

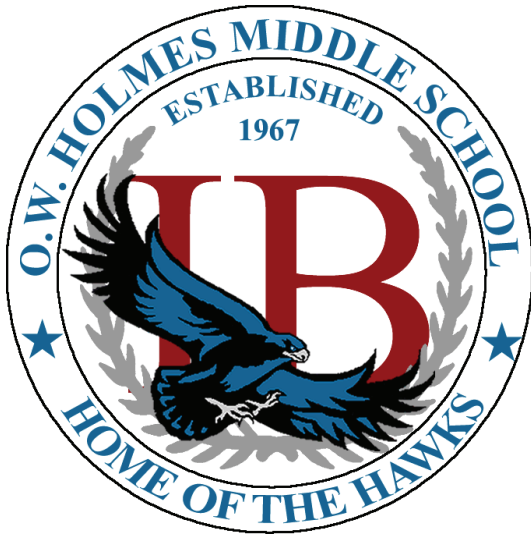


GUIDELINES & PROCEDURES

Fall 2009



HOLMES MIDDLE SCHOOL



Back to School Nights

2009-2010

6th Grade:

Monday, Sept. 14, 6:30—9:00 p.m.

7 & 8 Grades:

Tuesday, Sept. 15, 7:00—9:00 p.m.

ARRIVAL TO SCHOOL

- School opens at 7:30 am. **Please do not drop students off before then.**
- Breakfast is served 7:30 am to 7:40 am daily.
- The first bell rings at 7:40 am, allowing students 10-minutes to go to their lockers and be in their first class of the day.
- At 7:50 am, the second bell rings. All students need to be in their classrooms.
- Students arriving after 7:50 am must sign in at the front office and get a pass before being admitted to their first class.
- Students must bring a parent's note explaining the tardiness if it is expected to be excused.
- Students who arrive tardy to school and are admitted with an unexcused tardy pass more than three times in one quarter will be referred to their grade level administrator and will be assigned progressive consequences.
- **Parents must call the attendance line at 703-658-5919 when their child will be absent from school.**

DEPARTURE FROM SCHOOL

- Dismissal is at 2:40 pm each day.
 - After announcements and dismissal, students are dismissed to their lockers and should proceed quickly to the bus ramp on the left side of the building.
 - Students being picked up by a car will meet their ride in the front of the building
- Students leaving school early**
- Students must bring a note to the front office to obtain a dismissal pass.
 - The individual picking up the student must be listed on the student's emergency care card.
- Students wishing to ride home with a friend on a bus other than their own:**
- Requests must be submitted in writing from parents of both students to the front office.

HALLWAY PROCEDURES

When in hallways:

- Walk.
- Stay to the right when moving in the hallways.
- Do not block traffic.
- Keep your hands and feet to yourself.
- Do not slam or kick lockers.
- Candy, snacks, or gum are **not** permitted in the hallways.

Consequences for inappropriate behavior in the hallways:

Students who fail to abide by hallway procedures will be reminded of the expectations by staff members, and if the inappropriate behavior continues, the following consequences will be implemented:

- Verbal warning from a staff member.
- Assignment to timeout.
- Referral written to an administrator for more formal disciplinary interventions.



DRESS CODE PROCEDURES

Students are expected to follow the proper Holmes Middle School Dress Code Guidelines/Fairfax County Public Schools' "Student Rights and Responsibilities" (SR&R) policy for student dress in school. Parents and students should review this information and direct any questions to their guidance counselor or an administrator.

Dress Code Guidelines

According to Regulation 2601, school dress must be appropriate. **Clothing should be conducive to an educational environment and should not be disruptive of school operations and educational processes:**

- Clothing must cover the front and the back of the student appropriately (bare midriff, tank and halter tops are not acceptable).
- Footwear must be worn.
- Hats, sun glasses, bandanas, and caps may not be worn in the building.
- Clothing that promotes the illegal and commercial use of drugs, alcohol, weapons, or that includes sexual innuendo is not permitted.
- Styles and colors of clothing (jackets, shirts, hats, lettering, make-up, hair, etc.) that symbolize affiliation with negative youth groups, such as gangs or cults, are not allowed.
- Tight skirts or short shorts are not permitted.
- Students may not wear coats or jackets in the classrooms. Students should wear layers on colder days.
- Purses worn as backpacks are not to be worn during the school day.
- Pajamas and slippers are not permitted.

PERSONAL ITEMS

- Personal (non-educational) items such as IPODS, CD players, radios, cameras, handheld video games, and all other items that are not necessary for school use must be stored in the backpack, in the locker during the school day.
- Cell phones must be turned off, in backpacks, and stored in lockers during the school day. Cell phone use is permitted on school property, in the school building, and on the bus only with permission from the principal or designee.

Consequences for inappropriate use or possession of prohibited items:

Personal items not stored in backpacks will be confiscated by staff members and turned in to an administrator. **These items must be picked up by a parent or guardian.** (Other items such as those delineated in the Fairfax County Public Schools "Student Rights and Responsibilities" are also prohibited and carry mandatory sanctions. Students and parents should review the information in the SR&R.)

PROCEDURE FOR LEAVING CLASSROOMS

- Class time is valuable. Use the time in between classes for collecting materials and using the restrooms.
- Use your hall passes in your agenda book when seeking permission to leave the classroom for your personal emergencies or clinic visits.
- Always be sure to use the most direct route to your destination when out of the classroom. Be sure to return to the classroom as quickly as possible.

TARDY TO CLASS PROCEDURES

Teachers will inform their students of the specific expectations for their arrival to class.

Each quarter, teachers will impose progressive disciplinary interventions for students who continue to fail to be on time as follows:

- Teacher consequence.
- Parent notification.
- Referral to administration for persistent defiance of the school rules.

CAFETERIA PROCEDURES

- Breakfast begins at 7:30 am and ends at 7:40 am. Only students purchasing breakfast are permitted in the cafeteria at this time. Students shall follow the school dress and personal possession rules while in breakfast.
- Students should proceed to lunch in an orderly manner. Running, cutting in line, or failing to properly dispose of lunch trays or litter will result in disciplinary action.
- Students may purchase lunch or bring one from home. Cost of breakfast, lunch, and other a la carte items are posted in the cafeteria. Snack and juice machines are available. All food and beverages must be consumed in the cafeteria.
- Money can be placed on a student's account during his/her lunch period. Make checks payable to Holmes Middle School.

Locker Procedures

After returning the required forms, students are assigned hall and gym lockers. The following rules apply:

- Lockers are school property and should not be abused. Lockers can be opened at any time by administration.
- The locker combination should never be shared with friends because each student is responsible for the condition and content of his/her own locker.
- Students may go to their lockers before and after school and before and after lunch, or at other times designated by their teachers.
- Hall locker problems can be reported by speaking with the designated team teacher.
- Lockers should be kept clean and organized. Food, litter, excess books, and excess clothing should be removed on a weekly basis.
- **Abuse of lockers and/or locks can result in the loss of locker privileges and restitution requirements.**

FIRE, TORNADO, AND BUS EVACUATION PROCEDURES

Fire, tornado, and bus drills are held regularly. Students are given instructions as to the appropriate exit for evacuating the building from each room where they have activities. All students must adhere to the following rules when the buzzer or the signal sounds to leave the building or the bus.

- Keep a single file line.
- Do not run, but move quickly and quietly to the designated area.
- Do not talk, push or shove.
- Remain in your designated area for attendance. You will be instructed when to return to class.
- If you are in the hall when the alarm sounds proceed out of the building with the closest class or staff member.

Always remember: **It could be the REAL thing.** Observe these rules and we will ensure the safety of all at Holmes.

COMPUTER LABS

- Students may use the lab with their class or with permission of their teacher but there must be an adult in the lab for the students to enter.
- Enter the lab quietly, be seated and listen for instruction from your teacher.
- Students must always abide by the Appropriate Use Guidelines for FCPS information technology. Disciplinary sanctions will be imposed for violating these rules.
- Keep all passwords and user IDs a secret.
- Students should NEVER bring food or drinks into any computer lab.
- Before leaving, students should close out all programs and log off, clean up area around them, and push their chairs in.
- Abuse of computers can result in the loss of computer privileges and restitution requirements.



THE HOLMES CODE OF CONDUCT

Hard Work

Always give 100% in everything you do.

On Time

Be on time for school, class, and lunch.

Life Long Learning

Continue to take opportunities to educate yourself now and as an adult.

Maturity

Always act in a responsible and respectful manner.

Excellence

Strive for your best in both your academic and personal life.

Service

Perform acts of service that help your fellow students, school, and community.

Free / Reduced Meals

Students who received free or reduced price lunch during the previous year must apply again this year. The Office of Food and Nutrition Services sent preprinted applications to all households in August. If the application is not returned, the student will be dropped from the Free or Reduced program. Students who were on the program during the previous year will continue to receive their lunches at Free or Reduced prices until September 30, 2009.

Only one breakfast and one lunch per student per day qualify at the subsidized price. The cost of any additional lunch is at the adult price or la carte price, whichever is less.

Breakfast and Lunch

Breakfast: Breakfast will be served daily beginning Monday, September 14, 2009.

- Breakfast is \$1.50.
- Reduced price breakfast is \$.30.
- Lunch is \$2.75.
- Reduced price lunch is \$.40.
- Milk is \$.60

Each student is entitled to one lunch at the student price (\$2.75); if an additional lunch is purchased, the adult price (\$3.65) must be paid.

Money may be added to your child's cafeteria account by using the prepayment service myLunch-Money.com. This is a convenient and secure service using MasterCard, Visa or debit card. Once an account is established, parents may also check the fund balance from their computer. There is a convenience fee for this service.



2009-2010 Physical Education Uniform Prices:



Shirts: \$4 / 2X or 3X = \$5

Shorts: \$6 / 2X or 3X = \$9

Sweat Pants: \$9 / 2X or 3X = \$11

Sweat Shirts: \$ 7 / 2X = \$8 / 3X = \$9

All HMS students are required to wear a Holmes P.E. uniform in order to participate in physical education class. Listed above are several options along with their prices. All clothing will be on sale the first week of school. Please send in the exact change or a personal check made payable to HMS.

Fine and Practical Arts (prices are subject to change)

Seventh and Eighth Graders ONLY

Art materials.....	\$25.00 semester or actual cost
Theater Arts	\$25.00 semester or actual cost
Family & Consumer Sciences.....	\$15.00 semester or actual cost
Technology Education.....	\$13.00 or actual cost

PARKING LOT SAFETY

In our effort to maintain a safe parking lot in the morning, it is essential that parents follow the arrows around the parking lot



when dropping students off at school. **PLEASE DO NOT DROP STUDENTS OFF AT THE FRONT DOOR – THIS AREA IS DESIGNATED FOR TRANSPORTATION TO DROP OFF STUDENTS.** We also encourage parents of bus riding students to urge their children to ride the bus instead of coming to school with their parents. Fewer cars in the parking lot will mean less congestion and a safe environment for our students as they arrive at school.

PLEASE DO NOT DROP OFF STUDENTS AT SCHOOL PRIOR TO 7:30 A.M.

Parents arriving during the school day for appointments or to pick up students before 2:00 pm may use the parking area in front of the school and at either end of the building. After 2:00 pm, the front and left side of the building (when you are facing it from the street) must be free for bus traffic.



MEDICATION AT SCHOOL

Our clinic aide will be on duty Monday - Friday, 7:50 a.m. to 2:50 p.m. A Medication Authorization form must be on file before medication of any kind can be administered to students at school. All medication forms are available online at www.fcps.edu/forms.htm, in the clinic, or in the guidance office.

All medications must be kept in the clinic and administered by the clinic aide, or by a designated staff member.

Please call the Clinic Aide at 658-5910 if you have questions.

Homework Policy for Absences

If your child is absent from school, you may call before 8:30 a.m. and the day's homework will be ready for pick-up by 3:30 that afternoon. If you call after 8:30, homework will be ready for pick up in 24 hours. Please direct questions to the Guidance Department at 703-658-5940. Please note that your child should check with his/her teacher to see if work information is available online.