

# MIDWEST CENTRAL MIDDLE SCHOOL



## 2018-2019 PARENT – STUDENT HANDBOOK

*Adopted by Midwest Central CUSD 191 School Board, June 2018*

# MIDWEST CENTRAL COMMUNITY UNIT SCHOOL DISTRICT #191

1010 South Washington Street

Manito, Illinois 61546

Phone: 309-968-6868

---

## MISSION STATEMENT

It is the mission of the Midwest Central Community Unit School District #191 to insure all students have an equal opportunity to develop to their maximum potential.

To fulfill this mission, the district will strive to develop students who:

- ❖ Learn how to learn, are lifelong learners, and have effective communication, computational, and thinking skills;
- ❖ Take pride in themselves, their school, their work and their community;
- ❖ Take a conscious, responsible role in issues that affect the global community;
- ❖ Are responsible, cooperative, productive citizens who display a strong work ethic;
- ❖ View change as an opportunity for growth;
- ❖ Understand and respect the needs and differences of others;
- ❖ Enjoy physical, emotional, social and mental well-being; ❖ Set goals and are motivated to achieve them; ❖ Are globally competitive.

The district will maintain a safe, positive school climate by providing:

- ❖ A well-qualified, nurturing staff;
- ❖ A strong academic foundation in the basic skills;
- ❖ Career and occupational guidance;
- ❖ Facilities and activities that prepare our students for the technological age of the 21st century;
- ❖ An atmosphere conducive to positive and active parent and community relations; ❖ Encouragement and support of student participation in co-curricular activities; ❖ Continuous school improvement.

*\*\* This mission statement was created during November and December of 1992 by a 35-member committee comprised of parents, teachers, staff members, community members, administrators, board members and students.*



## DISTRICT & BUILDING HOMEPAGES

**Midwest Central Community Unit School District #191**

<http://www.midwestcentral.org/>

**Midwest Central Middle School**

<http://www.midwestcentral.org/MCMS/mshome.htm>

## TABLE OF CONTENTS

<b>INTRODUCTION.....</b>	<b>4</b>	Search and Seizure.....	18
Behavior Intervention Guidelines.....	5	Student Handbook.....	16
Mission Statement, Goals, & Accreditation.....	4	Suspension – In School.....	14
Nondiscrimination Statement.....	4	Suspension – Out of School.....	15
Philosophy, District #191.....	4	Teen Dating Violence.....	18
Section 504.....	5	Tobacco.....	17
Student Privacy.....	5	Weapons.....	15
<b>ADMISSIONS/TRANSFERS.....</b>	<b>5</b>	<b>STUDENT DRESS AND HYGIENE.....</b>	<b>19</b>
Admission Procedures.....	5	<b>TECHNOLOGY/LIBRARY.....</b>	<b>19</b>
Homeless Children.....	5	Computers.....	19
Transfers to and From.....	6	Chromebook Policy.....	20
Waiver of Student Fees.....	6	Electronic Networks/Internet.....	22
<b>ACADEMICS.....</b>	<b>6</b>	Library/Media Center.....	23
Accelerated Classes.....	7	<b>CAFETERIA GUIDELINES &amp; LUNCH PROGRAM</b>	<b>23</b>
Cheating.....	8	<b>SCHOOL BUS TRANSPORTATION.....</b>	<b>23</b>
Classwork/Homework.....	6	Safety Rules.....	23
Grading Scale and Letter Grades.....	6	Electronic Recordings.....	24
Honor Roll.....	6	Riding a Different Bus.....	24
Physical Education.....	8	<b>MEDICAL NEEDS.....</b>	<b>24</b>
Promotion/Retention Policy.....	8	Care of Students with Diabetes.....	24
Report Cards and Progress Reports.....	6	Disease, Communicable.....	25
Required and Electives.....	6	Insurance, School.....	25
Rtl (Response to Intervention).....	7	Medication.....	24
<b>COUNSELING SERVICES.....</b>	<b>8</b>	Nurse, School.....	24
<b>ATTENDANCE &amp; TRUANCY.....</b>	<b>8</b>	<b>SAFETY RULES &amp; GUIDELINES.....</b>	<b>25</b>
Absence Procedure.....	9	Animals.....	25
Absence, Types of.....	9	Child Abuse and Neglect.....	25
Attendance, School.....	8	Recreational Equipment/Personal Property.....	25
Doctor’s Note.....	10	Visitors To and Conduct on School Property.....	25
Home and Hospitalization.....	10	Convicted Child Sex Offender.....	26
Make-Up Work.....	10	<b>GENERAL GUIDELINES.....</b>	<b>26</b>
School Day/Closed Campus.....	9	Flowers/Deliveries.....	26
Tardiness/Late Arrival.....	10	Fund Raising.....	27
<b>BEHAVIOR EXPECTATIONS/CONSEQUENCES... </b>	<b>10</b>	Gum, Candy, & Treats.....	27
Authority, Delegation of.....	10	Hall Traffic & Passes.....	27
Behavior Management Plan.....	14	Lockers – Student and Physical Education.....	27
Classroom Procedure.....	14	Office Area.....	27
Detentions.....	14	Party Invitations.....	27
Disciplinary Measures.....	13	Safety.....	28
Discipline – Prohibited Student Conduct.....	11	Special Events/Activities.....	26
District Smoking Policy.....	17	Vending Machines.....	27
Electronic and Visual Devices.....	18	<b>EXTRA-CURRICULAR ACTIVITIES.....</b>	<b>27</b>
Expulsion.....	15	Activity Code.....	28
Gangs and Gang Activity.....	17	Activity Fees.....	28
Office Referral.....	14	Attendance & Participation.....	28
Preventing Bullying, Intimidation, & Harassment....	16	Bus Policy – Team or Fan.....	28
Public Display of Affection.....	18	<b>SCHOOL CALENDAR.....</b>	<b>28</b>
Raider Way Program and PBIS.....	13	<b>STUDENT RECORDS NOTIFICATION.....</b>	<b>28</b>
Required Notices.....	15	<b>CLOSING STATEMENT.....</b>	<b>30</b>

# MIDWEST CENTRAL MIDDLE SCHOOL

---

## INTRODUCTION

This parent-student handbook has been prepared for students and parents to help them better understand school policies and procedures. We encourage parents to take a few moments to sit with child and review together the guidelines found in this handbook. **This handbook is a general overview and guideline of expectations but not an all-inclusive contract.**

We also provide an assignment notebook for 6<sup>th</sup> and 7<sup>th</sup> grade students to record daily assignments for each class. Students, commit yourself to carrying it with you to all classes and discipline yourself to using it regularly. **Parents, we ask for your support in monitoring your child completing daily and long-range assignments.**

Midwest Central Middle School has an excellent staff of teachers dedicated to the education of your youth. We pledge to work diligently for quality education for the youth of Midwest Central Unit School District #191. The faculty and administration welcome you and your family to the Midwest Central School System.

### MCMS MISSION STATEMENT

The mission of Midwest Central Middle School is to meet the academic, emotional, physical, and social needs of our middle school students in a safe, positive, and multidisciplinary environment; to encourage them to be responsible and accountable in meeting the goals based on those needs; and to help prepare them to adapt to an ever changing technological society.

### MCMS GOALS

- Encourage students to be academically responsible while meeting curriculum objectives.
- Enhance career awareness through media and community resources.
- Provide all levels of learners with the opportunity to achieve success through various programs and instructional methods.
- Promote the understanding that education is the responsibility of the students, staff, and parents.
- Demonstrate how subject areas complement one another through interdisciplinary units.
- Promote good citizenship.
- Integrate technology into all course offerings.
- Offer a diversity of extracurricular activities.
- Utilize hands-on activities so students see relevance to the real world.

### MIDDLE SCHOOL ACCREDITATION

Midwest Central Middle School is accredited by the Illinois State Board of Education (ISBE) and meets all requirements prescribed by the laws of the State of Illinois. MCMS is a member of the National Middle School Association (NMSA), the Association of Illinois Middle Schools (AIMS), and the Illinois Elementary School Association (IESA). All inter-school events such as contests in athletics, music and speech are governed by the rules and policies of the IESA.

### DISTRICT #191 PHILOSOPHY

It is the expressed desire of the Midwest Central Board of Education, administration and instructional staff, that all students at Midwest Central Middle School enjoy academic success and social growth through positive experiences in school activities. It is hope that each student will work to acquire the necessary skills for promotion. This goal is not magically attained but requires a concentrated effort by three important parties: the student, the parent, and the instructor. Daily attendance, timely completion of assignments, preparation for tests, cooperation with instructors, and a willingness to understand and work within the guidelines stated in this parent-student handbook are all major ingredients for a successful learning experience.

### NONDISCRIMINATION STATEMENT

Midwest Central CUSD #191 shall provide equal employment opportunities to all persons regardless of their race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories.

At Midwest Central CUSD #191 equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical or mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other legally protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Rodney Norris is the coordinator of sex equity (Title IX), minorities and all non-discrimination issues. Mr. Norris can be reached at 450 Southmoor Street, Manito, IL 61546 or at (309) 968-6464. Inquires may also be referred to the Office for Civil Rights, U.S. Department of Education, 111 North Canal St., Suite 1053, Chicago, IL 606067204.

#### **SECTION 504**

It is the policy of the Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the District to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). The Act defines a person with a handicap as anyone who: 1) has a mental or physical impairment which substantially limits one or more major life activities (major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); 2) has a record of such an impairment; or 3) is regarded as having such an impairment. Due process rights of handicapped students and their parents under section 504 will be enforced. Mrs. Kyra Fancher is the coordinator of Section 504 activities for Midwest Central Middle School and can be reached at 309-3522300 or 309-968-6755.

#### **BEHAVIOR INTERVENTION GUIDELINES**

In compliance with PL 89-191, the District has adopted Behavior Intervention Guidelines for students with disabilities. For those requiring additional information on the policy, contact Mrs. Sally Matheney, Special Education Administrator for District #191, at 309-968-6464

#### **STUDENT PRIVACY**

The Board has adopted and continues to use policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors. Copies of those policies are available on request to the building principal.

## **ADMISSIONS / TRANSFERS – TO & FROM NON-DISTRICT SCHOOLS**

#### **ADMISSION PROCEDURE**

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health Examinations, Immunizations, and Exclusion of Students*.

#### **HOMELESS CHILDREN**

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

## **WAIVER OF STUDENT FEES**

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for State of Illinois. See also Board Policy 4:140.

## **STUDENT TRANSFERS TO AND FROM NON-DISTRICT SCHOOLS**

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

# **ACADEMICS**

## **CLASS WORK / HOMEWORK**

Most classes at Midwest Central Middle School have expectations of work to be done outside of class. It is the responsibility of the entire school community (students, teachers, principal, parents, and support staff) to provide opportunities for student success. The staff works very hard to design and implement homework that can be completed in a reasonable period of time. Daily work provides necessary practice for students to enable them to have long-term success on tests and for future classes. **We expect the students to have their work done correctly, neatly, and on time.** Late work, accepted at the discretion of the teacher, may impact a final grade.

## **REPORT CARDS AND PROGRESS REPORTS**

At the end of each nine weeks, a report card will be sent home indicating a student's performance and achievement for that grading period. Parents must sign the report card envelope and students return signed envelope to the Middle School. Progress reports will be sent home during the nine-week grading period to provide a more frequent report of student progress. Parents are encouraged to contact teachers about their child's progress in school. The first nine weeks grade report is distributed at Parent/Teacher Conferences.

Parents may also check their child's academic progress via the internet that is updated regularly. A link is provided for School Insight on the middle school homepage. Information regarding login and passwords will be shared at registration and can be obtained through the Middle School Office.

## **GRADING SCALE / LETTER GRADE / GRADE POINTS**

93 - 100	A	4.00	70 - 76	D	1.00
86 - 92	B	3.00	Below 70	F	0.00
77 - 85	C	2.00			

## **HONOR ROLL**

Students are encouraged to do their best throughout the school year. At the conclusion of each grading period, the school will announce a scholastic honor roll.

HIGH HONOR ROLL: A student must receive all A's in every class.

HONOR ROLL: A student must receive nothing lower than a B in every class (academic and non-academic subjects).

## **REQUIRED & ELECTIVE SUBJECTS FOR ALL STUDENTS**

6<sup>TH</sup> GRADE CORE: English/Language Arts, Mathematics, Science, Social Sciences & Physical Education.

7<sup>TH</sup> GRADE CORE: English/Language Arts, Mathematics, Science, Social Sciences & Physical Education.

8<sup>TH</sup> GRADE CORE: English/Language Arts, Mathematics, Science, Social Sciences & Physical Education.

MUSIC ELECTIVES: 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade Band, and 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade Chorus – students have ten school days after each semester begins to drop an elective class without receiving a failing grade and the parent/guardian must submit in writing permission for their child to drop the elective class.

Students will receive one semester of Health Education while in the Middle School.

## **ACCELERATED CLASSES FOR ENGLISH/LANGUAGE ARTS AND MATHEMATICS**

The District shall provide an education program for gifted and talented students, which are responsive to the community needs and also is within the budget parameters as established by the Board of Education. Instruction at Midwest Central Middle School will be differentiated to meet the needs of students that meet eligibility. Eligibility to participate in the gifted program shall not be conditioned upon race, religion, sex, disability, or any factor other than the student's identification as gifted or talented.

Eligibility for the accelerated classes is based on specific test scores (PARCC, STAR, classroom assessments), grade averages for all four grading periods, and teacher recommendation.

## **RESPONSE TO INTERVENTION (RTI)**

Changes in federal and state laws have directed schools to focus more on helping children learn by addressing problems earlier within the general education setting. These new laws emphasize the importance of providing high quality, scientifically-based instruction and hold schools accountable for the adequate yearly progress of all students. This new process of providing interventions to students who are at risk for academic or behavioral problems is called RTI. It is our belief that all students can learn. We also believe that it is our responsibility, as an educational institution, to analyze the academic and social progress of our students. Academic screeners will be conducted three times a year to identify students scoring significantly below their peers. Our Problem-Solving Team will use this information, along with grades and teacher observations, to determine which students qualify for interventions. These scientifically-based interventions will address skill deficits and other factors that may contribute to the underperformance of the student.

### **What is RtI?**

RtI is a process designed to help schools focus on high quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from an RtI process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.

### **What are the Benefits?**

Perhaps the greatest benefit of an RtI approach is that it eliminates a "wait and fail" situation because students get help promptly within the general education setting. As assessment data indicates a specific deficit area for a student or group of students, interventions are put into place to address these concerns. While interventions are taking place, school staff monitors any progress that these students are making in their problem areas. These progress monitoring techniques used within the RtI process provide information that allows teachers to better evaluate student needs and match instruction, resources and interventions appropriately.

### **What is the RTI Process?**

RtI at Midwest Central Middle School, is divided into a three-tiered intervention model as illustrated below:

Tier 1: Core Curriculum – 80-90% - Whole Group/Core Instruction

Tier 2: Small Interventions – 5-10% - At-risk students – in addition to Tier 1

Tier 3: Intense Interventions – 1-5% - Customized Small Group Interventions- in addition to Tier 1 and Tier 2

### **What to do if child is referred to Problem-Solving Team?**

- Attend team meetings.
- Ask what interventions are being used for academic and/or behavioral problems.
- Ask what techniques are being used to monitor student progress.
- Ask your school to provide you with regular progress monitoring reports.
- Praise your child for any progress or general improvements.
- Implement or reinforce any strategies or interventions at home.
- When possible, make suggestions for strategies or interventions based on what you know works well.
- Always ask questions when things are not clear.

## **PHYSICAL EDUCATION**

1. Physical education is a graded class based on dressing in proper attire, class participation, testing, and achievement of skill levels.
2. **All students are required to participate in physical education.** A written statement must be provided from a medical doctor if the student is to be excused from physical education for more than three (3) days.
3. Students are allowed one no dress each 9 weeks.
4. All students must purchase the approved school physical education attire which consists of a tee shirt and black mesh shorts. Shirts and shorts can be purchased at registration and throughout the school year. Students **MUST** wear athletic shoes.
5. There is **NO** gum in gym.
6. Students are **NOT** allowed to tie/band their physical education shirts to make them shorter.
7. Additional classroom guidelines will be provided the first day of class.

## **PROMOTION/RETENTION POLICY FOR GRADES SIX – EIGHT**

In order to be promoted at Midwest Central Middle School, a student must complete the academic requirements as prescribed by the State of Illinois and Midwest Central Community Unit School District #191. School personnel, students, and parents should work together to closely monitor student performance to encourage successful academic achievement. “Decisions to promote or retain students shall be based on successful completion of the curriculum, attendance, performance based on standardized tests utilized by the District and other objective standards and not upon age or any other social reasons not related to the academic performance of the students. (105 ILCS 5/10-20.9a Final Grade; Promotion)”

1. Eighth Grade Students who fail the Illinois State Constitution Test and/or the United States Constitution Test shall be retained.
2. Students must have at least a 70% cumulative average for 3 of the 4 core content areas (English/Language Arts, Mathematics, Science, and Social Studies) before being promoted.
3. Final promotion/retention determination shall be made by the administration.
4. Administration reserves the right to place students in danger of retention into intervention services, on academic probation, or on a remediation plan where set expectations will need to be made in order to pass.

## **CHEATING**

Cheating is defined as engaging in academic dishonesty, including turning in someone else’s work; intentionally plagiarizing; wrongfully giving or receiving help on a test, quiz, exam or assignment; altering your work or someone else’s work including report cards or Progress Reports; or wrongfully obtaining test copies, answers or scores. Students found cheating will be given a grade of zero on the material on which the student was working. Other disciplinary consequences may also result.

## **COUNSELING SERVICES**

Individual and group counseling is available based on individual need.

## **ATTENDANCE & TRUANCY**

### **SCHOOL ATTENDANCE**

It is very important that students be in school every day. Irregular attendance is one of the most frequent causes of unsatisfactory work and school failures. When absences are necessary, the student’s parent or guardian must give an adequate excuse. The student will receive full credit for make-up work completed as the result of an excused absence. It is the student’s responsibility to confer with teachers regarding make-up work. Without an adequate excuse, the absence will be marked unexcused.

State law requires that whoever has custody or control of a child between the ages of 7 and 17 years of age (unless the child has graduated from high school) must cause the child to attend the District school wherein the child is assigned, except as provided herein or by State law. In the event your child’s attendance begins to drop or continues to remain below a 90 percent attendance rate, a report may be filed with the Regional of Education Truancy Program. The truancy officer from the Regional Superintendent’s office will work with the family toward improving attendance habits. Once the attendance rate falls below the 95% rate, a doctor’s note may be required for every day the student is out of school.



## **SCHOOL DAY – ARRIVAL AND HOURS & CLOSED CAMPUS**

School begins at 8:10 A.M. and is dismissed at 2:45 P.M. **The doors of the building open at 7:45 A.M.** Students that arrive at school between **7:45 and 8:00 A.M.**, go directly to the locker room for breakfast. Students arriving **after 8:00**, go directly to their lockers for class materials, and then report to first period class. **No student should be in the building before 7:45 A.M. unless they have permission from a staff member.** Students are considered tardy when entering the classroom after 8:10 A.M. Attendance is taken following the morning announcements.

It shall be the policy of the Board of Education that all schools in Midwest Central shall have a closed campus. Students in grades six through eight may receive permission to go home for lunch and on file in the principal's office. Written permission from the parent must be provided. Students will only be allowed to go to their own home. Parents must be present each day the child is to leave for lunch. The building level administrator may revoke this privilege.

## **STUDENT ABSENCE PROCEDURE**

1. When the student is absent, parents should call the school before 9:00 A.M. at 352-2300 or 968-6755. The school will telephone parents who have not contacted the school by 9:30 A.M.
2. If no contact is made with the school on the day of the absence, a note should be sent with the student upon returning to school. **If no contact has been established with the school, a student will receive an unexcused absence.** This note must contain the following:
  - a. Name of student;
  - b. Dates of absence;
  - c. Reason for absence (be as specific as possible);
  - d. Signature of the person writing the note and relationship to the student.
3. A permit from the doctor is required if the student has had a communicable disease, if the student has been absent six or more consecutive days due to illness, or if absences become excessive.
4. A student who is excessively absent even though the absences are excused, may be required to present a doctor's certificate as proof of poor health (example: 10 of 40 days). The reason for the absence will be discussed with the student and parents. Continued absences without a doctor's excuse may result in disciplinary consequences.
5. Students will not be allowed to leave the school grounds unless they are excused to leave with their parents or an authorized person during the school day. **At no time will the student leave the school premises without the knowledge or permission of the principal's office.** Parents or guardians must come to the school office to sign their child out of or back into the school.

## **TYPES OF ABSENCES**

**Excused Absences** - Absences from school will be excused when the cause is unavoidable, such as: when the student has been ill; for doctor, dentist and eye appointments; serious illness in the family; attendance at a funeral of a relative; or for another reason deemed necessary by the parent where arrangements have been made in advance by the parent with the principal's approval. After every excused absence IT IS THE STUDENT'S RESPONSIBILITY TO CHECK WITH HIS/HER TEACHERS CONCERNING MAKEUP WORK.

**Pre-Arranged Absences** - A special group of absences not to exceed five school days or a number approved by the building administrator in advance.

- Family vacation
- Death of a friend, family friend, or relative not in immediate family
- Other circumstances approved by the building administrator

Parents who take their children on extended vacations while school is in session must pre-arrange the absence if it is to be excused. Students should bring a letter from their parents requesting the absence and specifying the days to be missed. Failure to pre-arrange the extended absence may result in the student's absences being counted as unexcused. Each teacher has the discretion to assign work prior to the absence or when the student returns. Rules governing makeup work will apply.

Students miss important interactions with students and teachers when gone for extended periods of time. It is important to avoid extended absences whenever possible. **Students absent all-day or leaving early due to illness are not to attend school activities for that day.** See **Extra-Curricular ACTIVITIES** (page 16) under **ATTENDANCE & PARTICIPATION** for additional information and guidelines to be followed.

### **Unexcused Absences** - Absent from school without authorization or legitimate reason

- Out-of-school suspension
- Truancy
- Work
- Leaving school without permission
- Excessive tardiness
- Missing bus or ride
- Excessive pre-arranged absences (more than five)
- Out-of-school suspension

Students skipping classes or missing school for reasons that are not accepted by the school will be given an unexcused absence for that day or days and will be assigned a disciplinary consequence.

Parents are to notify the school the day their child is absent and state the reason for the absence. Failure to notify the school regarding a child's absence will result in the child receiving an unexcused absence. In cases of unexcused absences, the Regional Office of Education Truancy Officer may contact the home to ascertain the reason for the absence.

### **DOCTOR'S NOTE LIST**

Students who miss 8 days or more will be placed on the doctor's note list. Students on this list are required to furnish a doctor's note every time they are absent from school. If no doctor's note is brought in, that absence will remain unexcused. An unexcused absence can result in further disciplinary measures, as well as not receiving credit for any schoolwork completed during the unexcused time. If attendance improves, a student may be removed from the doctor's note list one time only.

### **MAKE-UP WORK**

It is the responsibility of students to secure the list of missed assignments from the teacher the day they return to school. All make-up work must be promptly completed and given to the teacher. Make-up work that is not completed by the deadline set by the teacher will receive a grade of zero. The deadline will be based upon the number of days of absence plus one day. After a student has missed two consecutive days, parents may request make-up work. All requests for missing assignments must be made before 10:00 A.M. Every effort will be made to have the work available for pick-up in the school office at the close of the day.

### **TARDINESS & LATE ARRIVAL**

Students are considered late if they arrive at school after the 8:10 A.M. bell. Parents whose students are chronically late will be contacted by the administration. Any student arriving after the 8:10 A.M. bell must report to the office for an admit slip.

Tardiness may also occur between classes – students must be in the room when the bell rings. Any student who is late to class without a written pass from a teacher or office personnel is considered tardy. The third tardy to any class will result in a detention. Excessive tardiness will result in a more severe consequence.

### **HOME AND HOSPITAL INSTRUCTION**

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. See also Board policy 6:150.

## **BEHAVIOR EXPECTATIONS / CONSEQUENCES**

It is impossible to have a good learning situation where there is unnecessary noise and confusion in the classroom or hallways. We, therefore, feel very strongly that discipline is essential for good learning situation. Hazing, profanity, participation in dangerous playful acts, continual disobedience, fighting, truancy, forgery of names on excuses, and destruction of school property are all subject to disciplinary consequences.

### **DELEGATION OF AUTHORITY**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as

needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, and Assistant Principal are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board of Education may suspend a student from riding the bus in excess of 10 days for safety reasons

### **STUDENT DISCIPLINE – PROHIBITED STUDENT CONDUCT**

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including the possession of a lighter or matches.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions or be present on school property at any time, and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, defined as a substance whether or not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance. It is not necessary that the "look alike drug" resemble any actual drug or controlled substance.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance or in possession of any drug paraphernalia are not permitted to attend school or school functions or be present on school property at any time, and are treated as though they had the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Students are also prohibited from using cellular telephones or other electronic devices at any time in a manner that may be in violation of State or local law, including the taking or exchanging of inappropriate content and pictures. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; or (b) use of the device is provided in a student's IEP
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or the property of another person or entity.
11. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by:
  - Being a member;
  - Promising to join;
  - Pledging to become a member; or
  - Soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
15. Engaging in any activity, on or off campus, including without limitation the use of any computer or other device whether such computer or other devices is located on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
16. Engaging in sexual activity or indecent conduct, including the possession, distribution, or attempt to obtain pornography. For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, or that the student manifested an intent to have control, custody, or care of any object or substance, including situations where the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time ;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

## **DISCIPLINARY MEASURES MAY INCLUDE:**

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. Detention provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
12. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent(s)/guardian(s) the choice.
13. Seeking restitution.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

## **THE RAIDER WAY PROGRAM AND PBIS**

At Midwest Central Middle School, the main focus of The Raider Way is to provide a clear system for all expected behaviors. Through PBIS (Positive Behavioral Intervention and Supports) we will work to create and maintain a positive, productive, and safe environment in which ALL school community members, (administration, faculty/staff, parents, and students) have clear expectations and understanding of their role in the educational process.

**Proactive Approach to School-Wide Discipline** - This school-wide system of supporting positive behavior focuses on a team-based system approach and teaching appropriate behavior to all students in the school. The goal of PBIS at Midwest Central Middle School is to accomplish the following:

1. **Behavioral Expectations are Defined** – Behavioral expectations are clearly defined in the positive, simple Raider Way Code:

"To live the Raider Way we walk the Raider PATH."

P – Participate  
A – Always Safe  
T- Take Responsibility  
H – Have Respect

2. **Behavior Expectations are Taught** – The behavioral expectations are taught to all students at the beginning of the school year and throughout the year as needed. Teaching staff is provided with behavioral lesson plans designed to help “teach” students the expected behaviors. The general rule is presented, the rationale for the rule is discussed, positive examples (“right way”) are described and rehearsed, and negative examples (“wrong way”) are described and modeled. Students are given the opportunity to practice the “right way” until they demonstrate fluent performance.
3. **Appropriate Behaviors are Acknowledged** – Once appropriate behaviors have been taught, they need to be acknowledged on a regular basis. Through PBIS we have designed a formal system called “Raider Bucks” for faculty/staff to consistently recognize and reward students who demonstrate expected behaviors.
4. **Behavioral Errors are Corrected Proactively and Recorded** – Students, faculty/staff, and administrators will be able to predict what will occur when behavioral errors are identified. The Student Behavior Management Flowchart is used to help faculty/staff distinguish major from minor behavioral incidents and when to document these behaviors. Minor behaviors will be corrected and recorded within the classroom. Major behaviors will be documented using Office Referral Forms and managed/addressed by the office.
5. **Decisions About Behavior Management is Data Based** – One of the most important features of PBIS is the use of a data management system to track discipline incidents. The data will be used by the PBIS Team to help determine the type of incidents that are occurring, where, when, and who is involved. The data will eliminate the guesswork from the decision making process about what is and what is not working in the school’s behavior management system. Data reports can enable administration to devote resources and time to the precise people, place, and school day period that need them.

### **BEHAVIOR MANAGEMENT PLAN**

The behavior component of the Raider Way Program is a tool teachers and administration use to monitor student behavior throughout the school day and long term. The effective management of student behavior is essential to the success of each child’s educational experience.

**CLASSROOM PROCEDURES FOR DISCIPLINE** - It is the policy of MCMS that whenever possible, discipline is the responsibility of the supervising teacher. It is expected that the teacher, with the cooperation of the parent will handle discipline problems. Rules and expected behavior as well as consequences for inappropriate behaviors will be communicated to the students and will be posted in the room. Students who severely or habitually act out will be sent to the office immediately. **NO STUDENT WILL BE ALLOWED TO INTERFERE WITH ANOTHER STUDENT’S EDUCATION.**

**OFFICE REFERRAL** – Some student misbehavior is of such a serious nature that a referral may be necessary. Any staff member may refer a student displaying such misbehavior. The referral is then sent to the Principal’s Office for appropriate disciplinary action

**DETENTIONS** – Detentions will be used as a disciplinary action for inappropriate student misconduct. Students receiving a detention will have a written notice sent home to parents. The notice will state the nature of the offense and the day and time the detention is to be served. During detention, students are to be quiet, stay in their seats and do school-related work. There are two types of detentions:

- 1) A **Lunch Detention** will be served during the student’s assigned lunch in the ISS room. Students will be taken to get their meals then return to the room to eat in silence and focus on assigned work.
- 2) A **Central Detention** will be served after school on Tuesdays or Thursdays for a minimum of 30 minutes.

**IN-SCHOOL SUSPENSION (ISS)** – This is an alternative form of discipline that may be assigned for certain violations of school rules instead of an out-of-school suspension. Situations involving truancy, excessive tardiness, continuous noncompliant behavior and repeated or insubordinate bus offenses are only a few examples of behavior that can result in the student being assigned an ISS. The ISS is housed at the Midwest Central Middle School building. All students must abide by the ISS behavior contract in order to receive full credit for their attendance and schoolwork. ISS Behavior Contract Guidelines are:

1. In-school suspension (ISS) day is the same as the school day. When entering the building, report directly to the Middle School Office.

2. No talking is allowed, you may not leave your assigned seat without permission, you will be courteous at all times to the supervisor and others involved.
3. All work must be completed during the school day and returned to the supervisor. Students will receive credit for all written work that is completed satisfactorily while in ISS.
4. After assignments have been completed, students may read school appropriate materials quietly.
5. If you are ill, the nurse will be called to the ISS room.
6. If you are excused absent or go home ill on a day of your ISS, your next day of attendance will be substituted.
7. Students who successfully complete daily ISS may participate in co-curricular activities.
8. Students must turn in their electronic device to the ISS supervisor at the beginning of the day. It will be returned at the end of the day; refusal to turn in electronic device may result in further disciplinary consequences

**ANY VIOLATION OF IN-SCHOOL SUSPENSION CONDITIONS MAY RESULT IN ADDITIONAL DAYS ASSIGNED IN ISS OR AN OUT-OF-SCHOOL SUSPENSION.**

**OUT-OF-SCHOOL SUSPENSION (OSS)** – An OSS deprives the student the privilege of attending school and all school activities, but allows the possibility of reinstatement upon evidence or real intention of abiding by the rules. In most OSS cases, a parent and student involved may meet with the building principal (and/or counselor) before the student returns to classes. Students serving an OSS will receive an unexcused absence from school. Students are required to retrieve missing work when they return to school. Missing work must be made up according to “MAKE-UP WORK” policy on page 10 of the student handbook. Missing assignments not completed by deadline will result in a reduced grade with the possibility of a zero. Parents do have the right to appeal the suspension by writing to: Midwest Central Middle School, Office of the Principal, 121 N. Church Street, Green Valley, IL 61534.

**EXPULSION** – Indicates the student has forfeited the right to attend Midwest Central Unit School District #191 schools. Any expulsion (or voluntary withdrawal in lieu of expulsion) will result in the forfeiting all academic credit for the current semester and for anytime related to the remainder of the expulsion. This does not apply to any student who legally enrolls in another school district.

**WEAPONS**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school may be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

**REQUIRED NOTICES**

A school staff member shall immediately notify the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student’s parent(s)/guardian(s). “School grounds” includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself. The concept of progressive discipline means imposing sanctions which are appropriate under the circumstances, including heavier sanctions for repeated conduct of any type. Progressive discipline does not require the least serious sanctions for the first offense of misconduct. Progressive discipline shall be imposed at the discretion of the school official taking into account the nature and extent of misconduct, the effect upon the victim, the risk of harm or injury, the age and maturity of the student subject to discipline, and any other relevant factors.

## **STUDENT HANDBOOK**

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval. A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

## **PREVENTING BULLYING, INTIMIDATION, and HARASSMENT**

The Midwest Central CUSD 191 Board of Education has adopted Policy 7:180 Preventing Bullying, Intimidation, and Harassment. It follows in part.

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying on the basis of actual or perceived race, color, nationality, 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 in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

For purposes of this policy, the term *bullying* includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer or signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electronic magnetic system, photo-electronic system, or photo-optical system including without limitation electronic mail, Internet communications, instant messages, or facsimile, communications. Cyber-bullying includes the creation of a webpage or weblog, in which the creator assumes the identify of another person or the knowing impersonation of another person as the author of posted content or messages if the creator impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

If at any time a student feels that they are the victim of bullying or cyber-bullying, they needs to report it to a staff member immediately so appropriate actions can be taken to investigate and take proper action.

Each of the following Board policies will be enforced:

- a. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to



engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.

- b. 7:310, *Restrictions on Publications*. This policy prohibits students from: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
- c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Each of those characteristics is also identified in this policy's second paragraph.
- d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's *Authorization of Electronic Network Access*.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

If you would like a copy of the entire Policy 7:180, please notify your school's principal.

## **TOBACCO**

Using, possessing, distributing, offering, purchasing or selling tobacco materials, including e-cigarettes, by students is prohibited on the school bus, in the school building and on school grounds. This includes any school activity such as dances, basketball games, field trips, or any activity sponsored by the district. A student found IN POSSESSION OF SMOKING MATERIAL (tobacco products, lighters, matches, chewing tobacco, etc.) on school property would be assigned a minimum one day In-School Suspension for the first infraction. A second violation of the no possession of smoking material rules will result in a minimum one day Out-of-School Suspension. If a student is found USING TOBACCO ON SCHOOL GROUNDS, he/she will be suspended the first time. Any student who is found assisting other students or acting as a look out for individuals who are using tobacco will receive disciplinary consequences.

## **DISTRICT SMOKING POLICY**

The Midwest Central Board of Education has adopted a policy of NO SMOKING in the District #191 buildings. This includes night activities and outside organizations that might use school facilities.

## **GANGS AND GANG ACTIVITY**

Gang and gang-like activity is prohibited on or about school grounds, on school buses, or on school grounds at any school activity. A "gang" is any group of two or more persons whose purpose includes the commission of illegal acts. No student on or about school property, on a school bus, or at any school activity shall engage in gang activity, including but not limited to:

1. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.
2. Committing any act or using any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Using any speech or committing any act in furtherance of the interests of any gang or gang activity, including but not limited to:
  - a. Soliciting others for membership in any gang
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person
  - c. Committing or threatening to commit any illegal act or other violation of school district policies;
  - d. Inciting others to act with physical violence upon any other person.

Violation of any of the above will result in disciplinary action and may result in police charges being filed.

## **ELECTRONIC AND VISUAL DEVICES**

Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, otherwise violate student conduct rules. All electronic devices must be **turned off and remain in the student's assigned locker at all times** unless: (a) the supervising teacher or office personnel grants specific permission; or (b) use of the device is provided in a student's IEP.

Students violating cell phone/electronic device rules during school will receive the following consequences:

- 1st Offense – *Written warning and parent notification* - student will pick up the device from the office at the end of the day.
- 2nd Offense – *Written warning and parent notification* - device will have to be picked-up from the office by parent/guardian (it will not be sent home with the student)
- 3rd Offense – *Central detention* - device will have to be picked-up from the office by a parent/guardian (it will not be sent home with the student)
- 4th Offense (+) – *1 day ISS* - device will have to be picked-up from the office by a parent/guardian (it will not be sent home with the student), student will be required to the device in the office during the school day for the remainder of the year if brought to school (the student will not be able to keep their device during the day; it will be placed in the school safe during school hours)

**Notice:** Cell phones, like all other personal items brought by a student into a school zone, may be subject to search. The outcome of that search may result in school sanction and/or a criminal investigation by the police. The district reserves the right to confiscate electronic devices while students are on school property. This includes, but is not limited to the classroom and on the bus. Devices will be returned following the procedure outlined above.

## **PUBLIC DISPLAY OF AFFECTION**

Students are to refrain from excessive show of affection while on school grounds. This includes holding hands, kissing, necking, fondling and embracing. If students persist in excessive show of affection, they will be warned by an administrator. After a warning has been given, disciplinary consequences may result.

## **TEEN DATING VIOLENCE PROHIBITED**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of policy 7:185, the term teen dating violence occurs whenever a student who is 13 to 19 years old of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. Please see Board Policy 7:185 for more information.

## **SEARCH AND SEIZURE**

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" include school liaison police officers.

**School Property and Equipment as well as personal effects left there by students** – School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the students. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing. The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

**Students** – School authorities may search a student and/or the student’s personal effects in the student’s possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District’s student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. When possible, the search should be conducted as follows: outside of the view of others, including students; in the presence of a school administrator or adult witness; and by a certificated employee or liaison police officer of the same sex as the student. Immediately following a search, a written report shall be made by the school authority that conducted the search, and given to the Superintendent. In matters of serious disobedience or misconduct, the student’s parent(s)/guardian(s) shall be notified of the search as soon as possible.

**Seizure of Property** – If a search produces evidence that the student has violated or is violating either the law or the District’s policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

**Notification Regarding Student Accounts or Profiles on Social Networking Websites** – State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parents/guardian to provide a password or other related account information to gain access to the student’s account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student’s account contains evidence that he or she violated a school disciplinary rule or Board policy.

## STUDENT DRESS AND HYGIENE

It is the obligation of parents and students to see that reasonable and proper dress and appearance is maintained at all times at school and school activities. Student dress code includes the following:

- No pajama pants, low cut tops or crop tops. The neckline of tops must not extend beyond/below the width of the female’s palm from the collar bone (The Palm Rule). Shirt straps must be a minimum width of 2 inches;
- Undergarments are not to be visible;
- Skirts, shorts, and holes in jeans or shorts for boys and girls, are to be knee length or below, unless worn over opaque leggings of an appropriate length;
- When wearing tights, leggings, yoga pants, etc., buttocks must be completely covered by a school appropriate top/shirt.
- No hats, sweatbands, doo-rags, headdress, etc.;
- Sunglasses are not to be worn in the building unless prescribed by a physician;
- Shoes must be worn, slippers are not allowed;
- No clothing or jewelry depicting drugs, alcohol, tobacco, satanic symbols, gang symbols;
- No clothing or jewelry with racially or sexually objectionable language, double meaning phrases or artwork;
- No jewelry or outerwear revealing spikes or chains [including spiked necklaces, wallets with chains];
- Hooded sweatshirts **MUST** have hood down at all times;
- **Other dress or other appearance that is determined by the administration to cause a disturbance, a distraction or is a safety hazard will not be permitted.**

Students are not to mark on selves or others. All outerwear; (with the exception of “hoodies”), and book bags are to be left in the student’s locker during the school day.

Students choosing to wear unacceptable clothing shall be required to change the clothing immediately. Refusal to cooperate and/or repeated violation of the dress code will result in further disciplinary consequences.

## TECHNOLOGY / LIBRARY

### COMPUTERS

Use of the student computer network is a privilege that all students must respect. Each student will be assigned a password that must not be shared with other students. Any of the following acts in relationship to the student or administrative computer networks will result in disciplinary consequences:

1. Obtaining or attempting to obtain someone else’s password;
2. Changing or attempting to change anyone’s password, including your own;
3. Defacing and/or vandalizing any computer hardware, software, equipment, program or web site;
4. Accessing or attempting to access another person’s computer files;

5. Running any program or software not part of the approved student network;
6. Copying or attempting to copy any program or software;
7. Accessing or attempting to access any program or software not specifically assigned for an educational purpose;
8. Distributing or otherwise sharing pyramid-type communications, such as chain letters, excess e-mail (more than five copies), or other types of multiple communications;
9. Participating in sending, receiving, printing or distributing e-mail or other computer-related materials considered to be lewd or offensive;
10. Any other acts in relation to the student or administrative network, which are detrimental to the educational process.

A student may use the lab only if there is a faculty or staff member to supervise. **STUDENTS ARE NOT ALLOWED TO BE UNSUPERVISED IN THE COMPUTER LAB.** In order to use the computer lab, all above rules apply, plus 1) no food or drinks are allowed, 2) students are responsible for throwing away all trash, and 3) excessive use of printer paper or cartridges will result in a fee being charged. Students must log in and log out properly each time.

### **CHROMEBOOK POLICY AND STUDENT/PARENTAL AGREEMENT**

Selected students across the district will be issued Google Chromebooks for use in school and at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen. Students are not allowed to download any information, screensavers, music, games, etc. without permission from the classroom teacher.

*Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right and that everything done on any District-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of District Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.*

To understand the expectations of District 191, students and their parents/guardians are responsible for reviewing the District's Use of Technology Policy (6:235) and corresponding Use of Technology Administrative Procedures (6:235 AP, 6:235 AP2).

#### **Ownership of the Chromebook**

District 191 retains sole right of possession of the Chromebook. The Chromebooks are lent to the students for educational purposes only for the academic year. Moreover, District 191 administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

#### **Responsibility for the Chromebook**

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

- 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) when using their Chromebooks.
- Students must bring their Chromebooks to school every day fully charged. Failure to do so may result in disciplinary action. (Note: A fully charged Chromebook should last at least 6-7 hours.)
- Students must treat their device with care and never leave it in an unsecured location.
- Students must keep their device in a protective case, which has been provided, when traveling.
- Students must promptly report any problems with their Chromebook to their teacher or principal.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district.
- Students must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.

#### **Responsibility for Electronic Data**

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the District 191 technology staff. Students are responsible for backing up their data to protect from loss. 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.

## Digital Citizenship

Students must follow the six conditions of being a good digital citizen:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
2. **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visiting sites that are degrading, pornographic, racist or inappropriate.
5. **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

## Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Use of Technology policy.

**Spare Equipment and Lending** If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on the direction from his/her teacher. Disciplinary action may result for failure to bring a fully charged Chromebook to school.

## Warranty and Insurance

The District will repair or replace damaged equipment resulting from normal use. Damage as a result of misuse or neglect will be the responsibility of the student to pay for. Loss or theft of the device is the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device. Loss or Theft of a device will also be reported to police for investigation and will result in the district pressing appropriate charges

## Signature Form

By signing the below, the student and their parent/guardian agree to follow and accept:

- Use of Technology Policy (6:235) and corresponding Administrative Procedures (6:235 AP1, AP2).
- The Chromebook Agreement (6:235 E3)
- The Chromebook Procedures and Information for Students and Parents Guide/Handbook (6:235 E2)
- The Website and Social Media Guidelines (below)
- That District 191 owns the Chromebook, software, and issued peripherals
- If the student ceases to be enrolled in Midwest Central Community Unit School District 191, the student/parents will return the Chromebook in good working order or pay the full replacement cost of the Chromebook.
- In no event shall District 191 be held liable to any claim of damage, negligence, or breach of duty.

Print Student Name \_\_\_\_\_

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

Print Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Website & Social Media Guidelines: *Think before you act because your virtual actions are real and permanent!***

Guideline	Student Initials	Parent Initials
Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.		
Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.		
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.		
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.		
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.		
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.		
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.		
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.		
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.		

**ELECTRONIC NETWORKS / INTERNET**

The School Board's goal is to include access to electronic networks/internet in the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The School District is not responsible for any information that may be lost, damaged, or unavailable when using electronic networks, or for any information that is retrieved via electronic networks. Furthermore, the District will not be responsible for any

unauthorized charges or fees resulting from access to electronic networks. "Electronic Networks" include all information accessed by Internet sites, e-mail, on-line services, web pages, instant messaging, text messaging, bulletin board and other such systems. The use of electronic networks shall be consistent with the curriculum adopted by the District as well as the varied instructional need, learning styles, abilities, and developmental levels of the students. Use of electronic networks shall comply with the selection criteria for instructional materials and library-media center materials. Each student and his or her parent(s)/guardian(s) must sign the authorization form before being granted use. Students must have specific permission from the staff member in charge of the web pages in order to post any material to the district web pages or any other district-sponsored or endorsed electronic network. All material posted to the district web pages or any other district-sponsored or endorsed electronic network must follow all district guidelines for accuracy, fairness and educational relevance. The failure of any student to follow the terms of the Authorization for Access to Electronic Networks, or this handbook policy, will result in the loss of privileges, disciplinary consequences, and/or appropriate legal action.

### **LIBRARY / MEDIA CENTER**

The library is to be quiet. You are to read, study, or find books to check out. It is your privilege and responsibility to use the library for study, research, and reading. There will be specific rules for you to follow when using the library. Disregarding library rules may exclude you from the library.

## **CAFETERIA GUIDELINES AND LUNCH PROGRAM**

Monthly hot lunch menus are printed and available for students to bring home or can be found on our home web page. All students qualify for one free breakfast and one free lunch each day.

1. Students may buy an additional lunch for \$2.25 or Ala Carte items if their account has a sufficient balance.
2. Students may also bring a lunch and purchase a drink in the cafeteria. Students may bring outside beverages (i.e., juice, bottled water, etc.) to school – **soda and energy drinks are NOT allowed unless provided as a reward with staff/office approval.**
3. Students are to use good manners at all times in the cafeteria.
4. NO purchased food or drink may be taken out of the cafeteria or put in lockers at the end of the lunch period.
5. **Students must follow the directions of the lunch supervisors at all times.**
6. Information regarding criteria and eligibility for free and reduced-price food services may be obtained by contacting the school office.

## **SCHOOL BUS TRANSPORTATION**

### **SAFETY RULES**

1. It is a privilege to ride a bus to and from school.
2. Electronic visual and audio recording devices may be used on school buses in order to monitor conduct and maintain a safe environment.
3. No student may ride a bus to or from school other than the bus to which he or she has been assigned.
4. Students who are not assigned to a bus cannot ride a bus for any reason unless they have received administrative approval. Refer to section on RIDING A DIFFERENT BUS.
5. Students are expected to abide by the bus rules. **Bus behavior rules include:**
  - Follow the bus drivers and/or monitors directions at all times;
  - Sit and remain in assigned seat at all times while on the bus;
  - No food allowed on the bus.
  - Water is the only beverage allowed on the bus.
  - No throwing objects;
  - No profanity;
  - No yelling or excessive levels of noise;
  - Other behavior that threatens the safe operation of the bus and its occupants.
6. Any damage to the bus is the responsibility of that student
7. Students bringing cell phones, radios, CD players, cameras, etc., on the bus do so at their own risk. Any damage to personal electronic devices is the responsibility of that student.
8. Personal electronic devices may only be used for listening to music (with earbuds/headphones) or playing games. Picture taking and/or video recording are not allowed.

Failure to follow these bus guidelines and behavior rules will result in disciplinary consequences that may include verbal / written warning, detention, ISS, bus suspension, OSS, expulsion from riding the bus, or expulsion from school.

## **ELECTRONIC RECORDINGS ON SCHOOL BUSES**

The Midwest Central CUSD #191 Board of Education has adopted a policy that electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. This is a notice of the adopted policy and the use of recording on the buses.

## **RIDING A DIFFERENT BUS**

Changing buses may not be allowed unless there are unusual circumstances. Students will need administrative approval prior to getting on the bus at the end of the day.

# **MEDICAL NEEDS**

## **SCHOOL NURSE**

Students who wish to see the nurse must obtain a pass from the teacher. Except in an emergency, students should not leave a class to see the nurse. Check in the school office if the nurse is absent. Students are not to call home on their own.

## **MEDICATION**

In accordance with The School Code, it is the policy of Midwest Central Community Unit School District that medication should not be administered to a student at school or when such student is involved in school activities, except when absolutely necessary for the critical health and well-being of the student. Students needing to take prescription or non-prescription drugs at school for their critical health and well-being are required to notify the administration of their need for the medication and complete the necessary forms. The medication will be kept in the main office. The student will come to the office at the recommended time to take his/her medication. To protect the safety of students taking prescribed medications, other students, and to prevent theft or loss of medications, students shall not possess prescribed or over-the-counter medications of any kind (including aspirin or aspirin substitutes such as Tylenol) in any school buildings during the school day. However, students with proper doctor and parent authorization and completed forms may possess an epinephrine auto-injector and/or an asthma medication for self-administration while in school and while at school-sponsored activities.

## **CARE OF STUDENTS WITH DIABETES**

"Diabetes care plan" means a document that specifies the diabetes-related services needed by a student at school and at school-sponsored activities and identifies the appropriate staff to provide and supervise these services.

A diabetes care plan shall serve as the basis of a student's Section 504 plan (29 U.S.C. Sec. 794) and shall be signed by a student's parent or guardian and submitted to the school for any student with diabetes who seeks assistance with diabetes care in the school setting. It is the responsibility of the student's parent or guardian to share the health care provider's instructions concerning the student's diabetes management during the school day. The diabetes care plan shall include the treating health care provider's instructions concerning the student's diabetes management during the school day, including a copy of the signed prescription and the methods of insulin administration.

The services and accommodations specified in a diabetes care plan shall be reasonable, reflect the current standard of diabetes care, include appropriate safeguards to ensure that syringes and lancets are disposed of properly, and include requirements for diet, glucose testing, insulin administration, and treatment for hypoglycemia, hyperglycemia, and emergency situations.

A diabetes care plan shall include a uniform record of glucometer readings and insulin administered by the school nurse or delegated care aide during the school day using a standardized format provided by the State Board of Education.

A diabetes care plan shall include procedures regarding when a delegated care aide shall consult with the parent or guardian, school nurse where available, or health care provider to confirm that an insulin dosage is appropriate.

A diabetes care plan shall be submitted to the school at the beginning of the school year; upon enrollment, as soon as practical following a student's diagnosis; or when a student's care needs change during the school year. Parents shall be responsible for informing the school in a timely manner of any changes to the diabetes care plan and their emergency contact numbers.



## **STUDENTS WHO HAVE HAD A COMMUNICABLE DISEASE**

Students who have had a communicable disease such as impetigo, measles, chicken pox, and pink eye, must get a release from their doctor before they will be allowed to return to school. Students who develop symptoms of communicable disease at school will be sent home as soon as parents are notified. We ask parents to notify the school immediately if your child contracts any of these diseases.

During the year we have students who contract childhood diseases. Whenever we feel that it is in the best interest of the students and parents, you will be notified of these outbreaks.

## **SCHOOL INSURANCE**

School insurance is available as a service. Parents/guardians are urged to read the information that is available at registration, and make a decision concerning this item.

# **SAFETY RULES & GUIDELINES**

## **ANIMALS**

Live animals are prohibited from being on school grounds without proper written approval and certification. See Board policy for details. The animal's owner must assume all responsibility for the care, conduct and safety of the animal. Certain academic classes may include dissection of dead animals or parts of dead animals as part of the approved curriculum. Rules for dissection will follow all School Board policies and the Illinois School Code.

## **CHILD ABUSE AND NEGLECT**

State law mandates school personnel to report suspected incidents of child abuse and neglect to the Department of Children and Family Services.

## **RECREATIONAL EQUIPMENT/PERSONAL PROPERTY**

All recreational equipment or personal property is to be left at home and not used on school grounds except at times and places as designated by staff. Do not bring any digital or non-digital music or video devices, CD's, DVD's, computer games, cameras, expensive items, large sums of money, collector or trading cards, laser pointers, skateboards, roller blades, "heely" shoes (shoes with roller bearings), any of the latest devices, etc., to school. **The school shall not be responsible for lost, stolen, or damaged property.**

## **VISITORS TO AND CONDUCT ON SCHOOL PROPERTY**

The following definitions apply to this policy:

**School property** – School buildings and grounds, all District buildings and grounds, vehicles used for school purposes, and any location used for a Board meeting, school athletic event, or other school-sponsored event.

**Visitor** – Any person other than an enrolled student or employee.

The Superintendent or designee may post certain school facilities for the community's use on non-school days when they are not being used for school purposes.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. Visitors must remain in the Building Principal's office until either the person whom they hope to see comes to the office or they are escorted or directed to the appropriate area of the school. All visitors must sign a visitors' log, show identification, and wear a visitor's badge as requested by staff. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission or not complying with the provisions of this policy will be directed to leave and may be subject to criminal prosecution.

**Visitors may not move about the school building without following this process.**

Any person wishing to confer with a staff member must communicate with the staff member at school in advance to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference / preparation period. Visits for the purpose of conferring with a staff member without prior arrangements are not permitted.

The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event.

## **CONVICTED CHILD SEX OFFENDER**

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school, or
2. Has permission to be present from the School Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

## **GENERAL GUIDELINES**

### **SPECIAL EVENTS/ACTIVITIES**

Participation in special events is considered a privilege, not a right. Special events include dances, 8th grade promotion, sporting event spectatorship, assemblies, non-academic field trips, etc.

**Dances** - Dances are typically held at least twice each school year. Criteria to attend will be set in advance with plenty of notice given to students in order to help them meet their goals. Criteria may include but is not limited to:

Attendance, Grades, Behavioral Expectations, Tardies, and Homework Completion

School sponsored dances are held from 6:00 PM until 8:00 PM and all school policies apply. Students should not arrive on school property before 5:45 PM and must exit school grounds by 8:15 PM. Students arriving before or after the designated times need approval by the faculty sponsor or the administration. Guests from other schools are not permitted. No one may leave the dance after entering the school building, unless they received approval from a faculty sponsor or the administration. Parents will be notified before the student leaves. Misconduct at a dance may result in losing the privilege to attend dances or other school sponsored activities in the future. Students absent all-day or leaving early due to illness or an unexcused absence are not to attend school activities for that day. **The dress code on page 19 applies to school sponsored dances.**

**8th Grade Promotion** - Participation in the 8<sup>th</sup> Grade Promotion ceremony is a privilege and not a right for Midwest Central Middle School Students. Criteria for participation in 8<sup>th</sup> grade promotion is determined by student behavior/performance for the entire school year. Criteria may include but is not limited to:

Attendance, Grades, Behavioral Expectations, Tardies, and Homework Completion

**Sporting Event Attendance** - Demonstrating appropriate sportsmanship, etiquette, and manners at sporting events exemplifies the Raider Way. Behavior at previous events will determine a student's ability to attend events and will be determined on a case-by-case basis.

**Assemblies** - Assemblies for the Raider Way Program are used to demonstrate how students are rewarded for being the best Raider they can be. Assemblies are used as encouragement for students to reach their goals in the future. While the goal is to have all students attend, privileges will be determined by behavior at previous assemblies. Attendance at "fun" assemblies will be determined by behavior at previous assemblies. Student attendance at assemblies is determined by administration on a case-by-case basis.

**Non-Academic Field Trips** - Non-Academic field trips are scheduled as opportunities arise. Criteria for participation are set and communicated to students ahead of time to help them be aware of their goals. It is a regular attendance day for students who did not achieve the goal or choose not to attend. School dress code and rules apply.

### **FLOWERS / DELIVERIES**

It is good to remember others at special times, however, to do so at school sometimes interrupts the educational process. Please do not send flowers, balloons, etc., to school.

## **FUND RAISING**

Selling of candy or other items for non-school organizations is prohibited at school. Personal items or materials are not to be sold, traded, or given away at school.

## **GUM, CANDY & TREATS**

Gum chewing rules are determined individually by each teacher. Careless disposal of gum or candy in drinking fountains, on furniture, lunch trays, and floors presents sanitation and cleaning problems and costly repair.

At times students may be permitted to bring treats. All treats brought to school for sharing **MUST** be prepackaged. Homemade treats are **NOT** allowed due to potential health concerns.

## **HALL TRAFFIC AND PASSES**

To avoid congestion in the halls, **keep to the right** and move on as quickly as possible. There should be no need for running, shuffling, loud talking, whistling, etc. **Students are not to block hallways.**

Since your classes may be in different parts of the building, it is suggested that you carry some of your books to class rather than having to go to your locker during each class change. Three minutes will be allowed for passing time between classes.

**Students are not permitted in the halls or rest room during class without a pass.** When given a pass, students must go directly to the room written on the pass. **Students in the hall without a pass will be asked to return to class immediately.**

## **LOCKERS – STUDENT AND PHYSICAL EDUCATION**

Lockers are school property and all items placed in them are subject to the rules and regulations of the school. **If there is reasonable cause that a student has violated or is violating either the law or the rules of the school, school authorities may inspect and search lockers and/or desks without a warrant or the student's permission.**

Locker and locker combinations are assigned to each student and are to be used only by that student. **DO NOT SHARE YOUR LOCKER COMBINATION WITH ANYONE.** These lockers are for student use in storing school materials and personal items necessary for school use. Materials (supplies, book bags, coats, etc.) not being used in the classroom must be left in the locker. You are not permitted to attach any item that causes permanent damage or disfigurement to the interior or exterior of your locker. Keep your locker locked at all times and **do not use any locker other than the one assigned to you.** Students are not allowed in the gym locker room without permission during passing periods or lunch.

## **OFFICE AREA**

Students who have business in the office area are to state their business to the secretaries or administrators. Students may enter the office area only with the permission of the secretaries or administration. The office telephone is for staff use only. Students may only use the office phone in case of a last minute schedule change (i.e., activity practice or game cancellation due to inclement weather, etc.). School personnel will make calls in case of illness or emergency. Students may not call for homework, forgotten items, lunch money, etc., without the permission of the administration.

## **PARTY INVITATIONS**

To avoid hurting the feelings of students left out, no party invitations may be handed out at school.

## **VENDING MACHINE FOR BOTTLE/CAN DRINKS**

Bottle drinks are allowed only in the gym foyer. Keeping bottles and cans picked up is the responsibility of all students. Students are not to stomp cans on the floor or throw them at the trash container. Spills are to be cleaned up by the student responsible for the spill. Also, there are to be no glass bottles in the school building.

## **SAFETY**

During the academic year, MCMS will conduct the following safety drills: 3 school evacuation drills, 1 bus evacuation drill, 1 severe weather/shelter-in-place drill, and 1 law enforcement drill.

## **EXTRA-CURRICULAR ACTIVITIES**

Dances, class parties, club events, sporting events, field trips, etc. are considered extra-curricular activities. Students are advised that they are to follow the same rules of conduct for all school-sponsored activities that they follow during the school day. These general rules of conduct can be found throughout the parent-student handbook.

## **ACTIVITY CODE**

All extra-curricular participants are expected to follow the activities code adopted by the Midwest Central District #191 Board of Education. Each participant will receive a copy of the DISTRICT ACTIVITY CODE prior to the start of a season. A complete copy of the DISTRICT ACTIVITY CODE is available in the MCMS Office of the Principal.

## **ACTIVITY FEES**

Participation fees shall be assessed to all student participants in designated sports and activities as approved by the Board of Education. See the building principal, athletic director, your coach or sponsor for details and procedures.

## **ATTENDANCE & PARTICIPATION**

Students who do not attend school (excused or unexcused) may not attend school-sponsored extra-curricular activities the day of their absence unless the absence has been due to a school-related function. A student must be in school at least one-half of the school day (3 1/2 hours) in order to attend a school event that day. **Students absent all-day or leaving early due to illness are not to attend school activities for that day.** Administrative exception may be granted.

At the Middle School level students are encouraged to explore a wide variety of interests and talents. During the course of the school year it may occur that a student is involved in activities that overlap 'seasons'. **The activity that involves competitive team participation will take priority over a non-competitive activity for both practice and game participation.**

## **BUS POLICY – TEAM OR FAN**

Students are responsible to the faculty sponsor and follow all directions given to them by the staff member. Students who ride the bus to an activity **must** return on the bus. The **only** exception to this would be arrangements that are made with the principal or coach. Misconduct on a fan bus will result in losing the privilege to ride the bus in the future.

## **SCHOOL CALENDAR**

School calendars are distributed during school registration. They can be obtained through the Office of Principal or on the school homepage website. Calendars are subject to change at anytime.

## **SCHOOL STUDENT RECORDS NOTIFICATION STATEMENT**

The School Secretary is the official record custodian for Midwest Central Middle School. The following information pertains to the rights and obligations of parents, students, and the school under the Illinois School Student Records Act (ISSRA) Chapter 122, Par. 50-1 et seq. of the Illinois Revised Statutes (1985) and the Rules promulgated there under by the Illinois State Board of Education, which can be found at 23 Illinois Administrative Code 375. Please see Board of Education Policy 7:15 for further information.

1. The student permanent record consists of basic identifying information, academic transcript, attendance record; accident reports and health record, record of release of permanent record information, and may also consist of records of awards and participation in school-sponsored activities. No other information will be placed in the student permanent record. The permanent record will be kept for 60\* years after graduation or permanent withdrawal. (ISSRA, Par. 50.2(e); 50.4(e))
2. The student temporary record consists of all information that is of clear relevance to the education of the student, but is not required to be in the student permanent record. It may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, and teacher evaluations.

A record of release of temporary record information must be included in the student temporary record. The temporary record will be reviewed for elimination of out-of-date, inaccurate or unnecessary information every 4 years or upon a student's change in attendance centers, whichever occurs first. The temporary record will be destroyed entirely within 5\*\* years after graduation or permanent withdrawal. (ISSRA, Par. 50-2(f) and 50-4(f); Rules, Section 375.10))

3. Parents or any person specifically designated as a representative by a parent has the right to:

- a. Inspect and copy all permanent and temporary records within a reasonable time and in no case later than 15 days after the date of receipt of such request by the official record custodian. A student shall have the right to inspect and copy his or her school student temporary record.\*\*\* The school charges 35 cents per page for copies.\*\*\*\* No parent or student shall be denied a copy of school student records due to inability to bear the cost of such copying. (ISSRA, Par. 50.5)
- b. Have present at the option of either the parent or the school, a qualified professional, who may be a psychologist, counselor, or other advisor, and who may be an employee of the school or employed by the parent, to interpret the information contained in the student temporary record. If the school requires that a professional be present, the school shall secure and bear any cost of the presence of the professional. If the parent so requests, the school shall secure and bear any cost of the presence of a professional employed by the school. (ISSRA, Par. 50.5(b))

- c. Challenge the accuracy, relevancy or propriety of any entry in the school student records, exclusive of grades, by requesting a hearing with the school.
- (i) The request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.
  - (ii) An informal conference will be held within 15 school days of receipt of the request for a hearing.
  - (iii) If the challenge is not resolved by the informal conference, a formal hearing shall be initiated.
  - (iv) Formal hearing: A hearing officer, who is not employed in the attendance center in which the student is enrolled, shall be appointed by the school and shall conduct a hearing within a reasonable time but no later than 15 days after the informal conference, unless an extension of time is agreed upon by parents and school officials. The hearing officer shall notify the parents and school officials of the time and place of the hearing. Each party shall have the right to present evidence and to call witnesses, the right to cross-examine witnesses, and the right to counsel. A record of the hearing shall be made by tape recording or by a court reporter. The decision of the hearing officer shall be rendered no later than 10 school days after the conclusion of the hearing and shall be transmitted to the parents and the school district. The hearing officer's decision shall be based solely on the evidence presented at the hearing and shall order (a) retention of the challenged contents of the student record; or (b) removal of the challenged contents of the student record (c) change, clarification or addition to the challenged contents of the student record. The parties shall have the right to appeal the decision of the hearing officer to the Regional Superintendent of Schools.
  - (v) Appeal: Notice of appeal must be presented to the Regional Superintendent of Schools within 20 school days after the decision of the hearing officer. The opposing party shall be notified of the appeal at the same time. Within 10 school days, the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent of Schools. Upon receipt of such documents, the Regional Superintendent of Schools shall examine the documents and record, make findings and issue a decision to the parents and the school district within 20 school days of receipt of the documents. If the subject of appeal involves the accuracy, relevance or propriety of any entry in special education records, the Regional Superintendent of Schools should seek advice from appropriate special education personnel who were not authors of entry. The school shall be responsible for implementing the decision of the Regional Superintendent of Schools. Such decision shall be final, and may be appealed to the Circuit Court of the county in which the school is located. (ISSRA, Par. 50-7; Rules, Section 375.90)
4. No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:
- a. to parent or student or person specifically designated as a representative by a parent; (ISSRA, Par. 50-6(a)(1))
  - b. to an employee or official of the school or school district or the State Board of Education with a current demonstrable educational or administrative interest in the student, in furtherance of such interest: (ISSRA, Par. 50-6(a) 2)
  - c. to the official records custodian of another school in which the student has enrolled or intends to enroll, provided that the parent receives prior written notice of the nature and substance of the information to be transferred and opportunity to inspect copy and challenge such information. If the address of the parent is unknown, notice may be served upon the records custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive and 10 school days after such service, if the parents make no objection, the records may be transferred to the requesting school (ISSRA, Par. 50-6(a) 3; Rules, Sections 375.70(a))
  - d. to any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from information released and the person(s) requesting the use of such information has signed an affidavit agreeing to comply with all rules and statutes regarding school records; (ISSRA, Par. 50-6(a)(4); Rules, Section 375.70 (d)(2))
  - e. pursuant to a court order, provided that the parent shall be given prompt written notice upon receipt of such order, of the terms of the order, the nature and substance of the information proposed to be released in compliance with such order and an opportunity to inspect, copy and challenge the contents of the school student records; (ISSRA, Par. 50-6(a)(5); Rules, Section 375.70 (c)(3))
  - f. to any person as specifically required by state or federal law, provided that such person shall provide the school with appropriate identification and a copy of the statute authorizing such access and that the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and challenge such information. If the release of information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents (ISSRA, Par. 50-6(a) 6; Rules, Section 375.70(b))
  - g. subject to regulations of the State Board, in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date of release, the person, agency or organization receiving the information, and the purpose of the release; (ISSRA, Par. 40-6(a)(7); Rules, Section 375.60)
  - h. to any person with the prior specific, dated and written consent of the parent designating the person to whom the records may be released and the designated records or designated portions of the information to be released. The parent has the right to inspect, copy and challenge the records and to limit any such consent to designated records or designated portions of the information contained within the records. (ISSRA, Par. 50-6(a)(8); Rules, Section 375.70(d))
5. Parents may insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in that record. The school shall include copy of such statement in any subsequent dissemination of the information in dispute. (ISSRA, Par. 50-7(d))

6. Parents will be given reasonable prior notice before any school student record is destroyed or information deleted therefrom and an opportunity to copy the record or information proposed to be destroyed or deleted. (ISSRA, Par. 50-4(h))
7. Except for the student and his parents, no person to whom information is released and no person specifically designated as a representative by a parent may permit any other person to have access to such information without a prior consent of parent obtained in accordance with ISSRA, Par. 50-6(a)(8). (ISSRA, Section 50-6(d))
8. A record of any release of information shall be maintained for the life of the school student records and shall be available only to the parents and the official records custodian. The record of release shall include the nature and substance of the information released, the name of the person requesting such information, the capacity in which such a request has been made, the purpose of such a request, the date of the release, the name and signature of the official records custodian releasing such information and a copy of any consent to such release. (ISSRA, Par. 50-6(c))
9. All rights and privileges accorded a parent under the ISSRA shall become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage or entry into military service whichever occurs first. The student may also exercise such rights and privileges at any time with respect to the student's permanent school record. (ISSRA, Par. 502(g))
10. The following is designated as directory information and may be released to the general public unless the parent requests that any or all such information not be released: student's name and address, gender, grade level, birth date and place, parent's name and address, academic awards, degrees and honors, information in relation to school sponsored activities, organizations and athletics, the student's major field of study, and period of attendance in the school. (ISSRA, Par. 50-6(e); Rules, Section 375.80)
11. No person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Illinois Student Records Act. (ISSRA, Par. 50-8)
12. Upon graduation or permanent withdrawal of a handicapped student, psychological evaluations, special education files and other information contained in the student's temporary record which may be continued assistance to the student may, after five years be transferred to the custody of the parent or student if the student has succeeded to the rights of the parents. The school will explain to the student and the parent the future usefulness of psychological evaluations, special education files and other information contained in the student temporary record. (Rules, Section 375.40(d))
13. (Any policies of the school relating to school student records which are not included in the Act or Rules.)
14. Copies of the Illinois School Student Records Act, 23 Illinois Administrative Code 375 (Student Records), and district or school policies relating to school student records which are not included in the Act or the Rules are available for review in the office of the school records custodian and the district superintendent.

\* Schools shall by law maintain such records for not less than 60 years after the student has transferred, graduated, or otherwise permanently withdrawn from the school.

\*\* Schools by law shall not maintain such records for longer than 5 years after the student has transferred, graduated, or otherwise permanently withdrawn from the school.

\*\*\* Section 375.20 of the Rules provides that schools may afford students similar rights in regard to their temporary records, as well.

\*\*\*\* Section 375.50 of Rules provides that such cost shall not exceed \$.35 per page.

## **CLOSING STATEMENT**

This manual was developed so all Midwest Central Middle School students could have a safe and pleasant place to learn. It is intended to provide clear and concise information to both the students and parents. Changes made to the current handbook were developed under the coordination of a group of teachers first, and then the district administrative staff.

Parents, there are many important ways you can be involved with your child's education. Two of the most important are ensuring your son or daughter gets sufficient rest at night and breakfast each morning. These two items will increase their chance for success. Many other areas of parental involvement could be listed, but the important thing is to be involved.