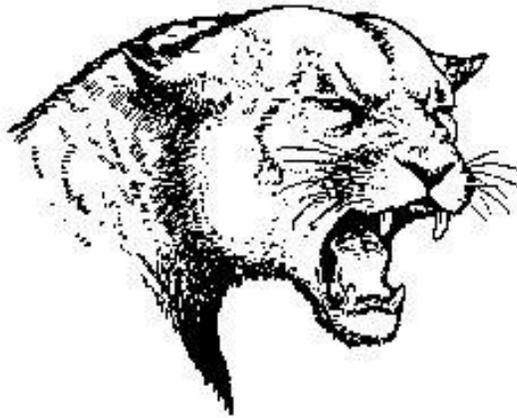


James Hart School

Student Handbook 2015-2016



Principal – Dr. Scott McAlister
Assistant Principal – Mrs. Laura Ugo
Dean – Mr. John Ugo

Attendance line – 647-2200
Website –www.hsd153.org

Panther Pride
Respect yourself
Respect others
Respect your school

This agenda belongs to:

Name _____
Address _____
City/Town _____ Zip Code _____
Phone _____

Attendance

According to Illinois State Law, every parent or person in this state having charge, control, or custody of a child between the ages of six and seventeen is responsible for the child attending school. Attendance is taken each morning at James Hart. If a student is ill or will be absent for some reason, a parent or guardian must call the school attendance hotline. This number provides access to a 24- hour voicemail. Please make every effort to report absences before 7:30 a.m. The phone number is (708) 647-2200.

Absences will be “excused” when they are for an acceptable reason and are verified by a parent or guardian. Vacations are not considered excused absences.

In the seventh and eighth grade, attendance is taken each period. If a student must leave the school for part of the day for an appointment, a parent/guardian must come into the office to sign the student out. If the student returns the same day, the student must check in with the office before returning to class. If a student will be late due to an appointment, a parent or guardian must call the school. When the student arrives, he or she must check in with the office. If no call or note is received from a parent or guardian the tardy will be considered unexcused. Three unexcused tardies to school in the morning will result in a disciplinary consequence.

The parent or guardian who picks up the student MUST come to the office to sign out the student. Parents or guardians may be required to show identification. As provided in the School Code of Illinois, students will not be released to the custody of anyone except the parents or guardians or those who the parents/guardians have listed with the office.

The James Hart school day is 7:45 a.m. to 2:30 p.m. Students are admitted into the building at 7:35 a.m. On days when it is extremely cold, rainy, or snowy students will

be admitted into the cafeteria at 7:15 a.m. Students who are not involved in a school activity or staying at the request of a teacher should be out of the building within ten (10) minutes of their last class. If students need to remain at school due to extenuating circumstances, a parent or guardian should make prior arrangements with the office.

Student Services Counseling

The psychologist and school social worker are specially trained to work with students, parents, and teachers, as well as other agencies in order to help students be more successful in school. The primary focus is to provide counseling services to all students throughout the school day.

No problem is too small. If it is a student concern, it is important. Counseling is an opportunity for students to learn more about themselves in a private setting. Whatever is said will be kept confidential unless it involves a health or safety issue.

Counseling is not required; however, administrators, teachers or parents may refer students. At other times, students are encouraged to go to the counselor or social worker voluntarily. Appointments can be made during lunch or during a class period. Students must have a pass from a teacher or from the counselor/social worker to go at any other time of the day.

Health Services

The nurse’s office is open to students at any time to receive first aid or to take medication. A hall pass, issued by the teacher, is required to come to the nurse’s office during class time.

Any student requiring long-term or regular prescription medication must provide a supply sent from home, accompanied by a form (available from the nurse), signed by the doctor, giving pertinent information about the medicine. Those students on short-term medications (two weeks or less)

must have a parent statement and keep the medication in the nurse's office. It is the student's responsibility to come to the nurse's office to take his/her medication at the correct time. Students may carry and use inhalers and over-the-counter medications if appropriate forms are on file in the nurse's office (available from the nurse). Under certain conditions, students may self-medicate. The arrangements will be made between the parents and the nurse.

If a student becomes ill or injured, he/she should report to the nurse's office. Students who do not report to the nurse and do not go to class will be considered truant from class. A student may not leave the building for any reason without first checking out with the nurse or the office.

Parents or guardians are requested to notify the nurse's office whenever a student needs special consideration (when he/she must be on crutches) and whenever a contagious disease is contracted. A doctor's note is required after an extended absence or following a serious illness.

Vision and hearing are screened periodically as mandated by the state, and when requested by a teacher, parent or guardian. Cumulative health records are maintained in the nurse's office for each student. Parents or guardians must notify the nurse of any physical disability that would prevent a student from doing what is normally expected. In these cases, a note signed by a medical doctor must be presented.

Special Education Program

The special education program serves the diverse needs of the James Hart population. The procedures outlined below are followed to ensure that students are correctly classified according to need.

- A recommendation by either a parent or teacher to the student support team
- The approval of the recommendation by the director of student support services

- A series of tests administered by the psychologist and/or other personnel
- A multi-disciplinary conference involving all parties, which is used to determine the eligibility for special education services and the educational plan for the student if they qualify.

Various programs are available to those students who meet the criteria for special education services.

Media Center

The media center is open throughout the school day from 7:15 a.m. to 2:30 p.m.

Academic Program

The years at James Hart are a period of exploration and discovery. It is during this time that students will be given an opportunity to explore many new fields of study and a chance to try different subjects that will allow them to develop interests for further study in high school.

Course of Study-7th and 8th Grade

The school day contains 8 periods.

Core Subjects

Language Arts	Science
Mathematics	Social Studies
Physical Education	Spanish/French
Reading	
Mandarin (8 th grade only)	

4th Period Options – Orchestra, Band, Choir, Academic Lab

Specials – Industrial Arts, General Music, Health, Technology, and Art (each class meets every day for about 7 ½ weeks).

Please note: P.E. uniforms are required for all students at James Hart. The uniforms are available at Sport Forum in downtown Homewood. At the start of the school year, the PE teachers will explain specific dress code guidelines.

Grading Systems

James Hart is on a trimester system, which means that three report cards are created

each year. The purpose of these reports is to keep students and parents or guardians informed of academic progress. Please keep in mind that all students are individuals and this evaluation of progress considers their learning, growth, abilities and effort. If there are questions concerning the report, please contact the classroom teacher for further clarification or to arrange a conference. Students are responsible for bringing reports home. **3rd Trimester Report Cards will be mailed home.**

In addition to trimester report cards, all students will receive progress reports every three weeks. These are sent home with students.

Work habits and social development may also be marked on the progress report.

Grading Scale

A – Excellent Progress	90-100%
B – Very Good	80-89%
C – Satisfactory	70-79%
D – Minimum	60-69%
F – Unsatisfactory	59-0%
Inc. – Incomplete	
Exc. – Excused from participation	
M – Medical	
P – Pass / F – Fail	

Note: If an Incomplete is not taken care of within 2 weeks after the marking period ends, the teacher will enter an appropriate grade and notify the office to issue a new report card.

Students that receive two C's in an Accelerated course may be dropped to the regular level class. Teachers will keep parents informed.

Two copies of computer-printed report cards will be received approximately one week after the last day of the trimester. **One copy is for your records, the other is to be signed by a parent or guardian and returned to school within three days to Advisors.**

Academic Dishonesty

Acts of academic dishonesty violate the very spirit of James Hart School. They undermine the perpetrator's own learning; they are unfair to other students who do their own work, they violate the trust between teacher and student, and they diminish the value of the degree for all students. Therefore, academic dishonesty is taken very seriously at James Hart School, with consequences ranging from failing the assignment to a Saturday School Detention. Repeated occurrences will lead to more severe consequences.

Summer School

Any student who fails a core subject area one trimester will be required to attend mandatory summer school for three weeks. If a student fails two or more trimesters of a subject area the student will be required to attend six weeks of summer school.

Academic progress will be monitored on trimester basis. **8th grade students that have failed a trimester class and have a GPA of 1.7 or below in that class will not be invited to the graduation ceremony.** Students will be dropped from summer school for two unexcused absences or three tardies. The fee will be \$100 per course.

Homework

Homework is a part of each class. It is expected that homework will be completed and turned in on time. Failure to complete homework correctly and on time will adversely affect a student's grade. Specific homework policies will be left to the discretion of the teacher. These policies will be explained at the start of the year.

Make-up Work

Upon returning to school following an absence, it is the student's responsibility to contact his/her teachers to find out what assignments were missed. Students will have the number of days missed, plus one (1) to complete all missed work.

Planned Absences and Extended Illness

If a student is absent two or more days due to illness parents or guardians may call the office and arrange to pick up assignments. Assignments will be available in the office at the end of the day.

Students absent from school for vacations need to make arrangements with their teachers to pick up work in advance. Parents or guardians should contact the office at least one week prior to the planned absence. These absences will not be considered excused. All work received ahead of time and not turned in on the day of return will be marked with a late grade. Any additional work given upon return will be due at the discretion of the teacher.

It must be realized that not all lessons taught in school can be made up at home or assigned weeks in advance. Makeup work cannot replace actual attendance at school. It is the responsibility of the student to make up all work.

Honor Roll

The Honor Roll is posted after each grading period for 7th and 8th grade students. The criteria for achieving honor roll status are as follows:

- 3.25-3.74 Honor Roll
- 3.75-4.00 High Honor Roll

National Junior Honor Society- James Hart Chapter

The purpose of the National Junior Honor Society is to recognize and foster academic achievement while developing other characteristics essential to citizens in a democracy. Through society service activities, the members maintain and extend the qualities of service, leadership, scholarship, citizenship, and character, which win them selection. Membership is both an honor and an obligation.

Students with an overall G.P.A. of 3.75 after the second trimester of seventh grade receive invitations to apply for membership. The Faculty Advisory Committee then evaluates students who complete the membership forms using the following criteria:

Scholarship – 3.75 or above G.P.A.

Character – received high rankings on faculty evaluation sheets and a recommendation from an adult who is not a parent, guardian, or teacher.

Service – participated in at least three school or community service activities.

Leadership – served as elected officer of a community or service group, or as a member of three such groups.

Citizenship – no major discipline problems while at James Hart.

Students selected for membership are inducted at a ceremony in the third trimester.

Students may become eligible to apply for membership at the end of the second trimester of their eighth grade year if they did not achieve membership status as seventh graders. All requirements for membership are the same as above. Students must maintain a G.P.A. of 3.7 and meet all other membership requirements to stay active in NJHS.

Parent/ Teacher/ Student Conferences

After the end of the first marking period, Parent Teacher Conferences will be held. Conferences will be held on Monday and Tuesday, November 23 and 24. Evening conferences will be available to accommodate working parents. We encourage parents and guardians to communicate with teachers throughout the year. Please call the teacher to make an appointment.

Textbooks/School Supplies

Our school uses a textbook rental plan. Students are responsible for each book issued to them. Students should write their name in the space provided on the inside front cover. If a student receives a damaged book, he/she should immediately report it to the teacher. Books must be returned at the end of the year or when the student withdraws from school. Fines are assessed for lost or excessively damaged textbooks.

Your student's teachers will provide supply lists. They will also be posted on the school's website.

Panther Radio

Announcements are read each morning over the P.A. system. It is important to listen carefully to the announcements as they include information regarding activities, clubs, and other important happenings around the building. Copies of the morning announcements are posted throughout the building. Announcements are also posted on the James Hart web page.

Nutrition

James Hart offers a daily hot lunch at the cost of approximately \$2.90. Students eat by grade levels at the following times:

7th grade – 10: 56 a.m. - 11:26 a.m.

8th grade – 11:42 a.m. - 12:12 p.m.

Lockers

Lockers and desks are the property of the school district. The administration reserves the right to search lockers at any time.

Each student will be assigned a locker to use for books, coats, and other acceptable personal items. This locker will be the student's responsibility for the entire year.

Students cannot let other students use their assigned locker or put anything in their locker. The student is responsible for all items in their locker. Any inappropriate material posted in a student's locker will be removed and a warning

issued. James Hart cannot assume responsibility for students' belongings. Lockers must be kept locked at all times. Combinations should not be shared with other students, which will help prevent loss of personal items. If a locker becomes stuck or inoperative the problem should be reported to the office immediately. Do not kick or force the locker. All lockers have been cleaned and checked before the beginning of the school year. If lockers are damaged or misused beyond normal wear and tear, the student will be held responsible. If any inappropriate materials, drugs, drug paraphernalia, weapons, look - alike weapons, or any other items the administration would consider disruptive to safety or to the educational atmosphere are found in a locker, the student assigned that locker will be considered the owner of such materials or items.

Lost and Found

There is a lost and found area located in the back of the cafeteria. Small items like watches, keys, glasses, and jewelry are kept in the office.

Telephone use

The office telephone is for official school business. Students may use the office telephone in the case of an emergency.

Students who stay after school to attend a sporting event, club, or other activity should arrange transportation ahead of time. Students participating in extracurricular activities are expected to leave the building 15 minutes after the activity has ended.

Drop-off and Pick-up

James Hart has many after- school activities. Sponsors of these activities will inform the participants of times for each event. It is important that students arrive and depart from school at the proper times. Ride arrangements should be made prior to participation in the activity. Do not expect activity sponsors to stay longer than 15 minutes after the activity is over. Students

will be asked to leave the building after this time limit.

Students should be dropped off by car in the circle drive off Morgan Street.

Bus riders enter the building on Aberdeen Street.

Visitors

Visiting school- age friends or relatives require permission from the administration. Visiting minors who arrive without prior approval will be asked to leave the building.

Parents and guardians may visit the school, however if the purpose of the visit is to speak to a teacher/administrator, arrangements must be made prior to the visit. Visitors must check in at the office to receive a visitor pass, and remain in the office until a staff member is able to escort them to the classroom.

Drop Off Items

If a student has forgotten an item and it is brought to school, it must be dropped off in the office. It is the student's responsibility to check with the office between classes or at lunch for these items. In extreme emergencies the office will call the student down to pick up the item.

Birthday treats are not allowed to be dropped off or distributed in school.

Emergency School Closing

In extremely severe weather or other extenuating circumstances, school may be closed. Our school district uses an automated calling system that is used for emergency notification. Almost simultaneously, a phone call is placed to the main phone number on file for all students and staff members. The recorded message that will play during that phone call will notify the listener of the important emergency details. In addition, we will attempt to update the district website (www.hsd153.org). For further information, please tune in to local media outlets, including WGN-AM720; WBBM-AM780,

and AM1600 as well as cable TV channel CLTV. If an emergency requiring evacuation occurs during the school day arrangements have been made for the housing of students off- site.

Fire and Tornado Drills

The safety and well- being of everyone at James Hart is of utmost importance. Emergency drill procedures are posted in every room and teachers will go over the plans with students. Emergency drills are taken seriously. Students must move through these drills in a quiet, orderly fashion. Instructions are expected to be followed.

Extra-Curricular Activities

Philosophy

James Hart School seeks to provide a broad and varied program of extra-curricular activities that will meet the needs of all our students. Students who represent James Hart in extra-curricular activities must maintain academic and behavioral eligibility. Students who do not meet James Hart standards will be dropped from the activity. Students are also held to the standard of the "24/7 Policy." (Forms that must be signed are at the end of the handbook). Extra Curricular activities are a privilege to be a part of, not a right.

Violation of any team/school expectation may result in removal from activity/team.

Guidelines

Students and parents will receive written notification of eligibility requirements from the sponsors of the activity. These must be returned with a parent or guardian's signature.

Academic Eligibility

Grades of students participating in extra-curricular activities are monitored on a weekly basis. If a student has an F and/or two D's at the end of any given week he/she will be ineligible to participate in the sport or club for the following week.

However, the student should be at practice if the coach/sponsor desires, but the student shall not participate.

Attendance Eligibility

Students will not be allowed to participate in extra curricular activities if they are absent from school on the day of activity. Planned excuses and emergencies will not be considered absences. A student who is in attendance for one-half (four periods) of the school day will be eligible to participate. If a student leaves school during the day due to illness he/she will not be allowed to participate in after-school or evening activities unless these activities are part of a grade for a class.

South Suburban Junior High School Association (SSJHSA)

James Hart's 7th and 8th graders participate in interscholastic sports and activities through a conference of ten schools in the area. The conference sports include boys and girls baseball/softball, basketball, cross-country, track, and volleyball. A physical examination is required and good for one year. James Hart will offer physicals on site Wednesday, September 9th at 2:30 PM for a minimal charge (approximately \$20).

Other conference activities include band, orchestra, choir, speech competition, chess, art show, cheerleading clinic, student council and NJHS activities.

Students are invited to become involved in the conference activities, either as a participant or as a spectator. Please enjoy all of these sports and activities, be a good host to visiting schools and make sure to follow the Code of Conduct.

In conformance with league policy, there will be an admission charge for all volleyball and basketball games. The charge will be \$1.00 for students and \$2.00 for adults. 5 panther paws can be used in lieu of the \$1.00 student admission at home games.

Conference Schools

Brookwood (Glenwood)

Colin Powell Middle School (Matteson)

Columbia Central (Steger)

Crete Monee School (University Park)

Obama School (Park Forest)

Huth Upper Grade Center (Matteson)

James Hart (Homewood)

Memorial Junior High (Lansing)

Parker (Flossmoor)

Washington Junior High (Chicago Heights)

Code of Conduct for Athletic Events

Sportsmanship has been defined as "honest rivalry, courteous relations and graceful acceptance of results." The following should serve as a guide for you to demonstrate good sportsmanship:

- 1- All visiting teams are to be treated as our guests.
- 2- We always respect the decisions of the officials.
- 3- Please remain quiet during any free throw attempts.
- 4- Unnecessary noise and booing will result in you being asked to leave the game.
- 5- You are not to throw anything. If you do, you will be asked to leave the game.
- 6- Do not stomp on the bleachers.
- 7- Students are to remain in the gym except during halftimes or between games.
- 8- Non-James Hart students will be seated in the visitor's section unless accompanied by a parent.
- 9- Students attending basketball games must have rides here at 5:30 p.m. and students attending volleyball games must have rides here at 5:00 p.m.
Students that are picked up late more than 2 times will not be invited to attend games the rest of the season.

Clubs

James Hart offers many opportunities for students to become involved. The various clubs, sports and activities that are available will provide opportunities to learn new skills, make new friends, and develop relationships with adults in the building. Students are encouraged to participate in at

least one activity, sport or club while they are at James Hart.

There may be times that students have to make choices due to time constraints of activities. The student, with guidance from his/her family, should decide the best choice.

Times for meetings, tryouts and practices are announced on Panther Radio or through the club sponsor. The sponsor will give all activity guidelines.

Participation may require a tryout or audition to select their membership

FALL SPORTS

Baseball/Softball – Boys/Girls
Cross Country– Boys and Girls
Pom Pons Cheerleading
Steppers

WINTER SPORTS

Basketball– Boys and Girls
Volleyball– Boys and Girls
Pom Pons Cheerleading
Steppers

SPRING SPORTS

Track– Boys and Girls
Cheerleading
Pom Pons

Activities

OPEN MEMBERSHIP

All students are welcome to participate in the following activities throughout the course of the year.

Books and Bagels	Shop Club
Chain Links	Snowflake
Intramurals	Interact Club
Talent Show	Technology

Special Olympics	Literary Arts
Magazine	Recycling Club
Newspaper	Yearbook

TRYOUTS, AUDITIONS, OR NOMINATIONS

The following clubs hold a tryout, audition, or require a teacher nomination to select their members. Each activity will have specific requirements for participation.

National Junior Honor Society (NJHS)
Speech Team
Spring Musical
Student Council

MUSIC ACTIVITIES

All of the following activities are run through the music department. Participation may require a tryout or audition to select their members.

Boys Next Door	Chamber Orchestra
Ensemble	Glee Club
Jazz Band	Panther Choir
Pink Panthers	Symphonic Band
Take 2 Orchestra	

ILLINOIS ELEMENTARY SCHOOL ASSOCIATION (IESA) ACTIVITIES

The following groups have a competitive component to their activity.

Chess Club
Geography Bee
Math Bowl
Scholastic Bowl
Spelling Bee

Field Trips

When students go on field trips they represent our school. We are proud of the numerous compliments our students have received on their behavior and good manners. On days when there are whole class sections going on a trip, students who do not go are legally required to be in school. These students will be assigned to a teacher and given work. If a student has been a repetitive disciplinary problem, he/she will not be allowed the privilege of going on a trip.

Our field trips are as varied as our programs. Information and a permission slip will be sent home prior to each trip. This slip must be signed and returned to the teacher in order for a student to participate.

7th Grade Trip

Seventh grade students will have the opportunity to take a trip in the spring; however, certain behaviors may cause a child to become ineligible for the trip. These behaviors include the following: excessive detentions, Saturday Schools, and/or Suspensions. The following criteria may be used to determine eligibility:

- ❖ An accumulation from the beginning of the school year of 6 or more detentions due to behavior that has been recorded by the office.
- ❖ An accumulation from the beginning of the school year of 2 or more disciplinary referrals, resulting in Saturday School, In-School or Out-of-School Suspension.
- ❖ Students that must petition will need to write an essay explaining why he/she should be able to attend the trip, why he/she needed to petition in the first place and what improvements have taken place. Teaching staff and administration will determine petition eligibility.

All seventh grade students are encouraged to participate. By being informed and having knowledge about behavior expectations, students will be better equipped to make positive choices.

8th grade Trip

Eighth grade students will have the opportunity to enjoy a field trip at the end of their school year. Good behavior must be maintained throughout the school year. All discipline begins accumulating on the first day of school. Students will become ineligible for the trip for any of the following:

- ❖ An accumulation of 6 or more teacher detentions due to behavior or tardies.
- ❖ An accumulation of 3 or more Saturday Schools because of tardies per trimester.
- ❖ A Saturday School, In School Suspension or Out of School Suspension for behavior.
- ❖ Having outstanding fees at the time of the trip (library, lunch, textbooks, district fees). All fees are due within one week of the trip.

The ineligible students will have the right to petition. We strongly encourage all 8th grade students to participate. This will be a fun day and a reward for the 8th graders. Students that petition will need to write an essay stating why he/she should be able to attend the trip, why he/she needed to petition in the first place and what improvements that he/she has made. Petitioning does not guarantee approval for the trip.

End of the year activities (7th grade)

7th grade students will have the opportunity to enjoy an end-of-the-year activity with their team. Students will not be invited to join the activity if there are outstanding fees at the time of the trip (library, lunch, textbooks, district fees, etc.) All fees are due within one week of the trip.

(8th grade)

The last day of attendance for 8th graders is Thursday, June 2, 2016. The students are honored at an assembly in the morning. This is followed by graduation rehearsal. Eighth grade students will be dismissed at 10:30 a.m.

Each year the Student Council sponsors a graduation dance held at James Hart. This year's event will be held on Thursday, June 2, 2016 at 6:00 p.m. More information will be made available as the time arrives. The cost of the dance is approximately \$25.00.

Graduation will be Friday, June 3, 2016, at 7:00 p.m. at Homewood-Flossmoor High School. All guests arriving after 7:00 p.m. will be directed to the cafeteria to watch the ceremony on closed circuit TV. Due to limited space, this is a ticketed event. The number of tickets issued per student will be determined by the class size (this includes handicapped seating). Handicapped seating will be by special request. There are a limited number of these special seats in the gymnasium. Additional seating will be available in the cafeteria. The students wear gowns which cost approximately \$20.00. Again, more information will be provided as the time arrives.

At James Hart School, we consider academic success to be the primary goal of each student. If students are required to attend summer school, they may still be invited to attend the graduation dance as well as the end-of- the-year 8th grade trip.

Students that are being retained will not be invited to the dance or end-of-the-year trip.

Positive Behavior

Those students who choose to act in an acceptable manner may receive a variety of positive rewards. These rewards include such things as:

1. Verbal praise from the teacher.

2. Written praise in the form of a certificate or other type of awards from a teacher or teachers.

A school-wide positive discipline program has been established entitled, "Panther Pride."

A student or group of students may earn "Panther Paws" for a variety of positive actions. Students receiving Panther Paws deposit them in the appropriate box on the counter in the main office. Students may receive Panther Paws from any adult staff member at James Hart. For example, Panther Paws may be given for: students who participate well in class; recognition for a whole class for an especially enthusiastic discussion; recognition of an act of kindness; picking up paper in the hall; or any time an adult happens to "catch" a student doing something good. Winners will be randomly selected each week and these students will receive a prize.

Electronic Devices

With continued advances in technology, there are several types of electronic devices that may be acceptable in school. These could include calculators, computerized spell checkers, calendars, organizers, and pocket-book computers. Students need to be sure to use these tools in an appropriate manner that does not disrupt the learning environment. IPODs/MP3 players and cell phones used while traveling to and from school may not be used in the school building. These items must be stored in book bags before entering the building and remain in the locker until leaving the building at the end of the day. There are electronic devices that will not be allowed in school or on school grounds. These include: laser pens, electronic games, and cameras. If a student has any of these types of devices at school they will be confiscated and a parent will be contacted to pick the item up. In addition, students caught with any prohibited electronic device will need to serve a

3- hour Saturday School.

Student Social Networking Accounts

School officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

Other non-educational items

Please leave items that are of a non-educational nature at home. Sharp objects, water guns, balls and other similar objects that do not contribute to the educational process will be confiscated.

Boy-Girl Relationships

In order that James Hart boy-girl relationships remain at an appropriate level, we have a "hands-off" policy. This policy is strictly enforced in the building and on the campus. Public displays of affection are not permitted.

Teen Dating Violence

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. Teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. Individuals with information about incidents of teen dating

violence should report them to any school staff member. Students who engage in teen dating violence shall be subject to disciplinary action, including suspension or expulsion.

School Appearance

The appearance of the school is everyone's responsibility. Students should refrain from throwing paper on the floors or marking the walls or desks. Students are responsible for keeping an orderly locker. Students should help in maintaining the appearance of the hallway by picking up papers or other such items and throwing them in the trash. All students will be periodically asked to help by cleaning tables, white boards, desktops, etc. Cooperation is expected.

Students are expected to respect the rights of property owners in the vicinity of the school.

Students will be expected to provide restitution for any damage they cause to property belonging to others.

Students must accept responsibility for the proper care of all items including all text and library books. If books have been lost or damaged in any way, the student is responsible for paying for the book. There is to be no throwing or shooting of any objects in or out of the building. This includes paper clips, rubber bands, spitballs, snowballs or other similar objects.

Gum chewing is prohibited within the school building.

Food and drink must remain in the cafeteria. If it is seen outside of the cafeteria it will be taken away from students.

Lunchroom and Recess Behavior

Lunch and recess is a time for students to relax and visit with their friends. However, appropriate behavior is expected. Students should remain in a single file line while waiting to be served. "Cutting" is not

permitted in any of the lines. Loud, disruptive behavior will not be tolerated.

Each student is responsible for the cleanliness of the cafeteria and is expected to help in discarding waste and taking trays and utensils to the counter. Students will serve as table captains on a rotating basis. Table captains are responsible for the overall cleanliness of their table and the area around it.

Students who do not follow the lunch supervisors' directions, or who are disruptive will be assigned a lunchroom detention.

Tardiness

Students are required to be on time for each class so that classroom routines may continue without interruption. Tardiness is defined as a student not being in his/her assigned seat at the conclusion of the late bell. The passing period between classes is provided to allow students time to attend to personal needs and prepare for the next class. The passing period is not intended as "play time" or "break time."

1. Students are to arrive to school by 7:35 a.m. The school day begins at 7:45 a.m.
2. Between 7:40 a.m. and 7:45 a.m. students should report to their first period classrooms. After 7:45 a.m., students tardy to school must sign in at the office and be issued a pass to class. All notes explaining the reason for lateness need to be very specific. If the notes are not specific and do not provide a valid reason for being late, the tardy will be marked as unexcused. Running late and oversleeping are not acceptable excuses. Students may only be excused by their own parents or guardians.
3. Administration will issue a Saturday School for students who are tardy three or more times to school.
4. If a teacher delays a student, that teacher will issue a pass to the student allowing that student into class without consequence (excused tardy). Students should not be sent to the office for a pass; if they are late to class without a pass, they should be marked tardy, unexcused.
5. On the third unexcused tardy to class per trimester, the student will serve a teacher-assigned detention.
6. The fourth unexcused tardy to class may result in a detention and/ or a parent/teacher conference which can be held by phone.
7. The fifth tardy and any number beyond five will result in disciplinary referrals and may result in Saturday School.
8. Any student who is 5 or more minutes late to class without a pass from a teacher will be counted as cutting class (or truant) to class, which will result in a Saturday School. Other disciplinary consequences may occur if this is repeated behavior.

Hallway and Passing Times

Students are expected to walk at a reasonable pace, stay to the right and not to run in the halls at any time. Students are expected to keep their hands to themselves at all times. Whistling and shouting in the halls are not acceptable conduct. During the passing time students are not permitted to go to the counselor or nurse without a pass. Students who are out of class must have a pass.

Students arriving to school between 7:00 a.m. and 7:25 a.m. must check in with the office and receive an early morning pass to the teacher with whom they are meeting. No students should be in the hallways during this time without an early morning pass. Students arriving to school between 7:25 a.m. and 7:35 a.m. will not be allowed to enter the building. Students will be admitted at 7:35 a.m. and have 10 minutes to get to Advisory.

Dress Code

The administration and faculty of James Hart feel that the attitude and behaviors of the members of the student body are influenced by dress and grooming. With cooperation of the parents, the school will continue to encourage all students to dress in a fashion that the staff judges to reflect good taste and a style appropriate for a school day. Students should dress neatly but simply for school. If a style of dress and grooming appears to be disruptive to the educational process or could constitute a threat to the safety or health of students, it will not be permitted in school. Students may be asked to change into other clothing that they may have at school. In some cases the office may provide clothing.

The following rules of dress will apply:

1. All bottoms must be worn at the waist.
2. Dresses, skirts and shorts must be mid-thigh length or longer.
3. If leggings are worn they must be accompanied by a top that covers student's bottom.
4. Clothing must be worn as it was designed to be worn.
5. Clothing and/or jewelry with inappropriate and/or offensive materials cannot be worn:
 - a. items which promote alcohol, tobacco or drug advertisements
 - b. items which display obscene, vulgar, or profane words, phrases or pictures
 - c. items which promote superiority or are discriminatory toward another group
 - d. items which promote violence
6. Shoes with laces must have laces tied at all times. No slippers.
7. Sunglasses, unless required for eye problems, cannot be worn in the building.
8. Outerwear (coats/jackets), hats, and/ or headwear (hoods, bandanas) are not to be worn or carried in the building by

students during the school day except for religious or medical reasons.

9. All book bags and nylon bags will be stored in lockers except for medical reasons.
10. Undergarments may not be visible.
11. Shirts must cover both shoulders with at least a two inch strap. Shirts must cover the back of shoulder blades (no racer back tanks). Male students, who wear sleeveless tanks or jerseys must wear a shirt with sleeves underneath the garment.
12. Clothing that is suggestive or indecent is not allowed, including, but not limited to: halter tops, tank tops, sheer clothing, bare midriff shirts, spaghetti straps or strapless tops, (no bellies showing), or low cut shirts, wallet chains, wrist or neck bands with spikes or protruding objects.

Administration retains the right to amend the dress code as fashion changes or extreme cases occur.

Please note:

The dress code is in effect at all school-related functions.

Additional dress code policies are addressed under the Gang Activity section.

Inappropriate attire will require a phone call home for new clothing before attending class.

Student Transportation

The school provides bus transportation to and from school for students who qualify. We ask that students and parents familiarize themselves with the following information and encourage observance of these guidelines and regulations. Violations of the below regulations may result in disciplinary action by the building administration.

Safety Regulations and Guidelines

1. Students may ride only on assigned buses, unless approval is granted by administration.
2. Be at bus stop 5 minutes before pick up time.
3. Remain on the sidewalk or designated pick-up area while waiting.
4. Wait for the bus to come to a complete stop before moving toward it to board.
5. Enter and leave bus in an orderly manner. Watch your step and use the handrails.
6. Loud talking, singing, or profanity is not allowed.
7. Always remain in your seat while the bus is in motion.
8. Be absolutely quiet when approaching a railroad crossing.
9. Students may only be dropped off at designated points. Students crossing a street after being dropped off should walk at least 10 feet in front of the bus and wait for the driver to signal before crossing the road. Never run in front of a car or bus.
10. Eating, drinking or smoking is not allowed on the bus.
11. All items should be kept out of the aisle. Large items (projects) that interfere with the proper seating of students should not be brought on the bus.
12. Payment for damage incurred to the bus by students is the responsibility of the parent/guardian.
13. All school rules and consequences are applicable while riding on the bus.
14. *The administration has the legal right to deny student transportation if his/her conduct warrants such action. In such a case, the parents become responsible for seeing that the student arrives at and gets home from school.*

Bus Referrals – Gross Misconduct

- Warning, parent contact
- Office referral, assigned seat
- Bus suspension (1-10 days)
- Bus suspension (1-10 days, individual contract)

- Recommendation for expulsion from the bus

Truancy

Definitions

1. A truant is defined as a child who is absent without valid cause from attendance for a school day or portion thereof.
2. A “chronic truant” is defined as a child who is absent without valid cause from attendance for 5% or more of the previous 180 regular attendance days.
3. A student that is 5 or more minutes late to class is considered truant and will be issued a consequence.
4. “Valid cause” for absence shall be illness, observance of a religious holiday, death in the immediate family or family emergency. Other situations that may also be included are situations beyond the control of the student that will be determined by the board of education.
5. If necessary, the administration may require a doctor’s statement to verify a child’s absence.

Procedures

1. Upon determination that a student is absent without valid cause, the school is to make efforts to telephone the parents or guardian to notify them of the student’s absence. This notification is to be done on the day of the absence within two hours of the beginning of the day.
2. In the event that the parent, guardian or emergency contact cannot be reached by telephone, a letter should be sent requesting a call from the parent or guardian.
3. The first time a student is truant he/she will be required to attend Saturday School. The second time a student is

truant, the parents will be called to the school for a conference.

4. At the conference, the administration will make a determination of the possible cause for the truancy and offer appropriate service, resources, and counseling as the situation dictates.

Negative Behavior

It should be noted that students are under the jurisdiction of school personnel at all activities conducted within the school program, including events outside the school. It should also be noted that James Hart School students must follow school rules when present at any school building or property in the Homewood School District during school hours or during a school event.

Any action which demonstrates a clear and present danger to the safety and well-being of the students or staff, whether on or off school grounds, or during non-school hours, may be subject to disciplinary action by the school.

Classroom Behavior

Misbehavior is a matter of choice. Choosing to disrupt class infringes upon the right of the teacher to teach and the right of the other students in class to learn. Even those disruptions that appear minor in nature seriously interfere with the educational process.

Students are expected to use courteous behavior towards students and teachers. Each time a student neglects this courtesy he/she may be subject to disciplinary action. (Examples: interrupts or talks during class, is rude or disrespectful, does not follow teacher directions, classroom or school rules relating to behavior.) If a student is sent to the office from the classroom, he/she will report immediately and wait quietly until seen by an administrator. Teachers will telephone the

office when sending a student down to the office.

Non-Classroom Behavior

Students sent to the office for misbehavior may be issued immediate consequences such as detentions, time-out, Saturday School, in-school suspension, out-of-school suspension, or other actions at the discretion of the building administration. This includes, but is not limited to in the hallways and cafeteria, both before and after school.

Please note that School District 153 and the Homewood Police Department have a formal agreement for the purpose of reciprocal reporting regarding criminal offenses committed by students.

Teacher Detentions

Teachers may detain students in their own room or assign students to the detention room for that student's team as a consequence for tardiness or rule infractions (detention).

1. Students should note that detentions take precedence over any non-academic activity.
2. For formal disciplinary detentions, parents will receive an e-mail or paper form that assigns the detention for the next day. Detentions may be assigned for the same day only if a parent is contacted. Parents then need to confirm via e-mail, written communication, or phone that they have received the notice and understand that the student will be staying after school. This applies to teacher and administration detentions.
3. If a student skips an assigned detention, the office will issue a more serious consequence.
4. Consequences may include: a sequence of office or lunch detentions, Saturday detention, in-school

suspension, or out-of-school suspension.

5. If a student is absent from school on the assigned day, the detention is to be served the first day upon returning to school.
6. Students who accumulate numerous detentions will receive office referrals in lieu of teacher detentions for the remainder of the year.

Possible Disciplinary Actions for Classroom Misbehavior (Level 1)

As a general rule, consequences will follow the steps below. However, teachers have the authority to respond at any step based on the circumstances and the actions of the student(s). Disciplinary consequences become more severe as the disruptive behaviors continue.

First Consequence: The teacher will communicate to the student that the behavior is inappropriate, and may isolate or counsel the student to determine the cause of misbehavior.

Second Consequence: Teacher detention, parent/guardian contact and/or other teacher interventions.

Further Consequence: If the problem persists, additional detentions or office referral may be assigned. In addition, the following interventions may be implemented:

PARENT CONFERENCE – The teacher(s) will share concerns with the student's parents in order to gain insight and confront the problem in a cooperative, supportive effort.

BUILDING INTERVENTION – The teacher(s) will bring the problem to a building team, which consists of: teachers, social worker, counselor, district psychologist, and the building administrators. Further discussion will take place and can result in further intervention

strategies and a timeline to monitor progress and update strategies. (Strategies may be a continuation of those implemented by the teacher.)

Referral to the Office (Level 2)

The classroom teacher will handle most classroom misbehavior. Repeated misbehavior will be reported to the School Administration for further disciplinary actions.

If a student is sent to the office for misbehavior, he/she will be given a referral form by the teacher. Included on this form will be an area for school personnel making the referral to give his/her explanation of the incident. This will become part of the student's discipline record at James Hart. After discussing the situation with all involved and perhaps calling the parents, an appropriate action will be determined by the administration.

With all office referrals, parents will be contacted in writing, e-mail, or via a phone call. A student who is referred to the office will have an opportunity to discuss appropriate consequences with office personnel. In general, the progression of consequences for Level 2 misbehavior will be:

1. Office Detention (2:30 p.m.-3:45 p.m.)
2. Saturday School (8:00 a.m.-11:00 a.m.)
3. In-School Suspension (7:45 a.m.-2:30 p.m.)
4. Out-of-School Suspension
5. Individual Contract

Office Detentions

Office detentions are assigned by the school administration and are served after school from 2:30 p.m.-3:45 p.m. Students are required to bring homework with them and remain quiet during the detention time. Failure to do so will result in a Saturday School.

Saturday School

Saturday School is considered a serious consequence for James Hart students. Students are expected to arrive at school at 8:00 a.m. with work to be completed. Students are required to follow Saturday School rules. Failure to do so will result in an in-school and/or out-of-school suspension. Students may be assigned anywhere from one to three hours on Saturday; no student will be assigned to stay later than 11:00 a.m. Two missed Saturday School assignments will result in an in-school suspension.

Special note of disruptive behavior towards the end of the school year:

Generally, several “special” events occur towards the end of the school year. Examples include: field trips, 8th grade dinner-dance, graduation ceremony, etc. These privileges may be lost to those individuals whose prior behavior has deemed this consequence to occur. Students may, with parental contact, also be kept after school the last day as a legitimate consequence for their behavior.

In-School Suspension

Students assigned an in-school suspension will spend their entire school day in the in-school suspension room (7:45-2:30). Appropriate supervised restroom breaks and a lunch break will be provided. Students who disobey suspension rules will immediately be suspended from school.

Being assigned an in-school suspension should be considered a serious indicator that the child’s actions are unacceptable at James Hart School. Parents are encouraged to work with the school to make sure that the behavior is not repeated. In-school suspension is the school’s way of communicating to students that their actions are unacceptable while keeping students in school and continuing their education.

Out-of-School Suspension

An out-of-school suspension is considered the most serious consequence (excluding expulsion) that a student may receive at James Hart. Students assigned an out-of-school suspension will be required to make-up their missed work. Students are not allowed to be on school property at any time during the suspension period. It is the responsibility of the suspended student’s parent/guardian to pick up and return completed work.

Absences due to Suspension

An out-of-school suspension constitutes a disciplinary action that may affect academic progress. Students will be allowed to make up assignments and tests that are due during the period of suspension. All assignments due during the suspension must be turned in on the day the student returns from the suspension for full credit. It is the suspended student’s responsibility to obtain the assignments through the attendance office at the end of the school day. In addition, any tests taken during the time of the suspension must be made up on the day of return or at the teacher’s convenience.

Due Process Procedure

In disciplinary cases where a student is removed from school for a day or longer, the district affords a due process appeal procedure. The student shall be informed of the charges and have the right to respond. Upon request of the parent or guardian, an appeal of the suspension may be made to the principal of the school. If the parent or guardian does not feel that a satisfactory resolution has occurred at the school building level, the parents or guardian may request a hearing at the district level. Upon receipt of this request, a hearing shall be conducted by the School Board or a hearing officer. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary

of the evidence heard at the meeting. After the hearing or upon receipt of the report of the hearing officer, the Board may take such action it finds appropriate.

A student whose presence poses a continuing danger to persons, property, or poses an on-going threat or disruption to the academic process may be immediately removed from school. In such cases, the requirements of due process proceedings will follow as soon as possible.

NOTE: Due process procedures do not guarantee protection of privileges such as participating in extra-curricular activities/athletics.

Severe Misbehavior – Potential Consequences (Level 3)

The following should not be interpreted as the only offenses for which disciplinary actions may be taken. Any behavior not conducive to a healthy school environment will be dealt with at the administration's discretion. Prior to assigning consequences, an individual conference will be held, and consideration will be given to the student's past disciplinary record and the impact behavior has on a healthy school climate. Some specific offenses are listed below. Board of Education policy 7:190 stipulates that any or all of the following acts may be considered as evidence of "gross disobedience or misconduct" and may be cause for suspension or expulsion:

Fighting: (Verbal or written threats, or acts, directed towards another student) Consequences may include: parent conference, time-out, Saturday School, Detention, in-school suspension, out-of-school suspension, or a recommendation for expulsion. In all but unusual cases, all parties involved in a fight will receive a similar consequence. *Students should note that as a general rule, hitting another student may result in an immediate in-school or out-of-school suspension. Striking*

back in self-defense is considered fighting and will be consequenced accordingly. Although students may not be directly involved in a fight, by being in attendance we consider you a participant and that may result in disciplinary action or your removal from extra-curricular activities. If you are aware of a planned fight or one that has occurred, please notify an administrator immediately.

The school has responsibility toward and control over students even while off school grounds if behavior shows potential danger to the students' well-being or is disruptive to the educational atmosphere of James Hart School.

Bullying and/ or **intimidation** of others includes, but is not limited to, any repeated aggressive or negative gestures, or any written, verbal or physical act that places another student in reasonable fear of harm to his or her person or property. This includes language conducted through electronic means, examples which include email, Facebook, Twitter, Instagram, KIK, and any other social media. Bullying behavior that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission or the education of any student is forbidden.

Vulgar Language or Behavior: (Any language or behavior that is indecent, obscene, lewd, or the use of derogatory racial language.) Consequences may include student conference, parent conference, detentions, referral to guidance office, time-out, in-school suspension, out-of-school suspension, or a recommendation for expulsion.

Vandalism: Consequences may include student conference, parent conference, detentions, referral to guidance office, time-out, in-school suspension, out-of-school suspension, or a recommendation for expulsion. In addition to those consequences, acts of vandalism towards individuals or the school district will result in

financial responsibility being placed with the child along with police intervention.

Stealing: Consequences for stealing may include: parent conference, restitution, detentions, referral to counselor, time-out, in-school suspension, out-of-school suspension, removal from school activities, referral to police and/or a recommendation for expulsion.

Students found in possession of property that is not theirs can be considered guilty of theft. If you find something that is not yours you must give it to an adult immediately.

Possession, use, sale, being under the influence of drugs/alcohol or other intoxicants at school or school sponsored events and activities:

First Incident – minimum 10-day out-of-school suspension with possible recommendation for expulsion sent to the Board of Education. With approval by school administration, student enrollment in an approved substance abuse treatment program may be in lieu of the suspension or a portion of the suspension. If the student fails to continue through the treatment program for the prescribed period of time (as per program guidelines), the out-of-school suspension will be imposed along with a possible recommendation for expulsion sent to the Board of Education.

NOTE: For possession, use, or being under the influence of drugs or other intoxicants, law enforcement authorities will be contacted.

Repeat Offenders: Minimum 10-day out-of-school suspension with recommendation for expulsion sent to the Board of Education.

Possession, sale and/or distribution of “look-alike” drugs is subject to discipline at the discretion of the administration and law enforcement authorities will be contacted.

Sale and/ or distribution of drugs/alcohol or other intoxicants at school or school sponsored events and activities:

First Incident – minimum 10-day suspension and possible recommendation to the Board of Education for expulsion. Law enforcement authorities will be contacted.

Weapons include but not limited to: firearm, meaning any gun (look alike or otherwise), knife, club or any other object used or attempted to be used to cause bodily harm

Weapons/explosives/arson – minimum 10-day suspension and possible recommendation for expulsion. Law enforcement authorities will be contacted.

Should any of the following incidents occur, they will be dealt with in an appropriate manner which may include notification to law enforcement officials, parent/school conference, detentions, referral to guidance counselor, restitution, time-out, in-school suspension, out-of-school suspension, recommendation for expulsion for at least one year, or other intervention at the discretion of the administration:

Gross insubordination/acts of defiance
Breaking and Entering
Defacing/destroying school property
Smoking/chewing or possession of tobacco products
Gambling/sale of unauthorized goods (e.g. candy, chips, shoes, etc.)
Forgery of passes, notes, or signatures
Setting false fire alarms, bomb threats, etc. (including calling 911)
Verbal or written threats

Gang activity, secret societies, fraternities, sororities including but not limited to:

Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign or other items which displays possible membership in or affiliation with a gang.

- Committing any act or using any communication either verbal or non-verbal (gestures, handshakes, clothing, etc.) showing possible membership in or affiliation with a gang.

- Drawing gang-related graffiti on any item in/or around school, or distributing gang-related literature.
- Any other activity promoting a gang that violates Board policy.
- Using force, coercion, or intimidation to convince other students to commit unlawful acts.

State Law requires a school district to notify the parent or guardian of a child who uses aggressive behavior, including bullying, at school. 105 ILCS 5/10-20.14. School board policy prohibits student's using aggressive behavior while at school that does physical or psychological harm to someone else and/or urging other students

to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

The provisions in this handbook are not to be considered as irrevocable, contractual commitments between the school and the student. Rather, the provisions reflect the current status of rules, practices, and procedures as currently practiced and are subject to change without prior notification. Board policies are available to the public at the District Office.



Acceptable Use Procedures for Students

Homewood School District 153 provides a wide range of technology resources to its students and staff for the purpose of advancing the educational mission of the District. All users of District technology equipment are expected to review and understand the Acceptable Use Policy and Procedures.

Internet access is being made available to students for the purposes of research and education. It is the District's intention to provide an Internet environment that is safe and appropriate for all students. The District is using an internet filtering system for all users of the electronic network. The system filters and limits access to **most** internet sites that contain objectionable material. However, access to the internet also brings the availability of material that may be of no educational value, abusive, racially biased or otherwise offensive. Once students become knowledgeable in the use of the internet, they may discover this controversial information. We **cannot guarantee** the appropriateness of the information students may encounter as they explore the internet's resources. Use of the internet is an educational opportunity that requires users to act responsibly, ethically, and in accordance with the *Acceptable Use Procedures for Students*, and the student is ultimately responsible for his/her conduct on the internet.

Each student will be granted access to the District's electronic network, including the internet, after registration for the school year unless denial of access is requested by his or her parent(s)/guardian(s). The *Acceptable Use Procedures for Students* will be published and distributed in the Student Handbook and will be reviewed with students by teachers each year. For denial of access, the student's parent(s)/guardian(s) must send a signed and dated letter to the school requesting denial of access to the computers. The letter requesting denial of access should include the following information:

Parent(s)/Guardian(s) Name
Student's Name
Student's Grade
Address and Phone number
Reason for requesting denial of access

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the internet.

The District reserves the right to monitor and review any information stored or accessed by District computers in order to analyze the use of systems and compliance with policies and procedures.

Students may use personal e-readers as allowed by the teacher. Students may not access the internet on these devices either through the districts Wi-Fi network or through a personal cellular data plan. Because the district cannot filter internet content on devices with personal cellular data plans, the district assumes no liability for students who ignore this rule and view inappropriate content on their personal devices. The district is not liable for damage or loss of equipment brought in by students.

Appropriate Use Guidelines for Students

Appropriate use includes but is not limited to the following guidelines or examples. The District reserves the right to create, modify and interpret the guidelines.

1. Protect your logon information from others. Do not use other users' passwords or share your password with others.
2. Use of the District's electronic network shall only be for educational purposes. Do not use the electronic network for personal, entertainment, commercial or any other non-curricular purposes.
3. Respect District property and be responsible in the use of the equipment.
4. Comply with copyright laws at all times.
5. Do not "hack" the District's network or access confidential information or files.
6. Do not destroy, modify or abuse the hardware or software in any way.
7. Do not delete or add software to District equipment or engage in practices that may threaten the network such as accessing files that may contain viruses.
8. Do not use District technology for illegal or inappropriate purposes.
9. Do not use the internet to access inappropriate or obscene material.
10. Do not reveal personal information about yourself or others.
11. Be ethical and courteous and use appropriate language.
12. District technology may not be used to interfere or disrupt other users, services or equipment.
13. Do not use District technology for commercial or non-curricular activity.
14. Do not engage in "cyberbullying." Cyberbullying will not be tolerated.

The failure of any student to follow the terms of the *Acceptable Use Procedures/Guidelines for Students* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Handbook Agreement

This handbook is designed to provide parents and students with an understanding of the programs and procedures at James Hart. It also serves to inform parents and students of our expectations for behavior and the resulting consequences should a student choose to disregard those expectations.

Teachers have discussed the handbook with students; however, parents and children need to sit down together so that everyone has an understanding of our expectations. Once you have read and discussed the handbook as a family, please complete the bottom portion of this page and have your child return it to his/her Advisor by Friday, September 4, 2015.

We are very excited about this school year; hopefully you are, too. Your success is up to you; remember, we are here to help you. Feel free to see any of us if you have questions or concerns.

Have a great school year!

Dr. McAlister, Principal
Mrs. Ugo, Assistant Principal
Mr. Ugo, Dean of Students

We have read the student handbook and understand the school program as well as the Acceptable Use Procedures (for the computers) and the students' responsibilities within that program, including the standards of conduct and disciplinary measures.

_____ Parent Signature

_____ Date

_____ E-mail address

_____ 2nd E-mail address

_____ Student Signature

_____ Date

Homewood School District 153
James Hart Signature Form
7th/8th Grade
2015-2016

Student Signature(s) _____

Student Name(s) and Grade Level:

_____	_____
_____	_____
_____	_____
_____	_____

Parent/Guardian Signatures:

_____ Signature	_____ Printed Name

All custodial parents in routine care of the student(s) must sign. All students must sign. Please return form to your Advisor.

5th – 8th Grade Physical Education

Physical Education Department Mission Statement:

All students will be trained in the process of becoming physically fit, active and healthy for life.

UNIFORM REQUIREMENTS:

Students may not wear the clothes they wore to school in physical education class.

Shirt and shorts with school logo and gym shoes with backs.

Sweats from home must be worn over uniform; sweats with logo can be worn by themselves.

Sweats can only be worn during our outdoor units.

Uniforms available at Sports Forum: 18109 Dixie Hwy. Homewood (798-7306)

GRADING POLICY: Consists of 3 parts

1. Participation/Preparation

A. Gymsuit rental policy:

Students will be allowed to rent a uniform only 2 times a week.

Thereafter it will

be 3 demerits against their grade for each day they are not prepared.

2. Written Tests

3. Performance Tests

<u>Demerit System</u>		<u>Grading System</u>			
		<u>Percentage/demerits</u>	<u>Percentage/Demerits</u>	<u>Percentage/Demerits</u>	<u>Percentage/Demerits</u>
No Dress	3 demerits				
Tardy to Roll	1 demerit	100/0	87/4	77/7	67/10
Non-participation	2 demerits	97/1	84/5	74/8	64/11
Poor Sportsmanship	2 demerits	94/2	80/6	70/9	60/12
Equipment Abuse	1 demerit	90/3			0/13 below

NON-PARTICIPATION EXCUSED – (Students will not dress)

Parent Note (2 days) – a doctor’s note is required thereafter.

Nurse Note (1 day)

Medical – please obtain an Alternative Phys.Ed. Form from the school nurse.

DETENTIONS: The time and place will determined by the teacher giving the detention.

Behavior

Tardies – given on the 4th and 5th tardy to roll call
6th tardy and thereafter is a referral.

*If a student doesn’t show and has no excuse =referral

EXTRA CREDIT: A maximum of 4 extra credit opportunities per trimester.

A physical education packet

A mile walk/run (max time of 13 minutes) supervised by a physical education teacher.

Volunteer to help with a Special Olympic event. (TBA)

SAFETY ISSUES:

Gum Chewing – in accordance with the student handbook.

Jewelry

The physical education department discourages students from wearing jewelry and/or chewing gum during class.

We will not take responsibility for any injury occurring as a result of the student's choice.

EXPECTATIONS:

Open minds to learn and try new activities

Respect peers, teachers and equipment

Be **Safe** and **Responsible**

HEALTHY HEART DAYS:

Two days per week students will be participating in fitness activities:

- ❖ Mile run- the goal is to be able to complete the run in 13 minutes or less.
- ❖ Circuit training-timed station work to include agility, endurance, coordination, sports and fine motor skills.
- ❖ Fitness evaluations and conditioning -muscular strength and endurance, cardiovascular endurance, and flexibility.

I have read and understand the 5th – 8th grade Physical Education Policy.

Phys. Ed. Teacher: Breed Laskero Perry Radimonaite Sikkema
Somodi Sullivan

Grade: 5 6 7 8

Student's

Signature: _____

Parent's

Signature: _____

Student's Phys Ed Teacher: *Please Circle.*

Breed Laskero Perry Radimonaite Sikkema Somodi Sullivan

Homewood School District #153
Code of Conduct for Extra Curricular Activities

STUDENT NAME

(LAST) (FIRST) (MIDDLE)

Address _____ Town _____ Zip _____
Telephone _____ Grade _____ School _____
Birth: Month _____ Day _____ Year _____

Homewood School District #153 is proud of its students and the community that it serves. We believe that students and parent(s) or guardian(s) have a right to expect the best education and support that can be provided. We believe it is the district's responsibility to help students become the most responsible and civil citizens possible. Students in turn need to understand that they represent the district and community both in and out of school, year round. Participation in Homewood School District activities is a privilege, and each student participant must agree to abide by the following rules and regulations, twenty-four hours each day, seven days a week, twelve months a year, whether or not school is in session.

REQUIREMENTS

The student must:

Provide written consent for participation from parent(s) or guardian(s);
Demonstrate compliance with all the rules and regulations established by the school district as found in the Parent-Student Handbook which is found on the website; and, as established by the activity sponsor/coach.

The student AND parent(s) or guardian(s) are required to submit this "Code of Conduct"

Contract signed by BOTH, to the proper school authority.

My initials below indicate I have read and understand this section above entitled "Requirements".

Student _____ Parent(s)/Guardian(s) _____

RULES for PARTICIPANTS

- * Deliberate misuse of any school or public equipment will not be tolerated.
- * Curfew violation, harassment, or vandalism is unacceptable.
- * Fighting, theft, hate crimes, electronic communication, weapons possession, or gang activity as defined by school district policy is forbidden.

* Possession, use, distribution or sale of alcohol, tobacco and other drugs (look alike drugs and controlled substances) is not permitted.

These rules are in conjunction with, and DO NOT supersede, school rules already in force.

The above rules apply twenty-four hours each day, seven days a week, twelve months a year, whether or not school is in session, without exception.

Violation of this "Code of Conduct" will result in an investigation to determine what penalty options will be enforced.

* A student will not be allowed to participate in school activities if they are absent from school on the day of the activity. Pre-excuses and emergencies will not be considered absences. A student who is in attendance for one-half (1/2) day on the day of the event will be eligible to participate. A student who is absent on Friday will be ineligible to participate in a Saturday/Sunday event.

* All documented reports of a violation of this "Code of Conduct" will give cause to the district to investigate and evaluate the situation and report the findings to district administration for appropriate action.

(A documented report will include, but not be limited to, the name of the reporter, the date, time, location, activities, and circumstances of the violation. Confidentiality will be maintained.)

My initials below indicate I have read and understand the section above entitled "Rules for Participants."

Student _____ Parent(s)/Guardian(s) _____

VOLUNTARY ADMISSION

* When a student voluntarily reports an infraction of the "Code of Conduct" prior to public record, it will count as a first offense, but it will not result in a suspension from the activity.

* The purpose of this provision is to allow a student to seek help. Voluntary admission may NOT be used by a student if the "Code of Conduct" infraction is already public record.

* Voluntary admission may be used by the student only one time regardless of the violation.

* The student AND parent(s) or guardian(s) are required to attend a meeting, as determined by the school authorities, which may include the Counselor, Dean, Administration or others determined by school authorities. The student may continue participation as long as they follow a school sanctioned program.

My initials below indicate I have read and understand the section above entitled "Voluntary Admission."

Student _____ Parent(s)/Guardian(s) _____

By affixing my signature to this form, I do affirm that I have read and understood the sections "Requirements", "Rules for Participants", and "Voluntary Admission" governing participation in Homewood School District #153 extra curricular activities.

Student Name (print) _____

Student Signature _____ Date _____

Parent(s)/Guardian(s) (print) _____

Parent(s)/Guardian(s) Signature _____ Date _____

CONSEQUENCES FOR VIOLATION OF THE "CODE OF CONDUCT"

For Violations of the "Code of Conduct"

* Within 24 hours of a report of a violation a meeting must be scheduled between the student, the student's parent(s) or guardian(s) and the Administration.

* For each confirmed violation a certified letter will be sent to the parent(s) or guardian(s) notifying them of the violation.

I. FIRST OFFENSE

* Upon recommendation of the Administration, the student may be suspended from ALL extra curricular activities for a period of 2 – 10 days. A suspension occurring at the end of the school year shall carry over to the following year.

* The student and parent(s) or guardian(s) may be required to participate in an intervention or counseling activities as deemed necessary.

* The student may return to participation in extra curricular activities ONLY AFTER completing the suspension, AND providing written verification of completion or participation in an intervention or counseling activities if assigned.

II. SECOND OFFENSE

* Upon recommendation of the Administration, the student may be suspended from ALL extra curricular activities for a period of 10 – 30 days. A suspension at the end of the school year shall carry over to the following year.

* The student and parent(s) or guardian(s) will be required to participate in an intervention or counseling as deemed necessary.

* The student may return to participation in extra curricular activities ONLY AFTER completing the suspension, AND providing written verification of completion or participation in an intervention or counseling activities assigned by the Administration.

III. THIRD OFFENSE

* Upon recommendation of the Administration, the student may be suspended from ALL extra curricular activities for a period equivalent to one trimester. A suspension occurring at the end of the school year shall carry over to the following year.

*The student and parent(s) or guardian(s) will be required to participate in an intervention or counseling activities as deemed necessary.

* The student may return to participation in extra curricular activities ONLY AFTER completion or participation in an intervention or counseling activities assigned by the Administration.

IV. FOURTH OFFENSE

* Upon recommendation of the Administration, the Board of Education, or its designee, may suspend the student from ALL extra curricular activities for the remainder of his/her time in Homewood School District #153.

* The student and parent(s) or guardian(s) will be expected to participate in an intervention or counseling activities as deemed necessary.

When a violation of the Code of Conduct is found to be potentially dangerous to the health and/or well being of others, the student may be denied the privilege of participating in all extra curricular programs for the remainder of his/her time in Homewood School District #153.

By affixing my signature to this form, I do affirm that I have read and understood this section
CONSEQUENCES FOR VIOLATION OF THE "CODE OF CONDUCT" governing participation in Homewood School District #153 extra curricular activities.

Student Name (print)

Student Signature _____

Date _____

Parent(s)/Guardian(s) (print)

Parent(s)/Guardian(s) signature _____ Date _____

Expectations	Classroom	Hallways	Cafeteria
Respect Yourself	<p>Participate.</p> <p>Listen.</p> <p>Have pride in your work.</p>	<p>Keep locker organized.</p> <p>Use assigned locker.</p> <p>Close your locker quietly.</p> <p>Manage your passing time wisely.</p>	<p>Eat your own food.</p> <p>Keep your area clean.</p> <p>Know your pin number.</p> <p>Manage your account.</p>
Respect Others	<p>Follow teacher directions.</p> <p>Respect personal space.</p> <p>Be a good listener.</p> <p>Respect other's opinions.</p> <p>Be polite.</p> <p>Use appropriate language.</p>	<p>Keep to the right.</p> <p>Use appropriate volume and language.</p> <p>Respect personal space.</p> <p>Always walk.</p> <p>Be polite.</p> <p>Respect classes in session.</p>	<p>Always walk.</p> <p>Use manners.</p> <p>Stay in line and wait your turn.</p> <p>Listen to adults.</p> <p>Be polite.</p> <p>Use appropriate language.</p>
Respect Your School	<p>Be prepared.</p> <p>Be in the classroom when the bell rings.</p> <p>Complete assignments.</p> <p>Wait to be dismissed.</p> <p>Leave teacher/classroom materials in room.</p>	<p>Have a pass.</p> <p>Throw away trash appropriately.</p> <p>Hat-free zone.</p> <p>Electronics-free zone.</p> <p>Food/drink-free zone.</p> <p>Keep outside doors closed.</p>	<p>Work as a team to keep your area clean.</p> <p>Throw away trash appropriately.</p> <p>Wait to be dismissed.</p> <p>Enter/exit in an orderly fashion.</p>

Expectations	P.E./Locker Room	Bathrooms	Bus
Respect Yourself	<p>Participate.</p> <p>Follow directions of all staff members.</p> <p>Wear your own gym suit.</p> <p>Bring clean and laundered uniform on Mondays.</p> <p>Always lock belongings.</p> <p>Be on time.</p>	<p>Wash your hands with soap and water.</p> <p>Be quick.</p>	<p>Ride your assigned bus.</p> <p>Be on time.</p> <p>Keep all body parts and personal belongings inside the bus.</p>
Respect Others	<p>Respect personal space.</p> <p>Respect others belongings.</p> <p>Be polite.</p> <p>Use appropriate language.</p> <p>Cologne and spray-free zone.</p>	<p>Respect other's privacy.</p> <p>Use quiet voices.</p> <p>Flush your stuff.</p> <p>Be quick.</p> <p>Be polite.</p> <p>Use appropriate language.</p>	<p>Listen and follow directions of all adults.</p> <p>Use quiet voices.</p> <p>Respect personal space.</p> <p>Be polite.</p> <p>Use appropriate language.</p>
Respect Your School	<p>Use equipment properly.</p> <p>Keep gym areas clean.</p> <p>Food/drink-free zone.</p> <p>Always leave the gyms in a calm manner. Walk.</p> <p>Wait to be dismissed.</p> <p>Demonstrate good sportsmanship.</p>	<p>Treat school property with care.</p> <p>Be quick.</p> <p>Report problems to an adult.</p>	<p>Food and drink-free zone.</p> <p>Keep area clean.</p> <p>Stay in seat and keep aisle clear.</p> <p>Enter and exit bus in an orderly fashion.</p> <p>Refrain from throwing objects inside and outside of bus.</p>

Expectations	Outside/Off-Campus Activities	Media Center	Computer Lab/Technology Lab
Respect Yourself	Cross only at crosswalks. Dress appropriately.	Be productive. Follow through with your task.	Be productive. Login with your username.
Respect Others	Listen and follow directions of all adults. Respect personal space. Leave campus after school or after activities promptly. Be polite. Use appropriate language.	Listen and follow directions of all staff. Use quiet voices. Wait your turn. Be polite. Use appropriate language. Respect personal space.	Listen and follow directions of all staff. Use quiet voices. Be polite. Use appropriate language. Respect personal space.
Respect Your School	Stay on sidewalks. Be alert. Throw away trash appropriately. Enter/exit all doors in a calm manner. Always walk.	Return your books on time. Push in your chair. Put all materials back in the appropriate places. Treat all materials with care. Wait to be dismissed.	Push in your chair. Follow computer lab rules. Use appropriate computer programs and websites. Wait to be dismissed. Follow acceptable use policy.

Expectations	Emergency Situations	Assemblies/Sporting Events	Entering/Exiting the Building	After School Activities
Respect Yourself	<p>Listen.</p> <p>Stay silent.</p> <p>Follow directions quickly.</p> <p>Be alert.</p>	<p>Listen and watch.</p> <p>Stay seated in assigned area.</p> <p>Stay focused and attentive.</p>	<p>Respect your personal space.</p> <p>Keep to the right.</p> <p>Be on time</p> <p>Make ride arrangements in advance.</p>	<p>Listen attentively.</p> <p>Report to activities promptly.</p>
Respect Others	<p>Listen.</p> <p>Stay silent.</p> <p>Follow directions quickly.</p> <p>Respect personal space.</p> <p>Stay calm.</p>	<p>Cheer positively.</p> <p>Allow speaker to be heard.</p> <p>Respect other's personal space</p> <p>Stomp-free zone.</p> <p>Follow all directions.</p> <p>Be polite.</p> <p>Use appropriate language.</p>	<p>Respect personal space.</p> <p>Listen and follow directions of all staff members.</p> <p>Keep to the right.</p> <p>Be polite.</p> <p>Use appropriate language.</p>	<p>Be polite.</p> <p>Use appropriate language.</p> <p>Follow supervisor's directions.</p>
Respect Your School	<p>Listen.</p> <p>Stay silent.</p> <p>Follow directions quickly.</p>	<p>Walk on the steps of bleachers.</p> <p>Leave belongings and materials in lockers.</p> <p>Respond appropriately.</p> <p>Wait to be dismissed.</p>	<p>In the morning, remain in designated areas until directed to enter the building.</p> <p>After school, report to your destination by 2:40.</p> <p>Remain on school grounds once arrived.</p> <p>Secure hats, coats, backpacks and electronics in your locker.</p>	<p>Remain in assigned area.</p>

Panther Victory Song

Hail to the victors,
Hart will always be winners.

We will push on to victory
And never give in.

GO! FIGHT!! WIN!!

Hail to the Panthers.

We will always be Panthers.

We will claw right up to the top,
And on to victory!!!

HOMEWOOD SCHOOL DISTRICT 153
2015-1016 Calendar

<u>Day</u>	<u>Date</u>	<u>Event</u>
Tuesday	August 25	Staff Institute Day (No Classes)
Wednesday	August 26	Staff Institute Day (No Classes)
Thursday	August 27	First Day of School (Full Day)
Thursday	September 3	James Hart School Open House
Friday	September 4	School Improvement Day - Early Dismissal
Monday	September 7	Labor Day – Schools Closed
Thursday	September 10	Millennium School Open House
Tuesday	September 22	School Improvement Day – Early Dismissal
Wednesday	September 23	Non-Attendance Day – (No Classes)
Thursday	September 24	Willow School Open House
Thursday	October 1	Churchill School Open House
Friday	October 9	School Improvement Day – Early Dismissal
Monday	October 12	Columbus Day - Schools Closed
Tuesday	October 13	Staff Institute Day (No Classes)
Friday	October 30	End of 1 st Quarter (43 school days)
Friday	October 30	School Improvement Day – Early Dismissal
Friday	November 13	End of 1 st Trimester (53 school days)
Monday	November 23	Parent/Teacher Conference – (No Classes)
Tuesday	November 24	Parent/Teacher Conference – (No Classes)
Wednesday	November 25	Non-Attendance Day – (No Classes)
Thursday	November 26	Thanksgiving – Schools Closed
Friday	November 27	Thanksgiving Holiday – Schools are Closed
Friday	December 18	Early Dismissal
Monday	December 21	Winter Break Begins (No Classes)
Monday	January 4	Staff Institute Day (No Classes)
Tuesday	January 5	Students Return
Monday	January 18	Martin Luther King Holiday - Schools are Closed
Friday	January 22	End of 2 nd Quarter (43 school days)
Friday	February 12	School Improvement Day – Early Dismissal
Monday	February 15	President’s Holiday - Schools are Closed
Friday	February 26	End of 2 nd Trimester (57 school days)
Monday	March 7	Casimir Pulaski Holiday – Schools are Closed
Thursday	March 24	End of 3 rd Quarter (42 school days)
Friday	March 25	Non-Attendance Day – (No Classes)
Monday	March 28	Spring Recess Begins
Monday	April 4	Spring Break Ends/Classes Resume
Tuesday	April 19	School Improvement Day – Early Dismissal
Friday	May 27	School Improvement Day - Early Dismissal
Monday	May 30	Memorial Day – Schools Closed
Friday	June 3	8 th Grade Graduation - H-F High School
Tuesday	June 7	End of 4 th Quarter (46 school days) SIP – Early Dismissal
Tuesday	June 7	End of 3 rd Trimester (64 school days)

If emergencies occur, the calendar will be extended as needed.
(June 8, 9, 10, 13, 14)

Board of Education approved February 9, 2015.



**Hall Pass
Trimester 1**



Student: _____
Date: _____
Destination: _____
Departure Time: _____
Return Time: _____
Teacher: _____



**Hall Pass
Trimester 1**



Student: _____
Date: _____
Destination: _____
Departure Time: _____
Return Time: _____
Teacher: _____



**Hall Pass
Trimester 1**



Student: _____
Date: _____
Destination: _____
Departure Time: _____
Return Time: _____
Teacher: _____



**Hall Pass
Trimester 1**



Student: _____
Date: _____
Destination: _____
Departure Time: _____
Return Time: _____
Teacher: _____



**Hall Pass
Trimester 1**



Student: _____
Date: _____
Destination: _____
Departure Time: _____
Return Time: _____
Teacher: _____



**Hall Pass
Trimester 1**



Student: _____
Date: _____
Destination: _____
Departure Time: _____
Return Time: _____
Teacher: _____



**Hall Pass
Trimester 2**



Student: _____
Date: _____
Destination: _____
Departure Time: _____
Return Time: _____
Teacher: _____



**Hall Pass
Trimester 2**



Student: _____
Date: _____
Destination: _____
Departure Time: _____
Return Time: _____
Teacher: _____



**Hall Pass
Trimester 2**



Student: _____
Date: _____
Destination: _____
Departure Time: _____
Return Time: _____
Teacher: _____



**Hall Pass
Trimester 2**



Student: _____
Date: _____
Destination: _____
Departure Time: _____
Return Time: _____
Teacher: _____



**Hall Pass
Trimester 2**



Student: _____
Date: _____
Destination: _____
Departure Time: _____
Return Time: _____
Teacher: _____



**Hall Pass
Trimester 2**



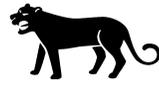
Student: _____
Date: _____
Destination: _____
Departure Time: _____
Return Time: _____
Teacher: _____



Hall Pass III

Trimester 3

Student: _____
Date: _____
Destination: _____
Departure Time: _____
Return Time: _____
Teacher: _____



Hall Pass III

Trimester 3

Student: _____
Date: _____
Destination: _____
Departure Time: _____
Return Time: _____
Teacher: _____



Hall Pass III

Trimester 3

Student: _____
Date: _____
Destination: _____
Departure Time: _____
Return Time: _____
Teacher: _____



Hall Pass III

Trimester 3

Student: _____
Date: _____
Destination: _____
Departure Time: _____
Return Time: _____
Teacher: _____



Hall Pass III

Trimester 3

Student: _____
Date: _____
Destination: _____
Departure Time: _____
Return Time: _____
Teacher: _____



Hall Pass III

Trimester 3

Student: _____
Date: _____
Destination: _____
Departure Time: _____
Return Time: _____
Teacher: _____