



IMPORTANT INFORMATION



OPERATING HOURS:

Our *office* is open from 7am-3:30pm. Students are permitted on campus during teacher hours which are as follows:

Student Walk-On Hours: Mondays (late start):	11:00am – 3:00pm
Tuesday-Friday:	8:00am – 3:00pm

Students are asked not to arrive prior to 8am, and all students ***must be picked up by 3:00pm.*** After 3pm, students will either need to wait outside for a parent, or can wait in the lobby of the district office. The exception to this rule is on Thursdays when there is typically a teacher on campus until 5:00pm (ASB Meetings).

Scheduled Appointments - If a student needs one-on-one time with a teacher, please make a ***scheduled*** appointment. This will ensure that your student receives the attention he/she needs. Please be mindful that there are many students who may need assistance, so teachers may not be able to provide ***extended*** one-on-one "tutoring" sessions.

SCHOOLWORK SUBMISSION:

- **Students are required to use their Hart District Email Address when corresponding with the office or their teachers. (Student 8-digit ID number followed by: @my.hartdistrict.org)**
- **School work must be submitted via Apex. Instructions for doing so are included in this packet.**

Assignment Headers - Please be sure that every **attachment** includes the **4** items shown below. Papers missing any of these may have points deducted:

- **Name:** Johnny Begood
- **Date:** August 15, 2017
- **Subject:** English 9A
- **Assignment #:** 3.3.3 Practice

How do I send a PDF? Cam Scanner – This is a free app you can download to send your assignments in. This app will convert your document from a jpeg to a pdf enabling us to open & print the attachment. Some phones offer some type of method to convert pictures to a pdf.

Math TST's: All math TST's must be submitted **with** the entire unit's check-ups. Your TST will not be excused until we have confirmed that ***all*** check-ups are received, and they must all arrive together at the same time, so please do not send **check-ups** as you finish them. Please be sure to group them in numerical order (i.e. 1.2.2, 1.3.2, 1.4.2, 1.5.2, 1.6.2, etc.).



LOCKED OUT? If you are "locked out" and blocked from moving forward, it is likely due to one of the following reasons:

- A. You have not submitted your TST for the unit
- B. You are missing assignments
- C. You scored below the passing grade on a quiz

Hart @ Home

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When you send in a complete TST for a unit, your next unit will be unlocked when it is excused, provided that you have turned in all the assignments for that unit. If you have scored below the passing grade, please contact your teacher to discuss it. Your teacher may review the concepts with you, then allow you to progress.

If you believe your progress should be "unlocked", please contact the teacher A.S.A.P. instead of just "waiting for it to happen".



GENERAL INFORMATION:

Announcements - Please remember to frequently check the announcements section in Apex. As a reminder, this is located in the upper right hand corner of your Apex dashboard. This is where we will communicate time-sensitive information. If a teacher's hours change from the norm, it will be posted here. We encourage you to check the announcements prior to coming to Hart @ Home, just in case the teacher you are hoping to meet with is changing his/ her hours.

Attendance - It is very important that you turn in your signed attendance logs in a timely manner. As a guideline, you should plan on turning them in within 72 hours of the date reflected on day #20 on the log. We have a very limited window with which to turn in our state attendance reports, so we appreciate you giving this your prompt attention.

Student Handbook – Please visit the website (www.learningposthighschool.com) Click on “Students” then “Student Handbook” for additional important information.

Labs – Students are required to attend science labs in order to receive proper A-G credit.

Foreign Language – Students who are enrolled in a foreign language, please note that it is required of you to perform spoken assignments *with* your Spanish teacher. This must be completed in a timely manner as you work through the chapters.



GRADING POLICIES:

Each teacher has his/her own specific set of grading policies. Please make sure that you spend time with each teacher to learn what his/her grading policies are.