

Do Well. Do Good. Lead.

Dear Parents,

The entire staff welcomes you to Holmes Middle School! We recognize and honor that our parents, staff and students form a unique community where all members have a right to feel that they are welcome and safe.

Our handbook guidelines are designed to create a secure environment for all students; one in which education, the primary function of our school, can be delivered without disruption.

School, community and parent partnerships are important to us at Holmes. We value the opportunity to partner with our parents, to provide the best educational and extra-curricular environment for your children. Let's have a great year!

Go Hornets!

Sincerely,

The Holmes Middle School Staff

# Mission Statement

The Holmes community values the whole child and will strive to create a supportive environment where students can grow into responsible citizens invested in and accountable for their future.

**“Once a Hornet, Always a Hornet”**

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**GENERAL INFORMATION**

**EARLY MORNING / AFTER SCHOOL TRANSPORTATION PROCEDURES**

Because of the large number of buses we use to transport students to and from school, we have found it necessary to close our front drive to public use between the hours of 8:00- 8:40 and 3:00 – 4:00. Parents dropping off or picking up students at these times are asked to use Highland Avenue (directly to our north).

**ATTENDANCE**

Regular attendance is essential if a student is to make use of the educational opportunities the school offers. It

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develops dependability and responsibility in the students, and contributes to academic achievement. Parents/guardians of students have the legal responsibility for their children's regular school attendance.

- a. It is the parent/guardian's responsibility to notify the health office or to call the absence line prior to the start of the school day when their child will be absent from school. Calls to the absence line can be made to the school 24 hours a day. If a parent does not notify the health office, the health assistant will attempt to contact the parent/guardian at home or at work. The parent/guardian must provide the health office with updated home and work phone numbers so that they can successfully be contacted if the need arises.
- b. It is the parent/guardian's responsibility to provide a note from a physician if the child is absent from school for 5 or more days. In the event of frequent absences totaling or accumulating to more than 10% of the days of attendance, the school may ask the parent/guardian for a note from a physician. In addition, the school nurse may request permission to speak to the doctor to obtain further information regarding the student's absence.

According to Section 26-2a of the Illinois School Code (105 ILCS 5/26-2a), a student is considered truant if he or she is absent without valid cause from school for 5% or more of the previous 180 regular attendance days. Students considered truant will be referred to the local police's truancy officer.

- c. If your child has a contagious disease or other serious condition, please call school with the information as soon as you know. In this way, letters can go home to the other parents alerting them of the disease so they will not be caught unaware. Regulations regarding return to school after a communicable disease are noted under HEALTH SERVICES: Communicable Disease in this book and vary with each disease.
- d. In the event that a student has a prolonged illness (two weeks or more) the parent/guardian may request home-bound instruction. A letter from a physician stating the length of time needed for recovery at home will be needed along with a parental written request. Contact the building Principal so this process may be initiated. Final approval of any home-bound instruction must come from the Assistant Superintendent of Support Services.
- e. Removing students from school for vacation trips is discouraged. However, if taking students from school cannot be avoided, arrangements should be made with the Principal so that the reasons for the absence, and plans for keeping up work, will be known. Teachers will expect missed work to be turned in upon return to school.

**School hours are 8:30 to 3:30.** If a student is going to be late to school, please contact us via a phone call, a note, or by personally bringing your child to our office. Students who arrive late without a note will be required to bring one in the next day.

### **STUDENT ABSENCE PROCEDURES**

Parents are expected to notify our school office by telephone whenever their son/daughter is going to be absent from or late to school. To report a student absent or late arrival a parent can call 847 - 520-2790 anytime after 4:15 p.m. and before 8:00 a.m. When you hear the general message, Press "1" and leave your name, the student's name, the date of absence (or date and time of late arrival) and reason.

Whenever a student needs to leave school early (i.e. due to a doctor's appointment) a written request signed by a parent must be turned in to the office in advance of the anticipated absence. Students will only be released to a parent or to an adult designated by a parent. Students must be signed-out in the office.

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### **ATTENDANCE AT SCHOOL EVENTS**

Parents and guests are welcome to attend all of our music, drama, and athletic programs and contests. Our only request is that you assume responsibility for the supervision of small children you bring with you. In order to participate in any after school or evening school activity, students must be in attendance at least 1/2 of the school day.

### **EARLY DISMISSAL**

Requests for early dismissal must be made by telephone or submitted in writing to the school office no later than the morning (before 9:00 AM) of the day in question. Teachers will then be notified as to the appropriate time to release students to the office from class. Please note - even with a written note a student will not be released unless met and signed-out in the office by a parent or designated adult. Students will not be released to meet a waiting car or to walk home.

### **EMERGENCY CONTACT INFORMATION**

It is absolutely imperative that we have current, accurate emergency telephone numbers for all of our students. Please contact us immediately whenever there is a change in your emergency, work, or home number. In situations involving illness or injury it is extremely important that we are able to reach parents quickly.

### **AUTOMATED NOTIFICATION SYSTEM**

Recently, the district implemented SchoolMessenger, a phone/email notification system. If at any time you change telephone numbers, email addresses, or emergency contacts, please visit or call your child's school office. Maintaining updated contact information will help everyone in the event of an emergency and will ensure that SchoolMessenger can connect with you when the system is utilized.

### **COMMUNICATING WITH STUDENTS AND TEACHERS**

Given the large size of our student population, **we will not accept messages for students except in the case of an emergency.**

Parents should feel free to contact teachers by telephone any time a need arises. Please understand, however, that due to the variances in staff schedules we cannot guarantee immediate delivery of messages nor can we guarantee that teachers will be immediately able to return calls. As a general rule, messages left in the morning will be returned before the end of the school day.

### **CELL PHONES**

Cell phones need to be in the "off" position and kept in a student's hall locker; cell phones will be confiscated if a student brings it to class or is visible during the school day. In order to recover confiscated phones, a parent will need to make an appointment with a dean to recover the phone.

### **LOST AND FOUND**

Misplaced and lost items of clothing, books, etc. are a problem in every school, therefore, there is a "Lost & Found" box in each building. "Lost and Found" items are located in a cabinet in the cafeteria. Your child's name should be on jackets, gloves, boots, etc. Unclaimed articles are donated to charitable organizations before Winter Break and at the end of the school year. Please contact First Student (8847-541-0220) for items left on the bus.

### **LOCKERS**

Students are assigned their own hall locker with a built-in combination lock. Students are not permitted to place their own locks on hall lockers. It will be the responsibility of the individual students to keep their lockers clean and in order. Students who abuse lockers by writing on them, kicking them, slamming doors, etc., will lose the privilege of using them. Students are allowed to go to their lockers before and after school as well as during passing periods, provided they are not late to their scheduled classes. In addition, as mentioned earlier, students will be assigned gym lockers in which to keep their clothes and shoes.

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## **MONEY AND VALUABLES**

Students are advised not to bring valuable items such as jewelry, all electronic games and devices, etc. or large amounts of cash to school. The school cannot be responsible for loss or theft of these valuables.

## **WELLNESS**

Our Board of Education is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity.

We are all responsible for the cleanliness of our building. There should be NO food, gum, candy or drinks in the hallways. Therefore, food, gum, candy and drinks should only be eaten in designated areas at designated times under the supervision of a teacher. Open food containers are NOT to be stored in lockers.

### **Food and Allergy Awareness**

In accordance with District 21's food and allergy procedures, school celebrations are limited to fruits, vegetables, and hard cheeses.

### **Snacks/Treats/Birthdays**

Please refrain from sending any homemade or store bought food items with your child for any type of celebration, as they will not be able to share them with other students.

### **Health Center/Medications**

Whenever a student feels ill he/she should first talk to one of his/her classroom teachers who will in turn, refer the student to our health office. In order to maintain accurate classroom attendance records, our procedure is not to admit a student to the health office without a pass from a classroom teacher. Exceptions, of course, are made in the case of an emergency.

Please refer to the *Health Services* handbook for specific guidelines regarding the administration of prescribed medications.

## **PARENT TEACHER ORGANIZATION**

Holmes is very fortunate to be supported by a well-organized, active Parent-Teacher Organization. Our PTO functions for the purpose of serving our students and our school. In addition, it also serves as a strong, positive link between our school, our parents, and our community.

Throughout the year our PTO sponsors and assists at various school events and activities (i.e. dances, athletic contests and tournaments, cultural arts programs, 8<sup>th</sup> grade promotion, athletic and music banquets, our magazine drive, etc.) All funds raised by our PTO are funneled back to our school in the form of needed grants and gifts.

In order for our PTO to continue its high level of performance and success, it will need your support. Volunteer for committees, help when called on, and be sure to pay your membership dues. We have an active school community and hope to see it thrive and flourish. If you would like to join, simply call our school office for more information.

## **BICYCLES, ROLLER BLADES & SKATEBOARDS**

Riders must dismount at school corners and walk their bikes to the rack. All bicycles must be placed in the rack. Bicycle riders must obey highway safety rules and anyone who does not will lose the privilege of riding to school.

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Rollerblades are not to be worn to school. Skateboards are not allowed to be ridden on school property as per the School Board Policy.

### **PETS**

Persons wishing to bring animals to school must receive prior permission from the building Principal. Students are not permitted to bring animals on the bus.

### **ENERGY EDUCATION/ RECYCLING PROGRAM**

School District 21 has partnered with Energy Education, Inc. to implement an energy conservation program throughout the district. This program has been in place since the beginning of 2006 and focuses on reducing our energy consumption predominantly during the times that our buildings are not occupied. These reductions have not affected the comfort of our schools and classrooms or our educational goals.

With everyone in the district doing their part to turn off items when they are not in use, our conservation program has led to a significant reduction in our overall energy consumption. By reducing consumption we have helped preserve our natural resources and our local environment. Also, every dollar that we avoid spending on electric or gas consumption can be allocated toward providing a high quality education for District 21 students.

## **THE INSTRUCTIONAL PROGRAM**

At Holmes Middle School, students are encouraged to discover, explore, and construct meaning in a rich and stimulating educational environment. Our goal as educators is to support every child and develop each student to be an independent, continuous learner. Teachers design and implement challenging lessons in which students are active participants. Students should ask questions, participate in discussions, and work with a purpose to enhance their own learning. They also need to be engaged in reflective thought. Each student needs time to process what he or she has learned in order to be able to apply knowledge to new situations, which will help them make meaning as they take ownership of the world around them.

### **LEARNER QUALITIES**

Students are expected to be accountable for their own behavior during school hours, on their way to and from school, at school-sponsored activities, at the bus stops, and on the school bus. In order to help students make appropriate behavioral decisions and to develop personal responsibility and self-discipline, we have developed a set of Learner Qualities. Learner Qualities are those behaviors that enhance a student's ability to learn and to get along with others. Learner Qualities are 'life skills.' These are the same qualities that are essential for success in the workplace and in everyday life. By learning these behaviors now, students will be preparing for a successful future throughout their schooling and beyond.

A student who is a **Self-Directed Learner**...

- Follows directions
- Listens attentively
- Works independently
- Participates in class discussions and activities
- Completes homework and absentee work on time
- Has necessary materials and organizes them
- Uses class time effectively

A student who is a **Collaborative Worker**...

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- Works cooperatively to achieve group goals by contributing ideas, by listening to others, and by respecting others' ideas
- Demonstrates on-task behavior during group work

A student who is a **Quality Producer...**

- Works neatly
- Sets and prioritizes goals for learning
- Organizes time, tasks, and materials
- Participates appropriately in a variety of settings
- Puts forth a degree of effort
- Strives to produce quality work

A student who is a **Respectful and Responsible Citizen...**

- Respects authority
- Respects property
- Gets along with peers
- Follows school rules and procedures
- Accepts responsibility for their own behavior
- Is prompt and prepared for class

## **CONTENT AREAS**

The standards for the content areas align to district and state goals. As teachers design instruction, these goals are being addressed. Teachers will share the standards and expectations for their classes with students and parents at the beginning of the school year.

### Core Classes:

- Reading
- Communications
- Mathematics
- Science
- Social Science

### Exploratory Classes:

- Physical Fitness
- Foreign Language
- General Music
- Art
- Designing the Future
- Career and Community Connections
- Drama
- Performing Music
- Global Awareness

## **GRADING PHILOSOPHY**

Throughout the school year, teachers are monitoring student growth in content areas, as well as Learner Qualities that together give us an accurate picture of every student. Teachers use formal and informal assessments to gauge student learning and to inform decisions for instruction. Tests, quizzes, projects, performance-based activities, and portfolios are used as evidence to guide instructional decisions. Teachers use this evidence to determine content area grades. In addition to the content area grades, this handbook presents standards for student behaviors; as mentioned earlier, these are called Learner Qualities.

## **PARENT AND STUDENT PORTALS**

Parents and students are able to access grades throughout the trimester by using the Parent or Student Portal, both portals can be accessed at <https://d21ps.ccsd21.org/public> Teachers update the portals periodically, and

parents and students are encouraged to check their portal on a regular basis. If you would like any assistance in accessing the Parent Portal, please contact the office.

### **GRADING SCALE**

If a student has been absent for an extended period of time, or if a student is missing several assignments, he/she may receive a letter grade of "I" for Incomplete. Incomplete grades must be made up within 2 weeks from the end of the grading period.

<b>Academic Grade</b>	<b>Descriptor</b>
<b>A ~ (advanced)</b>	Consistently demonstrates depth of thinking and transfers learning to new situations.
<b>B ~ (proficient)</b>	Independently uses and understands concepts/skills.
<b>C ~ (developing)</b>	With support, uses and understands concepts/skills.
<b>D ~ (deficient)</b>	Struggles to demonstrate understanding of concepts/skills.
<b>W ~ (academic warning)</b>	Requires intensive improvement.

<b>Learner Quality Grade</b>	<b>Descriptor</b>
<b>4</b>	Performance is consistently at a high level and achieved independently.
<b>3</b>	Performance is often at a satisfactory level and achieved independently.
<b>2</b>	With help, performance is at a satisfactory level.
<b>1</b>	Performs with partial success while requiring help.

### **REPORT CARDS**

Students receive a formal report card three times each year. For our records, parents will be asked to sign and return report card envelopes indicating that their son/daughter brought their report card home. When appropriate, informal reports will also be sent home (i.e. unsatisfactory notices, commendation notices, unit summaries, teacher commentaries, etc.). Teachers will contact parents by telephone to keep them abreast of significant problems or achievement. Our formal report card contains the following grades for each subject:

**Academic Grades** indicate how well a student is doing in terms of academic achievement

**Learner Quality Grades** indicate how well a student doing as a...

- Respectful Citizen
- Self-Directed Learner
- Quality Producer
- Collaborative Worker

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Parents and students are encouraged to regularly communicate with teachers concerning academic progress. Attending Parent-Teacher Conferences is one way to accomplish this; calling and visiting on a regular basis is even more productive.

### **CORE AND EXPLORATORY SCHEDULE**

Students take classes that are classified into two categories: CORE and EXPLORATORY subjects. CORE subjects are made up of the following academic areas: Communications, Math, Science, & Social Studies. All students receive the equivalent of 60 minutes per day of instruction in Social Studies or Science and 60 minutes daily instruction in Math and Communications. The CORE instruction time will come in blocks of 60, 80 or 120 minutes. This type of block scheduling makes it possible for teachers to provide learning experiences that integrate different subject areas as well as spend an appropriate amount of time on a given activity for the day.

One other component of the CORE block is the Homebase and Advisory period. During Homebase, students focus on regular homeroom business which includes instruction in study and organizational skills, rules and procedures, social skills, team building, organizing and maintaining notebooks and lockers, making-up tests and homework, and additional help with school work. Students who are enrolled in the band, orchestra or chorus will rehearse during two, weekly Homebase period rehearsals.

All students are enrolled in an "Advisory" class. Students meet with their Advisory class on a weekly basis. The main purpose of Advisory is to focus on a students' social and emotional health. Topics such as bullying, peer pressure, making positive choices – reinforcing our "Do Good" motto are addressed throughout the school-year.

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are scheduled twice each year - at the end of the first and second mid-terms. Parents meet with teachers to discuss their child's progress in school and, if necessary, to develop collaborative plans for improvement. Because it is essential for us to work together, it is imperative that parents attend conferences.

### **NOTICE OF DISABILITY ACCOMMODATIONS**

Individuals with disabilities who plan to attend conferences or meetings and who will require certain accommodations in order to allow them to observe and/or participate at the school, or who have questions regarding the accessibility of the facility are requested to contact the School Principal.

### **HOMEWORK**

Homework is beneficial when it meets the needs of a class or student. The purpose of homework is to extend, enrich, or reinforce classroom material. Homework may also serve as a tool to develop organizational skills and a positive work ethic. Under most circumstances, homework is begun in class under the supervision of a teacher. If it would appear that homework assignments are becoming overburdening for a student, the classroom teacher should be notified so that alternatives can be considered. It is the responsibility of the student to make up work after an absence.

All students can usually expect to receive daily homework. Most often, homework assignments are due the day after they are given. On occasion, long-term assignments will be given which will necessitate good planning on the part of a student. Except in unusual cases, students should not receive more than an hour of homework per evening.

It is recommended that parents and students establish a regular time each evening when homework can be done. Students who do not have specific written homework assignments may use this time to review for a discussion or test, reread chapters, or read a good book. Having a consistent study period helps teach self-discipline and helps to provide a student with a positive opportunity to increase learning. Students who do homework regularly will do well in school. Those who do not complete homework regularly tend to struggle and may get behind in their work.

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## **FIELD TRIPS**

Occasionally, teachers arrange field trips as part of the educational program. They are an extension of classroom work, therefore, a student should not be kept home when a field trip has been scheduled. Students are asked to pay a small fee to cover the cost of any fees that might be required. The fee and the signed permission slip (which will be sent home from school prior to the event) must be turned in before the day of the trip. Students are not allowed to go on a field trip without a signed permit from their parents.

## **CHROMEBOOKS**

Chromebooks will be distributed to Holmes Middle School students for instructional use in order to support engaging and authentic learning opportunities. These are enhanced significantly when students have access to the resources of the Internet and the power of collaboration with students and teachers within Google Apps. Specific guidelines (Technology and Internet Use - Student Computer/Electronic Device Procedure - Chromebooks) are available on the District 21 webpage.

## **CHROMEBOOK USE & NORMS**

The following Chromebook norms have been developed to support engaging and authentic learning opportunities and responsible digital citizenship. Consequences for Chromebook/internet misuse will be determined by building administration:

- Care and Handling
  - Keep chromebook free of markings and stickers
  - Avoid bringing chromebooks into bathrooms and cafeteria
- Accountability
  - Chromebooks should be brought to school every day
  - Chromebooks should be charged at home on a daily basis
  - Keep your password secure and to yourself
- Using the Chromebooks

Chromebooks should be used in accordance to the District 21 Acceptable Usage Policy

## **LIBRARY MEDIA CENTER**

The Holmes Library Media Center is an integral part of our over-all educational program. A large selection of books, magazines, computers, etc. are available for student use. During the beginning of the school year, orientation programs will be held for all students. Students will be encouraged to take advantage of the LMC and use its materials not only during the day but after school as well.

## **STUDENT RECOGNITION**

### **Honors and Awards**

At the end of the school year, our staff will recognize exceptional achievement at our annual awards assembly. Awards will be given for achievements in and out of the classroom. In addition, throughout the school year, our staff recognizes students for their special achievements at the conclusion of each trimester.

### **Hornet Award**

Every trimester, each core team and exploratory group gives the Hornet Award to one student exemplifying the attributes of a Respectful Citizen. A student is eligible to receive this award only once during his/her time at Holmes Middle School.

### **Do Well - Gold Award**

Each trimester students earning a 4 in both Self-Directed Learner and Quality Producer in a subject area will receive the Do Well - Gold Award. Students are eligible to earn this award in each of their classes.

### **Do Well - Maroon Award**

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Students making significant improvement throughout a trimester in both their Self-Directed Learner and Quality Producer grades in a subject area will receive the Do Well - Maroon Award. Students are eligible to earn this award in each of their classes.

### **Do Good Award**

Each trimester students are recognized for the giving of their time to better our school community. Students consistently doing good by giving their time to help their fellow students, assisting their teachers, or helping to maintain our building are eligible to receive this award. This award may be given to an unlimited number of students by any staff member.

### **Lead Award**

Each trimester students are recognized for taking the lead in or out of the classroom. Students consistently leading their group or team to work together and reach their goals while exhibiting an overall positive attitude are eligible to receive this award. This award may be given to an unlimited number of students by any staff member.

### **Honor Roll**

Holmes sponsors three honor rolls for students who achieve well in the classroom. Each grade period:

- students with a 3.75 grade point average (A) are placed on our High Honor Roll
- students with a 3.5 grade point average (B+/A-) are placed on our Honor Roll
- students with a 3.0 grade average (B) are placed on our Merit Roll

### **Honors Recognition and Reception**

Students who have achieved a 3.5 - 3.749 grade average for their entire "career" at Holmes are cited as honor students. Students who have earned a 3.75 - 4.0 grade average are considered high honor students. These students are recognized at our Honors Reception. Grade averages are based on the first eight trimesters of middle school. All areas of assessment will be computed.

Students who move into our district prior to the third marking period of their eighth grade year are eligible to speak at the promotional exercises; students who move in after the beginning of the third trimester are not eligible. Grades of move-in students will be translated to correlate with the Holmes Middle School grading system to the maximum degree possible.

### **Eighth Grade Awards**

Five major awards are bestowed on individual eighth grade students. These awards include: Presidential, Sportsmanship, Scholarship, Citizenship and Leadership Awards as well as our most prestigious award called the Tri-Ship Award. Students receiving the Tri-Ship demonstrate excellence in scholarship, citizenship and leadership. Students are selected by a vote of the faculty and are recognized during our school-wide awards assembly.

### **Buzz Awards**

In addition to the trimester and year long awards outlined above, Buzz Awards are given on a weekly basis to students that are seen doing everyday examples of our school motto, "Do well. Do good. Lead." Students are recognized in our weekly student bulletin.

### **Eighth Grade Promotion Ceremony**

At the end of the academic year, eighth grade students who qualify are promoted to high school. Eighth grade promotion exercises are provided by the School Board and Administration to formalize the completion of this

phase of a student's education. Plans for the promotion exercises are announced in the spring, and parents of eighth grade students are notified of all activities several weeks before the end of the school year.

Occasionally a student may exhibit unacceptable conduct (as defined in the District 21 Discipline Policy), despite the combined efforts of school personnel, parents and the student to re-mediate such misconduct. In such cases, students may forfeit the privilege of participating in promotional exercises or year-end eighth grade activities. The decision for revocation of this privilege will be made by the building principal.

## **CODE OF CONDUCT**

The goal of our Code of Conduct is to create a safe and nurturing learning community, where every child is afforded an opportunity to contribute to the welfare of all. Establishing and supporting a positive school environment requires awareness and self-discipline within each of our students. By taking responsibility for his or her own actions, an individual is aware of how his or her conduct contributes to the creation of a positive school environment. It is our goal to help create within all children a respect for themselves and the rights of others. Quality education takes place when students, teachers and parents work collaboratively towards supporting our collective vision for a positive learning community.

***Please refer to the District 21 portion of the handbook for more details regarding Student Discipline Policies and Procedures.***

### **EXPECTED BEHAVIORS**

Students are expected to be accountable for their own behavior during school hours, on their way to and from school, at school-sponsored activities, at the bus stops, and on the school bus. In order to help students make appropriate behavioral decisions and to develop personal responsibility and self-discipline, we have developed a set of learner qualities. By demonstrating these behaviors, students are preparing for a successful future throughout their schooling and beyond.

### **DRESS CODE**

It is very important to us that students dress appropriately for school. We believe that the way a student dresses will affect his/her attitude towards and performance in school. Accordingly, we ask all of our students and their parents to endorse our Dress Code.

#### **Clothing**

Shirts, blouses, and dresses must completely cover the abdomen and back. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Rubber-bands on pants are not allowed.

- ❑ The length of skirts/dresses and shorts shall be no shorter than mid-thigh length. Any clothing that is viewed as distracting because of extremes in style, fit, color, pattern and transparency may not be worn at any time.
- ❑ Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) vulgar, subversive, or sexually suggestive language or images; nor, should they promote products which students may not legally buy; such as alcohol, tobacco, and illegal drugs.
- ❑ The following decorations and/or designs (including tattoos, and/or brands either temporarily or permanently imprinted upon or attached to the body or clothing are prohibited:

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- Symbols, mottos, words or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages.
  - Symbols, mottos, words or acronyms advertising tobacco, alcohol, or illegal drugs or drug paraphernalia.
  - Symbols, mottos, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang or that identifies a student as a member of an organization that professes violence or hatred toward one's fellow man. This includes "gang-like" attire.
- ❑ Clothing with messages or symbols that are vulgar, include inappropriate language, sexual action or innuendo, racism, or satanic reference.
  - ❑ Clothing or items that are considered to be gang identifiers by our school and community. Any attire, item, insignia, or symbol which the administration has reasonable cause to believe is a gang identifier or gang look alike.

#### Accessories

- ❑ School bags, gym bags and backpacks should remain in lockers.
- ❑ Shoes/sandals must be worn at all times.

#### Outerware

- Students who wear hats, head coverings, jackets, coats and gloves on their way to school are expected to report to their lockers upon arrival to school and put these items away while in the classroom/building
- ❑ Students must store outerwear (coats, hats, gloves, scarves, sunglasses and bandanas, etc.) in their lockers upon arrival at school. Outerwear will not be permitted in classrooms, cafeterias, libraries, corridors or other areas of the school buildings after arrival unless authorized by the school's administration.

#### Administrative Override

- ❑ Students are expected to dress for success at school. The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty.
- ❑ The building administration may at any time take disciplinary action if the administrator feels that the student's clothing is unsafe, disruptive, distracting, or interfering with the educational process.
- ❑ We request that parents assist us daily in enforcing this Code by monitoring what their children wear to school. Students dressed inappropriately will be asked to wear alternate clothing that we have in school or call their parents to bring them more suitable apparel to wear.

#### Religious Purposes

- ❑ When a bonafide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student and/or parent desiring accommodation shall notify the school Principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bonafide religious practices or beliefs shall not be prohibited under this policy.

#### **HALLWAYS AND PASSING PERIOD GUIDELINES**

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Student conduct and courtesy are extremely important during these busy days to ensure building order and safety. Students are expected to move through the halls and stairways in an orderly fashion, staying to the right at all times. **During class periods, students need a signed pass from a teacher to be in the hallways.** Expectations for hallways and passing times are made clear at the beginning of the year and reviewed periodically.

### **CAFETERIA GUIDELINES**

- Students are required to remain at school during lunch periods. Lunch periods are 30 minutes long.
- Students may bring a lunch from home or buy a lunch from the school lunch program. Glass containers are not permitted in the school. (Menus are available in the school cafeteria or office or on the school website.) Students may also buy breakfast in the cafeteria.
- Students may receive up to three charged meals on his/her account. Payment is expected the following day. Students who owe money to their accounts will be given an alternative lunch that includes a sandwich, fruit, and milk. Once the account is in balance, he/she may purchase entrées and a la carte items.
- Students are expected to act in a reasonable manner at all times. Good manners, disposing of all garbage, and a reasonable noise level are required.
- Students need to listen to and follow the directions and requests of Cafeteria supervisors at all times.
- Infractions of Cafeteria guidelines may result in a quiet breakfast/lunch consequence, removal from the Cafeteria, and/or other consequences

### **BUS BEHAVIOR GUIDELINES**

Bus transportation is a privilege provided by your Board of Education for the safety and convenience of our students. In order to operate a safe and orderly bus program, we need their full cooperation. Bus drivers have only one major responsibility - to safely transport their riders to and from school. Students who ride our buses are held responsible for the exercise of good judgment and behavior. Parents will be contacted and students will be appropriately disciplined should they abuse their bus riding privileges. **Repeated or serious incidents can result in the suspension of bus service for a period of time.** The following are rules of conduct we expect our students to follow:

While riding the bus:

- Students are to load and unload buses in an orderly manner.
- Students must remain seated whenever a bus is moving.
- Students should never throw any objects from a bus window.
- Hands and arms must never be held outside of a bus window.
- Disruptive behavior must not take place on a bus (i.e. fighting, boisterous playing, teasing, throwing objects, loud noises).

Discipline and penalties:

- The driver is in full charge of the bus and the students.
- Students are expected to follow any instructions given by a bus driver and to show respect for him/her.
- Students will be held financially accountable for any damages they cause to a bus.
- The riding privilege of a student may be revoked for violation of the rules or for conduct which is
- detrimental to the safe operation of the school bus.

Severe Clause:

A student may lose bus riding privileges if the behavior is considered exceedingly dangerous or destructive. Chronic or serious offenses may result in permanent exclusion from the bus.

Activity Buses:

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Late buses are provided for students who participate or attend sponsored before/after-school activities. Bus behavior guidelines apply (see above). If these guidelines are abused, the involved students will be forbidden to use the activity bus for the balance of the school year.

**DETENTIONS**

On occasion, students may be asked to stay after school for disciplinary reasons. Parents will be notified whenever a staff member detains a student after school. When detention forms are sent home with a student it becomes his/her responsibility to have them signed by a parent and immediately returned to school. Morning detentions begin at 7:45; afternoon detentions typically extend until 4:30 PM. Students who remain for detentions may ride the activity bus home.

**SCHOOL SAFETY**

**CRISIS PLAN**

Should an emergency occur in our area, District 21 schools have prepared to put into operation a consolidated Crisis Plan. The goals of the program are to:

- Protect the safety and welfare of students and staff members;
- Provide for a safe and coordinated response to emergency situations;
- Restore schools to normalcy as soon as possible after a crisis; and
- Protect school property.

Each school in the district has a crisis command structure and all staff members know their roles. Backpacks filled with emergency supplies for each classroom are provided.

In the event of a crisis that requires an evacuation/relocation of students, parents will be notified by SchoolMessenger or they may contact 847/537-8270 for information. Also, major local television and radio stations should have information on the situation and instructions on how to reunite with your child. Parents should receive a quick reference wallet card with emergency guidelines at the beginning of the school year or upon registration.

Listed below are the reunification sites that have been identified for each building should it be necessary to evacuate a school. Please do not attempt to call the reunification site – only the District 21 main number at 847/537-8270.

<u>SCHOOL</u>	<u>REUNIFICATION SITE</u>
Cooper Middle School	Buffalo Grove High School, 1100 W. Dundee Rd, Buffalo Grove
Field School	London Middle School, 1001 W. Dundee Road, Wheeling
Frost School	Indian Grove School, 1340 Burning Bush Lane, Mt. Prospect
Hawthorne Early Childhood School	Wheeling Park District, 333 W. Dundee Road, Wheeling
<b>Holmes Middle School</b>	<b>Wheeling Park District, 333 W. Dundee Road, Wheeling</b>
Kilmer School	Kingswood Church, 401 W. Dundee Road, Buffalo Grove
London Middle School	Indian Trails Public Library, 355 Schoenbeck Road, Wheeling
Longfellow School	Cooper Middle School, 1050 W. Plum Grove Cir, Buffalo Grove
Poe School	Riley Elementary School, 1209 Burr Oak Dr, Arlington Heights
Riley School	Poe Elementary School, 2800 N. Highland, Arlington Heights
Tarkington School	Our Savior Evangelical Church, 300 Schoenbeck Road,
Twain School	Wheeling High School, 900 S. Elmhurst Rd., Wheeling
Whitman School	Holmes Middle School, 221 S. Wolf Road, Wheeling

**DISASTER DRILL PROCEDURES**

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The school will routinely conduct safety drills during the year. If dismissal time occurs during a tornado warning, and local conditions indicate children may be unable to safely travel home, dismissal will be delayed until the danger passes. During this period, we reserve the right to retain anyone from leaving the building until the weather conditions are safe. Parents are requested to **NOT CALL THE SCHOOL** since the phone lines are needed for communication regarding the emergency.

## **EXTRA-CURRICULAR ACTIVITIES**

### **EXTRA-CURRICULAR ACTIVITIES**

The staff, parents, and students of Holmes Middle School are committed to establishing and maintaining a dynamic extracurricular student activity program that mirrors our Mission Statement.

We are determined to:

- Provide extracurricular and intramural activities open to everyone regardless of skill level and ability.
- Promote participation, interaction, learning, cooperation, limited competition, and community service.
- Maintain an atmosphere whereby the activities are structured to be fulfilling and fun learning experiences for the participants.

All students are encouraged to join one or more activities throughout the school year. Please listen to morning and afternoon announcements and read the activity bulletin board for more information.

### **INTERSCHOLASTIC AND INTRAMURAL ATHLETICS**

As a member of the Illinois Elementary School Athletic Association (IESA) and the Mid-Suburban Middle School Athletic Conference, we offer our students a full year of athletic competition.

Boys' and girls' teams in cross-country (grades 6,7,8), track and field (grades 6,7,8), and basketball (grades 7,8) represent our school. In addition, girls may try-out for our volleyball team (grades 7,8) and boys for our wrestling squad (grades 6,7,8). Students who excel in individual sports are given the opportunity to advance through state competition. As these programs are quite time consuming, parent consent is necessary for participation (as is a current physical examination).

### **CLUBS AND SPECIAL ACTIVITIES**

In addition to the above named conference and intramural sports. Among the many co-curricular activities offered to Holmes students are the following:

**Art Club** - 6th, 7th, & 8th grade students may join. Art club begins in September and meets once or twice a week after school. Students take the 5:15 bus home. There are approximately 18 meetings.

**Drama Club /Musical Production** - students interested in drama may participate in the Drama Club offered in the fall and/or audition in the spring for our annual spring musical.

**Literary Magazine** - Express Yourself is the Holmes literary magazine. It is a compilation of writings created by students and selected by teachers. Students' artwork is also featured in the magazine.

**Newspaper** - Newspaper is open to all 6th, 7th & 8th grade students. They meet on a regular basis, either before or after school to publish a monthly newspaper.

**Peer Leaders** - peer leaders are 8th grade students selected by teachers, counselors, and administrators. They assist Holmes students, staff, and school throughout the year in a variety of ways.

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**Pom Pons** - 7th & 8th grade girls try out for pom pons before basketball season begins. Clinics are held prior to try-outs for students to learn the routine used in try-outs. Several participants outside of Holmes staff assist with clinics and judging try-outs. Approximately 25 students are selected.

**Student Council** - Student Council is open to all 6th, 7th, & 8th grade students. Student council plans and sponsors our school parties as well as community service activities.

**Variety Show** - All students are invited to audition for acts in the Variety Show. One performance is held in the evening for friends and family members of performers. Another performance is held during school hours for all students and staff.

**Yearbook** - Yearbook Club is open to all 6th, 7th & 8th grade students. Students assist the yearbook sponsor on an as needed basis throughout the year.

### **Band, Orchestra and Chorus**

In addition to the above sports, activities, and clubs, Holmes is pleased to offer students an opportunity to perform and appreciate music from a variety of styles and levels of ability. If your child expresses a desire to participate in one of the above performing music groups, then he or she should get in contact with the appropriate director.

## **ELIGIBILITY GUIDELINES**

### **ELIGIBILITY**

Students must be in attendance at school at least one-half day (12:00 P.M. – 3:30 P.M.) prior to an evening or after-school function in order to participate in it. Exceptions to this policy may only be made by the building administration. If a student leaves school early because of illness, that student should not expect to participate in any after school activity. Students who have been “in” or “out-of-school” suspended may not be eligible to participate in activities that school day.

### **ACADEMIC AND BEHAVIOR ELIGIBILITY**

The heart of our plan reflects our school’s motto that all students should “Do Well” “Do Good.” and “Lead.” To support this motto, we encourage our students to study and work hard in their classes and to make good decisions. We do know that sometimes, and for an array of reasons, students may need additional support or time to meet the expectation of our “Do Well Do Good Lead.” motto. We also know that we need to hold students accountable for their actions; this mind-set guided the construction of our enhanced plan.

#### **Academic Eligibility:**

If a student receives a “W” in any class he or she will be considered **Academically Ineligible**. If a student is considered academically ineligible, then the following will apply:

Academic Ineligibility Procedures:

**After the third week of the trimester**, if a student remains academically ineligible, the student may not compete or perform from Monday through the following Monday’s eligibility check. In order to practice with a team or rehearse with a group, the student may choose the following option:

- Option: Work on improving grade(s) with a teacher or in the LMC, when open, from 3:30 to 4:30. Obtain a pass from the teacher at 4:30 and join the team or club for the remainder of practice.

After the end of the fourth week of the trimester, if a student is passing all classes, then he or she is eligible and may practice, compete, and perform fully with his/her team or club. However, if a student still has a W,

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the student remains ineligible and will not be able to practice and/or rehearse with a given group until he/she improves his/her grades to a D, or higher.

#### End of Trimester (Midterm for Science and Social Studies Classes)

At the end of the trimester (and midterm for sci/ss classes), a student with a W will be academically ineligible for the first week of the subsequent trimester. At the end of the first week of the new trimester, eligibility will be based on the new trimester's grades only (please note that actual participation after the first week is based on the new trimester's grades is not impacted until the Monday of the fourth week of the trimester).

*\*With administrative approval, teachers and activity sponsors maintain the right to create individual contracts to allow students to participate in activities based upon meeting behavioral and academic goals.*

#### **Behavior Eligibility**

At, and anytime after, the \*mid-point of the trimester, If a student receives a "1" in Respectful Citizen in any class, he or she will be considered Behaviorally Ineligible. If ineligible, students may not participate in any extracurricular event. This includes, but is not limited to, sports practices, activity or club meetings, school parties, and sporting or performance events. Students may work on a plan to improve their behavior. If successful, they will be signed off by the teacher and then allowed to resume their participation.

In the event of a severe misbehavior (ex. fighting, bullying) administrators reserve the right to override the mid-point date and exclude a student from participation in an after school program and/or event at any time.

#### **End of Trimester (Midterm for Science and Social Studies Classes)**

At the end of the trimester (and midterm for sci/ss classes), a student with a 1 in respectful citizen will be considered behaviorally ineligible for the first week of the next trimester.

*\*With administrative approval, teachers and activity sponsors maintain the right to create individual contracts to allow students to participate in activities based upon meeting behavioral and academic goals.*

#### **Sporting Event Guidelines**

At all school-sponsored events, students are expected to behave in a manner that is a credit to themselves and to Holmes. To the extent possible, disciplinary guidelines remain in effect at special functions just as they are during the actual school day. Students who create unnecessary problems will be sent home at the discretion of the supervisors. Further disciplinary action may also be taken.

The following guidelines should be followed at all sporting events in the gym:

- Spectators are to choose a seat and remain in that seat during the game. Spectators may leave and re-enter at half-time, but under no circumstances are they ever to cross the playing court.
- Booing or other forms of poor sportsmanship will not be tolerated.
- Unless given permission by school administration, food and beverages are not permitted in the gym.
- During basketball games, spectators are expected to be silent while free-throws are being attempted
- Supervisors of the games have the authority and responsibility to remove any spectator from the gym who is behaving in an improper manner.
- Due to space limitations, only current students and the families of the athletes are allowed to attend indoor games. Exceptions are made to a sibling of a current player on a team.

#### **SPECIAL NOTE:**

**Students are not allowed to leave the building before attending any co-curricular event or activity.** Students should report directly to the site of the event or activity.

## COLLECTIVE COMMITMENTS FOR PARENTS

Please remember that as a community we developed our Collective Commitments for Parents to establish a common language and a series of expectations to support the success of the children in District 21. As part of the process, parents identified the following commitments.

***“As parents of Wheeling School District 21, we understand the importance of having an excellent school. We will help our children become responsible, self-reliant members of the school community by:***

- teaching them to accept responsibility for their own learning, decisions, and behavior;*
- insisting they observe the rules of the school;*
- modeling respect, consideration, and cooperation in dealing with others and expecting our children to do the same; and*
- modeling respect for cultural diversity, individuality, and the choices and rights of others. ”*







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