handbook.

Participation in co- and extra-curricular activities may be curtailed for students with fewer merit points than discipline points.

Discipline Point System Guide

The following is a guide for the implementation of discipline policies in the Students' Rights and Responsibilities Handbook. Examples of discipline infractions and consequences are outlined on the next page.

Infraction Type	Examples of Infraction	Range of Consequences
Type A (Minor) (0-4 points)	Disrespectful or disruptive behavior Chronic tardiness Failure to earn Merit Points by assigned deadline Failure to follow class/school lunch rules Failure to follow teacher directions Failure to serve detention Making, using, selling, possessing inappropriate items at school, including phones and other electronics Poor behavior during assemblies or emergency drills Pushing, shoving, spitting, kicking, hitting, throwing objects Dress code violation Public displays of affection	Reprimand/Warning Parent Contact Loss of Privileges Points Assigned Detention
Type B (Major) 4-6 Points	Abuse/damage to computer hardware and/or software Cheating, plagiarizing, copying work, deception Damage to property/vandalism Disrespect to a staff member Fighting; physical contact of a negative nature Forgery and false information; lying, including interference with an investigation Gambling Harassment; hazing; creating an intimidating, hostile, or offensive educational environment (includes sexual misconduct, libel or slander) Insubordination Profanity, obscene language, gestures, or possession of obscene materials Theft and/or possession of stolen property Truancy - leaving school without permission; unexcused absence Out of assigned area Possession of lighters, matches, laser pointers, stink bombs, or other hazardous objects Disruptive behavior for Substitute/Student Teacher Loitering, trespassing or unauthorized entry Emergency Drills/Assemblies—problems of a serious nature Repeated minor (type A) offenses	Loss of Privileges Detention Points Assigned Saturday School In School Suspension Out of School Suspension Curtailment of co and extra curricular activities
Type C (Major) 12 Points	Disruption of school False reporting of emergencies Physical harm to another person or property Possession of weapons, dangerous objects, fireworks Smoking or possession/distribution of tobacco products or look alike products Substance violation (alcohol and other drugs) Threatening a person Violations of a city, state, or federal law Repeating suspendable offenses	Curtailment of co and extra curricular activities In School Suspension Out of School Suspension Expulsion

Backpacks

Backpacks or book bags are not permitted in the classrooms unless a student has individual needs that require one (e.g. on crutches, IEP, etc.).

Textbooks

All textbooks are furnished by the Board of Education. Textbooks generally will be distributed during the first days of school. Fines are assessed for lost and damaged books at the end of the school year. If a student loses a book during the school year, the replacement cost must be paid before a new text can be issued to the student. Note: Parents who wish to purchase a second set of textbooks should contact the grade-level counselor for more information.

Transportation

Bicycles, Mopeds, Skateboards and Rollerblades

Students who ride bicycles, mopeds, skateboards, or rollerblades to school are urged to be extremely careful and to observe all traffic rules. Students are asked to walk their bikes while on the Hastings campus and adjacent sidewalks. Racks are provided for bicycles and mopeds adjacent to the parking lot. Bicycles and mopeds are not to be used during the school day and should be locked at all times and licensed as required by city ordinance. Use of skateboards and rollerblades is not permitted on school grounds. Students are expected to abide by City ordinances regarding the use of bicycles, mopeds, skateboards, and rollerblades.

Student Fees

There is a \$25 instructional fee for 7th and 8th grade and \$30 instructional fee for 6th grade. The money is used to purchase educational materials for student use. Students may be required to purchase materials used for individual projects in such areas as exploratory arts classes. Students will be informed as to specific materials and/or costs. The additional charge to 6th graders includes a partial payment for scholastic magazines. Parents now have the ability to pay fees on-line by accessing "EZ Pay" on the HMS website. Parents will receive a notification of fees from the District. Information on a technology fee will be forthcoming.

A class fee is assessed for each student to cover the expenses of parties and other class activities per year. Each 6th grade student pays \$15.00; 7th grade student pays \$17.00; 8th grade student pays \$20.00. Students, class advisors, and PTO members plan several events, per grade level, during the year. **Class fees can be paid on EZPay. Students cannot attend class parties with discipline points that have not been worked off.**