

# HAMLIN UPPER GRADE CENTER



PARENT AND STUDENT HANDBOOK

2025-2026

Dear Students & Parents/Guardian(s),

This handbook aims to provide Hamlin Upper Grade Center students and parents/guardians with specific information concerning significant policies, procedures, and regulations.

This Student Handbook is a comprehensive collection of information about school rules and expectations, services and facilities, and policies that directly affect students. Every student is responsible for promoting the best educational atmosphere possible by becoming familiar with the contents of the Student/Parent Handbook. The rules and regulations in this handbook will help ensure that each student at Hamlin can achieve success. Questions regarding this handbook should be directed to the school principal. We hope you are looking forward to the many educational opportunities and numerous extracurricular activities that make Hamlin Upper Grade Center a world-class learning environment. The faculty and staff are excited that you are here and look forward to helping you succeed in your academic studies and personal growth.

Your involvement in school is significant! Hamlin Upper Grade Center's reputation has been built on the conduct, participation, and achievement of individuals like you. Your success will depend on several important factors: daily attendance, paying attention in class, completing homework, participating in extracurricular activities, giving 100% effort, and exhibiting cooperative behavior. With your help, we can create a dynamic school community for everyone.

Let's work together to make this a fantastic school year!

Sincerely,

Dr. Catherine Gallagher  
Principal

# CONDUCT & DISCIPLINE POLICIES

In any society, general rules and policies are necessary for the orderly operation and for ensuring all members' safety. Good discipline and order are positive aspects of school rather than negative. The school must help students adjust - rather than punish - and turn unacceptable behavior into acceptable. Good discipline is the absence of distractions or disturbances that interfere with the functioning of the individual, class, or school. It is the presence of a friendly yet business-like atmosphere where all work together for the common good. The following information applies to the school day and includes all school-related functions and extracurricular activities involving the school, on the buses, or on school property.

It is the intent of this school that any problems arising from the regular operation of Hamlin during the school day or school-related functions be handled using interventions that do not require removal from the learning environment to the greatest extent practicable to bring about the proper behavioral changes. If a problem arises at the classroom level, students and parents should work first with the teacher to correct the difficulty.

A student who displays chronic disciplinary problems may be suspended because, despite prior intervention(s), such a student has persistently violated the school's rules, even though each previous violation may not have warranted a suspension. All provisions set forth per the requirements of Public Act 99-0456 went into effect on September 15, 2016, and will be adhered to by school officials.

## WE EXPECT STUDENTS TO:

- ◆ Do as they are asked the first time they are asked.
- ◆ Follow school rules and the laws of the community, state, and nation.
- ◆ Respect the personal property of others and the school, as well as consider the needs and rights of the school and all members of the school community.

## WE EXPECT PARENTS TO:

- ◆ Assume primary responsibility for the child and his/her behavior.
- ◆ Acknowledge the child's obligation to attend school.
- ◆ Recognize that school personnel must be primarily concerned with education.
- ◆ Cooperate in conferences regarding their child's health, behavior, or academic progress.

## WE EXPECT STAFF MEMBERS TO:

- ◆ Set high standards for student behavior and academic progress.
- ◆ Exhibit respect for students that positively helps them to develop good character traits.
- ◆ Plan a flexible program to meet the individual needs of students.
- ◆ Communicate with parents regarding a student's behavior or academic progress.

# GENERAL SCHOOL POLICIES

## ABSENTEE PROCEDURE

If a student is absent, a parent must call the school by 9:00 A. M. to report the absence. If a student is absent for more than 9 days without an acceptable excuse, they will be reported to the Regional Office of Education for truancy.

### **Examples of Excused Absences:**

- Medical/Dental appointments - we highly encourage you to make these appointments outside of school hours. If not possible, students should come to school before their appointment and/or return to school after.
- Required court appointments
- Religious instruction
- **One** High School Shadow Day
- Serious family emergency

## ACCIDENTS

Every accident in the school building, on school grounds, or in any athletic event sponsored by the school must be reported immediately to the school official.

## ANNOUNCEMENTS/HOMEROOM

Announcements, the Pledge of Allegiance, and a Moment of Silence will be made on the intercom at the beginning of 1<sup>st</sup> period. Handouts will be distributed during rotation classes. Afternoon announcements will be made at the end of the school day.

## ARRIVAL AT SCHOOL

Students and parents can enter the school building at 7:45 A.M. In the event of inclement weather, school personnel will direct students as to when to enter the building, but under no circumstances will students be permitted in the building before 7:45 A.M. or the arrival of the first bus. STUDENTS WHO WALK TO SCHOOL SHOULD NOT ARRIVE AT SCHOOL PRIOR TO 7:45 A.M.

## BACKPACKS/PURSES

Teachers encourage the students to use trappers and pencil cases. Students will not be allowed to carry backpacks or purses to class. Gym bags are allowed for PE class only.

## BUS RULES

Bus transportation is a privilege, not a right of the student. Students riding the buses are under the direct supervision of the bus driver, who will direct the students in matters of conduct and safety. The bus driver will report any student misbehavior to the school's bus supervisor. Appropriate disciplinary action may be taken upon the principal's investigation and

substantiation of the complaint. In cases of repeated failure to cooperate or serious misbehavior, the student may be excluded from riding any bus for whatever period of time deemed necessary by the principal in accordance with administrative regulations.

Students riding a school bus will conduct themselves in a manner that will not endanger the lives of the other students through the distraction of the driver's attention or failure to comply with the driver's instructions. Failure of a student to conduct him/herself in a proper manner on a school bus includes, but is not limited to, fighting; scuffling, loud talking; making remarks to people on the street; failure to follow the driver's instructions; vandalism to the bus; smoking; throwing items into, inside, or out of the bus; being in possession of and/or using firearms or explosives; causing distractions of any sort.

### BUS RULES CONTINUED

School District 125's Board of Education requires the parent or guardian of any student who damages or destroys any part of the bus beyond normal usage to reimburse District 125 for the amount of the damage. See Board Policy Administrative Procedures Section 7:220 for complete details of our bus conduct policy and procedure.

### CHROMEBOOKS

1. Adhere to these guidelines each time the device is used at home and school.
2. Charge their 1:1 device at home nightly and bring it to school daily with a full charge.
3. Use appropriate language in all communications, avoiding profanity, obscenity, and offensive or inflammatory speech. Cyberbullying, including personal attacks or threats toward anyone made while using either district-owned or personally owned technology, is to be reported to responsible school personnel. Communication should be conducted in a responsible, ethical, and polite manner.
4. Respect the Internet filtering and security measures included on all district devices and student accounts. All student 1:1 computing devices provided by the District are configured so that Internet content is filtered when the student is at school and on any other public or private network.
5. Use technology only for school-related purposes during the instructional day and refrain from using it for personal, commercial, or political purposes.
6. Follow copyright laws and fair use guidelines. Students should only download music, video, or other content related to classroom assignments that students are authorized or legally permitted to use.
7. Understand that district technology, student files, and student activity may be viewed, monitored, or archived by the district at any time. You must make your 1:1 device available for inspection if requested by an administrator or teacher.

## COUNSELING SERVICES

Counseling services are available to all Hamlin Upper Grade Center students. The school counselor can assist students with school difficulties, social/peer problems, family concerns, or any other issue of concern a student may have. The school counselor is also available to assist parents in various ways. Counseling services may be acquired for your child by calling the school counselor during regular school hours.

District 125's policy allows a teacher to refer a student or a student to refer him/herself for a conference with the school counselor without notifying the child's parent. Parents will be notified if the child appears to need regular counseling sessions, and permission will be obtained unless the child objects. If a parent does not want his/her child to see the school counselor without his/her permission, the parent should contact the school principal. As a general reminder, Illinois law permits school counselors to see students for up to 5 sessions per 405 ILCS 5/3-501.



**YOU ARE NOT ALONE!**  
**Suicide & Crisis Prevention Hotline**  
**DIAL: 988**  
Crisis Text Line: Text *HOME* to 741741  
24/7 Free & Confidential Support

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**SAFE 2 HELP**  
ILLINOIS

**Text: 72332 or Call: 1-844-4-SAFEIL**  
**Email: *HELP @ Safe2HelpIL.com***

## DRESS GUIDELINES

A close relationship exists between dress and a student's attitude toward academic achievement and personal behavior. We recognize that many clothing fads come and go; however, some of these are appropriate for school, and some are not. The dress guidelines consist of the following:

- ◆ Shoes are required at all times.
- ◆ No hats may be worn in the school building at any time.
- ◆ Rubber bands are not to be worn. Pocket chains are not permitted.
- ◆ Clothing or jewelry containing profanity, lewd or suggestive words or pictures, and references to drugs, tobacco, alcohol, or cults (including cult-related music) will not be allowed. Shirts with disregard for human life are not allowed.
- ◆ Pajama pants are not allowed unless it is an approved spirit day.
- ◆ Appropriate length shorts may be worn to school.
- ◆ Jackets, coats, or other forms of outerwear may not be worn in the classroom at any time. Hoodies are the only exception.
- ◆ Tops that expose the stomach/midriff may not be worn without undershirts, including tank tops, midriff tops, crop tops, and baby tees. Top straps must be wider than your 3 middle fingers or 2 inches wide. Clothing must be made of an opaque, solid material -- wide knits or meshes are not allowed.
- ◆ Ripped jeans or other forms of ripped clothing will not be allowed if the rip is above the fingertip length without an undergarment.
- ◆ Pants must be worn at the waist. Students are not permitted to wear saggy jeans exposing underwear.
- ◆ All athleisure wear (yoga pants, leggings, bike shorts) must be at least fingertip length and have a top that covers the gluteus maximus.

Requests for accommodation of dress under state or federal law should be made to the school principal or superintendent.

## ELECTRONIC/BATTERY DEVICES/PHONES

Students are not allowed to bring electronic/battery-operated devices (excluding calculators) into any of their classes or lunch. If they bring them to school, they **MUST** be kept in their locker and turned off throughout the entire day. This includes items such as iPods, electronic games, cell phones, etc. **A detention may be issued if this rule is broken.** Any cell phones that are confiscated during the day must be picked up by a parent unless the administration determines

that continued possession by the school is necessary. Kindles and/or other similar devices may be brought in if the teacher approves it but they are the sole responsibility of the student. **The district is not responsible for any lost, stolen, or accidentally broken device(s).**

## FEES

The Board of Education has established a workbook and supply fee. Parents who have a problem meeting this fee should consult their building principal. Students who receive a free lunch and milk may qualify for a waiver of fees. Students will be responsible for textbook and/or material fees if the item is lost or damaged.

## GRADING

Parents can keep on top of their child's grades through our Teacher Ease Parent Portal. This portal shows grades, upcoming tests/quizzes, discipline/behavioral notes, emails from individual teachers, and general updates. Please check this on a regular basis to monitor your child's progress. **Call our office if you do not know how to log in to this system.**

Hamlin's grading categories include Formative (50%), Summative (40%), and Effort/Participation (10%). A maximum of one test and one quiz may be re-done per trimester. The highest score of the test and quiz prevails; thus, it is NOT averaged. The test or quiz "re-do" must be taken within a week of the original date given.

## GYM UNIFORMS

Gym uniforms may not be worn during classes other than Physical Education except under special circumstances. Gym uniforms may be purchased at registration or in the office. Shirts and shorts may be purchased separately. Students are not permitted to borrow classmates' uniforms.

## HOMEWORK

Homework will be assigned as needed by the individual teacher. Some teachers assign homework on a daily basis, while others assign it on a weekly or long-term basis. All homework must be submitted to the respective teacher **during said class on the date due**. Students who are absent due to illness or other approved absences will be granted time (see policy) to submit work. If a student is behind by 3 or more assignments on the date of a special event/activity/game, he/she will be required to make up the assignments in school before they are allowed to participate in any school-sponsored event. Students are required to make up all missing assignments.

## IDENTIFICATION

Students are required to wear their school-authorized I.D. and lanyard every day. Students shall not mark or deface their I.D. in any way. A replacement fee will be charged if the I.D. and/or lanyard are lost or damaged. It is crucial that each student wear his/her I.D. in order to provide a safe environment. Failure to comply may result in the issuance of a **demerit for every third violation** beginning with the 3<sup>rd</sup> offense (*i.e.*, 3<sup>rd</sup>, 6<sup>th</sup>, 9<sup>th</sup>, etc.). In addition, a 30-minute **detention** may be served on every **3<sup>rd</sup> offense (3<sup>rd</sup>, 6<sup>th</sup>, 9<sup>th</sup>, etc.)**. Violations reset each trimester.

## INJURY OR ILLNESS AT SCHOOL

Students who become ill or are injured at school should obtain the classroom teacher's permission to go to the Health Clerk's office. If the Health Clerk is unavailable, the student should go to the office and inform the secretary or principal of his/her illness or injury. THE STUDENT SHOULD NOT WAIT IN THE OFFICE WITHOUT EITHER THE HEALTH CLERK OR OFFICE PERSONNEL BEING AWARE OF THE FACT THAT HE/SHE IS ILL OR INJURED.

## LOCKERS AND LOCKS

All students will receive locker assignments during the first day of school. A school-owned combination lock will be provided for the student's use for their entire duration at Hamlin. A lock rental fee will not be charged; however, a fee is charged for the replacement of a lost lock. Students may not use locks other than those supplied by the school. Since lockers are for the safety and convenience of students, it is important to keep a school-issued lock on the locker at all times, keep the lock combination private, and use only the assigned locker. Students are not permitted to make unauthorized moves into another locker.

Routine locker clean-outs and inspections will be conducted. ALL STUDENT LOCKERS ARE THE PROPERTY OF HAMLIN UPPER GRADE CENTER DISTRICT 125 AND ARE ACCESSIBLE TO SCHOOL AUTHORITIES AT ANY TIME. The locker and its contents are subject to search by school officials or civil authorities, especially if there is reason to suspect that unauthorized materials (such as drugs, alcohol, stolen property, etc.) are being housed in the locker. We occasionally have random canine searches conducted by the Alsip Police Department to check for illegal drugs, weapons, contraband, or any unauthorized materials.

Students are allowed to go to their lockers at 8:00 A.M. for their morning classes, before and after lunch, at dismissal, or with a pass issued by a staff member.

## LUNCHROOM

The lunchroom is a convenient place to eat lunch. Although conversations with friends are encouraged, students are expected to enter the lunchroom and eat in a quiet and orderly manner and are expected to follow all school rules. Students are to remain at their assigned tables unless they are cleaning up after themselves or have permission to leave the lunchroom. GUM CHEWING IS STRICTLY PROHIBITED DURING LUNCH OR ANY OTHER TIME OF THE SCHOOL DAY.

Students are required to obtain a hall pass when tardy to or from lunch or when requesting to visit a classroom teacher for any reason. Students who do not have hall passes will not be allowed to leave the lunchroom. Students who do not follow lunchroom rules may face disciplinary action.

## MCKINNEY-VENTO PROGRAM/HOMELESSNESS

A student experiencing homelessness may:

- Participate fully in all school activities and programs as eligible.
- Receive transportation to and from the school.
- Continue to attend the last-enrolled school even if the student has moved away from that school's attendance area.
- Qualify automatically for school nutrition program.

For assistance or additional information contact the district's McKinney-Vento liaison:

Heather Wills 708-423-3078 (See Board Policies 4:110; 6:140; 7:10 & 7:60 for more information)

## MEDICAL APPOINTMENTS

If at all possible, medical appointments should be scheduled for non-school hours. When this is not possible, **students should come to school before their appointment and/or return to school after**. Students must sign out at the office when leaving school and sign in upon return to school. Doctors notes should be submitted the following day upon return.

## PERMISSION SLIPS

Periodically there are activities or events that require written parental permission. Permission slips are expected to be returned **ON OR BEFORE** the due date. Failure to return signed permission slips on time will result in the student being excluded from that activity or event. Consideration will be given to a student who is absent from school on the day a permission slip is due.

## REPORT CARDS

Report cards are issued at the end of each trimester. In addition, parents will be notified of their child's progress at midterm. Parent conferences are held at the end of the first trimester, at which time parents are required to pick up their child's first report card for the school year. Report cards will be sent home with the student at the end of the second and third trimesters. *As a reminder, you can check your child's grades any time through Teacher Ease, our student management program.*

## RETENTION

Promotion from grade to grade is not automatic. Regular attendance and consistent effort by students will usually result in promotion to the next grade. In an effort to improve our students' skills and foster a serious attitude toward school, the following policy has been adopted.

**Any student who receives an "F" in 2 or more subject areas, may be retained in the grade he/she is in. This will be based on the final average grades for the school year.** **NOTE:** Any 8th-grade student who has a GPA of less than 2.0 average in two subject areas as of the 6th week of the third trimester will not be considered to have 8th-grade status and will not be allowed to participate in graduation activities.

## SPECIAL EDUCATION

Atwood Heights School District 125 shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the district, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

The term "children with disabilities," as used in the policy, means children between ages 3 and 15 for whom it is determined, through definitions and procedures described in the Illinois State Board of Education (ISBE) Special Education rules, that special education services are needed.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to IDEA.

For students eligible for services under IDEA, the district shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISB Special Education rules. For those students who are not eligible for services under IDEA, but because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the district shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The district may maintain membership in one or more cooperative associations of school districts that shall assist the district in fulfilling its obligations to the district's students with disabilities. If necessary, students may also be placed in nonpublic special education programs or education facilities.

More comprehensive information can be found on the district website under special education.

## DISCIPLINE OF STUDENTS WITH DISABILITIES

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Board of Education will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

The district shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of their disability.

## TARDINESS

Any student who has not reported to 1st period by the morning bell will be marked tardy for that day and must have a pass from the office. **Upon the 4<sup>th</sup> & each subsequent unexcused tardy in a trimester, the student may be given a 30-minute detention after school.**

Students arriving to 6<sup>th</sup> period after the tardy bell must have a pass from his/her lunchroom supervisor or the office. **Upon the 4<sup>th</sup> & each subsequent unexcused tardy in a trimester, the student may be given a 30-minute detention after school.**

**No demerits are accrued for tardies.**

## TELEPHONE

Students may use the telephone **only** for emergencies (ex: missing the bus, going home sick, ...etc) or to inform a parent that he/she is staying after school. Students must present a telephone pass from a teacher. Students are not to use the telephone between classes or without the permission of a staff member.

## TITLE IX/ NONDISCRIMINATION

Atwood Heights School District 125 in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, the Individuals with Disabilities Education Improvement Act and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, disability, age, or any other protected category, in any of its policies, practices, or procedures. The lack of English language skills will not be a barrier to admission and participation in educational programs. In order to comply with the mandates of the law in reference to Title IX of the Education Amendments of 1972 the Board of Education has adopted the following policy:

**“No student shall, based on sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.”**

District 125 affirms non-discrimination on the basis of sex in order to comply with the provisions of Title IX of the Education Amendments of 1972 to ensure that discrimination on the basis of sex does not take place in any education program or activity except where necessary to accomplish a specific purpose that does not impinge upon essential equality or fundamental fairness in the treatment of students or employees of this school district.

## TRUANCY

Truancy includes not only an unauthorized absence from school but also any unauthorized absence from a class. Truancy may result in disciplinary action. Excessive absences will be reported to the Truant Officer. Social work services will be available to students who have chronic truancy problems as well as their parents.

## VISITORS

Hamlin Upper Grade Center does not allow visitors from other schools during regular school hours without the principal's permission. There is no exception to this policy.

## WATER BOTTLES

Students are permitted to carry water bottles with them throughout the school day. Bottles must contain water only and have a leak-proof lid.

## WHITE PINES MOTIVATION TRIP

Each year our staff offers a trip for the students at Hamlin that work hard and get good grades in their subjects. Hamlin Upper Grade Center offers a three-day overnight trip to White Pines Ranch in Oregon, Illinois, for any student who earns a **4.5** cumulative grade point average, averaged over the first and second trimesters. For those students who are within one-tenth of a point of making this average (4.40 – 4.49 GPA), we will look at the third-trimester progress grades and consideration will be given to those students to participate. **Any student that has more than 3 behavioral demerits will not be considered eligible.** Eligible students must also have a good attendance record with no more than 9 absences. Students are accompanied by Hamlin staff. The cost of the trip is the student's responsibility. We hope all of you will work hard this year to attend this exciting trip!

# UNACCEPTABLE BEHAVIORS

See Board Policy Administrative Procedures Section 7:190 for complete details of our policy and procedures regarding prohibited student conduct.

## BULLYING

Harassment of students is not tolerated and prevention measures will be taken to ensure that students and staff feel safe and free from threats. See Board Policies Administrative Procedures Sections 7:20 and 7:180 for complete details of our bullying policy and procedures.

## CHEATING

The copying of work done by someone other than yourself and handing it in as your own work is called plagiarism, a serious moral and legal offense. ALL students involved in a cheating incident (provider and recipient) may face disciplinary action.

## CLASSROOM BEHAVIOR

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

## DAMAGE TO PROPERTY

Hamlin Upper Grade Center will not tolerate damage to school property or intentional damage to property and/or possessions of another individual. Any littering on school property is prohibited. Damage to school property or property and/or possessions of any individual at Hamlin may result in disciplinary action and remuneration for damages. In addition, the student may face possible prosecution by civil authorities.

## DATING VIOLENCE

An Illinois law aimed at preventing unhealthy dating relationships requires upper-elementary, middle schools and high schools to incorporate age appropriate education about teen dating violence into their curriculum. As a result, beginning this in 2022, our schools will be teaching students the signs and symptoms of an unhealthy relationship, how to respond, and who to notify. The Center for Disease Control and Prevention (CDC) reports that one in eleven adolescents say they have been the victim of physical dating violence. For more information visit the CDC page for Parents linked here. If you have any questions or concerns, please reach out to the building principal or school counselor. Policy 7:185 Teen Dating Violence Prohibited

## DISRESPECT TO SCHOOL EMPLOYEES

All students are to show respect at all times. Rolling of the eyes, sighing, making comments under your breath are just a few examples of disrespectful conduct. Threats or offensive language directed toward a staff member or striking and/or causing injury to a school employee will not be tolerated and may result in severe disciplinary measures.

## DISRUPTIVE ACTIVITIES

Students are prohibited from participating in any activities that could be considered disruptive to the educational process. The school will not tolerate any reference to gang or cult-related activities.

## DRUGS AND ALCOHOL

School District 125 does not tolerate the use or possession of cigarettes, e-cigarettes, illegal drugs or look-alike drugs, marijuana, narcotics, controlled substances, alcoholic beverages, or intoxicants of any kind, as well as drug apparatus or paraphernalia. Using, possessing, or being under the influence of any of the items listed above, by any student while on school property or at any function connected with Hamlin Upper Grade Center, may result in severe disciplinary measures.

Students who must take prescription medication must give the prescribed drug in its proper container to the Health Service Coordinator or school secretary upon arrival at school in addition to filling out the District 125 Medication Release form.

## FALSE FIRE ALARM

Misuse of fire alarms or fire equipment is a Class 4 Felony. The fire alarms and equipment are to be used only in case of fire. Misuse of fire alarms and/or equipment may result in severe disciplinary action and referral to the local police.

## FIGHTING

Hamlin Upper Grade Center does not allow **ANY FIGHTING** among students. A student who takes any physical action toward another student is considered a participant in a fight. Students are to keep their hands to themselves at all times. Pushing, shoving, and other aggressive behavior will not be tolerated and may result in severe disciplinary measures.

## FORGERY

Forging another person's name on a document is a serious legal and moral offense. Any student involved in the act of forging a signature, note, or pass may face disciplinary action.

## GAMBLING/SELLING

Any form of gambling is strictly prohibited including card games, flipping coins, or selling chances for personal gain. Students are also prohibited from unauthorized selling of any item at Hamlin.

## GANG ACTIVITY

Any gang or group association whose intent is to intimidate, harass, or disrupt the educational process, flashing or writing of gang symbols/signs, or wearing of gang-related colors is prohibited on school grounds or at school-related activities. Failure to comply with this rule may result in disciplinary action.

## GUM

Hamlin Upper Grade Center is a gum-free environment. Any student chewing gum at any time in the school building or during lunch may face disciplinary action.

## HALLWAY MISCONDUCT

Orderly hallway conduct is required of all students at Hamlin. Running, pushing, or shouting in the hallways is prohibited at all times. Students are to move to assigned classrooms without loitering. Use of lockers between classes is prohibited. Any student who is in the hallway during class time must have an appropriate hall pass from that teacher.

## HARASSMENT/THREATS

Harassment of students at Hamlin is prohibited. Bullying or harassment on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited. Any student who is a victim of harassment or related activities is expected to report such actions to the principal and/or school counselor. See Board Policies Administrative Procedures Sections 7:20 and 7:180 for complete details of our harassment policy and procedures.

## INSUBORDINATION

All students are to follow all instructions and directions, both written and verbal, given to them by teachers, administrators, and staff members (secretaries, custodians, teacher's aides, substitutes, bus drivers, etc.) at ALL times. Failure to follow the instructions or directions of any staff member causes the student to be considered as insubordinate and may result in a disciplinary outcome. Students are expected to follow the classroom rules of conduct of their teachers at ALL times.

## PHYSICAL DISPLAY OF AFFECTION

Hamlin prohibits romantic gestures such as holding hands, kissing, or other physical displays of affection.

## POSSESSION OF ILLEGAL OR DANGEROUS OBJECTS

Hamlin Upper Grade Center forbids the possession and/or use of any items that are considered illegal or dangerous. Possession and/or use of any item that could be considered a weapon or explosive (including fireworks) may result in a severe disciplinary referral.

## PROFANITY

Profanity and/or obscene language (written or verbal) or gestures by any Hamlin student will not be tolerated.

## SEXUAL HARASSMENT

Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome. Sexual harassment includes but not limited to, unwanted touching and verbal or written comments of a sexual nature. The school's normal disciplinary procedures will be followed in determining appropriate consequences for the sexual harassment. Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, which may include suspension or expulsion from school.

## SMOKING/POSSESSION OF TOBACCO & RELATED PRODUCTS

Hamlin Upper Grade Center prohibits smoking and possession of tobacco-related products including e-cigarettes. This also means students may never bring matches or lighters on school property or a bus; to do so is a serious safety violation.

## SNOWBALLS

Throwing snowballs on the school grounds is dangerous to others and to the building. Throwing snowballs is not permitted.

## TECHNOLOGY

The District may discipline a student whose personal website or other off-site activity involving electronic technology causes, or can reasonably be expected to cause, a substantial disruption of the school environment, without regard to whether the activity or disruption involved the use of the District Technology System.

## THEFT OF PROPERTY

Hamlin Upper Grade Center will not tolerate theft of school property or theft of property and/or possessions of another individual. Theft of school property or theft of property and/or possessions of another individual at Hamlin may result in disciplinary action and remuneration for losses. In addition, the student may face possible prosecution by civil authorities.

## TRESPASSING

Trespassing is an unauthorized presence on school property without the direct supervision of authorized personnel. No student is to be on any School District 125 property during or after school hours unless under the supervision of authorized personnel.

Any student who is suspended or absent from school and who is on school property during the suspension or absence will be considered to be trespassing and may be referred to the local police for proper action.

## TRUANCY

It is the responsibility of all students at Hamlin Upper Grade Center to attend school every day that he/she is physically able to do so. All students are expected to be in their assigned area or assigned activity from the time they arrive on school property until they leave school property. When weather permits during the lunch period, students will go outside in a designated area. A

student who is not in attendance when he/she is physically able or who is not in his/her assigned area or activity while in the school is considered truant. Credit will not be given for work missed due to truancy. Excessive days truant may result in retention in the current grade level. See policy for additional details.

## WEAPONS

Students bringing or possessing a weapon or “look-alike” weapon may be subject to suspension, the possible recommendation for expulsion, and notification of police. This includes, but is not limited to, guns, starter pistols, defense sprays, or other dangerous instruments like knives.

# DISCIPLINARY ACTION

See Board Policy Administrative Procedures Section 7:190 for complete details of our policy and procedures regarding disciplinary measures. Violation of Conduct and Discipline Policies may result in one or more of the following actions being taken by school authorities. All provisions set forth in Public Act 99-0456 went into effect on September 15, 2016, and will be adhered to by school officials.

## PARENT CONFERENCE

Parents may be asked to come to school for a conference when student behavior is repeatedly unacceptable.

## AFTER SCHOOL DISCIPLINE

On occasion, students may be asked to stay after school. This may occur for a variety of reasons such as lack of homework, failure to return signed notes or tests, etc. The date and length of time will be determined by the staff person assigning the after-school time. A copy of the after-school disciplinary meeting is sent to parents via the student. If the student is unable to stay after school on the designated day, the parent may make prior arrangements for an alternate time with the staff person who assigned the after-school discipline. Transportation is not provided for after-school discipline. After-school discipline will not accrue any demerits on the student's record.

## CLASS REMOVAL

A student may be removed from a class and sent to the principal for repeated misbehavior and unwillingness to cooperate with the classroom teacher. During this time, the student is expected to complete his/her classwork. The student may receive a disciplinary detention to be served on a day determined by the administration.

## STRIKES

Staff members may issue strikes to any student in lieu of issuing a detention/demerit. These behavioral infractions will be logged into our Teacher Ease system and upon the issuance of a 3<sup>rd</sup> strike, the student may lose privileges, such as attending a school-sponsored event. Strikes will not accrue any demerits on the student's record and they reset each trimester. If a student fails to show up on the assigned strike day, then a detention will be served on an assigned detention day.

## DETENTIONS

Detentions may be given as a consequence for inappropriate behavior. Any staff member may be assigned detention for misbehavior in the classroom or halls, in the lunchroom, on school grounds, or during any school-related function.

- A copy of the detention is sent to parents with the student **and via email**. It is the student's responsibility to make sure that written consent to serve the detention on his/her assigned date has been received from his/her parent prior to the date the detention is to be served. **Parental consent may also be sent via email.**
- A student who receives a detention/suspension in the two-week period prior to a special event/activity at school may not be allowed to attend that event/activity.
- Any student who misbehaves in the detention room may receive a suspension.
- **Any student who does not report to the assigned detention room on his/her designated day may receive a one-day suspension.**

## SUSPENSIONS

A student may be suspended from school for a designated period of time. The administration will determine if the suspension is to be served in or out of school. All provisions set forth in Public Act 99-0456 went into effect on September 15, 2016, and will be adhered to by school officials. Repeated or severe violation of any rules for student behavior may result in suspension.

- A one-day suspension may be issued to any student who does not report to the detention room on his/her assigned day.
- A student who receives a suspension in the two-week period prior to a special event/activity at school may not be allowed to attend that event/activity.

If a student is suspended (either internal or external) **more than 3 times in a school year**, we ask that a parent accompanies the student to school on the designated return day to meet with the principal. At this time, the principal, parent, and student will discuss Hamlin's discipline policy as well as the student's conduct.

See Board Policy Administrative Procedures Section 7:200 for complete details of our suspension policy and procedures.

## EXPULSION

Expulsion is defined as the exclusion of a student from school or from riding the bus for a period of time in excess of ten (10) school days for serious discipline infractions.

See Board Policy Administrative Procedures Section 7:210 for complete details of our expulsion policy and procedures.

## DEMERITS

In order for students to participate in certain activities (specified below), students must not accrue significant numbers of demerits. Students accrue demerits at the same time they receive other forms of discipline as follows:

Each detention = 1 demerit

Suspension = 2 demerits for the first day and 1 demerit for each subsequent day.

**The number of demerits a student earns throughout the school year may affect the following:**

### **Graduation activities for 8<sup>th</sup> graders**

6<sup>th</sup> demerit = loss of class trip

7<sup>th</sup> demerit = loss of dinner dance

8<sup>th</sup> (or more) demerit(s) = loss of walking across the stage at graduation

### **Class trip for 7<sup>th</sup> graders**

loss of trip upon receiving 6<sup>th</sup> demerit

### **Class trip for 6<sup>th</sup> graders**

loss of trip upon receiving 6<sup>th</sup> demerit

# SPORTS, CLUBS, AND EXTRACURRICULAR ACTIVITIES

The extra-curricular activities at Hamlin Upper Grade Center are designed to provide students with non-academic experiences to enrich their physical, social, and emotional well-being.

Participation in extra-curricular activities is a privilege, not a right. When a student puts on his/her uniform, he/she is then identified as part of a highly respected group. In uniform or street clothes, his/her conduct in public reflects the team, the school, and the community.

Hamlin participates in the South Suburban Junior High School Conference (SSJHSC)

## ATHLETICS

Hamlin Upper Grade Center offers many interscholastic athletic programs for students. These programs are designed to allow students to develop and demonstrate their athletic ability as well as to promote good sportsmanship and team effort. Our interscholastic programs include volleyball for sixth, seventh and eighth-grade girls & boys; basketball for sixth, seventh and eighth-grade boys and girls; cheerleading for sixth, seventh, & eighth-grade students; and track for sixth, seventh, & eighth-grade boys and girls.

**No student shall be permitted to compete in a try-out, practice, or game unless such student has filed with the school a certificate of physical fitness issued by a licensed physician, physician's assistant, or nurse practitioner as set forth in the Illinois State Statutes not more than 365 days preceding such try-out, practice or contest in any athletic activity.**

Simply put, this means that Hamlin Upper Grade Center students cannot try out or participate in volleyball, basketball, track, or cheerleading without a current physical examination.

## UNIFORM PROCEDURES

As a competing member of the Hamlin Upper Grade Center SSJHS conference, your child has been issued a team uniform. Athletes are allowed to modify his or her uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. Students are not required to receive the prior approval of the school board for such modifications.

## DRAMA CLUB

The drama program at Hamlin Upper Grade Center is designed for both the student with a casual interest in theater and the student with an abiding commitment. Students may participate as cast members or members of the technical crew responsible for scene construction and costuming.

## ENVIRONMENTAL CLUB

At Hamlin Upper Grade Center, we recognize the importance of taking care of our environment. This club empowers our scholars to take an active role in doing so throughout and around our building. Students have the opportunity to work on gardening, recycling, and other related service projects.

## DECLAMATION

Our award-winning Hamlin Declamation team is the perfect opportunity for any student to become masters of their own thinking and speaking. Students will interpret written literature ranging from prose to informative speeches through the SSJHSC. No experience is necessary.

## MATHLETES

Mathletes is a competitive team that meets to showcase their mathematical prowess through competitions with SSJHSC. Strong math skills are highly encouraged.

## NATIONAL JUNIOR HONOR SOCIETY

Hamlin Upper Grade Center is a chartered member of the NJHS and eligible to accept students into the National Junior Honor Society. A high level of character, scholarship, leadership, and service are the qualities that must be demonstrated to be eligible for admission into this society. Eligibility is also based on a 4.5 cumulative GPA, meets/exceeds rating on a Hamlin Standardized test, no behavioral demerits, and meeting service hour requirements as outlined in the guidelines. Specific guidelines are available in your registration packet.

## SCHOLASTIC BOWL

Scholastic Bowl is for trivia enthusiasts! We will compete with other schools in the SSJHSC to showcase our knowledge in areas such as geography, sports, history, and literature.

## STUDENT COUNCIL

The Student Council sponsors many activities throughout the school year. Students may run for elected office or classroom representative according to grade level. Elections are held in May.

<u>8th grade:</u>	<i>President</i>
	<i>Secretary</i>
	<i>Classroom representatives</i>
<u>7th grade:</u>	<i>Vice-President</i>
	<i>Treasurer</i>
	<i>Classroom representatives</i>
<u>6th grade:</u>	<i>Classroom representatives</i>

# STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT

Name of Student: \_\_\_\_\_

## STUDENT ACKNOWLEDGEMENT

I acknowledge receiving the Student/Parent Handbook. I have read these materials and understand all rules, responsibilities, and expectations. In order to keep my school safe, I pledge to adhere to all HUGC and Atwood Heights School District 125 rules, policies, and procedures.

I understand that the Student/Parent Handbook may be amended during the year and that such changes would be available on the school website and/or in the main office.

I understand that my failure to return this acknowledgment and pledge will not relieve me from being responsible for knowing or complying with school and district rules, policies, and procedures.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## PARENT/GUARDIAN ACKNOWLEDGEMENT

I acknowledge receiving the Student/Parent Handbook. I have read these materials and understand all rules, responsibilities, and expectations.

I understand that the Student/Parent Handbook may be amended during the year and that such changes would be available on the school website and/or in the main office.

I understand that my failure to return this acknowledgment and pledge will not relieve me or my child from being responsible for knowing or complying with school and district rules, policies, and procedures.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date