

# HOMER MIDDLE SCHOOL

# Student Handbook

## 2023-2024

### School Contact Information

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*At Homer Middle School...* we are focused on creating a strong sense of community and belonging for students and staff so that students can grow academically and socially.

- Community Building
- Rigorous Learning
- Place of Respect
- Student Voice and Choice

# Homer Middle School Student Handbook

*This handbook is a supplement to the KPBSD Parent/Student Handbook. The complete KPBSD Parent/Student Handbook can be accessed on the school district website: [www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us)*

## **School Hours**

- School doors open at 8:30 am. Students may be in the MPR, gym, library, or a classroom (with teacher permission) until the first bell rings at 8:50 am.
- Class begins and the second bell rings at 9:00 am. If you arrive after the second bell rings, you are required to sign in at the office before going to class or your locker.
- School ends each day at 3:50 pm. Students are expected to exit the building by 4:00 pm unless participating in a school-sponsored event or activity.

## **Closed Campus**

For the safety of our students, students are not permitted to leave the school grounds or go to the upper field or trails without staff supervision once they arrive at school in the morning. If picking up your child during the school day, please call the office to give permission for them to check out at the office and leave the building upon your arrival or come to the office to check them out. No one may pick up your child without being on PowerSchool's pickup authorization. The person with custody may call to authorize temporary pickups.

## **Bus Notes**

Students are required to have a bus note if they need to get off the bus at a different stop than usual. Parents/guardians must do the following by 2:00 PM to request a bus note for their child.

- **Step 1:** Call First Student at 907-235-0124 to find out the bus number and bus stop name you are requesting for the bus pass. You also need to verify that there will be space on the bus for the bus pass to be accepted by the driver.
- **Step 2:** Call or email the HMS secretary to request the bus pass and provide all info needed. (bus number, stop name, destination contact name and phone number, dates for pass).

## **Attendance**

Parents/guardians are expected to call the school by 9:30 am whenever their child will be absent. Regular attendance at school is a vital part of student success.

- **Excused absence-** a parent has notified the school that their child is or will be absent from school.
- **Unexcused absence-** a parent has not notified the school that their child is or will be absent from school.
- A student is considered absent from a class period once they are 15 minutes late.

Parents/guardians will be notified by mail and/or phone when their child has reached 10 absences (excused or unexcused) in a quarter and every 5 absences after.

### **Prearranged Absences**

When a student will be absent from school for 5 consecutive days or more, a prearranged absence form must be completed and submitted to the office in advance of the absence. The student is expected to be responsible for completing this form and following up with his or her teachers about missing work once he or she is back from the absence.

If a student will be absent more than 10 consecutive school days, the parent is required to meet with the principal to discuss the absence and determine next steps.

### **Tardy Policy**

Students are expected to be on time to each class throughout the school day.

- 1 tardy- lunch detention
- 3 tardies- parent contact
- Multiple tardies in the same day will result in immediate parent contact.
- Lunch detentions will be served on the following day. Students will be notified of the detention by the end of the current day of school.

“On Time” means that a student is in class, in their seat, with their materials, ready to work when the bell rings.

### **School/Home Communication**

Information about Homer Middle School can be found on the following platforms.

- HMS Website <http://homermiddleschool.blogs.kpbsd.k12.ak.us/>
- Facebook (<https://www.facebook.com/HomerMiddleSchoolAlaska>)
- Instagram (@hmsalaska)

Please ensure all contact information is up to date at all times. If at any time your contact information changes, you must notify the office immediately. Communication from Homer Middle School to parents will come in the following methods.

- Email
- Phone
- Text (if opted in on PowerSchool)

\*\*\*Reminder! Students are not allowed to use their phones during the school day. If you need to communicate with your child during the school day, you are required to call the office and we will deliver a message to the student. Students may also come to the office and use the student phone to make phone calls during passing periods or with teacher permission during class.

### **Monitoring Grades**

Parents and students always have access to monitoring grades in PowerSchool. It is expected that teachers are regularly updating grades in PowerSchool and that parents and students are regularly monitoring grades. If any questions arise, parents and students should contact the teacher immediately to resolve the issue. If an issue can not be resolved directly with a teacher, parents and students can then contact the school counselor or principal.

## Report Cards/Progress Reports

Progress reports are mailed home to all students halfway through each quarter. Report cards are mailed home to all students at the end of each quarter. Any questions or concerns should be directed to the teacher, school counselor, or principal immediately upon receiving the report card.

- **Grading scale**- most courses have an A-F grading scale for final quarter and semester grades. Each class may weigh assignments/tests/etc. differently. Please refer to each teacher's syllabus or Canvas course for specific grading detail. If you have questions, please contact the teacher.
- Upon extreme circumstances, the following grades may be given only with approval from the counselor and/or principal and with parental contact.
  - **NG- No Grade**- Given when a student has not completed enough classwork during the quarter to be given a grade. This can occur due to a student enrolling late in a grading period or other reasons as needed.
  - **I- Incomplete**- Given when a student is missing assignments that are needed to be able to give a final grade for a grading period. Students have up to 2 weeks after grades are submitted to complete the missing work to change their grade from an incomplete. If the work is not completed, the missing assignments will be given a 0 and the quarter grade will be updated to reflect that.

## Honor Roll Criteria

Honor roll is awarded at each quarterly award assembly.

- Principal's Honor Roll- 4.0 Quarter GPA
- High Honor Roll- 3.5-3.99 Quarter GPA
- Honor Roll- 3.0-3.49 Quarter GPA

## Electronic Devices and Cell Phones

The use of electronic devices, such as cell phones, bluetooth headphones, smart watches, etc., not provided by the school for student use, is not allowed in school by students. If students bring these items to school, they must turn them off when entering the building and leave them off and out of sight until the last bell rings. The school is limited in resources and will not assist in searching for lost electronics. The only exception to this rule is if a teacher gives permission for a student to use a device for a specific activity in class.

- 1st offense- Student is warned and reminded of the rules.
- 2nd offense- Device is taken away and given to the office. Student may get device back at the end of the school day.
- 3rd offense (and each offense thereafter)- Device is taken away and given to the office. A parent or guardian will be called and must pick up the device.

## Dress Code

This policy may not address all of the potential problems. School administration will have the final decision on all dress code matters. These decisions are made so that Homer Middle School is able to keep a safe and non-disruptive learning environment. Dress code applies during school hours and at all school-sponsored events, during or after school.

- Student dress must not distract or impede the learning of self or others.

- Student dress must not threaten the health or safety of self or others.
- Clothing that promotes illegal, obscene, or inappropriate topics or language or threatens, intimidates, or creates a hostile environment (real or implied) is not allowed. (drugs, alcohol, tobacco, swear words, hate speech, etc.)
- No part of any undergarments or private areas of your body may be showing in any way, including the skin around your waist and the skin on your legs above your fingertips when your arms are down.
- Hoods, hats, sunglasses, and backpacks are not allowed during the school day.
- Shoes are required at all times.

Students are responsible for any classwork missed due to dress code violations. Dress code may be enforced by any member of the school staff. Final decisions on enforcement of the dress code will be made by school administration.

1. Students will be notified of the dress code violation and given the immediate opportunity to correct the violation on their own.
2. If the student cannot correct the violation immediately on their own, they will be sent to the office and provided alternate clothing to wear.
3. If alternate clothing is not available, office staff or the student will contact a parent to bring alternate clothing to school.
4. Repeated dress code violations will be treated as insubordination and follow district/school discipline procedures as such.

### **Public Displays of Affection**

No forms of public displays of affection are allowed at any time at Homer Middle School. This includes hugging, kissing, holding hands, and other forms of public displays of affection.

### **Locker Rules**

Each student at Homer Middle School is assigned a hallway locker and a PE locker for use throughout the school year.

- No stickers or tape are allowed on any area of the lockers.
- Lockers are KPBSD property and are subject to reasonable search at any time as necessary.
- Do not modify the locker so that it always stays open. If you do not close or lock your locker (or fail to put your belongings into your locked locker), the school is not responsible for any missing items.
- Do not give your locker combination to any other student.
- Excessive amounts of food or any open food packages are not allowed in lockers. All food items must be removed from lockers every weekend and school break.

### **Food and Drink**

Food and drink (other than clear water) are not allowed to be consumed in the school building outside the MPR, unless specific permission is given by school staff. Students are strongly encouraged to bring a non-glass water bottle for school use.

## **Caffeinated Beverages**

Students are prohibited from having and consuming any products with caffeine during school hours. This includes, but is not limited to, coffee, tea, soda, energy drinks, etc. Students who bring these types of beverages to school will have them taken away until the end of the school day. Repeated offenses will result in parent contact.

## **1-1 Computer Policy and Computer Use**

Students agree to the following:

- Students must follow all rules and expectations in the KPBSD Acceptable Use Policy found in the KPBSD Parent-Student handbook.
- Handle your computer carefully at all times. You are responsible for any damage.
- Students **MUST** plug in their computers at the end of every day.
- Only use your assigned computer.
- When not in use, computers will be returned to the correct slot in your advisor's computer cart.
- Computers are not allowed in the gym, weight room, or outside.
- Computers are allowed to be used in the MPR as long as no food or drink are on the table.
- Computers will be used as instructed by your teachers at all times.
- Computers **WILL NOT** be taken home.
- Computer use at HMS is a privilege that can be taken away if necessary.
- No food or drink near the computers.
- Students are not to use their KPBSD email account to communicate with other students about non-school related activities.

Parents and students will be provided with these rules at the beginning of the school year and must sign an agreement for a student to be issued a laptop for school use. Parents always have the option to request that their child does not use a device, have access to KPBSD email, or specific software (like Google Suite) at school. This request must be made to the principal.

If you wish to check out a device for home use, the parent must complete the "Device Checkout Agreement" form in PowerSchool. A separate device will be issued for a student to use at home. We have a limited number of devices available for checkout.

## **Enrichment**

Enrichment is a daily time for students to take a break from academic activities. Students may choose from a variety of activities including, but not limited to, the list below. The offerings change based on student need, student interest, and available staffing.

- play in the gym
- hang out in the MPR
- games/hang out/classwork in library
- go to teacher's classroom (with teacher permission)
- weight room
- quiet study room
- outside when the weather and grounds conditions permit

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## **Signatures**

By signing this form, I agree to follow the rules and expectations in this handbook.

\_\_\_\_\_ Student Signature

By signing this form, I agree to help my child follow the rules and expectations in this handbook.

\_\_\_\_\_ Parent Signature