

Dear Parents and Students,

Welcome to Pocahontas Middle School! It is time for *Lights, Camera, Learn* — Making Tomorrow Brighter One Star at a Time! I hope you are ready for a great school year!

This agenda book contains important information that will be helpful in navigating a successful school year. It is designed to be an important tool for school and home communication. Students will be expected to bring the planner to each class daily. The student, as a means to help organize requirements and expectations, will record homework assignments, short and long range projects, and other items of communication. Both parents and teachers may use the agenda as a means to communicate between home and school.

A successful school year for every student is the goal of each teacher and staff member at Pocahontas Middle School! We can only make this possible through a team effort. I invite you to join the team. Working together, we can make it happen!

Sincerely,

Kim Sigler
Principal

ADMINISTRATIVE STAFF

Ms. Kim Sigler.....Principal
Mrs. Ann Marie Seely.....Associate Principal
Mrs. Jackie Hunt.....Assistant Principal
Mr. Brian Kieran.....Administrative Aide
Mr. Matt Reinstein.....Administrative Aide/Bus Coordinator
Ms. Tammy Ozolins.....Athletic Director/Administrative Aide

SCHOOL COUNSELING

Mrs. Joan Ozolins/Grade 7.....Director
Ms. Debra Milby/Grade 6.....Counselor
Mr. Jack Vasko/Grade 8.....Counselor



*Pocahontas Middle School
12000 Three Chopt Road
Henrico, VA 23233
364-0830
School Counseling: 364-0847*

Pocahontas Middle School: <http://www.henrico.k12.va.us/ms/pocahontas/>
HCPS Policies and Regulations: <http://policy.henrico.k12.va.us>

ATTENDANCE

TARDIES: If a student arrives at school after 8:20 a.m., they are considered tardy to homeroom. Students are required to check in with the attendance secretary in the main office **before going to homeroom**. If a student arrives after 8:30 a.m., they are considered tardy to school and their cumulative attendance record will reflect this information. Students must check in with the attendance secretary **before going to first block class to obtain a pass to class**. Tardies are excused under the following circumstances:

1. court appointment
2. illness of the student
3. medical appointment

A note or phone call from a parent and/or a note from a doctor/dentist will be required to verify the above. **Unexcused tardies to school and to class are referred to an administrator for discipline.**

EARLY DISMISSALS: The student will be called to the office as soon as the parent arrives in the main office.

HALF DAY DISMISSALS: No **bus changes** are permitted on half days. Students will not be allowed to make arrangements to change transportation after arriving to school and changes in transportation are not accepted over the phone. Because of safety concerns, students will not be permitted to walk from school unless they have written permission from a parent.

ABSENCES: If a student is absent from school, a parent should call the school by 9:00 a.m. to report the absence. The attendance secretary will call the parent of every student to verify the absence. Being truant, skipping classes or leaving school without permission during the school day is a violation of the Code of Conduct. **If a student will be absent for a reason other than what is considered excused in the Code of Conduct, a parent must submit a request in writing to the principal prior to the date of absence in order to have the absence excused.**

Acceptable excuses include the following:

1. Illness of student
2. Serious illness in family which necessitates absence of student
3. Death in family
4. Special and recognized religious holidays
5. Other reasons approved by principal

ASSIGNMENT POLICY

Homework is an essential part of student learning. Homework provides practice for skill development, promotes good work habits, and increases self-direction and individual responsibility. Homework is due on the assigned date and should not exceed thirty minutes per subject per night.

Any student who does not complete his/her homework assignment will be assigned to **Encore**, our school intervention to keep students accountable for work completion. **Encore** is supervised by a grade level teacher on the grade level hall each Tuesday and Thursday from 2:30-3:15. Students will complete all missing homework assignments for reduced credit. If students accrue 5 or more missing assignments they will be referred to their school counselor to contact parents. The student will complete all missing assignments in Pathways prior to returning to their normal class schedule.

MAKE-UP WORK POLICY

Students absent from school will have the number of consecutive school days absent plus one to make up work missed.

Examples:

Absent on Monday: **All work due before homeroom on Thursday**

Absent Monday and Tuesday: **All work due before homeroom on Monday**

If the student does not see his/her teacher that day, it is the student's responsibility to get their assignment to that teacher **upon his/her return to school during homeroom**. The student should not wait until the following day when their class meets to turn in their work. This policy also applies to school related absences.

If a student is absent two days or less, the student may get their assignments in the following ways:

- Check with their “**Study Buddy**” in each class.
- Check the homework make-up board/book/chart in each teacher’s room prior to homeroom on the day they return to school.
- Speak directly to the teacher before or after class or school.
- Check HCPS Link: <https://hcpslink.henrico.k12.va.us>.
- Check SchoolSpace: www.schoolspace.henrico.k12.va.us

If a student is absent for three consecutive days, parents can call into the Guidance Department at 364-0847, by 8:30 a.m., and request your child’s work/homework. Every effort will be made to fulfill this request so the assignments can be picked up after 3:30 that same day.

It is the **student’s** responsibility to get all assignments completed. Students absent more than five days will have a maximum of two weeks to make up work missed during their absence, depending on the length and nature of the absence. For extenuating circumstances, please notify your child’s school counselor.

HCPS LINK

<https://hcpslink.henrico.k12.va.us>

While the agenda book is the primary communication tool, HCPS Link is a valuable program that allows you on-line access to your child’s grades. For those families who wish to participate, students are assigned a password and forwarded log-in information at the beginning of the school year. Using this tool, students can access grades on a daily basis. Teachers update HCPSLink each time they record a grade. In addition, parents have the ability to check their child’s attendance, receive alerts from teachers and communicate with teachers via e-mail and link to the teachers’ web page.

ARRIVING EARLY AND STAYING LATE

Students should not arrive at school before **7:45 a.m.** or remain after **3:15 p.m.** unless they are a part of a sponsored school program. This request is due to staff responsibilities during these times and is in accordance with Henrico County Public School policy.

DRESS CODE

Students are expected to dress neatly and not wear clothing that may be considered distracting. The following items are noted:

- Dresses, skirts, shorts or athletic shorts (even when worn with tights or leggings) higher than 4 inches above the knee are not allowed
- Leggings do not change the length of the skirt
- Swimwear and sleepwear are not acceptable for school.
- Tube tops, halter-tops, halter-top dresses, strapless dresses or tops or dresses with spaghetti straps (female tops must be at least two inches wide at the shoulder).
- Bare midsections or backs are not permitted.
- Waist bands on shorts or skirts may not be rolled down.
- Shorts/pants with writing on the back are not allowed.
- Hats may not be worn in the building at any time.
- Pants are to be worn on the hips. This includes oversized pants. Belts may be required.
- Clothes that reveal under garments are not allowed.
- Clothing with inappropriate wording or pictures is not acceptable.
- Sunglasses are not to be worn in the building.
- Chains and/or chain wallets may not be worn.
- Steel/Metal studded belts and wristbands may not be worn.

Initial violations of the dress code will result in the student being required to call a parent for a change of clothing or the option of wearing their PE uniform for the rest of the day.

LUNCH PROCEDURE

Food/beverage should remain in the cafeteria. Each student is responsible for maintaining an atmosphere of courtesy and cleanliness in the cafeteria.

Meal prices for 2011-12 are as follows:

Student Lunch	\$2.30
Reduced Price Lunch	\$.40
Student Breakfast	\$1.40
Reduced Price Breakfast	\$.30
Low-Fat or Non-Fat Milk:	\$.65



CELL PHONES

Cell Phone Acceptable Use Policy:

Cellular phones should not be visible or used from the point of entering the bus at the morning pick-up stop to exiting the bus at the afternoon drop-off.

When students are attending instructionally related after-school activities (tutoring, homework help, make-up work, athletic games, extracurricular performances, etc.) cellular phones should not be used. When students are released from these sessions, cellular phone usage is allowed.



Dispositions:

First Offense—Confiscation of phone, parent contacted by person confiscating the phone, verbal warning, parent must retrieve the phone.

Second Offense—Confiscation of phone, parent contacted by administrator, parent must retrieve the phone, detention or In-School Suspension.

Third Offense—Insubordination disciplinary consequence, assignment to In-School suspension

STUDENT MESSAGES/ITEMS

In order to limit disruptions in the classroom, **messages/items are available for student pick up during class exchange.**

TRANSPORTATION

Our staff and drivers are committed to maintaining a safe transportation program! Riding the bus is a privilege and should not be abused. Students must ride the bus they have been assigned to ride. In order to ride a different bus students must bring a note from a parent to the main office prior to the start of school day. The note should contain the **bus number** and **student's name they are riding with** as well as a **contact number for the parent.**



Students must have a letter on file in the office from a parent/guardian if they walk or ride a bicycle from school during the school year. Walking forms are available in the main office for pick up.

Appropriate behavior is expected on the bus. This guarantees the safety of all passengers. **The Code of Student Conduct applies from the time students leave their front door, at the bus stop, on the bus, at school, and the trip home in the afternoon.**

Any questions or concerns related to our school's transportation should be referred to Mr. Matt Reinstein, Administrative Aide, in charge of transportation.



SCHOOL HEALTH SERVICES

Pocahontas has a school clinic that is staffed by a registered nurse every day from 8:00 to 3:15.

Any medication needed by a student during the school day has to be administered through the clinic.

Only parents can transport medication to and from school. Parents must fill out and sign a Medication Permission Form for BOTH prescription and nonprescription medications, and this form has to be on file in the clinic before any medication can be administered.

SCHOOL COUNSELING

364--0847

School Counselors help with educational planning, explanation of standardized testing, career information, and study and organizational skills. In addition, group and individual counseling is available for any academic, peer, or home concerns.

Students wishing to meet with their counselor may request a teacher's permission or fill out a request in the counseling office. Parents may call or stop by the counseling office to make arrangements for an appointment as needed.

SILENCE HURTS

Students at Pocahontas Middle School have a voice! Hawks may report incidents of bullying or safety concerns to our School Resource Officer by accessing the following confidential link. All entries will be sent to the administrative team for review and further action.

<http://www.emailmeform.com/builder/form/qX4vcFd0sgVLAC3K6e38>

HENRICO COUNTY GRADING SCALE

A	93-100
B	85-92
C	77-84
D	70-76
F	Below 70

HONOR ROLL

Every student has the opportunity to earn recognition on the Academic Honor Roll for each grading period and for the school year. Honor Roll is calculated at the end of each marking period using the quality points method (A=4, B=3, etc.), based on the grades earned in that marking period. Students can earn recognition on the all A honor roll and the A/B honor roll. All students are encouraged to work hard and strive to earn good grades and make the honor roll. Students will be ineligible for honor roll if they receive a D or an F in any marking period, regardless of their G.P.A.

HAWK P.R.I.D.E. PROGRAM

Hawk PRIDE (Pocahontas Recognizes Individuals Daily Effort) is our student recognition program. "State of the Hawk" assemblies are held every nine weeks for each grade level. Students who achieve A or A/B honor roll status receive P.R.I.D.E. cards including school and community rewards. A "PRIDE Card" can be redeemed during the marking period it was presented. Students who raise their grade one letter grade from a previous marking period will be recognized with a S.O.A.R. Award (Students On A Rise), which earns them additional school rewards. During each "State of the Hawk" assembly, teachers recognize individual students in their classrooms. Teachers will contact parents prior to the assembly if their child will be receiving this special recognition. Parents are invited to join us for these celebrations!

LIBRARY

Librarian: Christina Stewart

Hours: Monday-Friday: 8:00 a.m. to 3:30 p.m. Please let the library staff know if you need to stay after school to use the library or need extra help with an assignment.

Library Card: Henrico County has issued a library card to all students. Students will be charged \$1.00 to replace lost cards.

Checkout: Books: 2 weeks
Reference: Overnight

Fines: Overdue books – 5 cents for each day they are late. Overdue notices will be sent to students on a regular basis. Replacement costs will be charged for lost or damaged books.

The Hawk Library's Website: <http://blogs.henrico.k12.va.us/custewart>

DISCIPLINE POLICY

For any school to maintain an atmosphere that is conducive to learning there must first be an environment that is free from distractions, disruptions, and unsafe conditions. For those students who choose to disobey the rules, in the classroom, on a school bus, on a field trip or any Henrico sponsored event, consequences will result. Consequences are administered on a case-by-case basis. There is not a progressive system such as first the student receives a warning, then a detention, then in-school suspension, etc. as listed in the *HCPS Student Code of Conduct*. **The severity and circumstances surrounding each incident will dictate the level of disciplinary response.** A first time offense, depending on the disruption to the learning environment and severity of the incident, could result in a warning up to a recommendation for expulsion from Henrico County Public Schools. You should read and follow the *HCPS Student Code of Conduct*. and rules that are specific to Pocahontas Middle School.

Pathways Program (In-School Suspension) is the program provided for students who have exhibited misconduct in the regular classroom and an alternative instructional setting is needed on a short-term basis. All class assignments will be completed with Mrs. Jones, Pathways coordinator.

Administrative Detention is held on Mondays from 3:20-4:05 p.m. and Wednesdays from 7:15 - 8:00 a.m.

Time-Out is a brief intervention used for students to redirect their attention to learning. Teachers may send students for a Time Out, located in our Pathways room, for the remainder of the class period. Teachers will contact parents if a student is sent to Time Out during their class period.

Parents and students are requested to read, review, and become familiar with the *HCPS Student Code of Conduct*. The items listed below are highlighted from that document; however, all rules from that document apply.

DISRESPECT and DISOBEDIENCE

First Offense: Teacher will refer to the appropriate administrator and call parents.
Student will be assigned to Pathways and/or suspended.

Second Offense: minimum of 2 days out-of-school suspension

SUBSTANCE ABUSE

Distribution: Recommendation for Expulsion,
Referral to Disciplinary Review Hearing Officer
Referral to School Resource Officer for legal Action

Possession: First Offense: minimum of 10 days out-of-school suspension
30 school-day exclusion from extracurricular activities
Completion of HCPS Awareness and Intervention Program
Referral to School Resource Officer for possible legal action

Second Offense: Recommendation for Expulsion,
Referral to Disciplinary Review Hearing Officer
Referral to School Resource Officer for legal action

TEASING/BULLYING/HARRASSING

HCPS defines bullying as:

A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself

First Offense: Minimum of 3 days in Pathways up to a maximum of 3 days out-of-school suspension
Second Offense: 5 days out-of-school suspension.

FIGHTING

(As defined by the Code of Student Conduct)

First Offense: 3 or more days out-of-school suspension depending on severity.
Second Offense: 5 days out-of-school suspension.
Third Offense: 10 days out-of-school suspension

INTEGRITY VIOLATIONS

Pocahontas Middle School students pledge that all personal work represents their own effort and creation.

Cheating includes the actual giving, receiving, or use of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. **Plagiarism** includes using or copying the language, structure, idea, and/or thought of another and representing it as one's own original work.

- First Offense: no credit for assignment, teacher will contact parent
- Second Offense: no credit for assignment, one day in Pathways

Falsification includes, but is not limited to verbal, written or electronic transmission (i.e., e-mails, images), including the production or use of forgery, or counterfeiting.

- First Offense: 1 day Pathways
- Second Offense: 2 days Pathways

Stealing includes acquiring another's possessions without right or permission. The possession of stolen property is considered theft.

- First Offense: restitution, 1 day out-of-school suspension
- Second Offense: restitution, minimum of 1 day out-of-school suspension, referral to School Resource Officer

TECHNOLOGY

Laptop Vandalism: Minimum of 5 days out-of-school suspension to a maximum of 10 days out-of school suspension
Restitution
Referral to School Resource Officer for possible legal action

Gaming on site:

First Offense: 1 day of in-school suspension
Second Offense: 2 days of in-school suspension
Third Offense: 2 days of out-of-school suspension

Pornography:

First Offense: 5 days of out-of-school suspension, computer scrubbed
Second Offense: 10 days of out-of-school suspension, computer scrubbed

VANDALISM

Penalties for vandalism will be determined by the extent of the damage. Discipline may range from a Pathways assignment to recommendation for expulsion. Students will be required to make restitution for damages. Acts of vandalism will be referred to the School Resource Officer. The School Resource Officer may recommend and issue criminal charges, as appropriate.

IMPORTANT LAPTOP INFORMATION FOR STUDENTS...

Need some help? Try the school website.

The PMS website is a great web site for students – here you'll find several student training videos, as well as tips to help you keep your laptop organized. Visit the site and add it to your bookmarks for future use!
<http://www.henrico.k12.va.s/ms/pocahontas/index.html>

Property of Henrico County Public Schools

You should remember that your laptop is the property of HCPS and is issued to you for instructional use. Please do not draw, color on, or remove your nametag or other security tags. Any attempt to deface or destroy a laptop or tamper with its software configuration will result in disciplinary action.



Charge your laptop

You should charge your laptop at home every day! If your charger doesn't work properly, please bring it to the Help Desk.

Think before you link

Your Internet usage is monitored at school. Each website you visit is logged on your laptop whether you are at school or away from school. If you are visiting sites that are not school-related, your parents will be notified and disciplinary action will occur.

Fixing the Date and Time

It is normal for your date and time to be wrong when you are away from school. The laptop will automatically set the date and time as long as you are connected to the school network. Restart your laptop at school; in about 10 minutes your date and time will be fixed.

Back up you work

Backing up your schoolwork is quick and easy if you get into the habit of backing up each time you created something important. Make sure you back up your work at least once a day.

Help Desk FAQ

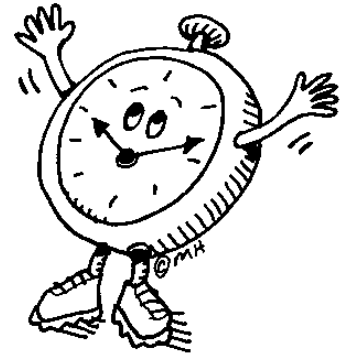
When is the Help Desk open?

The Help Desk is located in room 2807 and is open to help! Before taking your laptop to the Help Desk in the morning, you should ask your homeroom teacher for permission. If possible, be sure to back up your work before visiting the Help Desk.

BELL SCHEDULES

MONDAY:

Block	Time
HR	8:00 to 8:25
1	8:30 to 9:20
2	9:24 to 10:13
3	10:17 to 11:06
4	11:10 to 11:59
5	12:03 to 1:29
	Lunch: 6 th Grade 12:03 to 12:28
	7 th Grade 12:33 to 12:58
	8 th Grade 1:03 to 1:28
6	1:33 to 2:22
7	2:26 to 3:15



TUESDAY-FRIDAY:

HR	8:00 to 8:25
1/4	8:30 to 10:00
2/5	10:05 to 11:35
3/6	11:40 to 1:40
	Lunch: 6 th Grade 11:45 to 12:10
	7 th Grade 12:20 to 12:45
	8 th Grade 12:55 to 1:20
7	1:45 to 3:15

HALF DAY BELL SCHEDULE

We will meet all 4 classes (based on Tue-Fri schedule)

HR	8:00 to 8:25
1/4	8:30 to 9:20
2/5	9:24 to 10:14
3/6	10:18 to 11:08
7	11:12 to 12:00

1 Hour Late Schedule

HR	9:00 to 9:25
1/4	9:30 to 10:40
2/5	10:45 to 11:55
3/6	12:00 to 1:40
	6 th lunch: 12:05-12:30
	7 th lunch: 12:40-1:05
	8 th lunch: 1:10-1:35
7	1:45 to 3:15

2 Hour Late Schedule

HR	10:00 to 10:25
1/4	10:30 – 11:35
2/5	11:40 – 1:20
	6 th lunch: 11:45-12:10
	7 th lunch: 12:15-12:40
	8 th lunch: 12:45-1:10
3/6	1:25 – 2:30
7	2:35 – 3:15



First think of safety * Language of respect * You are responsible for you

FLY is a new school initiative in response to stakeholder survey results concerning bullying in HCPS schools. It is our commitment to provide a positive learning environment for all Hawks. We hope to achieve this goal by educating our learning community on the positive results that occur when students use the following components to guide their choices:

First think of safety * **L**anguage of respect * **Y**ou are responsible for you

Students will be recognized when they demonstrate their understanding of these concepts and when their behavior choices are not reflective of this goal:

1. Teachers will reward students with “wings” when they observe students demonstrating one of the three FLY components. After receiving three sets of “wings”, students may redeem their “wings” for further recognition.
2. Teachers will also notify students when they do not demonstrate one of our three FLY components.
 - a. Teachers will assign the student to complete a “FLY Paper” reflecting on their behavior choice specific to the component they did not demonstrate. Students will complete this assignment in an alternate classroom and then return to their assigned class. Students will share this “FLY Paper” with parents on the evening it was assigned. Students should return a signed copy the next school day to Mrs. Jones in Pathways.
 - b. Upon completing three “FLY Papers”, a student and his/her parent will be invited to attend FLY School.

FLY School is an opportunity for students and parents to learn more about our school commitment to maintain a positive learning environment for all. During each session, students and parents will learn more about the three components of the program, our school implementation and student participation. Attendance may be voluntary or mandatory based on student needs. Morning and evening sessions will be scheduled to accommodate parent schedules.

*We look forward to “FLYing” together
to maintain a positive learning environment for all Hawks!*

Hawks FLY!

LOCATION	Classroom	Hallway	Cafeteria	Restroom	Buses	Extracurricular Events On and Off Campus
F irst think of SAFETY	<ul style="list-style-type: none"> *Respect others' personal space *Hands to yourself 	<ul style="list-style-type: none"> *Walk (to the right) *Hands to yourself 	<ul style="list-style-type: none"> *Walk *Keep food on table *Clean up spills 	<ul style="list-style-type: none"> *Take turns *Respect others' personal space 	<ul style="list-style-type: none"> *Walk to your bus *Keep all body parts in the bus 	<ul style="list-style-type: none"> *Follow all directions from adult supervisor *Be aware of your surroundings
L anguage of RESPECT	<ul style="list-style-type: none"> *Quiet voice *Use kind words and actions with ALL members of the classroom 	<ul style="list-style-type: none"> *Quiet voice *Let others pass 	<ul style="list-style-type: none"> *Quiet conversations *Wait your turn in line *Say "please" and "thank you" to cafeteria staff 	<ul style="list-style-type: none"> *Quiet voice *Give others privacy 	<ul style="list-style-type: none"> *Quiet voice *Say "Thank you" to your bus driver 	<ul style="list-style-type: none"> *Practice good sportsmanship *Be respectful during presentations by not talking or distracting others
Y ou are RESPONSIBLE for you	<ul style="list-style-type: none"> *Come to class prepared *Be an active participant 	<ul style="list-style-type: none"> *Report directly to class and homeroom *Keep your locker area clear 	<ul style="list-style-type: none"> *Pick up your trash *Include others *Stay in your seat 	<ul style="list-style-type: none"> *Throw away paper towels in the trashcan *Turn off the water *Respect school property by keeping restrooms neat 	<ul style="list-style-type: none"> *Remain seated while the bus is in motion *Offer empty seats to fellow Hawks 	<ul style="list-style-type: none"> *Remain in designated areas *Be a student ambassador for Pocahontas Middle School