



*“Where Every Day We S.O.A.R.”*

## **STUDENT/PARENT HANDBOOK 2017-2018**

601 Mississippi Ave, SE  
Washington, D.C. 20032  
OFFICE: 202-671-6426      FAX: 202-645-3426  
Website: [www.charleshartmiddle.org](http://www.charleshartmiddle.org)

Ms. Charlette Butler, Principal  
Ms. Nadine Smith, Interim Principal  
Dr. Sharon Armstrong, Assistant Principal  
Mrs. Samecia-Muriel Broussard, Assistant Principal

Charles Hart Middle School  
*Leading Change, Challenging Minds, Transforming Lives.*

Dear Charles Hart Families,

We are excited to welcome everyone back to another great school year at Charles Hart Middle School. Thank You for selecting CHMS to educate your child. Last year was a ground breaking year full of student achievement, academic growth, athletic accolades, and a vibrant positive school culture. We are looking forward to continuing our mission and a productive partnership with you to ensure our students can achieve their highest potential. We recognize that in order to be successful, our scholars need support from both home and school. As partners, we share the responsibility of our scholar's success and want you to know that we will do our very best to carry out our responsibilities which includes, but is not limited, to creating a safe and nurturing environment, while delivering a rigorous instructional program. We ask you to support your child's learning by ensuring that he/she:

1. Attends school daily, arrives on time and ready for the school day
2. Completes all homework assignments given by teachers
3. Reads daily to develop a love for reading and to improve literacy skills
4. Shares school experiences with you so that you are aware of their school life
5. Informs you if he/she needs additional support in any area or subject
6. Knows that you expect him/her to succeed in school and graduate from college

The Charles Hart Team prides itself in meeting all the developmental needs of its students. With a wide variety of programs offered during and after school, your child will continuously be engaged in learning activities that promote their academic and social growth. Our students are required to take core academic classes that include English, Mathematics, Social Studies, and Science. To help diversify our instructional program, students will also be exposed to Dance, Physical Education, Art, Instrumental Music, Robotics, Cosmetology, Spanish and Health Education. We believe our rigorous and comprehensive academic program is comparable to that of any school across the city and we look forward to being instrumental in your child's progression to college.

Our first day of school is **Monday, August 14<sup>th</sup>** and our school day runs from 8:00am-3:15pm. We look forward to working together to ensure CHMS continues to grow and our students reach even higher academic heights.

This handbook provides the Hart community with important information about the 2017-2018 school year. If you have any questions as you review it please feel free to call the main office at 202-671-6426.

Sincerely,

Charlette E. Butler, Principal and the entire CHMS Staff

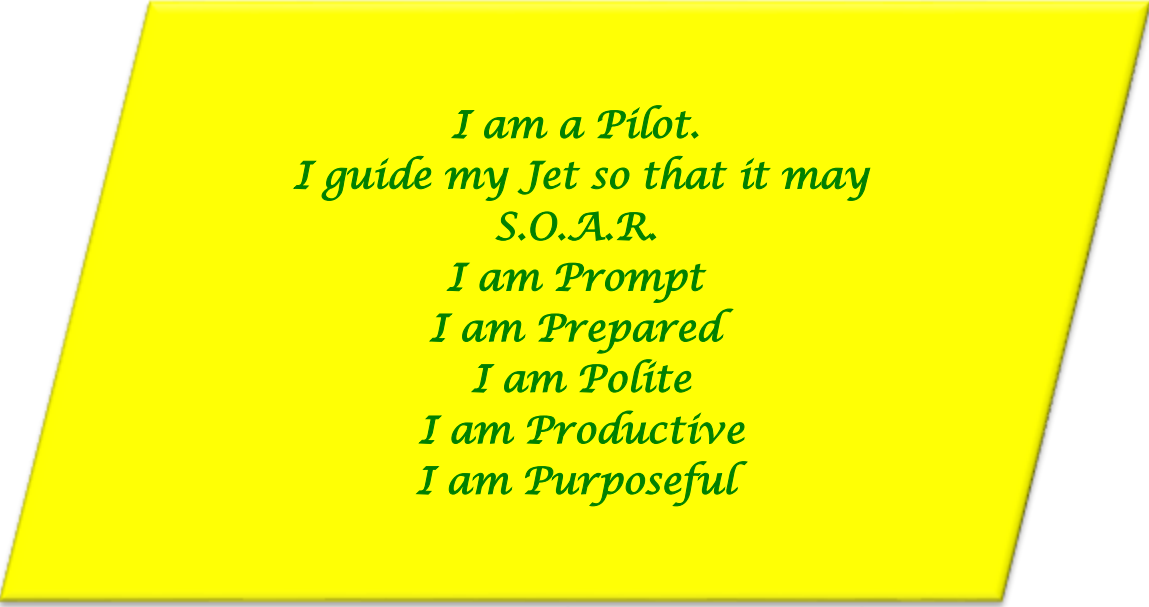
## The Charles Hart Middle School Mission:

*Leading Change, Challenging Minds, Transforming Lives.*

## Our Vision:

*Everyday we will ensure a safe, challenging, and inspiring education experience for ALL.*

## Pilot's Creed:



*I am a Pilot.  
I guide my Jet so that it may  
S.O.A.R.  
I am Prompt  
I am Prepared  
I am Polite  
I am Productive  
I am Purposeful*

## Our Goals

To achieve our Mission, Charles Hart Middle School has adopted the following goals:

- Provide **Every Child** with a high quality instructional program based on high expectations and high academic standards;
- Ensure that school management and building operations sustain a safe and positive school climate; and
- Promote and provide a culture of transparency, open communication and collaboration among all partners (parents/guardians, teachers, students, community members, etc.) that supports and sustains effective community engagement, **Every Day**.

*Everyday we S.O.A.R!  
Successful, Organized, Attentive, Respectful*

## School History

### Charles Hart

Mr. Charles Hart began serving the Public Schools of the District of Columbia as a teacher of the fourth grade at the Tenley School in September, 1896. In October, 1899, he went to the Business High School to teach mathematics and bookkeeping, and to serve as head of the Business Department. On February 25, 1918 he was transferred to Eastern High School as Acting Principal, and in the fall of that year his appointment as regular principal was made. He served in this position with consummate skill and marked distinction until his retirement in June, 1945 his professional preparation was extensive and included graduation from the Washington Normal School, a Bachelor of Arts Degree from George Washington University, and extensive summer work at Harvard and Oxford Universities.

Mr. Hart's personal enthusiasm and dynamic leadership brought the many activities of the Eastern high School program to a maximum of student participation and efficiency and added much to the total educational life of Washington. He was interested in the whole school program, and his decisive and keen analysis of educational problems effected helpful and constructive solutions. His genial humor and forceful presence always were a powerful source of inspiration to his students, faculty members, and administrative colleagues. Many boys and girls have advanced to success because of Mr. Hart's deep sympathetic interest in their personal problems and his ever-ready and generous aid. As was so aptly remarked of Sir Christopher Wren, so may it be said of Charles Hart, "if you would see his monument, look about you.'

# School Calendar

**DISTRICT OF COLUMBIA PUBLIC SCHOOLS**  
**2017-2018 REVISED EXTENDED YEAR SCHOOL CALENDAR**

Published April 24, 2017

**AUGUST 2017**

M	T	W	TH	F
31	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
		T=	24	
		S=	14	

**SEPTEMBER 2017**

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
		T=	20	
		S=	19	

**OCTOBER 2017**

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
		T=	17	
		S=	16	

**NOVEMBER 2017**

M	T	W	TH	F
		1	2	*3*
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
		T=	19	
		S=	18	

**DECEMBER 2017**

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
		T=	15	
		S=	14	

**JANUARY 2018**

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
		T=	20	
		S=	19	

**FEBRUARY 2018**

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		
		T=	15	
		S=	14	

**MARCH 2018**

M	T	W	TH	F
			1	*2*
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
		T=	17	
		S=	16	

**APRIL 2018**

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
		T=	15	
		S=	14	

**MAY 2018**

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	*24*	25
28	29	30	31	
		T=	21.5	
		S=	20	

**JUNE 2018**

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
		T=	19	
		S=	19	

**JULY 2018**

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
		T=	7	
		S=	7	

**Additional Important Dates**  
 June 29 - 8th-grade promotion ceremonies

**TOTALS**

Teacher Days:	209.5 (excluding intersession days)	<table border="1"><tr><th>Term</th><th>Days</th></tr><tr><td>1</td><td>47</td></tr><tr><td>2</td><td>45</td></tr><tr><td>3</td><td>51</td></tr><tr><td>4</td><td>47</td></tr></table>	Term	Days	1	47	2	45	3	51	4	47
Term	Days											
1	47											
2	45											
3	51											
4	47											
Student Days:	190 (excluding intersession days)											

- Student Days
- Intersession
- No School for Students or Teachers
- DC Government Holiday for Students, Teachers, and Central Office staff
- XX End of Term / Half-Day Records Day for Staff / Students Dismissed at 12:15pm
- XX End of Term / Half-Day PD & Half-Day Records Day for Staff / No School for Students
- Half-Day PD for Staff / No School for Students
- All-Day PD for Staff / No School for Students
- \* \* Parent Conference Day / No School for Students

## Charles Hart Middle School Bell Schedule SY 2017-2018

<u>Period</u>	<u>Time</u>
<i>1<sup>st</sup></i>	<i>8:45 – 9:50</i>
<i>2<sup>nd</sup></i>	<i>9:55 – 10:55</i>
<i>3<sup>rd</sup></i> <i>6<sup>th</sup> Grade Lunch</i>	<i>11:00 – 12:00</i>
<i>4<sup>th</sup></i> <i>7<sup>th</sup> and 8<sup>th</sup> Grade Lunch</i>	<i>12:05 – 1:05</i>
<i>5<sup>th</sup></i>	<i>1:10 – 2:10</i>
<i>6<sup>th</sup></i>	<i>2:15 – 3:15</i>

Charles Hart Middle School will operate on an A day – B day schedule this school year. This means that students will have different classes that rotate each day.

## SCHOOL EXPECTATIONS

**Be Safe. Be Respectful. Be Responsible. Be Ready to Learn.**

### School Hours of Operation

The building opens for students at 8:00 a.m. The instructional program begins everyday 8:45 a.m. and ends at 3:15 p.m. Students should arrive no earlier than 8:00 a.m. and no later than 8:40 a.m. Proper supervision for your child will not be available before 8:00 a.m. and after 6:00 p.m.

We want to ask your support in encouraging your child to arrive to school on-time and to make it to each class on-time. **1<sup>st</sup> Period begins at 8:45 a.m.** Please talk with your child about attending all of their classes and arriving to school on-time, everyday!

The Main Office Hours are from 7:30 a.m. – 4:30 p.m. daily.

### Uniform Dress Code

Uniforms help students concentrate on their schoolwork, level the socioeconomic playing field, provide a sense of community, and build school pride. Uniforms reinforce to students that school is their job and they are there to learn. Students must enter and exit the building wearing their uniform each day.

**The Charles Hart Middle School Uniform Policy will be strictly enforced. Uniforms are mandatory everyday.**

Our uniform policy:

- 6<sup>th</sup> Grade Students must wear a Charles Hart Middle School Logo Gold Polo and tan khaki pants or shorts/skirts (all shorts and skirts

must be knee length or longer. During the winter months a solid yellow or white sweater (no logos) may be worn.

- 7th Grade Students must wear a Charles Hart Middle School Logo Hunter Green Polo and tan khaki pants or shorts/skirts (all shorts and skirts must be knee length or longer. During the winter months a solid Hunter Green sweater (no logos) may be worn.
- 8th Grade Students must wear a Charles Hart Middle School Logo Black Polo and tan khaki pants or shorts/skirts (all shorts and skirts must be knee length or longer. During the winter months a solid black sweater (no logos) may be worn.

**\*Females are permitted to carry a small purse 4X6 in size \***

- Jackets/Coats may not be worn at anytime between 8:45 a.m. and 3:15 p.m.
- Appropriate shoes must be worn at all times in the building. Sandals or any shoe that exposes your toes and/or the top of your feet are not allowed
- Student ID Cards must be worn at all times throughout the school day

The following items of clothing SHALL NOT be permitted:

- Headbands

- Sheer (see through) clothing or other revealing tops, dresses, skirts, or bottoms
- Hats may not be worn in the building (unless for religious reasons)
- Mini-skirts, mini-shorts or sweatpants
- Undershirts as outerwear garments
- Leggings or Jeggings.
- Inappropriate symbols or slogans on clothing
- Tank tops, tops, or dresses with spaghetti straps
- Strapless shirts
- Midriff Tops (Tops that do not reach waistline)
- Cargo pants (with pockets on legs)
- Outer garments (hats, coats, gloves, scarves)
- Flip flops or sandals that expose toes or heels of feet

**Thank you for your support!**

### **Student Identification**

Each student will be issued a student identification badge. This badge must be worn daily and used to enter the building. There will be a one to two week opportunity when every student must obtain an ID badge. Students **must** have a contact number to reach a parent/guardian, in the event that they do not have their badge in order to report to class. Students will be able to pay \$5.00 for a replacement badge. It is the responsibility of the student to display their Student ID badge at all times. Failure to display the proper Student ID violates the 2501.1(n) code which states, **Failure to wear students' identification badge, when provided shall be grounds for disciplinary action or suspension for a period of up to ten days**

### **Parent Teacher Association (PTA)**

Parents are vital to the success of Charles Hart Middle School. We encourage each and every parent to join and participate in the PTA. This is a great way to share your voice with other members of the school community.

### **Cell Phone/Electronic Devices**

Students will not be allowed to use cellular phones/electronic devices (which include iPods, Mp3 players and held hand gaming devices) during school hours (8:00 a.m. – 3:15 p.m.) Any student using a cell phone or any electronic communication device on school property is in **violation of the DCPS Code of Student Discipline and can face up to 10 days of suspension and/or confiscation of any electronic device.** If a student is seen with any of the devices mentioned above, it will be confiscated and kept with an administrator until the parent/guardian is able to retrieve it. Confiscated cellular phones/electronic devices will only be returned to the parent/guardian whose name appears on the enrollment form of the student who violated the policy. **Exceptions to this policy must be approved by administration.**

*\*The school is not responsible for lost or stolen cell phones and/or electronic devices. Bring those items to school at your own risk!*





## **ACADEMIC EXPECTATIONS**

**Be Safe. Be Respectful. Be Responsible. Be Ready to Learn.**

Charles Hart Middle School is committed to administering academic assessments to assist in monitoring the quality of instruction taking place in all of our classrooms. We also use assessments to monitor what students have learned and mastered. Finally, we use assessments to determine what knowledge and skills students still need to learn. We use the data from these assessments to determine if concepts and skills need to be taught again and to set academic goals with every student and every teacher throughout the school year. We engage students and teachers in conversations that allow us to determine what resources need to be provided that will allow every student to reach his/her academic goals for the year.

### **The Charles Hart Middle School assessment system includes:**

- Weekly Quizzes
- Short Cycle/Mid-Unit Assessments
- End of Unit Assessments
- School-wide Scholastic Reading Inventories and Diagnostic Math Assessments

### **The DCPS assessment system at this time includes:**

- Interim Assessments—An assessment tool that measures progress in reading and math in grade 6-8. This assessment tool is administered 4 times a year.
- PARCC- The summative (final) assessment that measures overall progress of the student in grades 6-8. This is administered at the end of the school year and encompasses reading, math, writing, and science.
- NAEP – 8<sup>th</sup> graders participate in the National assessment that measures DCPS' progress in comparison to others in the nation in the areas of reading and math. This is administered in the spring in designated years.

Academic Course offerings for our school include English/Language Arts, Mathematics, Science, Social Studies, Art, Drama, Cosmetology, Robotics, Spanish, General Music, Concert Band, Computer Applications, Library/Media Services, Health and Physical Education.

## Grades

Good Grades are critical to students' success in school. The report card is evidence of the student's level of mastery based on what has been taught. Hart MS teachers use the following guidelines to determine progress report and report card grades:

- Attendance
- Conduct/Behavior
- Class participation
- All grades will be determined by calculating the total points earned and there will be a minimum of 3 grades per class every week. In this grading system, there are frequent opportunities for students to put effective effort into their work and make good grades. **Preparation + Effective Effort (Every Day) = Academic Achievement**

### Formative assessments/Process points

- Preparation (coming to class with the supplies to be successful) = 10 points
- Warm-Ups/Do Now (assessed weekly) = 10 points/week
- Classwork (done in one period) = 10 points
- Extended Classwork (more than one period) = 20 points
- Homework = 10-20 points (HW is assigned at least 4 times a week)
- Quizzes = 20 points

### Summative assessment/Product points

- Short Cycle/Mid-Unit assessments = 50 points

- End of Unit Tests = 100 points
- Projects = 100 points
- Final demonstrations/performances /exams = 100 points

Every Charles Hart Middle School Student will be provided with a Student Agenda Book. All Assignments should be recorded in the Student Agenda Book. Students are responsible for keeping up with their own Agenda Book at all times. The Student Agenda Book is full of great resources. The books help students stay organized, they help to build character, and they provide useful academic tips and information to help students in all subject areas.

Class and Home Assignments are posted by teachers weekly on our Charles Hart Middle School website, [charleshartmiddle.org](http://charleshartmiddle.org). Each teacher is responsible for posting their classwork, homework, and projects on their individual web pages located on the school's website. Everyday, each teacher is responsible for posting daily assignments on another useful Internet website called **ASPEN ([aspen.dcps.dc.gov](http://aspen.dcps.dc.gov))**. ASPEN allows parents and students immediate access to their progress in school. Parents are able to view attendance, grades, scores on tests and projects everyday.

## Grading Scale

**DCMR: District of Columbia Municipal Regulations, Title 5 (Education) Chapter 22, 2200.7** At the Secondary level; sixth (6<sup>th</sup>) grade through twelfth (12<sup>th</sup>) grade; marks/grades of A through F shall be assigned by the teacher to indicate the degree of achievement by a student of the content standards in each course. Grades shall be as follows:

**A** = 93 to 100;  
**A-** = 90 to 92;  
**B+** = 87 to 89;  
**B** = 83 to 86;  
**B-** = 80 to 82;  
**C+** = 79 to 77;  
**C** = 73 to 76;  
**C-** = 70 to 72;  
**D+** = 67 to 69;

## Honor Roll

Report Cards are a positive experience for many of our Hart students. Those achieving at least a 3.0 grade point average make the honor roll and receive special recognition during a quarterly awards ceremony. 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students who receive a 3.5 or higher grade point average and show strong leadership, citizenship, and character may be eligible for the Charles Hart National Junior Honor Society. Students must be nominated by at least three of their teachers to be eligible for induction into the Honor Society.

## Progress Reports

Progress Reports are mailed to parents during the 5<sup>th</sup> week of the each advisory. These notices report the child's strengths and areas for growth. Parents will also receive these progress reports during their scheduled parent-teacher conferences. At this time, there will be discussion on some strategies to improve in the areas that are in need of improvement/growth.

## Report Cards

Report Cards will be issued approximately ten days after the close of each advisory. Please make certain that you carefully

review the report card and if necessary schedule an appointment with the classroom teacher to address any concerns. Appointments are scheduled during each teacher's daily planning period.

## Extra-Curricular/Enrichment Activities

Through Extended Day Programs children can have a quiet place to study and work, the time to develop special skills and interests, and the chance to explore productive relationships with peers, teachers and other staff members. Extended Day Programs are designed to expand the students' knowledge of the subjects in which they are enrolled and offer new educational experiences.

Clubs and activities for interested students are as follows:

Student Government	Cheerleading
DC Creative Writing	Girls and Boys
Workshop	Basketball
Football	Girls Volleyball
Boys Baseball	Girls Softball
Band	Soccer
Drumline	Dance
Fashion	Robotics
Drama	Cosmetology
Advanced Reading	

In addition to these activities, there will be a number of other opportunities for students to be involved throughout the school year.

## Field Trips, Assemblies, and other Activities

The educational program is often supplemented with trips, assemblies, and

other experiences outside the classroom and the school building. Parents must sign the appropriate field trip permission slip to indicate approval for their child's participation. Parents are welcome and encouraged to assist the teachers by volunteering to chaperone field trips.

### **Extended Year Program**

Starting in School Year 16-17, Charles Hart Middle School will be moving to the DCPS Extended School Year Calendar. Hart scholars are expected all regularly scheduled schools days as well as any Intersession days that they are invited to participate in. Grade level administrators will communicate to families if a student is expected to attend an intersession.

## **BASIC BUILDING EXPECTATIONS**

### **Be Safe. Be Respectful. Be Responsible. Be Ready to Learn.**

The following rules have been established so that our school will be a safe and nurturing place. It is the responsibility of each student to know and abide by the rules:

- Teachers will discuss certain rules to be followed within their classroom. Students must familiarize themselves with and obey classroom rules and procedures.
- Vulgar language, suggestive acts and physical violence **WILL NOT** be tolerated.
- Students are not allowed in the building before 8:00 a.m. except on the days of inclement weather. On these days, students may enter the building and report to the cafeteria or auditorium.
- While in the halls and on the stairs, students must walk keeping to the right. Students are to use the designated stairway(s). There is to be no running, pushing, shoving, "horse playing", or loud talking while in the building. Students who don't comply will be assigned to Lunch Detention, Afterschool Detention, or our Behavior Intervention Room. These are alternatives to Out-of-School Suspension.
- Glass bottles/containers are not allowed in the building.
- Students are not allowed to walk in or through the building consuming food of any kind. All food must be consumed in the cafeteria or designated areas during special events. Any and all food consumed outside of the designated areas of the building will be confiscated and may be thrown in the trash at the staff members' discretion.
- Students will store all outerwear in their locker for the entire day, students **will not be allowed** to wear jackets, coats, gloves, earmuffs, or non-uniform sweaters in class or around the building. **Each grade levels Uniform Policy is strictly enforced.** Our Annual Spirit Week is an exception to this policy.
- Students should maintain silence and give immediate attention to teachers

and members of the staff during fire and security drills.

- Students are to observe a strict “hands off” policy (no body punching or slapping) at all times.
- Fighting for any reason is forbidden in the school, on the school grounds, or on the way to and from school. Any student who fights will be disciplined, suspended, or expelled and the police will be notified. Police involvement may result in arrest. **Physical violence will not be tolerated at Charles Hart Middle School.**

## Attendance and Tardiness

The importance of **EVERY DAY** attendance is necessary for maximum academic achievement. There is a direct correlation between student success (achievement) and attendance (time spent in the classroom). The more students are in the classroom with effective teachers, the more they learn. When a student is absent from school, the parent/guardian should follow-up immediately with a written explanation of the absence. The explanation should include the student’s name, date(s) of absence, and a specific reason for the absence along with the signature of the parent/guardian. It is the **students’ responsibility** to make up any and all missed assignments, projects, and tests.

### Acceptable excuses for absences or tardiness are:

- Illness – The school may require a medical note, if deemed necessary
- Death of a relative
- Observance of a religious holiday
- Emergencies such as fires or natural disasters

**Students are TARDY/LATE at 8:45 a.m.**

The Charles Hart Tardy Motto: **EARLY IS ON-TIME; ON-TIME IS LATE!**

The acceptable excuses for tardiness are the same as those listed above for absences.

## Late Arrival – Early Dismissal

School hours of operation are 8:00 a.m. – 3:30 p.m. Parents are encouraged to arrange appointments at times that do not conflict with the instructional program. When it is absolutely necessary for a student to arrive late or leave school before the standard dismissal time, a written request should be sent to the school. We would prefer to receive notice on the day before the late arrival or early dismissal.

Students will not be allowed to leave the school building unless an authorized adult comes to the school to sign him or her out. The only adults authorized in this process are those whose name appears on the students enrollment form. For safety reasons, anyone authorized to sign out a student will be required to show identification.

All missed classwork and homework must be completed and submitted to the child’s teacher at the time the teacher requires the missing assignments to be submitted. Teachers are asked to be reasonable when determining these deadlines. Students are asked to meet the teacher’s deadline.

## Student Lockers

Every student will be assigned to a locker. Take pride in keeping your locker clean and neat. **DO NOT GIVE YOUR LOCKER COMBINATION TO ANYONE and DO NOT SHARE YOUR LOCKER WITH ANYONE.** The school will not be responsible for lost/stolen item(s). School administration or their designee may open

any student's locker at any time. Unannounced inspections of lockers will occur periodically. All coats, jackets, book bags, school materials and other allowed items should be stored in the lockers.

## Hall Passes

No student shall be in the halls during instructional time without Charles Hart Middle School approved Hall Pass signed by the teacher in charge of the student during that time. Students discovered in the hall without a legitimate pass may receive a disciplinary consequence.

## Cafeteria/Lunch Period

Breakfast and Lunch is served in the school cafeteria daily. All students MUST go to the cafeteria at the designated time. The cafeteria is for the convenience of everyone who attends and/or works at Charles Hart Middle School. In order that the cafeteria may be operated efficiently, students are asked to:

- Enter the cafeteria in an orderly manner and be seated at a table until called to serving line
- Exhibit patience and take turns in line
- Remain seated at assigned tables while eating
- Communicate in a conversational speaking voice with other students in their immediate vicinity
- Become silent, still, and attentive to directions when signaled by the supervising adult and maintain silence during dismissal
- Clean their area (table and floor) and discard trash into the proper receptacles

- Wait on the supervising adult(s) to dismiss you
- Exit the cafeteria in an orderly manner

## Leaving Campus

After arriving on the school campus, a student is considered to be the responsibility of the school and is not to leave the campus without the consent of an administrator. Charles Hart Middle School has a closed campus policy. Closed campus policy is in compliance with D.C. Board of Education Law. Violators will be reprimanded.

## School Closings

The District of Columbia Public Schools usually closes when a severe weather condition exists, making travel difficult and dangerous. Should our district decide to close schools, information will be broadcasted over the radio and television by 6:30 a.m. or shortly thereafter. All parents and students are asked to listen to the radio and/or television broadcast for school closing announcements or consult with the DCPS Website for up to date information: [www.dcps.dc.gov](http://www.dcps.dc.gov).

## Immunizations

All students are required to be immunized against measles, mumps, rubella, diphtheria, and polio with evidence submitted that the DPT booster has been administered to the student within the last ten months. In addition to immunization, all new entrants, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students must submit evidence of recent physical and dental examinations.

## Medication Policy

Students needing medication while at school must have documentation from their doctor's office and a statement of permission signed by the parent/guardian. This documentation must be updated yearly. A labeled bottle with the student's name and dosage is required and should be left in the nurse's suite. Remember, it is necessary that we know where to contact a parent/guardian in case of emergencies.

## Medical Excuses from Physical Education

Physical education, is an integral part of the school curriculum, we are concerned with every students physical well-being, as well as their mental, emotional, social, and academic development. Excuses from participation in physical education for medical reasons will be granted upon physician's request. Be sure the physician lists the types of activities the student can and cannot take part in while in school.

## School Illness/Injury

If students are injured or become ill at school, they should find an adult member of the faculty and ask to be escorted or have a CHMS approved Hall Pass signed by their teacher or member of the faculty to the nurses' suite. If necessary, the nurse will contact a parent. All students who are injured or become ill must check out and

receive a pass for dismissal through the main office before leaving the school building.

## Emergencies

It is **very important and required by law** that we have **current information** on all students, especially emergency contact persons and their current telephone numbers. The school will contact the proper authorities if accurate information is not provided. During the school year if contact information changes, it is the responsibility of the parent/guardian to submit updated info to the school in a timely matter. If there is an accident or illness, parents and/or guardians will be notified immediately. Parents can make emergency notifications easier for the faculty of CHMS by correctly completing all forms sent home and returning them promptly. Please notify the office of all changes during the course of the school year. Parents are responsible for informing the administration of any special medical problem(s) that their child may have.

**We will make every attempt to contact parents in the event of an emergency.** The process of notifying parents is always easier if we have accurate contact information on file at all times. The DC Fire Department Emergency Unit, if needing medical attention, will transport students to Children's Hospital or to the nearest hospital providing pediatric care.

## **BEHAVIOR EXPECTATIONS**

### **Be Safe. Be Respectful. Be Responsible. Be Ready to Learn.**

Positive student behavior is essential for effective learning. Your attitude and actions are directly related to a positive school experience. We expect you to **Be Safe (to learn). Be Responsible (to learn). Be Respectful (to learn). Be Ready to Learn at all times.** We expect you to behave in age appropriate ways. Positive interactions with each other and all adults throughout the building will enhance your school experience.

Part of being ready to learn at all times means that students should arrive to school each day with required materials, including but not limited to pens/pencils, paper, and books.

To promote Academic Achievement for all Charles Hart Middle School students, the school will maintain an orderly, disciplined, and nurturing environment. The school will adhere to and administer disciplinary action to any student who violates the DCPS Code of Student Discipline. Please understand that these policies are in effect not only on school grounds, but also at any school or DCPS sponsored activity/event, it also is in effect when students are directly on their way to/from school. The following systems will be used to effectively and fairly address any student misbehavior. Enforcing this system will minimize classroom disruptions and allow higher levels of learning to take place.

**Charles Hart Middle School students who demonstrate they are not mature enough to represent themselves, their family, or this school inside the school/educational setting in an appropriate manner will not be afforded the opportunity to participate in assemblies, school activities (such as dances) and on field trips.**



# HOW WE SOAR

<b>S- Successful</b>	Earn Honor Roll	20 points
	Increase your Grade by 1 letter	10 points
	Earn an A on a test	5 points
	First in Math Player of Week	5 points
	Increase SRI or iReady by one level	20 points
	Flying Ace (Student of the Month)	20 points
	Flying Ace (Student of the Month) Runner Up/Nominee	10 points
	Tutoring afterschool	5 points
	Be in uniform	1 point
	Classroom participation	1 point
<b>O- Organized</b>	Bringing your binder/supplies to class	1 point
	Organized binder	2 points
	Cleanly and organized work space	1 point
	Homework completed and ready to be submitted	1 point
<b>A-Attentive</b>	Active Participation in Class	1 point
	Monthly Perfect Attendance	10 points
	Insightful response to question	2 points
<b>R- Respectful</b>	Successful Peace Circle/Mediation	5 Points
	Giving Courtesy/Using Manners (i.e. holding doors open, carrying items, , assisting others, cleaning up after one's self, using polite language, etc.)	1 Point
	Recovering from an Escalated Situation	5 Points
	Use positive language towards peers/staff	2 points
<b>Other</b>	Reciting the Mission & Vision (One Time)	10 points



**Disciplinary Responses to Student Behavior**

**(DCPS Student Discipline Policy, DCMR Chapter 25)**

**Tier 1**

Tier 1 behaviors are those behaviors that are insubordinate or cause minor disruptions to the academic environment but do not involve damage to school property or harm to self or others. Tier 1 behaviors result in classroom-level disciplinary responses that may be elevated to administrative response if they are not successfully abated by the teacher or the appropriate school-level committee.

Behavior	Disciplinary Response(s)
1.1 Attending class without required class materials or assigned work	<input type="checkbox"/> Verbal redirection or reprimand
1.2 Behaviors that disrupt or interfere with classroom teaching and learning	<input type="checkbox"/> Teacher/student conference
1.3 Communication with staff and peers that is not polite, courteous, or respectful	<input type="checkbox"/> Parental contact in writing or by phone
1.4 Directing profanity or obscene/offensive gestures toward peers	<input type="checkbox"/> Teacher/Parent conference
1.5 Excessive noise in the classroom, hall, or building	<input type="checkbox"/> Temporary Removal of Student from Classroom*
1.6 Inappropriate displays of affection	<input type="checkbox"/> In-School Disciplinary Action*
1.7 Noncompliance with an approved dress code <sup>1</sup>	<input type="checkbox"/> Behavior contract
1.8 Off-task behaviors that demonstrate disengagement from classroom learning	<input type="checkbox"/> Other school-based consequences as approved by a person designated by the Chancellor
1.9 Refusal to comply with reasonable staff instructions, or classroom or school rules	
1.10 Refusal to present school-issued identification upon request	
1.11 Running in the classroom, hall, or building	
1.12 Unexcused lateness for school or class	
1.13 Any behavior or other conduct not specifically enumerated in any other tier in this chapter that is insubordinate or causes minor disruption to the academic environment but does not involve damage to school property or harm to self or others	

<sup>1</sup> In the case of non-compliance with an approved dress code or uniform policy, disciplinary actions are described in DCMR Chapter 24 Section B2408.16

\*Definition included at the end of this document. Complete policy document (DCMR Chapter 25) is available on the DCPS website.



**Disciplinary Responses to Student Behavior**

**(DCPS Student Discipline Policy, DCMR Chapter 25)**

**Tier 2**

Tier 2 behaviors are those behaviors not specifically enumerated in any other tier in this chapter that cause disruption to the academic environment, involve damage to school property, or may cause minor harm to self or others. Tier 2 behaviors result in school-based and administrative disciplinary responses.

Behavior	Disciplinary Response(s)
2.1 Directing profanity or obscene/offensive gestures toward staff	<ul style="list-style-type: none"> <li>• Verbal redirection/reprimand</li> <li>• Teacher/student conference or Administrator/student conference</li> <li>• Parental contact in writing or by phone</li> <li>• Administrator/parent conference</li> <li>• Temporary Removal of Student from Classroom*</li> <li>• In-School Disciplinary Action*</li> <li>• Behavior contract</li> <li>• Other school-based consequences as approved by a person designated by the Chancellor</li> </ul>
2.2 Inappropriate or disruptive physical contact between students	
2.3 Intentional misuse of school equipment/supplies/facilities	
2.4 Leaving classroom without permission	
2.5 Throwing objects that may cause injury or damage property	
2.6 Unauthorized presence in hallway during class time	
2.7 Unauthorized use of portable electronic devices during school hours (e.g. mp3 players, cell phones)	
2.8 Unexcused absence from class	
2.9 Unexcused absence from school <sup>2</sup>	
2.10 Using computer/office equipment without permission	
2.11 Any behavior or other conduct not specifically enumerated in any other tier in this chapter that causes disruption to the academic environment, involves damage to school property, or may cause minor harm to self or others	
2.12 Documented pattern of persistent Tier 1 behavior	

<sup>2</sup> DCMR Chapter 21 (Attendance and Transfers) provides guidance about student attendance

\*Definition included at the end of this document. Complete policy document (DCMR Chapter 25) is available on the DCPS website.



**Disciplinary Responses to Student Behavior**

**(DCPS Student Discipline Policy, DCMR Chapter 25)**

**Tier 3**

Tier 3 behaviors are those behaviors not specifically enumerated in any other tier in this chapter that cause significant disruption to the academic environment or cause harm to self or others. In addition to lesser consequences, Tier 3 behaviors may result in either on-site or off-site Suspension.

Behavior	Disciplinary Response(s)
3.1 Academic dishonesty	<input type="checkbox"/> Verbal redirection/reprimand
3.2 Bullying, or using humiliating, or intimidating language or behavior including Internet bullying	<input type="checkbox"/> Teacher/student conference or Administrator/student conference
3.3 Causing disruption on school properties or at any DCPS-sponsored or supervised activity	<input type="checkbox"/> Parental contact (written or by phone) <input type="checkbox"/> Parent conference
3.4 Communicating slurs based on actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense, or place of residence or business, including derogatory sexual language	<input type="checkbox"/> Temporary Removal of Student from Classroom* <input type="checkbox"/> Behavior contract <input type="checkbox"/> In-School Disciplinary Action* <input type="checkbox"/> Grade reduction for academic dishonesty
3.5 Engaging in behavior that demonstrates gang/neighborhood crew affiliation (displaying clothing or gestures associated with gangs)	<input type="checkbox"/> On-site Short-Term Suspension* with provision of appropriate intervention services
3.6 Engaging in reckless behavior that may cause harm to self or others	<input type="checkbox"/> Off-site Short-Term Suspension*, except in response to unexcused tardiness or absence
3.7 Engaging in sexual acts on school premises or at school-related functions	<input type="checkbox"/> Off-site Medium-Term Suspension*, except in response to unexcused tardiness or absence
3.8 Extortion	
3.9 Fighting where there is no injury and no weapon	
3.10 Forgery	
3.11 Gambling	
3.12 Hazing	
3.13 Inappropriate use of DCPS computer or network (restricted websites, offensive emails)	

## Tier 3 Behaviors continued...

Behavior	Disciplinary Response(s)
3.14 Leaving school without permission	<input type="checkbox"/> Verbal redirection/reprimand <input type="checkbox"/> Teacher/student conference or Administrator/student conference <input type="checkbox"/> Parental contact (written or by phone) <input type="checkbox"/> Parent conference <input type="checkbox"/> Temporary Removal of Student from Classroom* <input type="checkbox"/> Behavior contract <input type="checkbox"/> In-School Disciplinary Action* <input type="checkbox"/> Grade reduction for academic dishonesty <input type="checkbox"/> On-site Short-Term Suspension* with provision of appropriate intervention services <input type="checkbox"/> Off-site Short-Term Suspension*, except in response to unexcused tardiness or absence <input type="checkbox"/> Off-site Medium-Term Suspension*, except in response to unexcused tardiness or absence
3.15 Lying to or giving misleading information to school staff	
3.16 Obscene, seriously offensive, or abusive language or gestures	
3.17 Possession of tools or instruments which school administrators deem could be used as weapons	
3.18 Possession or distribution of obscene or pornographic material on school premises	
3.19 Possession or use of tobacco	
3.20 Posting or distributing material or literature that is disrespectful, demeaning, humiliating, or damaging to students and/or staff. This includes posting material on internet or sending material electronically (via email or cell phone)	
3.21 Sale or distribution of any item without authorization	
3.22 Trespassing	
3.23 Unauthorized possession, use, or distribution of over-the-counter medication	
3.24 Use of alcohol	
3.25 Use of marijuana, controlled dangerous substances, imitation controlled substances, inhalants, other intoxicants, or drug paraphernalia	
3.26 Verbal, written, or physical threat to person or property (including intimidating postures)	
3.27 Any behavior or other conduct not specifically enumerated in any other tier in this chapter that causes significant disruption to the academic environment or causes harm to self or others	
3.28 Documented pattern of persistent Tier 2 behavior	

\*Definition included at the end of this document. Complete policy document (DCMR Chapter 25) is available on the DCPS website

**Disciplinary Responses to Student Behavior**

**(DCPS Student Discipline Policy, DCMR Chapter 25)**

**Tier 4**

Tier 4 behaviors are those behaviors not specifically enumerated in any other tier in this chapter that cause disruption to the school operation, destroy school property, or cause significant harm to self or others. Tier 4 behaviors result in off-site Suspension.

Behavior	Disciplinary Response(s)
4.1 Activating false alarm	<input type="checkbox"/> Off-site Short-Term Suspension*, except in response to unexcused tardiness or absence <input type="checkbox"/> Off-site Medium-Term Suspension*, except in response to unexcused tardiness or absence <input type="checkbox"/> Off-site Long-Term Suspension*, except in response to unexcused tardiness or absence
4.2 Acts of vandalism, destruction of property, or graffiti (tagging)	
4.3 Contaminating food	
4.4 Documented theft of school or personal property without force	
4.5 Fighting which creates substantial risk of or results in minor injury	
4.6 Inciting others to violence or disruption	
4.7 Interfering with school authorities or participating a major disruption of the school's operation	
4.8 Lewd or indecent public behavior or sexual misconduct	
4.9 Persistent Harassment based on actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense, or place of residence or business	
4.10 Possession of a weapon* or replica or imitation of a weapon (including water guns), other than weapons subject to the requirements of the Gun-Free Schools Act	
4.11 Retaliation for reporting harassment and sexual harassment	
4.12 Sexual harassment	
4.13 Tampering with, changing, or altering an official record or document of a school	
4.14 Using an article that is not normally considered a weapon to intimidate or threaten another individual	
4.15 Any behavior or other conduct not specifically enumerated in any other tier in this chapter that causes disruption to the school operation, destroys school property, or causes significant harm to self or others	
4.16 Documented pattern of persistent Tier 3 behavior	

\*Definition included at the end of this document. Complete policy document (DCMR Chapter 25) is available on the DCPS website



**Disciplinary Responses to Student Behavior**

**(DCPS Student Discipline Policy, DCMR Chapter 25)**

**Tier 5**

Tier 5 behaviors are those behaviors not specifically enumerated in any other tier in this chapter that are illegal, cause significant disruption to the school operation, or cause substantial harm to self or others. Tier V behaviors result in off-site Suspension or Expulsion.

Behavior	Disciplinary Response(s)
5.1 Acts of Exceptional Misconduct at other schools	<input type="checkbox"/> Off-site Long-Term Suspension*, except in response to unexcused tardiness or absence <input type="checkbox"/> Expulsion*
5.2 Any behavior that violates the Gun Free School Act	
5.3 Arson	
5.4 Assault with a weapon	
5.5 Assault/physical attack on student or staff	
5.6 Biohazard	
5.7 Bomb threat	
5.8 Causing serious disruption or damage to school’s computer systems, electronic files, or network	
5.9 Commission or attempted commission of any act of sexual assault or sexual aggression	
5.10 Fighting which results in a serious physical injury	
5.11 Participating in group fight which has been planned, causes major disruption to school day or results in substantial bodily injury	
5.12 Possession of drug paraphernalia or controlled substance, irrespective of the amount or type, pursuant to the criminal statutes of the District of Columbia, codified at D.C. Official Code § 48-1101 et seq. (2001)	
5.13 Possession of fireworks or explosives	
5.14 Possession or distribution of alcohol	
5.15 Selling or distribution of marijuana, prescription drugs, controlled dangerous substances, imitation controlled substances, inhalants, other intoxicants, controlled or drug paraphernalia	



Behavior	Disciplinary Response(s)
5.16 Theft or attempted theft using force, coercion, intimidation or Threat of violence	<input type="checkbox"/> Off-site Long-Term Suspension*, except in response to unexcused tardiness or absence <input type="checkbox"/> Expulsion*
5.17 Use, possession, or bringing to school a loaded or unloaded firearm, as defined in 18 U.S.C. § 921 (2000), including but not limited to pistols, blank pistols, starter pistols, revolvers, rifles, and shotguns.	
5.18 Use, threatened use, or transfer of any weapon*	
5.19 Using an article that is not normally considered a weapon to injure another individual	
5.20 Vandalism/destruction of property over \$500	
5.21 Any other intentional use of violence, force, coercion, Threats, intimidation, or other comparable conduct which causes or attempts to cause severe physical injury, substantial disruption, or obstruction of any lawful mission, process, or function of the D.C. Public Schools	
5.22 Any behavior or other conduct not specifically enumerated in any other tier in this chapter that is illegal, causes significant disruption to the school operation, or causes substantial harm to self or others	
5.23 Documented pattern of persistent Tier 4 behavior	





## Disciplinary Responses to Student Behavior

## (DCPS Student Discipline Policy, DCMR Chapter 25)

### Definitions of Disciplinary Responses

**Temporary Removal of Student from Classroom** – removal from the student’s classroom for less than half a school day, not to extend beyond the time of dismissal on the day of the disciplinary action. During any such removal, the student shall be supervised and provided with instructional materials.

**In-School Disciplinary Action** –disciplinary actions such as after-school detention, loss of privileges (including recess), exclusion from extracurricular activities, written reflection, conflict resolution, mediation, or similar actions of short duration that do not result in the student’s loss of academic instruction time.

**Short-Term Suspension**—on-site or off-site suspension for one (1) to five (5) school days for Secondary students or one (1) to three (3) school days for Elementary students).

**Medium-Term Suspension**—suspension for six (6) to ten (10) school days.

**Long-Term Suspension**—suspension for eleven (11) to ninety (90) school days.

**Expulsion**—the denial of the right of a student to attend any DCPS school or program, including all classes and school activities, except DCPS Alternative Educational Settings, for one (1) calendar year.

**Weapons**— Include, but not limited to: weapons enumerated in DC Official Code 22-4514 (2001); firearms, knives, martial arts devices, air gun, bb gun, paintball gun, mace, pepper spray, tear gas, explosives, slingshot, bullets, chemical weapon, razorblade, razor, other weapons or instruments designed to be or commonly used as weapons (chains, clubs, knuckles, night sticks, pipes, studded bracelets) and others as listed in Chapter 25 (found on DCPS website).

**Notice of Non-discrimination.** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §§ 2-1401.01 et seq. (Act), the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. The following office has been designated to handle inquiries regarding non-discrimination policies: Equal Employment Opportunity Office, District of Columbia Public Schools, 1200 First Street, NE, Washington, DC 20002.