

Harvard High School
1103 N. Jefferson Street
Harvard, IL 60033
www.cusd50.org/harvardhighschool/

Main Office

Hours 7:30 a.m. - 4:00 p.m.
Phone 815-943-6461
FAX 815-943-8506
Attendance 815-943-5670

Principal	Carl Hobbs
Assistant Principal	John Hollingsworth
Dean of Students	Michael Patterson
Athletic/Activities Director	Andrew Walters
Secretary	Kathy Alvarez Lea Swenson JoEllen VanHout

Mission

To produce a community of learners by cultivating academic, social, and emotional skills to maximize each student's potential.

Vision

Educational excellence and lifelong learning for all.

Daily Schedule

Doors Open	7:00 a.m.
School Begins	8:00 a.m.
Lunch Periods	11:21 a.m. - 1:18 p.m.
Dismissal	2:45 p.m.

Breakfast

All students may eat free breakfast between 7:30-8:00 a.m.

Harvard High School Song: HARCOHI LOYALTY

COME, CHEER FOR HARVARD, FOR H C H S,
FOR OLD GOLD AND BLACK O'ERHEAD.
FOR THOSE ARE OUR COLORS
AND THERE ARE NO OTHERS.
SO COME AND CHEER FOR THE BEST! RAH! RAH!
CHEER FOR THE PLAYERS ON OUR SCHOOL TEAM
THEY ARE THE BEST THERE ARE.
WE WILL WIN MANY HONORS,
TO PASS ON TO OTHERS;
SO CHEER FOR OLD HARVARD HIGH!

Arrival and Dismissal Procedures

Arrival

- Adult supervision begins at 7:40 a.m.
- Walkers and bus riders may enter through the Main Entrance which will be open until 8:00 a.m.
- Car riders should be dropped off as directed on the North Side of the building and enter through the Main Entrance.
- All students will report to their first period class at 7:55 a.m.

Dismissal

- Parents picking up students prior to 2:45 should park and enter the main office to sign the students out.
- Bus riders for buses in the first wave and walkers and car riders will be dismissed at 2:45 p.m.
- Bus riders for buses in the second wave will be dismissed once all buses have arrived.



HARVEY HORNET- HHS MASCOT

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Regular Bell Schedule

Warning	7:55		
Period	Time		
0	7:00 – 7:55		
1	8:00 - 9:22		
HR	9:27 – 9:54		
2	9:59 - 11:21		
3 "A"	11:21 - 11:51 Lunch	11:56 - 1:18 Class	
3 "B"	11:26 – 12:07 Class	12:07 - 12:37 Lunch	12:42 – 1:18 Class
3 "C"	11:26 – 12:48 Class		12:48 – 1:18 Lunch
4	1:23 - 2:45		

Early Dismissal Schedule

Warning	7:55		
Period	Time		
0	7:00 – 7:55		
1	8:00 - 8:55		
2	9:00 - 9:55		
3 "A"	9:55 - 10:25 Lunch	10:30 – 11:30 Class	
3 "B"	10:00 - 10:30 Class	10:30 - 11:00 Lunch	11:05 -11:30 Class
3 "C"	10:00 - 11:00 Class	11:00 - 11:30 Lunch	
4	11:35 – 12:30		

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2 Hour Delayed Start Schedule (Weather Related)

Warning	9:55		
Period	Time		
0	9:00 – 9:55		
1	10:00 - 11:00		
2	11:05 - 12:05		
3 "A"	12:05 - 12:35 Lunch	12:40 – 1:40 Class	
3 "B"	12:10 - 12:40 Class	12:40 - 1:10 Lunch	1:15 -1:40 Class
3 "C"	12:10 - 1:10 Class	1:10 – 1:40 Lunch	
4	1:45 – 2:45		

Parking

Parking facilities are very limited, therefore the administration is asking that students who live within walking distance of school walk rather than drive to school. Cooperation with this request to limit traffic will help protect the safety and property of all students and staff. Listed below are regulations for automobile use. Students who violate these regulations may lose their parking privileges for up to the remainder of the school year and face other appropriate disciplinary action. Vehicles violating a regulation, including those not having valid parking permits may be towed. Applications may be picked up the first week of August.

1. All vehicles parking on school grounds must have a parking permit. Permits must be purchased in the school office after completion of the application and approval from the administration. The parent/guardian must come into the office in order to give consent. Students receive permission to park in one lot in a reserved space. The cost of a permit will be \$100 for the spaces adjacent to the high school. Students will be given a numbered tag to display and a \$50 fee for the far west lot off Route 14.
2. Any parking violators may have their vehicle towed at the owner's expense, an/ or receive a ticket from the Harvard Police Department.
3. All students will sign Operation Click contracts, and any violation may result in forfeiture of their parking privileges.
4. Parking improperly (using 2 spaces, in bus or fire lanes, designated handicapped or visitor spaces) is a violation.
5. Upon parking their vehicles, students should lock their vehicles and not return to them until leaving school for the day. The parking lot is off-limits.

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Parking (continued)

6. Students may not be in any vehicle during lunch periods unless they are given approval by the high school's main office.
7. Students are expected to obey all posted traffic signs and keep their speed under 10 mph while on school property.
8. Students found guilty of reckless driving on school or adjacent grounds will be denied parking privileges. Other disciplinary measures may also be taken.
9. The administration has the right to have cars parked on school property searched, confiscate any illegal substances, and punish the offending driver and/or passenger.
10. Snowmobiles or other off-road vehicles will not be allowed on campus.
11. Parking place assignments will be decided on the order of receipt of the application, conduct, home address, year in school and activities.
12. Parking at the school is a privilege and can be revoked at any time at the discretion of the administration.

School Dress Code & Student Appearance

Students are expected to wear clothing in a neat, clean and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a disruption in the school environment.

1. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
3. Hats, coats, bandanas, sweatbands, blankets, and sunglasses may not be worn in the building during the school day.
4. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
5. Chains, spikes and long straps that can damage furniture shall not be worn in the building.
6. Clothing that shows skin in the midriff, lower back, chest, cleavage and/or undergarments is considered inappropriate under this policy.
7. All tops must cover both shoulders (male and female), therefore, strapless, tube, halter, racerback, tank tops, one-sleeved, and narrow/spaghetti-strap tops are considered inappropriate under this policy. Unmodified sleeveless tops ARE permitted, but must not show undergarments, chest or midriff.
8. Short-shorts, short skirts and/or dresses, halter and/or strapless dresses are considered inappropriate under this policy. The inseam of shorts should be at least 4 inches. This will be enforced regardless of what is being worn underneath the clothing (leggings, stockings, Spanx, etc.)
9. Appropriate footwear must be worn at all times. Slippers are not allowed.
10. If there is any doubt about dress and appearance, the building administration will make the final decision.
11. Students whose dress causes a substantial disruption of the orderly process of school function or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
12. Clothing or other possessions smelling of illegal drugs, alcohol, and/or tobacco may not be worn. Students may be asked to change clothes or remove items from the school building.

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Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the Building Principal.

During instructional time, which includes class periods, electronic devices should be kept powered off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Staff may require students to place their cell phones in a designated location within the classroom to reduce their distraction to the educational process.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school, passing periods and during the student's lunch period. Any sound from these devices are not allowed at any time while students are present in the building. Students may use their earbuds during lunch and passing periods, however they must be able to hear staff directives while using them. Headphones (over the ear) are NOT allowed and should be out of site while in the hallway or cafeteria.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

If a student refuses to relinquish an electronic device to a staff member this may be considered insubordination and result in immediate assigned to in-school or out-of-school suspension and the parent may be contacted.

The school and District are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure may be subject to the following consequences (staff who confiscate phones may use their discretion to turn it into the main office or issue their own consequence):

1. First offense – The device may be confiscated by school personnel. A verbal warning may be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device may be confiscated. A detention may be assigned. The student's parent/guardian may be notified and required to pick up the device in the school office.
3. Third offense – The device may be confiscated. A detention may be assigned. The student's parent/guardian may be notified and required to pick up the device in the school office. Additionally, the student may be prohibited from bringing the device to school or required to bring the device to the main office daily for safe keeping for a duration as determined by a High School Administrator. If the student is found in possession of the device during this time, the student may be assigned additional consequences as this will be considered for insubordination.
4. Fourth and subsequent offense – The device may be confiscated. The student may be assigned a consequence and the student may be prohibited from bringing the device to school or required to bring the device to the main office daily for safe keeping for a duration as determined by a High School

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Administrator. If the student is found in possession of the device during this time, the student may be assigned additional consequences as this will be considered insubordination, which could include in-school or out-of-school suspension. The student's parent/guardian may be notified and required to schedule a meeting with a School Administrator prior to picking up the device in the school office.

Absence Notification

In the event of any absence, the student's parent or guardian is required to call the school attendance office at 815-943-5670 before the start of the school day (8a.m.) to explain the reason for the absence. If a call has not been made to the school within two hours (10 a.m.) of the start of the school day on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Students should clear deferred absences within two days of returning to school. Failure to do so may result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Call the attendance office at 815-943-5670. This number is available 24 hours, 7 days a week. Please leave a message about attendance with your name, your student's name, reason for absence, and phone number where you can be reached.

Attendance detention matrix:

Tardies: 1 to 3- Written warning

4 to 7- 30 minute detention (lunch or after school)

8 to 11- 60 minutes (may be served during lunch or afterschool)

12 to 15- 180 minutes (served during Wednesday 3 hour after school)

16 on – In school suspension and/or Truancy Ticket issued

Period Absent Unexcused: 120 minutes assigned per class missed up to 180 minutes (served during lunch or after school) *Continued or excessive absenteeism may result in an in school suspension and/or a Truancy Ticket issued

Absent Unexcused- Full Day: 180 minutes (served during Wednesday after school) *Continued or excessive absenteeism may result in an in school suspension and/or a Truancy Ticket issued

College Visits: Juniors and seniors are allowed two college days per year if pre-approved three days in advance by the student's counselor and administration. Dated verification from the college is required upon returning to school. College visits should occur during the first three quarters of the year.

Chromebook Procedures

District 50 retains sole right of possession of the Chromebook. Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications, and are given no guarantees that data will be retained or destroyed.

Responsibility for the Chromebook

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

1. Students must comply with the District's Use of Technology Policy (6:235) and corresponding Use of Technology Administrative Procedures (6:235 AP1, 6:235 AP2, and 6:235 AP3) when using their Chromebooks. (Sections 6.7 and 7.10 of this Student Handbook)

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Responsibility for the Chromebook (continued)

2. Students must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action.
3. Students are expected to treat their device with care and never leave it in an unsecured location.
4. Students are expected to keep their device in a protective case or backpack when traveling.
5. Students must promptly report any problems with their Chromebook to the Tech Department.
6. Students may not remove or interfere with the serial number and other identification tags.
7. Students may not attempt to remove or change the physical structure of the Chromebook, including keys, screen cover or plastic casing.
8. Students may not attempt to install or run any operating system on the Chromebook other than the Chrome OS operating system supported by the district.
9. The District will repair or replace damaged equipment resulting from normal use. All other breakages will be the financial responsibility of the student.
10. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost (approximately \$250) to purchase a new device.
11. Replacement fees will be charged for lost charging cords.

Chromebook Loaner Procedures

Students may borrow loaner Chromebooks out from the library on a limited basis under these conditions:

1. Classroom loaners will be available for student use. If a student forgets their Chromebook at home, or it is not charged, a teacher may request a loaner be delivered to the classroom for use during the block.
2. Loaner Chromebooks are to be used in school and for educational use only and may not be taken home. Disciplinary action may be taken if loaner Chromebooks are taken out of the building.
3. Long term loaners will be available for students to use while their Chromebook is being repaired. These loaners may be taken home if the repairs take longer than a day.
4. A rental fee may be charged, or the student's ID be held as collateral for a loaned Chromebook.
5. Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Student will pay full replacement cost if the loaner Chromebook is lost or stolen.

Harvard High School Honor Code Rationale

Academic honesty and integrity are essential to excellence in education and are founded upon three fundamental values:

- Honesty- the expectation that each person will tell and defend the truth.
- Responsibility- the expectation that each person will be accountable for and will accept the consequences of his or her actions.
- Trust- the expectation that each person will be able to rely on the integrity and character of others.

The Honor Code represents the values we view as essential to our school and asks that we hold each other to a high standard of integrity and personal achievement. Students, parents, and staff members have a responsibility to promote an academic culture that respects and fosters individual excellence.

Through this commitment, students and faculty will focus on fully achieving their potential in the areas of academics and personal character.

Since assignments, exams, and other schoolwork are measures of student performance, honesty and integrity are required to ensure accurate measurement of student learning.

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Harvard High School Honor Code

HHS student expectations:

- Each student must turn in his or her own work. Specific list of cheating infractions (including but not limited to...)
 - Cheating on class assignments:
 - Copying of assignments, projects, papers, or images
 - Allowing someone else to copy work
 - Collaborating without specific permission from the teacher including sharing answers in any form (e.g., picture on phone)
 - Plagiarizing from other students or from published materials including websites. Plagiarism is defined as, "using someone else's words, work, or ideas without giving the source credit."
 - Cheating on assessments:
 - Obtaining test materials or answer keys prior to the test
 - Taking pictures of tests, answer sheets, or forms
 - Using notes in any form unless pre-approved
 - Using any electronic device to obtain answers
 - Attempting to see/copy a classmate's answers
 - Sharing any of the above items with others

HHS staff and parent expectations:

- We believe staff and parents should:
 - encourage the citation of all content that is not original
 - encourage the use of online search tools that provide copyright friendly content (e.g., images, charts, graphs, etc.)
 - encourage the use of online plagiarism detector(s) to help students understand when they plagiarize (e.g., Turnitin.com)
 - be knowledgeable of appropriate academic and discipline procedures including activities that are not acceptable
 - discuss these expectations (found in syllabus/handbook) with your student(s)
 - hold all students accountable

Recommended consequences (regardless of point value, summative or formative label):

- First HHS career violation:
 - Notify parents
 - Meet with student(s) and discuss problem, use discretion
 - Failing assignment/assessment (zero, no credit)
 - Meet with DC or Dean and complete Honor Code violation form
 - Notify Dean of Students, complete discipline referral
- Second HHS career violation:
 - Notify parents and arrange a meeting
 - Meet with student(s) and discuss problem
 - Failing assignment/assessment (zero, no credit)
 - Meet with DC or Dean and complete Honor Code violation form
 - Notify Dean of Students, complete discipline referral
 - Honor code committee will determine further consequence(s)

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- Third HHS career violation:
 - Complete Honor Code violation form
 - Notify Dean of Students, complete discipline referral
 - Notify building Principal who will meet with student(s) and parent(s) or guardian(s)

Subsequent HHS career violations will be reviewed by Honor Code Committee, Dean of Students, Principal, parent(s)/guardian(s), and anyone else deemed relevant to the offense to recommend appropriate intervention and/or consequences.

The school administration will make the final determination for all consequences/interventions