

# **SCHOENBAR MIDDLE SCHOOL**

## ***STUDENT HANDBOOK***

**2016 – 2017**



**217 SCHOENBAR ROAD**

**KETCHIKAN, ALASKA 99901**

**PHONE: 907-228-7200**

**FAX: 907-247-5138**

## Schoenbar Middle School

### Positive Behavior Interventions and Support

Positive Behavior Intervention and Support (PBIS) at Schoenbar Middle School provides support for students in a variety of social emotional, academic and behavioral areas. Levels of support are determined using a Response to Intervention and Instruction model and, as needed, thorough evaluations to determine student need(s).

The PBIS team at Schoenbar Middle School is comprised of school leadership, certified teachers, and the school guidance counselor. The program is divided into three subgroups: Core Instruction, Small Groups and Individual Supports. Most students have their social emotional and behavioral needs meet through core programming and need little additional support. Others may need small group or individual support(s) to be successful in a variety of school settings. Those needing additional supports work closely with their general education teachers and the school counselor. Students with intensive needs, as determined by the PBIS team, may be referred to the School counselor, or the Special Services Director and School Psychologist, who may determine that specific support services and Individual Educational Planning may be necessary.

Every effort will be made to preserve the educational experience for students by including them in the core general education environment as much as possible. Students will receive scaffolded support and modifications from content area teachers and specialists, push in and small group support from support personnel, and focused Homeroom activities before considering scheduling changes and pull out programming.

### Schoenbar Middle School - School Policies

The Ketchikan Gateway Borough School Board Discipline Policy and Regulations are available at the Schoenbar office for all parents and students. It is important that you are familiar with these since they affect all students in our school district. Classroom teachers will be reviewing these policies and regulations in students homeroom class.

The Schoenbar staff has certain expectations and operating procedures for all students. Please read and become familiar with this handbook.

#### **ATTENDANCE and ABSENCES**

***Regular and prompt attendance is the responsibility of the students and the parents*** . The only valid excuses are illness, medical appointments, death in family, mandated court appearance, or an emergency outside the control of the student or the student's family.

Absences for any reasons other than the above will be listed will be classified as unexcused. Unexcused and excessive absences fall under the Discipline Policy and parents are required to come to school for a conference. Examples of unexcused absences include but are not limited to babysitting, sleeping in, job hunting, or vehicle breakdown. On the days that a student will not be in school, parent/guardians are asked to contact the school office by 8:30am. Staying in compliance with our Safe Schools program the office staff must make contact with

a parent or guardian for every absence. The office phone number is 228-7200. (Review Section 7 “Attendance” of District Regulations).

For medical appointments during school hours a parent or guardian should send a signed note to the office excusing the student for a specific amount of time. Students need to sign out at the school office before leaving the building.

Students who are ill or have a fever need to stay home. If a student becomes ill a parent or guardian will be contacted to make arrangements to go home.

### **CAMPUS – ARRIVALS, DEPARTURES and VISITORS**

Schoenbar Middle School is a closed campus. Students may not leave the school grounds during the day without first checking out through the office. The parking lots, Schoenbar trail, and Walker Field, bleachers and dugouts are off limits.

Students who arrive late to school or student who need to leave the school before the end of the day must sign-in/out at the school office. No students are allowed to leave the building during lunch hours without a parent or guardian. Older brothers, sisters or friend are not acceptable. Parents or guardians may sign-out students for lunch at the office.

All adult visitors need to check in at the front office. No student visitors will be allowed on campus without the principal's approval.

### **CLASS ATTENDANCE & TARDIES**

**Skipping** any or all of classes during the school day means a student is truant, if a student is found to be truant parents/guardians will be called. According to district policy, truancy is classified as insubordination and has consequences.

**Tardy** is arriving to school or class after the tardy bell has rung. Late student should expect to receive a consequence. Teachers will set individual classroom requirements.

#### **SMS – Schoolwide Tardy Policy – 2016-17**

**5<sup>th</sup> Tardy**= One day of Lunch Detention; Notification sent home to be signed by parent

**10<sup>th</sup> Tardy**= Two days of Lunch Detention; Notification sent home to be signed by parent; Student call home to Parent/Guardian.

**15<sup>th</sup> Tardy**= Two days of Lunch Detention; Parent Contact by Administration; No home game or travel participation the week of assigned detention.

**20<sup>th</sup> Tardy** = Half Day In-House Suspension; Parent Contact by Administration; No home game or travel participation the week of assigned In-house.

## **SCHOENBAR NEWS AND INFORMATION**

**Daily Announcements** are read each morning. Students and parents can find daily announcements on PowerSchool. Additional school information is available at the school website [www.kgsd.org/sms](http://www.kgsd.org/sms).

**Newsletters** are mailed home throughout the year with progress reports and report cards. School district information is available at [www.kgsd.org](http://www.kgsd.org).

## **DRESS CODE**

Dress and appearance should be such that it is not offensive to others. Clothing should be clean, proper and safe. A student's appearance shall not be so extreme that it calls undue attention or a disturbance. Dress code rules also apply to school dances. The dress code rules are as follows:

1. Students are not allowed to wear coats, jackets and other heavy garments in the classroom unless the teacher has given permission to wear such articles of clothing.
2. Students and his/her clothing should be reasonably clean and free from offensive odors.
3. Controversial items such as clothing that depicts drug, tobacco or alcohol will not be permitted. Inappropriate slogans or logos fall under the same category.
4. Students will not be allowed to wear the following:
  - a. Fishnet or see-through type shirts or tank tops
  - b. Pants or shorts that allow undergarments to show through
  - c. Cut-off tops, halter tops, or tube tops
  - d. Miniskirts shorter than three inches from the middle of the knee
  - e. Pajamas and slippers
5. Students are expected to wear shoes at all times.
6. Hats are not allowed during the school day.
7. **Students participating in P.E.** must have non marking shoes to be worn in the gym only and will dress down for class each day (shorts or sweatpants and tshirt).

## **LOCKERS, PERSONAL ITEMS & ELECTRONICS and CELL PHONES**

Lockers are assigned to students for books, outerwear, backpacks etc. are the responsibility of the student. Locker rules are as follows:

1. Lockers are to be kept neat
2. Locker combinations should not be shared with other students
3. Lockers are not to be shared. Each student should only keep his/her items in the locker
4. Money or valuables should not be kept in lockers
5. School locks will only be used on the lockers
6. The responsibility for loss of items rest with the student.
7. If a problem with a locker arises, contact the office.

Coats, jackets, backpacks, book bags, duffle bags etc. are to be placed in the locker when students arrive at school and remain there for the duration of the school day.

**Lost & Found** - Items should be labeled with student's name. Lost items of clothing, shoes, bags etc. are placed in the lost and found bin located by the office. Small items and more expensive items are held in the school office. Unclaimed property will be donated to charity after two weeks.

**Electronic Devices and Cell Phones** – If cell phones or electronic devices are brought to school, upon arrival, they are to be stored in the student's locker for the duration of the day. If a student is using or carrying them on their person during the school day, they will be confiscated. First offense, the device can be picked up in the school office. Second offense, a parent/guardian has to come to the school to pick up the item.

**Valuables** – Do not bring other valuables or large amounts of money to school. The school can not be responsible for any item left in the classroom, locker, gym or any other area of the school. If it is absolutely necessary to bring an item of value to school please take it to the office for safekeeping.

## **GENERAL RULES and EXPECTATIONS**

1. **Firearms, knives, explosives and any other dangerous objects** are not permitted at school or at any school activity off school grounds. If a student possess, sells, or furnishes any of these to another the student is subject to suspension or expulsion
2. **Controlled & Illegal substances** Students selling, in possession of or under the influence of drugs, alcohol, tobacco, or look-alikes will be subject to immediate suspension and arrest.
3. **Fighting** will not be tolerated. All participants will receive an office referral and face possible suspension.
4. **Vandalism** or any destruction of school property will result in suspension and /or arrest as well as repayment of cost of damages and repairs.
5. **Throwing objects** and/or food will not be allowed. Students throwing/shooting rubberbands, spit wads, staples etc can be suspended. Students tossing food, drinks, ice cream etc in the lunchroom will be assigned trash pick-up and lunch time restrictions.
6. **Public Affection** Students are allowed to hold hands. Any other displays of affection will not be allowed and will be subject to discipline.

**Behavior and conduct** are important factors of success at school. While at Schoenbar students need to assume the following obligations for each class.

1. Be present and on time.
2. Complete assigned work on time
3. Be courteous and attentive in class
4. Make sure assigned work is your first responsibility
5. Participate in class discussions
6. Follow rules and regulations established by the teacher

## **ACADEMICS**

Students who are successful at Schoenbar will:

1. Bring notebook, paper, pencil and other materials necessary to class everyday.
2. Asks questions
3. Plans work and schedules time for homework each day.
4. Makes sure to understand the assignment before leaving class each day.
5. Strives to do their best.

**Make-up Work** It is the responsibility of the student to contact teachers concerning missed assignments and tests. Many teachers post assignments on their classroom web pages that are found at the school district website or through Powerschool, also accessible through the district website [www.kgbsd.org](http://www.kgbsd.org) . A general guideline for make-up work is that the make-up work will take the same amount of time to complete as time missed from class.

**Honor Roll** Scholarship is recognized through an academic honor roll. The honor roll is compiled at the close of each grading period. To be listed on the honor roll students must have the following GPAs

1. Superintendent's Honor Roll – 4.0 GPA
2. Principal's Honor Roll – 3.75 – 3.99 GPA
3. Honor Roll – 3.5 – 3.74 GPA

**Fees** Certain classes and activities require additional fees. They are as follows

1. Shop Class - \$15
2. Life Skills - \$15
3. Camping/Survival Trips - \$15
4. Activity fee for EACH Sport - \$50
5. Lost Textbooks and Library Books – Replacement Value
6. Lost Uniforms – Replacement Value

## **BUILDING HOURS AND SERVICES**

Schoenbar is open from 7:00am to 3:00pm. Student who are not with a coach or teacher in an assigned area will be required to leave the building at 3:00pm. Due to safety issues students cannot be unsupervised.

**Office Phone** A phone is available for student use (before school, at lunch, and after school). The phone is located on the office counter. Any damage, foul language or inappropriate use of the phone can result in loss of phone privileges and/or suspension.

**Medications** of any kind cannot be dispensed by the office staff unless a medication form has been submitted by parents or guardians. Medications will be stored in the office and prescription medications need to be in the prescription bottle.

**Injuries** – If an injury occurs during any school activity, notify the instructor immediately. They will notify the office. After the student has been initially cared for, parents/guardians will be contacted in regard to further medical treatment. Student and parents must understand that the school is not liable for doctor and/or hospital bills resulting from accidents of any kind.

**Counseling Services** available are social and emotional, academic, career, and group counseling. Counseling can be one time or on a continuing basis. In addition, the counselor can assist in referrals to an outside counseling center. Parents/Guardians should feel free to call for appointments regarding their student. The counseling office can be reached at 228-7200 xt. 219.

**Vending Machines** are located in the commons and are available to students before and after school. The office is able to make change, but only for \$10 or \$5.

**Elevators** are available to student who are injured or need assistance going from one floor to another. No student is allowed to use the elevator with special permission from the office.

### **SCHOOL LUNCH AND CAFETERIA RULES**

Students can either choose to bring their own lunch or buy a school lunch. School lunch costs \$3.25 per day and includes milk. All students have a lunch account. Money can be added to the account at anytime. Payments can be made at the office or at the school district website [www.kgbsd.org](http://www.kgbsd.org) . Again, Schoenbar is a closed campus and unless arrangements are made by parent or guardian students may not leave the building during lunch.

It is important and the responsibility of all Schoenbar students to keep the lunch area neat and clean. It is used not only for lunch but as well as other activities throughout the day. There are approximately 300 students in the commons. Be courteous and respectful others. The following rules apply each and every day.

1. All food and drink are to be consumed in the commons. Do not take food or drink outside.
2. NO throwing food.
3. Students are responsible for their own mess and need to clean up when finished.
4. Do not sit on top of lunch tables.
5. Only take food that will be eaten.
6. Students, once in the commons, will not be allowed to return to the lockers.
7. No cutting in line. Violators will be sent to the end of the line.
8. No running, playing tag, pushing, or shoving in the lunch room.
9. During the free-time portion of the lunch period students may choose to:
  - a. Go into the gym (remove shoes)

- b. Ball field (do not go into dugouts or bleachers)
- c. Stay in the commons

## **LUNCH TIMES**

Monday, Tuesday, Thursday, Friday

Lunch: 11:01 - 11:31

Outside: 11:15

Inside: 11:20

Wednesday

Lunch 11:27 - 11:57

Outside 11:42

Inside 11:47

## **TRANSPORTATION**

**Bus Transportation** is available to all Schoenbar students. For information about routes, stops and times contact the bus company, First Student, at 225-3806. There are rules on the buses. It is the student's responsibility to know and follow the rules. Absolutely no skateboards will be allowed on the bus. Please leave them at home.

**Bikes** are a great way to get to school. All bikes are to be placed in the racks provided on school grounds. Bikes should be chained and locked. Skateboards are not an approved means of travel in Schoenbar or on our sidewalks.