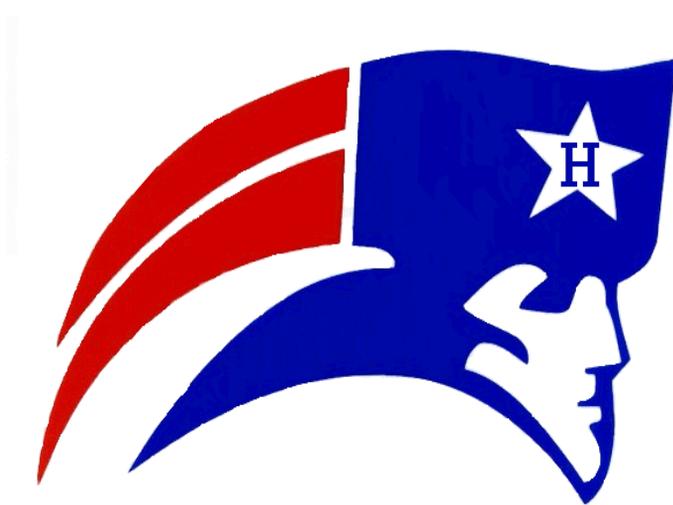


# STUDENT HANDBOOK



## Homewood Middle School Policies and Procedures 2017–2018

**Homewood Middle School**  
395 Mecca Avenue  
Homewood, AL 35209  
Telephone: (205) 870-0878; Fax: (205) 877-4573

*It is the policy of the Homewood City School Board that no person in this district shall, on the basis of race, color, disability, creed, religion, sex, age, or national origin be denied the benefits of, or be subject to discrimination in any education program or activity. This includes employment, retention, and promotion.*

# 2017-2018 Student Class Schedule

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Quarter 1		8/09/2017 – 10/06/2017
Period/ Block	Course Name	Teacher

Quarter 2		10/09/2017 – 12/15/2017
Period/ Block	Course Name	Teacher

Quarter 3		1/04/2018 – 3/09/2018
Period/ Block	Course Name	Teacher

Quarter 4		3/12/2018 – 5/24/2018
Period/ Block	Course Name	Teacher

# 2017-2018 Regular Bell Schedule

\*\*\*Breakfast served daily 7:15 a.m. – 7:40 a.m.\*\*\*

**First Bell**                      7:45  
**Tardy Bell**                     7:55

## Academic, Elective, & Lunch

<p align="center"><b><u>*6<sup>th</sup> GRADE</u></b></p> <p><b><u>Block 1:</u></b> 1<sup>st</sup> Period: 7:55 - 9:30</p> <p><b><u>6<sup>th</sup> PE/ Elective:</u></b> 3<sup>rd</sup> Period: 9:35 - 10:20 4<sup>th</sup> Period: 10:25 - 11:10</p> <p><b><u>Block 3:</u></b> 5<sup>th</sup> Period: 11:15 - 1:20</p>	<p align="center"><b><u>*7<sup>th</sup> GRADE</u></b></p> <p><b><u>Block 1:</u></b> 1<sup>st</sup> Period: 7:55 - 9:30</p> <p><b><u>Block 2:</u></b> 3<sup>rd</sup> Period: 9:35 - 11:10</p> <p><b><u>Block 3:</u></b> 5<sup>th</sup> Period: 11:15 - 1:20</p>	<p align="center"><b><u>*8<sup>th</sup> GRADE</u></b></p> <p><b><u>8<sup>th</sup> PE/ Elective:</u></b> 1<sup>st</sup> Period: 7:55 - 8:40 2<sup>nd</sup> Period: 8:45 - 9:30 3<sup>rd</sup> Period: 9:35 - 10:45 5<sup>th</sup> Period: 10:50 - 12:35</p>
<p align="center"><b><u>**6<sup>th</sup> Lunch</u></b></p> <p><b>A Lunch:</b> 12:00 - 12:25  <b>B Lunch:</b> 12:05 - 12:30  <b>C Lunch:</b> 12:10 - 12:35  <b>D Lunch:</b> 12:15 - 12:40  <b>E Lunch:</b> 12:20 - 12:45  <b>F Lunch:</b> 12:25 - 12:50  <b>G Lunch:</b> 12:30 - 12:55</p>	<p align="center"><b><u>**7<sup>th</sup> Lunch</u></b></p> <p><b>A Lunch:</b> 11:25 - 11:50  <b>B Lunch:</b> 11:30 - 11:55  <b>C Lunch:</b> 11:35 - 12:00  <b>D Lunch:</b> 11:40 - 12:05  <b>E Lunch:</b> 11:45 - 12:10  <b>F Lunch:</b> 11:50 - 12:15</p>	<p align="center"><b><u>**8<sup>th</sup> Lunch</u></b></p> <p><b>A Lunch:</b> 10:55 - 11:20  <b>B Lunch:</b> 11:00 - 11:25  <b>C Lunch:</b> 11:05 - 11:30  <b>D Lunch:</b> 11:10 - 11:35  <b>E Lunch:</b> 11:15 - 11:40  <b>F Lunch:</b> 11:20 - 11:45</p>
<p><b><u>Block 4:</u></b> 7<sup>th</sup> Period: 1:25 - 3:00</p>	<p><b><u>7<sup>th</sup> PE/ Elective:</u></b> 7<sup>th</sup> Period: 1:25 - 2:10  8<sup>th</sup> Period: 2:15 - 3:00</p>	<p>6<sup>th</sup> Period: 12:40 - 1:50 7<sup>th</sup> Period: 1:55 - 3:00</p>

\*Bell schedules are subject to change.

\*\*At the beginning of the year, teachers will notify students of their assigned lunch time.

# 2017-2018 HCS Grade Report Periods

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## Homewood City School

Grading Period	Begin	End
1	Wed., Aug. 9	Fri., Oct. 6
2	Mon., Oct. 9	Fri., Dec. 15
3	Thur., Jan. 4	Fri., Mar. 9
4	Mon., Mar. 12	Thurs., May 24

## Homewood Middle School Grade Report Dates

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<b>1<sup>ST</sup> - 9 WEEKS</b>	<b>3<sup>RD</sup> - 9 WEEKS</b>
* Monday, September 11	* Monday, February 5
**Friday, October 13	**Thursday, March 15
<b>2<sup>ND</sup> - 9 WEEKS</b>	<b>4<sup>TH</sup> - 9 WEEKS</b>
* Monday, November 6	* Monday, April 16
**Friday, January 5	**Thursday, May 24

\* Interim Grade Reports in iNOW Home Portal after 5:00 p.m.

\*\* Report Card dates are subject to change.

## Homewood Middle School Grade Scale

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60

We encourage parents to check their student's grades and attendance regularly using iNOW Home Portal. Please contact the registrar in the Guidance Department if you need assistance accessing iNOW Home Portal.

# School Procedures

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## **ARRIVAL AND DISMISSAL**

The building will be open to students at 7:20 a.m. There is no supervision for students prior to 7:20 a.m. When students arrive to the campus, they are to enter the building immediately and report directly to the assigned area for their grade level. Students must remain in the building once they enter. The assigned locations are as follows:

6<sup>th</sup> Grade – Cafetorium

7<sup>th</sup> Grade – Competition Gym

8<sup>th</sup> Grade – Practice Gym

At the sound of the 3:00 p.m. bell, students are dismissed from school and should immediately leave campus, unless authorized by a school administrator, presently enrolled in an on-site school extended day program, or participating in an authorized extracurricular school activity. If your student is **NOT** picked up by 3:40, they will be required to attend the “After the Bell” program, at a drop-in fee of \$15 a day per student.

Students participating in or attending after school activities (ex. athletic events, practices, field trips, dances, school sponsored events, dances, etc.) need to have transportation home pre-arranged and pick-up should be timely.

## **VALUABLES**

Students are cautioned not to bring large amounts of money or valuables with them to school. It is highly encouraged that students leave purses, wallets, cell phones, etc. in secure places, such as the individual’s personal locker. The school is not responsible for lost or stolen items; not all areas are monitored by video surveillance.

## **SELLING OF ITEMS**

Students may not sell any items at school unless the sale is authorized by school officials.

## **FOOD AND DRINKS**

Food from outside vendors is not allowed in the building. Food should not be taken out of the cafeteria during lunch.

## **DELIVERING OF MESSAGES & PERSONAL ITEMS**

Since it is our desire to maintain a learning environment, that is uninterrupted, the school will **NOT** deliver items or messages to students in non-emergency situations. Students are responsible for bringing everything they may need at the start of the school day. This includes homework assignments, study materials, uniforms, athletic equipment, and lunches. We do not relay phone messages to students except in the case of emergencies. All phone messages will attempt to be delivered at the end of the school day. Please remind your student of all appointments and transportation arrangements before the student leaves home in the morning. We appreciate your understanding that instructional time should not be interrupted.

# Attendance Policy

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Students are expected to maintain regular attendance at Homewood Middle School. Please refer to the *Code of Conduct* for the Student Attendance Policy. A brief summary of the attendance policy follows:

Excused absences are defined as one of the following:

1. Illness
2. Death in the immediate family
3. Inclement Weather which would be dangerous to the life of the child
4. Legal quarantine
5. Emergency conditions as determined by the principal
6. Prior permission of the principal upon request of the parent or legal guardian

For an absence to be excused, the parent/guardian must explain in writing the cause of the absence no later than 3 days following the return to school. Up to five (5) parent notes per semester will be accepted to excuse an absence. After which, prior approval by the principal and/or other documentation [such as a doctor's note] will need to be presented to excuse the absence failure to do so will result in an unexcused absence. A student will be considered truant for any unexcused absence.

The procedures for unexcused absences are as follows:

1. Three (3) unexcused absences will result in a letter being sent to the parent explaining the absence and outlining the process of future unexcused absences.
2. Five (5) unexcused absences will result in a conference with the parent/guardian and student. The disciplinary actions will continue as well.
3. Seven (7) unexcused absences will result in a referral to Family Court.

**\*Students with 10 consecutive or 15 total unexcused absences will be subject to withdrawal from school.**

# Attendance Policy

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## CHECK-IN/CHECK-OUT POLICY

Any student who checks in must do so through the front office when tardy to school or to any class period. The person who will be checking the student out must be on the student's check out list and must be prepared to present a photo ID to the Attendance Secretary. Upon return to school, the student must provide an excuse within three (3) days to excuse the periods missed due to check-out.

## TARDY POLICY

Students are expected to be punctual to school and to all classes.

### *Procedures:*

1. Classroom doors will be closed and locked once the tardy bell has sounded. Students who are tardy will immediately report to the main office to receive a pass to class.
2. Students will receive consequences for **cumulative** tardies, per semester, in increments of five.

### *Example:*

*On Tuesday, Johnny is tardy to first period, third period, fifth period, sixth period and seventh period. Since tardies are cumulative, Johnny has earned five tardies. Therefore, he will receive detention as the first consequence.*

3. Tardies will start over at the beginning of the second semester.

## TARDY CONSEQUENCES:

- 5<sup>th</sup> cumulative tardy – Detention
- 10<sup>th</sup> cumulative tardy – Saturday School
- 15<sup>th</sup> cumulative tardy – ISS, two days
- 20<sup>th</sup> cumulative tardy – ISS, three days (*mandatory parent conference*)
- 25<sup>th</sup> cumulative tardy – ISS, five days
- 30<sup>th</sup> cumulative tardy – OSS, three days
- 35<sup>th</sup> cumulative tardy – OSS, Alternative School Referral

# Attendance Policy

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## **PRE-ARRANGED ABSENCES**

Students are allowed to pre-arrange up to five absences during the year.

Pre-arranged absences are defined as one of the following:

1. College visit
2. Death in the immediate family
3. Medical need
4. Any other absence the principal deems worthy

Students seeking to pre-arrange an absence must meet the following guidelines:

1. A parent note should be submitted to the principal **five** school days prior to the requested absence.
2. If approved by the principal, the student will take the Pre-Arranged Absence (PA) sheet to each of his/her teachers to be signed.
3. After obtaining all required signatures, the student must return the completed PA sheet to the front office.
4. The student should make arrangements with the teacher for assignments missed due to an approved pre-arranged absence.
5. Failure to follow the above procedures may result in an unexcused absence.

## **REQUESTING ASSIGNMENTS FOR SHORT-TERM ABSENCES**

Parents are advised to contact the teachers when students will be absent for three or more consecutive days to arrange for school work to be picked up at the front desk. For those who have access to email, sending an email to the teachers and grade level counselor is encouraged. Parents and students who do not have internet access should call the grade level counselor. Once the school has been notified of a short-term absence, student assignments may be picked up after 3:00 pm the following school day in the main office.

# Detention Procedures

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Students may be assigned to detention by either an administrator or a teacher. Detention is held at Homewood Middle School:

**Tuesday & Thursday: 7:15 A.M. - 7:45 A.M.**

## **Assignment by an Administrator**

A student sent to the office by a teacher will be given due process. The student should not leave the office until seen by an administrator. The infraction will be assigned an appropriate consequence, according to the *Code of Conduct*. If detention is the chosen consequence, the administrator will assign a specific day of the week (not the same day of the offense). Each student will be notified of his or her assigned detention at least one day prior to the detention. The disciplinary notice will be sent home with the student. The administrator will enter the infraction, the consequence, the date, and a narrative in the iNow program to document the incident.

## **Assignment by a Teacher**

A classroom teacher may opt to assign a student to detention for a Class 1 violation, as outlined in the code of conduct. The teacher must give the student due process, and send a notice home with the student describing the infraction and documenting the detention. The teacher is also responsible for calling the parent to give notice for the detention. This must be documented on the disciplinary form. Again, the detention will never be scheduled for the same day as the infraction, giving the parent a written notice and time to arrange transportation.

## **Consequences for Missing Detention**

Students who are absent from detention or come late to detention may be assigned Saturday School, unless prior approval has been granted from the grade level discipline administrator.

# Saturday School Procedures

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Saturday School is assigned by administrators and teachers

**Time: 7:45 A.M. – 11:00 P.M.**

## **Saturday School Rules and Guidelines**

1. Students are to arrive by 7:45 a.m.
2. Late students will be denied entrance.
3. Students must be in dress code.
4. No food or drinks will be allowed.
5. No sleeping, talking or note writing allowed.
6. Students must bring materials to work on while attending Saturday School (only reading material related to school assignments will be allowed).
7. Students will receive one break during Saturday School.
8. Students will be dismissed from Saturday School for any inappropriate behavior or violations of *Student Code of Conduct*. Additional consequences will be assigned.

### **Rescheduling**

Saturday School may be rescheduled only by a parent contacting the assigning administrator in writing or by phone prior to the date of the student's Saturday School assignment. A student may be eligible for reassignment if there is a family emergency; death in the family, medical injury, doctor's excuse, work-related issues, or matters of a serious nature deemed reasonable by the administrator.

Not attending Saturday School or violating the *Code of Conduct* during Saturday School may result in a placement in In-School Suspension (ISS) or Out-of-School Suspension (OSS).

# Intensive School Supervision Procedures

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Intensive School Supervision (ISS) is a consequence that can be assigned for Class I or Class II offenses. ISS is an alternative to out-of-school suspension (OSS) and gives the student the opportunity to remain on campus while his or her disciplinary consequence is served.

The minimum assignment for ISS is one (1) full day. There is no set maximum time length; however, students who exhibit continued behavior leading to ISS, will be subject to OSS or an alternative placement. ISS is not designed for long term assignments.

Students assigned to ISS are required to bring all materials needed to complete assignments. Failure to comply could result in an extension to their time in ISS. Failure to comply with any rule in ISS will be considered defiance and could lead to further disciplinary consequences.

Upon arrival, the student will be assigned a desk, and he or she will begin work immediately. Students are required to work the entire time in ISS. Sleeping will extend the stay a minimum of one day and could lead to OSS.

**Students are not allowed to participate in extracurricular activities while in intensive school supervision.**

## Medication Policy

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Students must have a form signed by their physician and parent before they will be permitted to keep prescription medication in the Nurse's Office. Students should see the school nurse to obtain this form.

Students should notify the school nurse when they bring both prescription and/or non-prescription (over the counter) medication to the nurse's office. The medicine should remain in its original container and be properly labeled with student's name, doctor, and dosage to be taken. Any medications left in the nurse's office will be disposed of after June 1<sup>st</sup>. Medication should not be left at the front desk.

Students found in possession of drugs of any kind will be subject to disciplinary action as outlined in the *Code of Conduct*. The school can no longer provide over-the-counter medications such as aspirin, Tylenol, ibuprofen, etc. to students.

# Cell Phone/Electronics Policy

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The use of electronic devices such as iPods, smart phones, laptops, notebooks, tablets, etc. is at the discretion of the classroom teacher: students may not use electronic devices in the classroom without the permission of an administrator or teacher.

Students are **NOT** allowed to have electronic devices, of any kind, on or in use while in the hallways, bathrooms, lunchroom, or locker rooms.

Should a student misuse an electronic device, a staff member will confiscate the item and pass it on to the grade level administrator. The administrator will enter the offense into the student's record and assign a disciplinary consequence.

Note: *Student Code of Conduct* (1.14) – Unauthorized use in school of personal electronic communication devices, including but not limited to cellular phones or beepers.

Staff members will make confiscation judgment based on the following criteria: noises or ring tones, vibrations, earphones in ear, visibility of device, or other unusual movements that would indicate electronic usage. **Upon request by a staff member, students must relinquish the electronic device immediately. Refusal to do so will be considered defiance and coded as a Class II offense.**

## Disciplinary Consequences:

1<sup>st</sup> Offense.....Warning

2<sup>nd</sup> Offense.....Saturday School and parent must pick up device

3<sup>rd</sup> Offense..... One (1) day of ISS and parent must pick up device

4<sup>th</sup> Offense.....Two (2) days of ISS and parent must pick up device

5<sup>th</sup> Offense.....More severe action will be taken with a consideration of alternative school placement and parent must pick up device

# Dress Code

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## DRESS CODE

In keeping with the policies of propriety, a student should take pride in his/her appearance and dress appropriately for school. A student dress code is necessary to maintain a school atmosphere that supports and encourages learning. Dress and/or grooming styles that draw an inordinate amount of attention to the individual student or cause divisiveness are considered inappropriate for school and are a violation of the dress code. The dress and/or grooming style of any student must not interfere with the educational process in any way. Non-conformity to the dress code is a Class I offense and will be treated as such. In addition, students will be asked to come into compliance with the dress code immediately. Parents will be contacted and may be asked to furnish appropriate clothing.

Students should adhere to the following guidelines:

1. Students must be neat, clean, and well groomed while at school. An unkempt or sloppy appearance is inappropriate.
2. Jeans and other outerwear must be neat, clean, with no holes, tears, or inappropriate patches.
3. Shirts worn untucked must be neat and not look unkempt.
4. Students must be fully clothed at all times with no bare midriffs, bare sides or bare shoulders. Clothing that may be considered provocative, see-through clothing or skintight clothing is prohibited. Low riding and low cut pants are prohibited.
5. Students must wear appropriate undergarments. Undergarments should not be visible.
6. Skirts, dresses, and shorts must be fingertip length or longer. No old worn/torn or other type cut-off shorts are allowed.
7. Gym-type clothing, such as soccer shorts or gym shorts can be worn only at the elementary level. Sweat suits and wind suits are considered appropriate classroom attire at all grade levels. Skintight work out or activity clothing is prohibited. Leggings may be worn with uniform skirt and considered appropriate classroom attire with sponsor and principal approval.
8. Caps, hats, bandannas, and other types of headwear or sunglasses are not to be worn at any time in the school building. Students wearing such items in the building during school hours will have them confiscated.

# Dress Code

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9. Clothing and/or personal items bearing reference to alcoholic beverages, tobacco products, drugs, drug-related slogans, sexual activity, violence, Satanism, the occult, or any other wording, drawing, or picture that in any way is questionable or reasonably can be interpreted as being offcolor, suggestive, or offensive are prohibited.
10. Clothing or personal items, or visible references which identify a student as associated with a gang, social club, fraternity, sorority, or any subversive, unlawful, or unauthorized organization are prohibited.
11. Shoes or sandals must be worn.
12. Hair must be clean and well groomed, should not impair vision or be of a length that would be dangerous around equipment.
13. Distracting hair styles, hair dyed unnatural colors, spiked hair, and shaven hair patterns are prohibited.
14. Decorative contact lenses, facial or tongue jewelry is prohibited.
15. The carrying of chains or chains connected to wallets are prohibited.
16. Any type of clothing or attire which represents trends or groups that are counter to the accomplishment of our purposes or could be disruptive to the learning environment can be prohibited.
17. With the approval of the principal, activity sponsors may establish different rules for dress and grooming as a prerequisite for membership and participation in the activity. The wearing of any such uniform or outfit should be limited to the activities and must conform to the dress code if worn in the classroom setting.

***THE PRINCIPAL OR HIS/HER DESIGNEE SHALL HAVE FINAL AUTHORITY IN DETERMINING ACCEPTABLE OR UNACCEPTABLE DRESS AND/OR GROOMING.***