

HOLMES JUNIOR HIGH SCHOOL

847-472-3890 (attendance line)

847-593-4390 (Office)

847-593-7386 (Fax)



PARENT / STUDENT
HANDBOOK
CALENDAR and
ACTIVITY BOOK
2014 – 2015

Handbook Index

Academic Presidential Gold Certificate	page 24
Academic Presidential Silver Certificate Award	page 24
Academic Standards.....	page 16
Activity Period ..	page 30
American Legion Award Criterion	page 22
Appointments (to see Administrators and Teachers)	page 7
Attendance, Tardiness, Early Dismissal	page 20
Awards To Work Toward	page 22
Bag/Backpack Check	page 15
Bell Schedules ..	page 4
Bus Transportation	page 29
Bus/ID Pass Requirements And Consequences ..	page 29
Canine Detection	page 16
Cell Phone Usage.....	page 26
Citizenship Certificate	page 23
Consequences For Inappropriate Usage Of The Internet.....	page 18
Consequences Of Inappropriate Usage Of Computer Equipment.	page 19
Dental Examinations.....	page 27
Developing Responsibility.....	page 9
Disaster Drills ..	page 29
Dress Code ..	page 27
Eighth Grade Graduation Requirements	page 21
Electronic Devices (Music Players, Ipods, Cameras, Video Games)	page 26
Eye Examinations	page 26
Fines And Fees And Other Money Matters	page 27
FORGOTTEN ITEMS	page 8,9
FPA – Fine and Practical Arts.....	page 16
Goal Sharing / Portfolio Sharing	page 30
Grades And Work	page 17
Gross Disobedience	page 13
Health, Dental, Eye And Medication Guidelines ..	page 25, 26
Homeroom – Study / Resource ..	page 30
Homework Policy	page 18
Honesty Policy ..	page 28
Honor Roll ..	page 17
Internet And Computer Expectation And Rules ...	page 18
Laptops, District issued.....	page 18
Lockers ..	page 31
Lost And Found	page 31
Lunch Program	page 28
Lunchroom Rules.....	page 29
Medication Guidelines	page 25
PBIS (Positive Behavioral Interventions and Supports)	page 9
Physical Education Regulations	page 32
Physical Examination Requirements	page 25
Promotion Policy.....	page 19
Report Cards And Progress Reports.....	page 17
Responsibilities of the Student	page 9
Responsibilities of the Parent	page 9
Responsibility and Forgotten items	page 8,9
Scholastic Achievement Award Criterion.....	page 23
Scholastic Merit Award Criterion	page 23
School Citizenship Award Criterion	page 23
School Supply list	page 5,6
Student Behavior	page 10-15
Subject Area Awards	page 23
Sue Bove Humanitarian Award..	page 22
Telephone Usage (School Office).....	page 31

Textbook Loan Policypage 19
Vacations (non-school/family).....page 21
Valuablespage 32
Walkers – Bicycle Riderspage 32
Website, School and District.....page 8
Welcome to Holmes.....page 9

NEW BELL SCHEDULES 2014-15

REGULAR (M, T, F)		EARLY DISMISSAL (Wednesday)	
1	8:00 - 8:48	1	8:00 – 8:38
2	8:51 - 9:35	2	8:41 – 9:18
3	9:38 - 10:22	3	9:21 – 9:58
4	10:25 - 11:09	4	10:01 – 10:38
5A	11:12 - 11:34	5A	10:41 – 11:01
5B	11:34- 11:56	5B	11:01 – 11:21
6A	11:59- 12:21	6A	11:24 – 11:44
6B	12:21- 12:43	6B	11:44 – 12:04
7	12:46 - 1:30	7	12:07 – 12:44
8	1:33 - 2:17	8	12:47 – 1:24
9	2:20 - 3:05	9	1:27 – 2:05
ADVISORY (Thursday)		AM ASSEMBLY	
ADV	8:00 - 8:23	ASM	8:00 – 9:15
1	8 :23- 9:06	1	9:15– 9:50
2	9 :09- 9:50	2	9:53 – 10:28
3	9:53- 10:34	3	10:31 – 11:06
4	10:37- 11:18	4	11:09 – 11:44
5A	11:21- 11:43	5A	11:25 – 11:46
5B	11:43- 12:05	5B	11:47 – 12:07
6A	12:08- 12:30	6A	12:07 – 12:27
6B	12:30- 12:52	6B	12:30 – 12:50
7	12:55 - 1:36	7	1:13 – 1:48
8	1:39 - 2:20	8	1:51 – 2:26
9	2:23 - 3:05	9	2:29 – 3:05

HOLMES SCHOOL SUPPLIES 2014-15

PLEASE NOTE: Individual classroom teachers may require additional supplies for their particular subject. Teachers will provide students with this list, if applicable, during the first week of school.

General supplies for students in 6th, 7th and 8th grade are listed below

#2 pencils, pens, and pen/pencil erasers	At least a dozen
Book covers	One for every textbook – ALL books must be covered
Accordion folder – GRADE 6 ONLY	
Calculator (optional purchase)	Texas Instrument type TI-30
Colored markers, colored pencils, highlighters	Set of 8 markers – set of 12 pencils
Index cards (3" x 5)	1 package
Kleenex	3 boxes
Paper, lined loose leaf	At least two large packages – will need to be replenished throughout the school year
6 Pocket folders	with 3 clasp center binder
Post-it-notes	3" x 3" and 5" x 3"(any color)
Ruler and Protractor	All students need a protractor – the school will supply compasses for use in class
Spiral notebooks (1 for each subject)	
Flash drive and earbuds	at least 2 GB (USB port) / earbuds for use with laptop computers
Recorder (to be purchased through school)	Any student taking general music. Students can use recorders from elementary school

ATENCIÓN: Cada maestro en el aula puede requerir materiales adicionales para su tema particular. Los maestros proveerán a los estudiantes con esta lista, en su caso, durante la primera semana de clases.

Suministros generales para los estudiantes de sexto, séptimo y octavo grado

Lápices # 2, plumas, borradores	Por lo menos una docena de cada cosa
carpeta de acordeón	
Cubiertas para libros	Una por cada libro – todos los libros tienen que ser cubiertos.
Calculadora (opcional)	Texas Instrument tipo TI-30
Marcadores de colores, lápices de colores, resaltadores	Set de 8 marcadores – set de 12 lápices
Tarjetas de índice (3" x 5)	1 paquete
Kleenex	3 cajas
Hojas sueltas de papel rayado	Por lo menos 2 paquetes
Papel cuadriculado (solo para alumnos de octavo grado)	
6 carpetas	
Post-it-notes	3" x 3" and 5" x 3"(cualquier color)
Regla y un transportador	Todos los estudiantes necesitan un transportador
Cuadernos espirales (uno para cada tema)	
Memoria flash y audífonos	Por lo menos 2 GB (USB port) / audífonos para usar con la computadora portátil

WELCOME TO HOLMES!

As in the past, each new school year brings with it the opportunity for excitement and success for each student. What becomes of these possibilities depends upon each individual. We sincerely hope that every student will take advantage of all the opportunities that are offered at Holmes Junior High School. The entire faculty and staff are ready to assist you whenever their help is needed. Never hesitate to ask – and at the same time, never hesitate to try your best continually. If you make the effort, you will have a super year and have fun while getting the best education possible. We need your help, also. The handbook section has been prepared for students and parents as a guide to the necessary school rules and procedures. If both students and parents know the procedures and follow them, everyone's job will be much easier and the time saved can be used more efficiently. Similar practices are used in later years at high school.

RESPONSIBILITIES OF THE PARENT

- A. Cooperation by parents is a necessary factor for homework to be meaningful.
- B. It is important for parents to support the teacher and to instill in the child an attitude that homework is an important and necessary part of the learning process.
- C. Parents should provide a quiet, well-lighted place for their son or daughter to study.
- D. Parents should establish a regular "homework time" in the home and have a special place free from excessive noise and other distractions where the child can work.
- E. Parents should encourage and support their child's efforts and be available for questions, being careful to remember that homework is the child's responsibility, not the parent's. ****Parents, please note: students are only called to the office during a passing period; therefore, if you bring items to school that your child needs for a class in progress, the student will not be called out of class to retrieve it. He or she will be called over the intercom during the passing period.***
- F. Parents should set aside time to review their child's homework and to check it for accuracy and neatness. Please help your child develop responsibility and organizational skills, by checking to see if they have gathered all items necessary for the next school day. *Please remember that students are only called to the office during a passing period and are not called out of class while it is in progress.*
- G. Parents should communicate with the teacher whenever their child has consistent difficulty with homework assignments.
- H. Parents should encourage their child to seek help and ask questions of the teacher when in doubt about an assignment.

PARENTS - DO YOU HAVE AN APPOINTMENT?

Parents please be aware that while we never want to discourage an opportunity to speak with you regarding your concerns, often it is not possible if you arrive at school without a prior appointment. Teachers have full schedules each day and their individual plan periods happen at various times throughout the day, while administrators may be involved in district meetings or parent or student conferences that cannot be interrupted. Additionally, teachers may need to leave school immediately at the end of the school day due to prior commitments, appointments or to care for their own children and are not always available. With prior notification teachers and administrators are happy to set aside time to meet and speak with you. Your understanding and cooperation are appreciated.

RESPONSIBILITY and PARENTS BRINGING FORGOTTEN ITEMS TO SCHOOL

Students in junior high need to develop responsibility and organizational skills. To be properly prepared for school a junior high student needs to check his/her folders and backpack for homework, permission slips, gym items, etc. before going to bed at night or before school in the morning to avoid forgetting items needed for class. Parents are encouraged to help their child develop responsibility by asking them if they have gathered all the supplies and homework assignments needed for class. While students are allowed to have cell phones at school, the policy is to store them in their lockers, turned off, during the school day. Students should not be calling or texting parents from their cell phones during class time to ask them to bring forgotten items nor should parents call or text their student during the school day while classes are in session.

➔ **IMPORTANT:** *Parents that bring forgotten items to school for their child need to be aware that students **are not** called out of class to pick up such items while classes are in progress. So as not to disrupt the learning environment students are only called to the office **between 4th and 5th period, between 5th and 6th period and at the end of the school day after afternoon announcements.*** Therefore, it is possible the student **will not** receive the forgotten item during the class period for which it is needed. Parental support of this policy is appreciated.

DISTRICT / SCHOOL WEBSITE

Community Consolidated School District 59 has established a website that contains a wealth of important and useful information for parents and students alike. Through this website parents are able to view their student's grades throughout the school year, view and manage student fees, manage their student's lunch account via "Mealtime", read the school's quarterly newsletter, the school calendar

and calendar updates, as well as accessing individual teacher websites for homework assignments and projects, etc. The website address is www.ccsd59.org. Once you have located this site you will be able to read general information that applies to all District 59 schools. Parents are encouraged to become familiar with the school's website.

RESPONSIBILITIES OF THE STUDENT

- A. Each student has the responsibility to develop good work and study habits and learn to budget his/her time.
- B. The student should clarify with the teacher any questions pertaining to the instructions for homework at the appropriate time.
- C. The student should take home any materials and information needed to complete the assignment.
- E. When study time is provided during the day, the student should take advantage of it.
- F. Long-term assignments should be planned so they do not have to be done all at once.
- G. With the assistance of their parents, students should do the following:
 - 1. Set aside a special time in which to do their assignments.
 - 2. Find a special place free from excessive noise and other distractions in which to work.
 - 3. Organize time so assignments can be completed in a reasonable length of time.
 - 4. Carefully check the completed assignments.
- H. ***It is the student's responsibility to return all work completed to the teacher by the date requested.***
- I. Students should also make up work missed during an absence.

DEVELOPING RESPONSIBILITY

As part of our Be Prepared, Be Respectful, Be Safe school-wide expectation, every student is expected to come to school fully prepared for the school day, which includes coming to school on time, coming to school with all necessary materials, assignments, student ID/Bus Pass, PE uniform and any other necessity. Students should not be calling home to ask parents or others to bring forgotten items to school. Students will not be called out of class to retrieve forgotten items that may have been dropped off in the school office, except during the lunch passing period. If you have been absent it is your responsibility to ask each teacher for the assignments you missed. Students should have their ID on them at all times as it is your Student ID, Bus Pass, Lunch Account Debit Card and Library Card. If you have lost your ID card you must purchase a new ID before 2:00 PM for a cost \$2.00. No ID's are issued at the end of the school day, so it is important to get a temporary ID card or purchase a new one before 2:00 PM.

PBIS – POSITIVE BEHAVIORAL INTERVENTIONS and SUPPORTS

What is Positive Behavioral Interventions and Supports (PBIS)? PBIS is a program supported by the Illinois State Board of Education and Community Consolidated School District 59 that promotes and maximizes academic achievement and behavioral competence. We believe that by helping students practice good behavior, we will foster an even more positive school community where all students have an environment where they can succeed and grow. It is a school wide strategy for helping all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students will excel in their learning. Holmes Junior High is proud to be a part of this exciting initiative.

Why is PBIS being implemented at Holmes Junior High? PBIS places an increased emphasis on proactive approaches in which expected and more socially acceptable behaviors are directly taught, regularly practiced in the school environment, and followed by frequent positive reinforcement. A school that implements PBIS (1) agrees on 3 to 5 positively stated rules or expectations, (2) instructs students on the expectations, (3) provides reinforcement for following the school wide expectations, (4) provides minor consequences for rule infractions, and (5) uses data on a regular basis to evaluate the school wide support plan.

What are the school wide expectations at Holmes Junior High? **Be Prepared Be Respectful Be Safe**

How will students be instructed on school wide expectations? The underlying message within PBIS is that behavior is learned and can be explicitly taught. Students will be taught the 3 school wide expectations on the first full day of school. Students will be rotated through several school settings, such as the classroom, gym, hallways, etc. and will participate in discussions and role playing regarding expected and appropriate behavior in that particular setting as it relates to each school wide expectation. Previously learned skills will be retaught and new skills will be introduced during the advisory period on an as needed basis.

How will students be reinforced for following the school wide expectations? Students will have the opportunity to earn "Found Ya Feathers" for displaying learned behaviors. Students can collect feathers in order to save up for an item from the school store or can enter their feathers into a drawing for a chance to win a prize or privilege. In addition, all students will attend monthly celebrations.

What will be the consequences for violating a school wide expectation? Violations of school rules have been classified as either a *minor misbehavior* (e.g. forgetting homework, late to class, class disruption...) or a *major misbehavior* (e.g. fighting, the use of inappropriate language, vandalism...). When a student commits a *minor infraction* their classroom teacher will discuss the expectation with the student, document the occurrence on an office referral form, and may impose an appropriate consequence. If a student receives *four minor infractions* with the same teacher the student will be referred to their grade level administrator. At that time, the office referral form will be reviewed by the administrator and an appropriate consequence will be determined. If a student commits a *major infraction* the student will immediately be referred to the administrative team.

STUDENT BEHAVIOR

The Holmes Staff does not think of discipline as a means of punishment, but rather as the teaching of self-control, responsibility, orderliness, and efficient management of time and abilities so that maximum learning may take place. It is an expectation that students conduct themselves as good citizens. This means no loud or boisterous talking in the halls or classrooms. In the classroom, each student should enter quietly and sit in his or her seat, prepared for study. In the lunchroom, no running or loud talking is permitted. All rules of proper etiquette should be observed. If a student displays behavior that is not worthy of a good citizen, we have no alternative other than withdrawal of privileges for a specified period of time.

Holmes Junior High Standards of Behavior:

- Model the six pillars of Character Counts!: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship
- Respect for other students and for adults is expected and practiced at all times
- Verbal and/or physical abuse of other individuals is unacceptable at all times
- Flammable, sharp, dangerous, or unsafe objects, or materials such as matches, knives, pieces of metal, rope, cigarettes or non-prescription drugs should never be brought to school, to the school grounds or to school functions.
- School property and school buildings shall be protected, maintained and respected.
- Students shall come to school on time, shall be prepared for classes, and shall be expected to have completed all homework assignments on time
- Standards for neatness in all written assignments shall be developed by teachers and shall be required of all students.
- Follow-up procedures for rule infractions shall be practiced swiftly, consistently, and fairly by those persons who have responsibility for rule enforcement.
- Full information related to rule infractions shall be promptly reported to parents

When minor discipline problems occur, the teacher will make effort to help the student develop a plan to correct the problem. The teacher may request the student to remain after school, arrange for a parent conference, or request assistance of the administration when problems reoccur or become more serious in nature. Parents are always notified when a student is requested to remain after school either via telephone contact or by allowing the student to come in the next day so that the student might inform the parents that (s) he must stay after school. Continual displays of unacceptable behavior may result in detention, social probation, or in extreme cases of gross or flagrant violations, suspension or expulsion.

Gross Disobedience

Student committing acts of gross disobedience or misconduct may be placed on probation, detained after school, suspended, expelled from school, and/or otherwise disciplined. The principal, assistant principal, and /or any other administrator that the Superintendent designates may expel a student. At the discretion of the Superintendent or the Board of Education, upon review, a student may be permitted to make up schoolwork and examinations missed as a result of a suspension or expulsion.

Student Discipline

Application of Grounds for Disciplinary Action

Students may be suspended or expelled for gross disobedience or misconduct, which occurs:

- On school grounds
- At school-sponsored activities
- In connection with student transportation
- On public or private property adjacent to school grounds as identified by the Superintendent or Building Principal as property on which student activities have a reasonable relationship to school or
- At any place when the misconduct has a reasonable relationship to school

Prohibited Student Conduct

Gross disobedience or misconduct includes, but is not limited to, the following actions or attempted actions:

1. Academic Dishonesty – Cheating, plagiarism or any form of academic dishonesty.
2. Aggressive Behavior – Using any form or type of aggressive behavior 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.
3. Alcohol, Drugs, and Other Substances – Use, possession, transfer, arranging to transfer, sale or being under the influence of:
 - a. Any illegal or controlled substance, including marijuana
 - b. Alcohol
 - c. Unlawful drugs
 - d. Look-alike drugs or
 - e. Any other substance not prescribed for the student that is used or typically intended to be used to achieve a high or altered mental or physical state
 - f. Being under the influence includes, but is not limited to, the emission of the odor of any of these substances, such as having alcohol on the breath or any impairment of normal functioning, such as slurred speech, inability to walk properly or dilated pupils.
4. Appearance - All students are expected to observe the basic standards of cleanliness, good grooming, and modesty.
 - a. Students may NOT wear hats, hoods, visors, bandanas, or slippers in school.
 - b. Hair dyes or coloring agents – hair dyes or hair coloring agents cannot be used or worn during the school day.
 - c. Garments that are “see-through”, cut low, or expose one’s midriff are not appropriate for junior high. If a shirt with spaghetti straps is worn, then a T-shirt or blouse must be worn under or over that shirt.
 - d. Clothing may not contain any wording that promotes or advertises drugs, alcohol, tobacco, gangs or sexual behavior and must be free of vulgar, obscene or violent words, pictures and symbols.
 - e. All shorts and skirts must reach the mid-thigh in length – *which means that with your arms against your sides the bottom of the shorts/skirt should be at the same level as your fingertips*. All pants must be worn at the waist at a height that completely covers the underwear.
 - f. Undergarments should not be visible at any time.
5. Bombs – Making any bomb threat or initiating a false report of a bomb on school premises
6. Bullying and/or intimidation of others - includes, but is not limited to, any aggressive or negative gesture, or written, verbal, or physical act that places another student in reasonable fear of harm to his or her person, property, or 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.
7. Coercion – Extortion, blackmail, or coercion by force or threat of force.
8. Computers – Unauthorized use of computers or violation of the district’s network/internet use policy.
9. Conduct - any conduct or act, which is abusive of, or disrespectful to, a teacher or other employee of the district.
10. Disruption – Conduct which materially and substantially threatens to or actually disrupts the educational process or interferes with the liberty, property, or other rights of a school employee, student, or person on school premises or attending a school activity.
11. Distribution of Materials – The violation of the time, place, and manner in which the building principal designates that written or printed materials may be distributed by students in the school building, on school grounds or at a school related activity
12. Electronic Communication Devices - Using or possessing electronic signaling and cellular radio-telecommunication devices when use is disruptive to the educational process.
13. Electronic Network - Violation of the District’s Electronic Networks Use Policies and Procedures.
14. Explosives – Possession, sale or use of fireworks, explosives, or other flammable substances not authorized by proper school personnel.
15. Fighting – Any fighting, assault, or battery or other conduct which a student may reasonably be expected to know may endanger the health and safety of students, school personnel, or other person.
16. Fire – Unauthorized use of a fire extinguisher, falsely activating a fire alarm, or arson.
17. Gambling – Gambling in any of its various forms.
18. Gang Activity – A “gang” means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in, a pattern of criminal gang activity or activity relative to the violation of school rules. Gang activity includes, but is not limited to, any act in furtherance of the gang and possession or use of gang symbols, such as drawings, hand signs and attire as defined by the school.

19. Gum chewing - No gum chewing is allowed in school, in any classroom.
20. Harassment – Sexual or other harassment as defined by the district’s sexual harassment and other policies.
21. Hazing – “Hazing” means any act directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club or athletic team, whose members include other students.
22. Insubordination – Refusal to comply with the reasonable instructions of school personnel.
23. Language – Profane or offensively lewd, vulgar, or indecent language, gestures or behavior and slander, libel, or obscenity in any form.
24. Laser pointers – Use or possession of a laser pointer unless under a staff member’s supervision in the context of instruction.
25. Laws – The commission of any act punishable by any national, state, or local law or regulation.
26. Medication - Use or possession of any over the counter or prescription medications without the permission of the school nurse is prohibited.
27. Paraphernalia – Possession, sale, purchase, use, transfer or arranging to transfer any paraphernalia, which is used or customarily intended for use in the administration of a substance referenced in #2 above.
28. Possession, use, transfer or sale of a weapon* - Weapons include, but are not limited to: guns, knives, explosive devices, any other item that is typically used to cause bodily harm and any other item defined by law to be a weapon;
 - a. Items such as baseball bats, pipes, bottles, locks, sticks, compasses, pencils and pens if used, or attempted to be used, to cause bodily harm; and
 - b. Look-alike weapons
 - c. Possession and/or use of weapons may result in a minimum one-year expulsion in accordance with the federal Gun-Free Schools Act and the related provisions of the Illinois School Code.
 - d. The Board and the Superintendent, in consultation with the Board, may modify the requirement for a minimum one-year expulsion on a case-by-case basis. The Superintendent or designee may grant an exception to this prohibition on weapons where the weapon is to be used in connection with a student activity such as for a school play.
29. Terrorist-Type Activities – any act, threat, hoax, or prank of a terrorist nature, especially involving weapons, explosives, biological agents, other dangerous materials or look-alikes of any such items.
30. Theft – Burglary, robbery or theft.
31. Tobacco – Possession, sale, purchase, use or transfer of tobacco.
32. Trespassing – trespassing on school grounds or in the buildings.
33. Truancy and Tardiness – Excessive truancy or tardiness.
34. Vandalism - Vandalizing school property or private property, which is lawfully on school premises.

* **“Possession”** means having any knowledge of, and any control over, an item. Control includes, but is not limited to, having access to an item in a school locker, personal effects, a vehicle, or other place where the item is located. It is not necessary that a student intend to control the item. A student may acquire knowledge of any item visually, by being told about the item, or through other sensory perception. A student’s knowledge will be determined based on the surrounding circumstances, not just the student’s statements. For example, “forgetting” that an item is in one’s locker, personal effects, or vehicle does not constitute lack of knowledge. Also, for example, coming onto school grounds or to a school-sponsored event in a vehicle which the student knows contains an item constitutes possession of that item, even if the vehicle or the item is not the student’s. This provision on possession applies to any policy or rule which regulates or prohibits possession of any item, such as weapons or drug paraphernalia, and such substances as tobacco, alcohol, drugs and look-alikes of such items or substances.

A **“look-alike”** is any substance or item which is not, but reasonably appears to be, or is represented to be, the real substance or item. Examples include:

- A toy gun, which is very difficult to distinguish, except upon close examination, from an actual gun,
- A green leafy plant material, which is not, but is claimed, believed or intended to appear to be, marijuana,
- A white powdered substance, which is not, but is claimed, believed or intended to appear to be a toxic chemical or biological agent.

The Superintendent may establish additional rules, through administrative regulations, and may approve rules adopted at the building level, which further clarify and/or define the general norms of behavior and grounds for expulsion and suspension contained in his policy and/or which provide for the orderly operation of the schools.

Disciplinary Consequences

Disciplinary Consequences include:

- Behavior report
- Telephone contact
- Parent/guardian notification

- Parent/guardian conference
- Disciplinary conference
- Seizure of contraband
- Withholding of privileges, including participation in extracurricular activities
- Removal from classroom
- Detention
- In-school suspension for a period not to exceed 5 consecutive school days per incident
- Suspension from school and all school-sponsored events for up to 10 days per incident. A suspended student is prohibited from being on school grounds and school activities and events. Parents will be provided with the district's suspension procedures as necessary or requested.
- Suspension of bus riding privileges
- Expulsion by the Board of Education from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds or at school-sponsored activities. Parents will be provided with the district's expulsion procedures as necessary or requested.
- Notification of law enforcement authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, weapons, and threats or battery against staff members.
- Transfer to an alternative school program of a student who is subject to suspension or expulsion.

The consequences described above may be applied in combination and in any order as appropriate to the behavior involved.

At times, the Board of Education's discipline policy and /or school handbooks may specify consequences for certain types of misconduct. These consequences will generally be followed, however, in appropriate circumstances, any violation of this policy or school handbook may be considered gross disobedience or misconduct for which a student may be suspended or expelled. Repeated violations may also be considered gross disobedience or misconduct for which a student may be suspended or expelled, even though any particular violation by itself might not warrant suspension or expulsion. Finally, any extreme misbehavior may be considered gross disobedience or misconduct for which a student may be suspended or expelled, even if not addressed by this policy or a student handbook.

Search and Seizure

For the safety and supervision of students in the absence of parent(s)/guardian(s), to maintain discipline and order in schools, and to provide for the health, safety, and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as district property.

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects (e.g., purses, wallet, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the district's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

- Outside the view of others, including students;
- In the presence of a school administrator or adult witness
- By a certified employee or administrator of the same sex as the student

Seizure of Property

If a search produces evidence that the student has violated or is violating the law or the district's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

BAG/BACKPACK CHECK

As part of our school-wide safety plan, we will conduct bag/backpack checks of students as they enter school a few times each school year. These bag/backpack checks will be random and unannounced.

CANINE DETECTION

Scent-trained canines provide a tool for substance abuse prevention and send a message that a school has initiated a proactive position regarding the presence of prohibited items. We will also inform parents and students about this safety measure.

Please understand we will allow the dog(s) with its handler to search the students' lockers in the hall and the gym locker rooms while students remain in their classrooms. School and/or legal consequences may occur should we discover inappropriate or illegal items. The use of a detection canine is a standard part of our school safety plan. The use of the detection canine will be random and unannounced. Maintaining a safe school environment is a school/district priority, and very important to "Quality Student Learning" at Holmes and in School District 59.

➔ **CCSD59 policy related to search and seizure is below.**

7:140 Search and Seizure

For the safety and supervision of students in the absence of parent(s)/guardian(s), to maintain discipline and order in schools, and to provide for the health, safety, and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as District property.

School Property and Equipment as well as Personal Effects Left by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

ACADEMIC STANDARDS

All students are required to meet certain specific minimal standards in all subject areas before promotion to a higher grade. Those students who fail to meet those requirements will be involved in conference with their teachers and parents regarding possible retention. Students failing a course are not eligible for activities. Students are responsible for knowing the requirements in each subject area completing all work assigned. Comprehensive examinations at each grade level are part of the minimal requirements for several subjects. Good advice is to do your work on a regular basis, turn it in to your teacher on time, and you will have no academic problems.

FPA – FINE and PRACTICAL ARTS

FPA stands for "Fine and Practical Arts" and research has shown that education in the fine and practical arts is essential to the development of the whole child. The Holmes Junior High Fine and Practical Arts department offers students experiences in Art, Life Skills, Technology, and Music. Students may also be involved in one or two performing ensembles for their music experience. Students go to a Fine and Practical Arts class every day and rotate to a different class every nine weeks. If the student is involved in a performing ensemble along with the classes in Fine and Practical Arts, such as chorus/orchestra or chorus/band, they will split these days between each group. Directors will give exact information the first week of school. In-school lessons for students in either band or orchestra may involve a student being pulled out of a class once per week. Directors will also give information regarding in-school lessons and class pull-outs.

ORCHESTRA: Students have an opportunity to participate in Orchestra at Holmes Junior High School. In addition, students have weekly small group lessons and may be pulled out of class on a rotating basis to enhance the group learning experience. Occasional additional rehearsals are held, and students are required to attend. Attendance at performances is an expectation of all students. Parents are encouraged to attend the HJHS Open House at the beginning of the school year to gather detailed information about scope, sequence, content, organization, and evaluation of our orchestra activities.

GRADES AND WORK

If good grades are your aim, the first step is regular attendance of school. Missing school means you miss class discussion and explanations, and you have work to make up. All make-up work and tests should be done as soon as possible after returning to school. Exceptions may be made for an extended illness. **REMEMBER IT IS YOUR OBLIGATION TO CONTACT THE TEACHER REGARDING MISSED ASSIGNMENTS.** Absence from school does not relieve you of your obligation. It is too late to worry about

make-up work when your report card reflects your failure to meet your responsibilities. Students should contact friends to bring homework to them when they are out for a day or two. If a student is absent for three (3) days or more, a parent should call the office to request assignments, which may then be picked up from the school office; however, twenty-four (24) hour notice is required. Homework assignments will vary, but an average of an hour each evening is about right for junior high school - this means sometimes more, sometimes less. Frequently, class time is used to begin homework and many students complete their assignments during this time.

REPORT CARDS AND PROGRESS REPORTS

The report card is issued every nine (9) weeks – four (4) times a year and will chart, in part, your educational progress; A-Superior; B-Good; C-Average; D-Little or no progress; F-Failure; I-Work not complete. Incompletes must be made up by the end of the 4th week of the following grade period. **Progress reports for each student are sent to parents mid-way through the grading period. Progress reports are to be returned, signed by the parent within two days.** Report card envelopes, signed by the parent, must be returned to the student's homeroom teacher. **Please Note:** Progress Reports and Report Cards will be withheld if there are unpaid school fees or any other fines.

Students with straight A's will be on the Straight A Honor Roll and students with only A's and B's will be on the A/B honor roll for each quarter that these grades are achieved.

HOMEWORK POLICY

DEFINITION: Homework refers to an assignment to be completed during a supervised study in class, outside of class, in a study/resource, or at home.

POLICY STATEMENT: Well chosen, clearly communicated homework is an integral part of the instructional process. Challenging homework assignments help students learn. Homework that reinforces, enriches, and enhances instruction encourages families to become more involved with education. It also causes students to work independently and to become more responsible for their own achievements. Homework assignments would review, reinforce, or extend classroom learning by providing practice and application of knowledge gained; teach students responsibility and organizational skills; promote wise and orderly use of time; and provide opportunities for enrichment activities. The following expectation for homework may be considered typical for students of average ability at the junior high school: Grades six through eight- 6 to 8 hours per week.

DISTRICT ISSUED NEXUS TABLETS AND CHROME BOOKS

All District 59 sixth, seventh and eighth grade students will be issued a Nexus Tablet and a Chrome Book to be used at school and home during the school year. We believe that in providing this opportunity all students will have the ability to improve academically as well as develop critical thinking, creativity and collaboration skills to better prepare our students to succeed in a world where the use of technology is ever increasing and the demand for mastery will continue to grow.

Parents will have the option of purchasing District 59 Technology Protection Plan for these items. This will protect you from the potential expense of accidental breakage or repairs. This plan is very affordable and highly recommended. Please note that the purchase of the Technology Protection Plan, while recommended, is not mandatory.

INTERNET AND COMPUTER EXPECTATION AND RULES

In order for students at Holmes Jr. High to use the Internet in school the following criteria must be met:

1. Students must have turned in a signed Internet usage form
2. Internet use must be school related; no recreational use of the Internet is permitted
3. If using the Internet on an individual basis (drop-in, study hall, after school) students must have a signed Internet pass detailing the project/assignment and whether or not the printing is required.

** Items to be printed should be shown to a teacher or LMC staff member first.*

Inappropriate usage of the Internet or school computer

Examples of inappropriate use would include, but are not limited to the following:

- Non school related "surfing"
- Excessive printing, or printing with permission
- Using the Internet outside of a class (ex: study hall) without a signed Internet pass
- Having a pass for Study Island (or another online program) and deviating from that site
- Vandalizing equipment (unhooking, writing on, etc.)

Consequences for inappropriate usage of the Internet

1. A verbal warning will be issued for first time, inappropriate usage of the Internet and the student's name will be recorded and the grade level administrator and teachers will be notified.

2. A second indiscretion will result in a loss of Internet privileges for 4-6 weeks, the student will meet with the grade level administrator, teachers will be notified, and the student's parents/guardians will be notified.
3. Should a third indiscretion occur the student will lose privileges for the remainder of the school year.
 - Gross misconduct at anytime can lead to an automatic suspension of privileges as outlined in the student handbook.
 - During the time that privileges are suspended, students will need to meet with teachers to determine how assignments requiring the Internet will be completed.

Consequences of inappropriate usage of computer equipment

 - Any misuse, vandalism, or defacing of computer equipment or peripherals will result in an immediate loss of all computer privileges; quantity of time to be determined by grade level administrator.
 - During the time that privileges are suspended, students will need to meet with teachers to determine how assignments requiring usage in school will be completed.

PROMOTION POLICY

Prior to the end of the school year, parents will be informed if their student has not met the requirements to be promoted to the next grade level. If you do not receive such notification, you may assume that your child has been promoted. Eighth grade promotion will be indicated with diplomas, which will be presented at the graduation ceremony. Students who do not meet the minimum yearly requirements for any one specific course will be expected to complete this work before being promoted to the next grade level. The diplomas of such students will be withheld until the deficiencies are taken care of, either by individual tutoring or by the successful completion of a similar course in summer school.

TEXTBOOK LOAN POLICY

Textbooks are issued to students, at no charge, in each subject area where books are used. Students are responsible for their books and are expected to turn them in at the end of the year with no more than average wear for one year. At the beginning of each school year, every student will complete a form that describes the condition of the book they are receiving. Parents will be charged for books showing wear or damage beyond that which had been described by the student at the beginning of the school year. Textbooks today can cost \$16.00 to \$75.00 each. With normal use and care, a textbook should remain useable for five to six years. All textbooks should be covered by the individual student. These covers can be purchased or homemade, and teachers should encourage this practice throughout the school year. Each book should also have a label inside the front cover and a number system for each series. Students must have their name on the label of each schoolbook they are using. If a student loses a textbook during the course of the school year, he/she will be issued a loaner book for three weeks maximum, after that period a student will be expected to pay for the book lost. REFUNDS: If a student pays for the replacement of a lost textbook, and then finds the textbook, a refund can be given ONLY IF a new textbook has not been purchased. No refunds will be given if a new textbook has been purchased to replace the lost book.

ATTENDANCE (absence, tardiness, early dismissal, unscheduled vacations)

The Illinois compulsory attendance law requires all children ages 7 – 16 to attend school. It is the responsibility of the parent or guardian to ensure his/her child attends school regularly in order to obtain the maximum benefits from the educational program.

Students should arrive on time for school and be in their classroom by 7:55 A.M. The final bell rings at 8:00 A.M. and class begins promptly at that time. If you are not seated in your homeroom or first period class by 8:00 A.M. you are considered tardy and will need a tardy slip (issued in the school office) for admission to class. A parent must call the school office Attendance line – 847-593-3890 **before 8:30 A.M.** each day the student will be absent. In the interest of student safety it is the policy of School District 59 for the school office to verify all absences if no parent call is received by 8:30 A.M. The Attendance Line is available 24/7 and parents can leave messages regarding absences or late arrivals at any time. This recording feature will accept short phone messages regarding absences. Please speak clearly and give both the student's first and last name when leaving your message. Written excuses will not be accepted. Students who miss the bus should not remain at home since this is *an unexcused absence*. Lack of transportation or bad weather is no excuse for remaining at home. Call the school when you need advice. ***No pupils should be in the building before 7:35 A.M. except by special permission. Students who because of illness, are absent from school for any time on any day, will not be eligible to participate in after school or evening activities that day. Students attending part of the school day will be given consideration for activity participation by the club sponsor and the school administrator.***

TARDINESS

LATE FOR SCHOOL: All students must report to the school office to obtain an admit slip if they arrive at school after the 8:00 AM bell has sounded. Parents should notify school if their son/daughter will be late due to early morning doctor/dentist/orthodontist appointments. Students who arrive late three or more times for reasons ***other than required appointments*** will need to serve a detention for every subsequent incidence of tardiness from that time on. Upon arrival, these students should report to the school office

to receive an admit slip. No detention will be assigned to these late arriving students if the office has been notified prior to the appointment by the parent. **Parents do not need to sign their child in; students can sign themselves in.**

→ PLEASE NOTE - ALL TARDIES MUST BE RECORDED – REGARDLESS OF THE REASON* ←

In addition to accurately recording all student absences, the school office must record all tardies, *regardless of the reason for the tardiness*. Missing the bus and/or waking up late are considered unexcused tardies. ***Additionally, if a parent drives their student to school for any reason and the student arrives late, the tardiness MUST STILL be recorded.** The school office is often asked to not record a student's tardiness because "it was the parent's fault." While we understand that circumstances often arise that might contribute to a student's late arrival, a late arrival **must** be recorded as such.

Only tardy arrivals due to an appointment OR a late arriving bus are recorded as excused tardies. **LATE FOR CLASS:** A student who is tardy between classes should receive a pass to class from the previous teacher if he/she was dismissed late. Students reporting tardy because of their own negligence will be expected to make up the time missed after school with their teacher.

EARLY DISMISSAL

If it becomes necessary for a student to be dismissed from school early, a written request is preferred stating the time and reason for the early dismissal. All requests must be presented to the school office, not the classroom teacher, when students enter the building in the morning. If early dismissal is granted, the office will issue an early dismissal slip that the student should show the teacher in order to leave class at the appointed time. **Parents or a parent designee must come in to the school office to sign the student out.**

FAMILY VACATIONS

Parents are strongly urged to coordinate vacation plans and other such activities with school vacations. It must be realized that some classroom experiences cannot be repeated for students who are absent. Students who are not in attendance due to vacation are considered **unexcused**. Missing school means missing class discussions and explanations, and you have work to make up. All makeup work and tests should be done as soon as possible after returning to school. Remember, it is your responsibility to contact the teacher regarding missed assignments upon your return. **If a student does not return to school for 15 school days, he/she is withdrawn from the attendance roll. It will be necessary for a parent to re-register the student upon their return.**

If you do go on vacation, you must notify the school office in writing indicating the dates you will be absent. If you want to take school work with you, in most cases, you can figure out what chapters or material you will be working on during the time you will be out. Read and study the material, then do the exercises at the end of the chapter or unit. Be prepared to turn in your answers upon your return. Assignments not completed will be averaged as a zero grade.

EIGHTH GRADE GRADUATION REQUIREMENTS

It is our hope that every child will be able to meet the requirements for graduation and participate in all of our end-of-year activities. These include the class trip, the graduation ceremony and the graduation dance. Our primary academic goal is to ensure that our students are adequately prepared for high school. In order to accomplish this goal, it is necessary for students to meet at least the minimum standard of achieving passing grades in all subjects. A letter with eighth grade requirements for graduation and for participation in the end of year activities will be sent home each semester.

There are additional requirements that students must meet in order to participate in these activities. Students will be withheld from all or part of the graduation activities if:

1. Students receiving **more than one final grade of "F"** on their report card will not participate in the graduation ceremony, graduation dance or class trip to Great America.
2. Students receiving a **final grade of "F" in any subject** will not participate in the class trip to Great America.
3. Students failing the same subject for two consecutive grading periods will not participate in the class trip to Great America.
4. Students whose parents have not yet paid fees related to damage/loss of any school owned material or equipment, for example, textbooks, laptops, all laptop accessories, PE fines/fees, Chorus, Band or Orchestra materials or clothing, will result in the denial of school privileges (such as participation in extracurricular activities, summer school, inter-session, special after-school programs, social events or graduation ceremony/class trip/graduation dance). In addition the district may contact a collection agency to assist in the collection of unpaid fees or pursue other legal avenues to collect unpaid fees.)
5. Students displaying inappropriate behavior throughout the year as evidenced by suspensions and/or numerous office referrals will not participate in graduation ceremony, graduation dance or class trip to Great America.
6. Students with excessive tardies to school or not dressing for gym class will not participate in the class trip to Great America.
7. Excessive unexcused absences from school will not participate in the graduation ceremony, dance or class trip to Great America

ATTENTION 6th, 7th & 8th GRADE STUDENTS - AWARDS TO WORK TOWARD

Upon graduation, eighth graders have the opportunity to receive one or more of the awards described in the next few paragraphs. This criterion is printed here because in many cases these awards need to be worked toward from sixth grade through eighth grade. It's never too early to start thinking about earning these awards!

SUE BOVE HUMANITARIAN AWARD

Beloved teacher, Mrs. Susan Bove, is no longer with us, but in memory of her ever optimistic and uplifting spirit we began the Sue Bove Humanitarian Award IN 1999. This award recognizes all the positive human traits that Mrs. Bove sought to instill in her students. We all miss her and, at the same time, seek to remember her through honoring the recipient of this award. THEREFORE, a special fund was begun by Mrs. Bove's family and friends to provide a commemorative award trophy. Through such generosity, this award will be self-perpetuating for many years to come.

SUE BOVE HUMANITARIAN AWARD CRITERION

Student recipients of the award will demonstrate the following behaviors and personality traits:

- The student is honest in word and actions.
- The student positively influences others through word and example.
- The student is kind and seeks to promote the welfare of others.
- The quality of the student's schoolwork represents his or her highest intellectual potential.
- The student seeks to help others, even at the risk of personal popularity.

AMERICAN LEGION AWARD CRITERION

<u>HONOR</u>	Highly developed moral character; high standards of conduct; devotion to duty; keen sense of what is right and honest; practice of clean speech and thoughts.
<u>COURAGE</u>	Bravery in the face of opposition and danger; determination to do the right thing with public applause and regardless of personal advantage. A quality of the intellect.
<u>LEADERSHIP</u>	Ability to lead and to accomplish through group action by working in harmony and unison with other leaders; desire and ability to fill voids in the lives of others caused by timidity, illness and other problems.
<u>SERVICE</u>	Kindliness; unselfishness; fellowship; protection of the weak; promotion of interests and welfare of associates; and constructive and for the up-building of the school and community.
<u>SCHOLARSHIP</u>	Attainment in school studies; quality of schoolwork reflecting the fine traits of industry, perseverance, efficiency and intelligence.

ACHIEVEMENT AWARDS AND CRITERION

SCHOLASTIC ACHIEVEMENT AWARD

SCHOLARSHIP / INTELLECTUAL CURIOSITY / LEADERSHIP / INDEPENDENT ACHIEVEMENT

The highest attainment in educational studies demonstrating the traits of industry, perseverance, efficiency and intelligence. The use of initiative and originality in academic work as an individual and with the classroom group. Interest and vitality regarding class activities and positive contributions to group discussions. Responsibility, maturity, ability to influence others toward positive actions, and to continue participation in the educational process in the absence of adult supervision.

SCHOLASTIC MERIT AWARD

The Scholastic Merit Award has been established to recognize students for the vitality and interest with which they approach all their classroom work. These students have consistently demonstrated to their classmates the extent to which intelligence and perseverance contributes to one's own success as well as to the betterment of the class and school community.

SCHOOL CITIZENSHIP AWARD CRITERION

The School Citizenship Award has been established to recognize students for their **highly developed moral character, high standards of conduct, responsible school behavior and keen sense of what is right and wrong**. Additionally, these students consistently maintain high academic standards. These students lead through example and cooperatively contribute to the Holmes School Community.

THREE YEAR HONOR ROLL

Students who complete each school year with straight A's will receive an award plaque for Three Year Straight A Honor Roll. Students that end each school year with all A's or B's will receive a certificate for Three Year Honor Roll. *Note: During the student's eight grade year because of the time constraint for ordering awards – the end of the third quarter grades will be the determining grades for awards.*

THREE YEAR PERFECT ATTENDANCE

Students who have maintained perfect attendance for the entire three years of junior high will receive an award at the 8th grade awards assembly held on graduation day.

CITIZENSHIP CERTIFICATE

The citizenship award certificate honors students who have made positive contributions to their schools and/or community. These students show a positive attitude toward their classmates and teachers.

SUBJECT AREA AWARDS

A top student or students will be chosen from each of the following. The criterion for each award is determined by subject area teacher(s) in: Band, Fine and Practical Arts (Applied Technology, Art, Lifeskills and General Music), Foreign Language – French and Spanish, Literary Excellence, Physical Education, Mathematics, Orchestra, Outstanding Student in the ELL Program, Reading, Science, Social Studies, and Vocal Music

ACADEMIC PRESIDENTIAL CERTIFICATE - GOLD

In order to qualify for a Presidential Academic Gold Certificate, a student must have:

- A Grade Point Average of 90 on a 100 point scale or
- A 3.5 on a 4.0 scale
- School criteria reflecting standards of excellence equivalent to a 90% level or higher on the traditional grading scale.
- The student must demonstrate HIGH motivation, initiative, integrity, intellectual depth, leadership qualities, and exceptional judgement.
- The student MUST achieve in the 90% percentile or higher in math or reading on the Standardized Achievement Test.

ACADEMIC PRESIDENTIAL CERTIFICATE – SILVER

The purpose of this award is to recognize students who show outstanding educational growth or improvement, commitment or intellectual development in their academic subjects, but do not necessarily meet all of the the criteria for a gold certificate. This award recognizes academic achievement and is meant to encourage and reward students who work hard and give their best effort in school and/or acknowledge and reward the academic growth of students that may have special obstacle to learning.

IMPORTANT HEALTH, DENTAL, EYE and MEDICATION GUIDELINES

For a more comprehensive description of Health Guidelines please refer to the district's Family Reference Guide on pages 16, 17 and 18.

Parent(s)/guardian(s) of students shall present proof of a health examination by a licensed physician and of having received the immunizations against Diphtheria, Pertussis, Tetanus, Poliomyelitis, Measles, Mumps, Chickenpox and Rubella As well as screenings for preventable communicable diseases, as required by the Department of Public Health rules for children:

- ✓ Entering Kindergarten or first grade
- ✓ Entering the sixth grade; and
- ✓ Enrolling in an Illinois school, regardless of the student's grade
(including early childhood, special education, and students transferring into Illinois from out-of-state or out-of-country).

As required by Illinois State Law:

- 1) The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
- 2) A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
- 3) Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk assessed" or screened for lead poisoning.
- 4) The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.
- 5) **Unless the student is homeless, failure to comply with the above requirements by October 15 or within 60 days of notification will result in the student's exclusion from school** until the required health forms are presented to the District. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant or local health department responsible for administering the immunizations. All new students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations.

HEALTH SERVICES

If a student becomes ill or has an accident in school, he should report this to a teacher. Students must not leave the building or call their parents to pick them up with authorization from the office. A school nurse is available at all times. Any medication (including aspirin) must be brought to school by the parent and must be turned in to the school nurse. Pupils must have a doctor's authorization to bring medication to school.

MEDICATION GUIDELINES

District 59 believes that prescription and non-prescription medication should ordinarily be administered in the home; however, we recognize that at certain times, medication must be administered during the school day in order that the child attend school on a regular basis. A written order from the physician, detailing medication, dosage, and time intervals to be given must be on file. The required form to be used for both the parent and physician is available at the school office and is called the **Medication Authorization Form**. Non-prescription drugs also require a written order from the physician. Documented permission from the parent or guardian must also be on file in the school health office to permit the child to receive medication during school hours. A student may possess and self-administer asthma medication on school grounds, at school activities, while under the supervision of school personnel, or before and after normal school activities, when: (a) the medication has been prescribed by a physician, a physician's assistant or an advanced practice registered nurse possessing the proper authority to prescribe medication; (b) the student's parent(s) or guardian(s) have provided the school nurse with written authorization for the self-administration of medication and a written statement from the student's physician, physician assistant or advance practice registered nurse stating: (i) the name and purpose of the medication; (ii) the prescribed dosage; and (iii) the time or times at which or special circumstances under which the medication is to be administered; and (c) the student or guardian(s) have signed and submitted the district's "Hold Harmless and Indemnity Agreement for the Self-Administration of Asthma Medication."

With the exception of asthma medication to be self-administered by the student, all medications must be delivered personally by the parent to a school representative in a container, properly labeled by a pharmacy or a physician. The district reserves the right to reject any request for the administration of medication in the school.

Students in possession of prescription or non-prescription medications in violation of this policy may be subject to disciplinary action.

PHYSICAL EXAMINATION REQUIREMENTS NECESSARY TO PARTICIPATE IN EXTRA-CURRICULAR / INTERSCHOLASTIC ATHLETICS

Any student who wants to **try out** or **participate** in any Interscholastic Athletics **must have a current physical examination form on file in the nurse's office** for the current school year. The School District 59 Policy is consistent with the State of Illinois guidelines.

- ✓ A physical examination is necessary each school year that a student participates in any extra-curricular or Interscholastic Athletics as well as proof of insurance. **Students can not even try out for a sport or athletic activity without a current physical and proof of insurance. According to District 59's policy there can be NO exception to this requirement.** It is

therefore important that you schedule your child's physical examination in advance of the sport in which he or she would like to participate.

Physical Examination forms are available in the school office and should be completed after May, and before the first day of school commences. If there are any questions, please contact the school nurse.

DENTAL EXAMINATIONS

All children in: Kindergarten, Second grade and Sixth grade must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof:

Of a completed dental examination or that a dental examination will take place within 60 days after May 15.

The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

EYE EXAMINATIONS

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required. Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

CELL PHONE USAGE

Cell phone use **is not permitted** during the school day while classes are in session. Students should not call or text parents during the school day NOR should parents call or text students while classes are in session.

Cell phones are allowed in school only under the following conditions:

- The cell phone must be **kept in the locker and turned OFF.****
- Cell phone use can occur before or after school hours outside the school building.
- If a phone is found with the student during the school day or the student operates or receives calls/texts during the school day, the cell phone will be confiscated and placed in the school safe until the end of the day. Repeated offenses will result in having a parent come to school to retrieve their student's phone.

Loss of a cell phone usually occurs because the phone has not been securely locked in the student's locker, **as required. The school cannot be responsible for items lost due to student negligence.

Parents are asked to help us enforce this policy and are also asked to refrain from calling or texting their child during the school day while classes are in session.

ELECTRONIC DEVICES (iPODs, Cameras, Video Games)

Students are **discouraged** from bringing electronic devices such as, iPODs, cameras and video games, etc. to school. Such devices are not allowed to be played or used during school hours. If electronic devices are brought to school they should be stored in a **LOCKED locker**. Students should NEVER give their combination to any student.

Students need to spin their lock when shutting their locker to ensure that it is locked. If a student claims that an item or items has been stolen from his/her locker, we can only assume that the locker was either not locked properly or that the student provided others with his/her combination. For these reasons the school and/or district is NOT responsible for lost or stolen items nor can either replace lost, damaged or stolen items.

DRESS CODE

The School District 59 Parent Handbook prohibits student dress or appearance which presents a health or safety hazard, which materially and/or substantially disrupts the educational process, or which is prohibited by school dress requirements. To help everybody better understand what constitutes appropriate student dress at Holmes, listed below you will find our school appearance regulations: These standards include, **but are not limited to** the following:

1. All students are expected to observe the basic standards of cleanliness, good grooming, and modesty.
2. **All shorts and skirts must reach the mid-thigh in length – which means that with your arms against your sides the bottom of the shorts/skirt should be at the same level as your fingertips. All pants must be worn at the waist at a height that completely covers the underwear.**
3. Undergarments should not be visible at any time.
4. Garments that are "see-through", cut low, or expose one's midriff are not appropriate for junior high. If a shirt with spaghetti straps is worn, then a T-shirt or blouse must be worn under or over that shirt.

5. Clothing may **not** contain any wording that promotes or advertises drugs, alcohol. Tobacco, gangs or sexual behavior and must be free of vulgar, obscene or violent words, pictures and symbols.
6. Hair dyes or coloring agents – hair dyes or hair coloring agents cannot be used or worn during the school day.
7. Students may **NOT** wear hats, hoods, visors, bandanas, pajama-type lounge wear or slippers in school.

***** IMPORTANT – PLEASE READ CAREFULLY - FINES AND FEES AND OTHER MONEY MATTERS *****

ALL money turned into school **MUST** be in an **envelope with the student's name and the purpose for the money**. Always turn in the **EXACT AMOUNT** of money – the school office **cannot make change**. School District 59 charges a registration fee for all students. This fee must be paid in full. **Any 8th grade student with outstanding fees for loss or damage to District 59 issued devices/components that have not been paid in full prior to graduation will not be allowed to participate in end of year activities, which include the class trip, graduation ceremony and graduation dance.**

FINAL PAYMENT FOR ALL 8TH GRADE FEES MUST BE TURNED IN 5 DAYS PRIOR TO GRADUATION

Sixth and seventh grade students whose fees have not been paid in full at the conclusion of the school year, will have the unpaid portion added to the following school year's fee screen. Additionally, **Final payment for all 8th grade fees must be turned in 5 days prior to graduation**. School District 59 assesses a charge for any checks returned for insufficient funds. PLEASE NOTE: At the beginning of each school year, all students will be assigned a variety of textbooks. Each student will complete a form to describe the condition of the book they have been assigned. At the end of the school year, parents will be responsible for any damage beyond what the student described at the beginning of the school year for that specific textbook. No refunds will be given if a new textbook has already been purchased to replace a lost/damaged book.

POLICY ON HONESTY

It is assumed that everyone is honest and honesty is always the best policy. This has been proven time and time again in all aspects of life. However, cheating does occasionally occur by a very few individuals. In fairness to the great majority who continually abide by the honesty policy, the following information is provided for those who decide to be dishonest. Cheating or copying homework, tests, quizzes, changing report forms is unacceptable at all times – regardless of where it may take place or who may be involved. While the staff and administration may understand the motivation for cheating, it cannot be condoned and will be dealt with in the following manner:

1. Any student involved in cheating will be ineligible for leadership or representative activities for 2-4 weeks or an equivalent consequence determined by the administration.
2. The student will receive a grade of "F" for that work, and the parent will be contacted in writing explaining the incident and the consequences.
3. If the student is involved a second time, a conference will be requested with the parent, student, teacher(s), and administrator. The consequences will be increased as determined by the student's teachers and administrators.

Teachers, coaches, and sponsors are responsible for informing students of these procedures in each class or activity so that all are aware of the standards and consequences. Parents should also be familiar with the policy where it is stated in the parent/student handbook.

LUNCH PROGRAM

Lunch time is divided into 4 periods which are twenty-two minutes in length. Students will also be assigned to a study-resource area, which is twenty minutes in length. If a student lives close to school, permission to eat lunch at home may be granted only upon written request from a parent with approval of the principal. However, this is discouraged because lunch periods are short and a large percent of students are bus riders.

SPECIAL NOTE: STUDENTS LEAVING THE BUILDING FOR LUNCH - Parents please note that if you intend to pick up your child for lunch and plan to take one or more of his or her friends along, the school office must have WRITTEN permission from the parent of each child. The school office is also not permitted to phone those parents for last minute permission; permission must be in writing. We cannot give the responsibility of someone's children to another adult without written parental permission.

Students can either bring a lunch from home or purchase a hot lunch provided by Ceres. Parents have the ability to put money into a lunch account for their child and the student can then use his/her ID as a debit card. Parents wishing to deposit money into their child's lunch account can do so by placing the amount of money – either cash or check – into an envelope marked with the student's name and indicating that the contents is intended for deposit in the child's school lunch account. Parents are also able to deposit money in their child's account via the website. In the column on the left of the screen on the Holmes webpage, there is a link to "Mealtime Online." Instructions for making deposits online are described here.

When your child's account is running low, lunch personnel will let the student know when they come through the lunch line. No note is sent home. If your child has no money in his or her account and they forget to bring a lunch, the student can obtain a special pass from the lunch supervisor so that they can receive a lunch that day.

LUNCHROOM RULES

1. When finished eating, put milk cartons and paper in the containers specified.
2. Be sure your eating area is clean before leaving the table.
3. When the table is clean, remain seated until dismissed. No loud talking, table-hopping, congregating or unnecessary moving around the lunchroom is permitted.
4. Throwing articles of any kind is prohibited.
5. Misconduct in the lunchroom will result in notification of parents and disciplinary action taken by the school.

DISASTER DRILLS

Disaster drills are among the most important exercises in which junior high students participate. These drills can save lives. To prevent confusion, the following rules have been prepared. Learn the rules so that you may help your teacher in an orderly manner:

1. Know the signals
2. Remain ABSOLUTELY quiet
3. Follow directions

Specific rules for each drill will be explained by your teachers at the beginning of the year. Practice drills will be held throughout the year.

BUS TRANSPORTATION

The privilege of riding the bus will be given to all students who live more than 1 ½ miles from school, to those students who must walk down heavily traveled highways which have no sidewalks, and to those students who must cross busy highways at intersections where there are no crossing guards. Always remember:

1. Upon entering the bus, select a seat and remain seated until time to get off. Seats may not be saved.
2. No student has the right to more than one seat space.
3. Keep the noise of conversation at a polite level.
4. Food is not to be eaten on the bus.
5. The door at the rear of the bus is for emergency use only.
6. Respect and courtesy for the bus driver is essential.
7. Only assigned bus students may ride the daily buses.

BUS/ID PASS REQUIREMENTS AND CONSEQUENCES

- ALL students are required to carry their bus/ID pass at all times
- Bus riders MUST present their bus/ID pass to the driver in order to board the bus
- Lost passes must be replaced at a cost of \$2.00
- Replacement passes can be purchased in the school office.
- Students needing to purchase a replacement bus pass should do so during their lunch/study period or before 2:00 P.M.
- NO passes will be issued at the end of the day so as not to delay the departure of the school buses – see note below:**
- ✓ **As a consequence** – any student who **does not have a bus pass** or has not been issued a temporary pass prior to the **2:00 DEADLINE** each day will be required to stay after school and take the late bus home.
- ✓ Students that cannot stay until the late bus arrives may call a parent to pick them up. Students are not to walk home.

Students who continually disobey the bus riding rules will have their privilege of riding the bus revoked by the administration. Activity bus service is provided for students who are in a scheduled after-school activity under teacher supervision. If a student needs to ride a different bus, a note from the student's parent should be brought to the school office one day in advance. When this is approved by the principal, it should be picked up by the student to give to the driver. Bus riders that miss the bus should not walk home but should call a parent for a ride.

HOMEROOM – STUDY / RESOURCE

The purpose of the homeroom is primarily organizational and for the distribution of information. Intramural teams, student officers and representatives, as well as class and student council drives are conducted through homerooms. Study / Resource is a period of time for special assignments. Students needing additional help will be assigned to a resource class. Other students may work in the library, computer lab, or special areas with the permission of their teachers.

ACTIVITY PERIOD

The after-school activity period begins at 3:15 and ends at 4:15 Monday through Friday, at which time late buses will be available to transport the students home. The Late Bus will leave school at approximately 4:30 PM. Students who plan to stay during the activity period must be supervised for the entire period. Students who are not in a supervised activity will be assigned to a classroom for study. If a student leaves the building without permission, he or she will be placed on social probation for a specified period and may not be allowed to participate in the activity period as determined by the administration.

IMPORTANT: Parents, please become familiar with your child's friends and have access to their phone numbers, cell and home phone. Parents often call the school at the end of the day when their child does not come home at the expected time. Having access to phone numbers of your child's friends will give parents the means to reach their child at a friend's house.

GOAL SHARING / PORTFOLIO SHARING

Each fall parents will be invited to attend a goal setting conference attended by their child and his or her teachers. At this meeting, students will set academic and behavioral goals for themselves. In spring, students will lead a discussion with their parents and teachers and evaluate the progress made toward the attainment of their goals. Examples of students' classroom work are also contained in the portfolio. Please remember that parents can schedule a teacher conference any time during the year by calling the school office or individual teacher(s).

LOST AND FOUND

The Lost and Found is located in the cafetorium and gym locker rooms. Any article not claimed within a reasonable length of time will be given to a charity. If articles of clothing or materials are clearly marked with a student's name – 95% of the items ending up in the Lost and Found could be returned. As it happens, only about 5% of these items are marked and can be returned. Each year boxes of clothing and unclaimed articles are sent to charity.

LOCKERS

Each student is assigned a street locker and a gym locker. Street lockers are large enough for both coats and books. Students may use their lockers before first period, before and after lunch and after the last period. Students are not allowed to switch lockers without office approval. **Students should never give their locker combination to other students!** Taking any item from another person's locker is a violation of the Honesty Policy.

SPECIAL NOTE: Lockers are the property of the school and not the student, therefore, the principal and person(s) designated by the principal have the right to inspect any desk, locker or other school property assigned to a student.

TRUANCY

The school district will determine if the student is a truant, chronic or habitual truant, or a truant minor.

- "Truant"**- a "truant" is a child subject to compulsory school attendance who is absent without valid cause from such attendance for a school day or portion thereof.
- Valid cause for absence** – A child may be absent from school because of illness, medical appointment, observance of a religious holiday, death in the immediate family, family emergency, school activities, special or unusual events approved by the parent(s)/guardian(s) and pre-approved with the school, situations beyond the student's control or as determined by the Board of Education or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.
- Chronic or habitual truant** – A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 10 percent or more of the previous 180 regular attendance days.
- Truant minor** – A child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.
- The Educational Services Department (847-593-4335) will function on a consultative and remedial basis in truancy matters. Families and students seeking help with truancy may be referred to Educational Services after a principal / teacher conference.

WALKERS – BICYCLE RIDERS

We would like to suggest that parents **CONSTANTLY** remind their sons or daughters to use a lot of common sense when walking or riding bikes to and from school. With the heavy volume of traffic in this area, it is wise to travel in two's and three's. After any evening

activity, or **ANYTIME** after dark, **we would like to insist that parents pick up their children personally unless they live within sight of school.** Students who attend Holmes school activities at night are **PROHIBITED** from walking to any of the local restaurants or snack shops after the activity unless accompanied by a parent. We must also insist when students leave the building after the regular school day they go directly home and **NOT** plan to return to school to ride the activity bus or watch a game. The closeness of snack shops in the area creates a very hazardous situation. We do not want students crossing Golf Road, except when directed by their parents – and then only at the traffic lights. **Students who ignore these requests will be excluded from participation in activities.**

PHYSICAL EDUCATION REGULATIONS

All students are required to wear the school gym uniform, which consists of a reversible red/black top and black shorts, gym shoes and socks. Uniforms can be purchased through the gym department. All students are issued a gym locker. The combination to this lock is on file with the student's gym teacher. **All articles of gym clothing including gym shoes should have the student's name written on them with a permanent marker.** A student who is not able to take gym must have a note from his/her parents. The note should state the reasons why a student cannot take gym and will excuse the student from gym for only two (2) days. Students who are to be excused from gym for longer than two (2) school days must have their parents telephone or write a note to the school nurse indicating the reasons and the number of days that the student should be excused from gym. A note from the family doctor will be required in those instances where the student is to be excused from taking gym for longer than one (1) week. **State, district and school regulations require that students participate in physical education classes. Thus, students are expected to be properly dressed for gym and to take part in all activities.** Parents **will be notified by the gym teacher in those situations where students fail or refuse to take gym.** Parents are encouraged to call the school and talk to the student's gym teacher if problems arise or if there are any questions about the school's physical education program.

VALUABLES – IMPORTANT: PLEASE READ!

Students are DISCOURAGED from bringing valuables to school, such as, but not limited to;

- electronic devices
- Expensive jewelry/watches
- Hand-held games
- Expensive articles of clothing
- any irreplaceable item

Students should not give their locker combination TO ANYONE. In order to insure that a locker is securely locked you must turn the dial after the door is closed. By doing this the lock cannot be opened.

IMPORTANT – the school CANNOT be responsible for, nor can it replace, lost, damaged or stolen items.

If items placed in a locker "disappear" - we will have to assume that the lock was not properly locked.