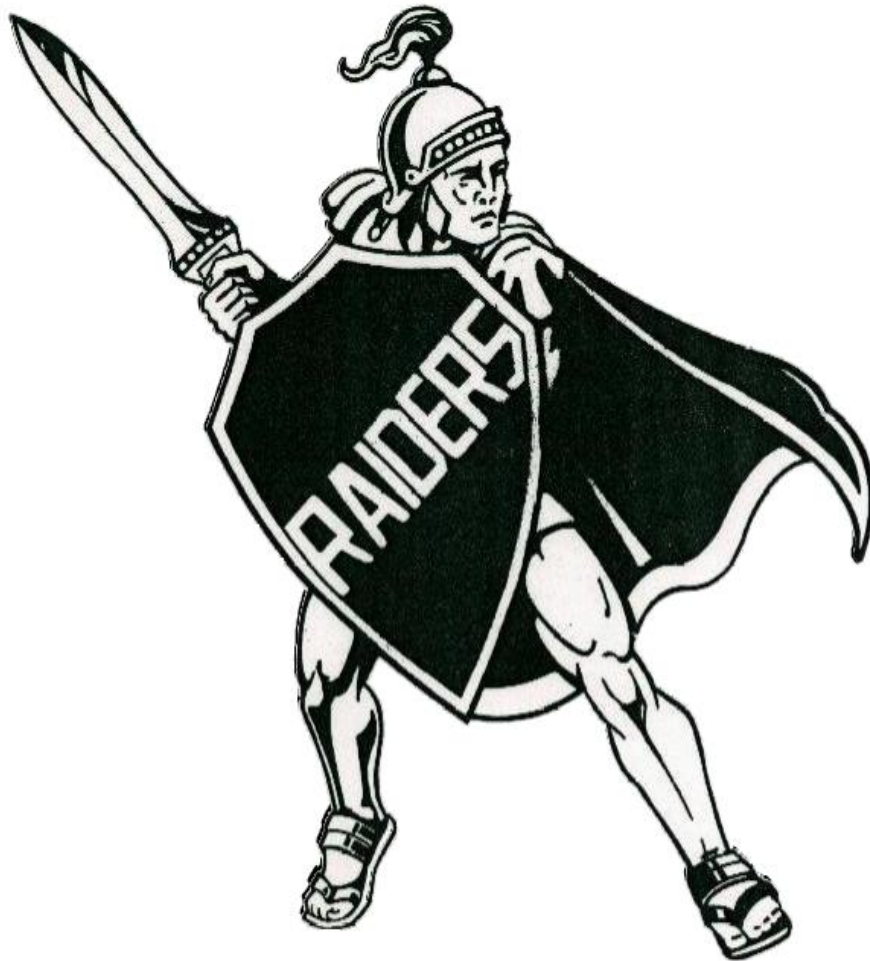


MIDWEST CENTRAL MIDDLE SCHOOL



PARENT – STUDENT HANDBOOK 2007-2008

Adopted by Midwest Central CUSD 191 School Board, May, 2007

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 effect 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.html>

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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 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 CLAUSE

Midwest Central District #191 insures equal educational opportunities are offered to students, regardless of race, color, national origin, age, sex, religion, or handicap. Questions in reference to educational opportunities may be directed to Mr. J. Douglas Cunningham, Title IX coordinator. Mr. Cunningham is the coordinator of sex equity (Title IX), minorities and all non-discrimination issues. Mr. Cunningham can be reached at 121 N. Church Street, Green Valley, IL 61534 or at (309) 352-2300. Inquires may also be referred to the Office for Civil Rights, U.S. Department of Education, 111 North Canal St., Suite 1053, Chicago, IL 60606-7204.

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. Martha Willard, Special Education Administrator for District #191, at 309-352-2300 or 309-968-6755.

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. Martha Willard is the coordinator of Section 504 activities for the District. She can be reached at (309) 352-2300.

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.

ACADEMICS

ENROLLMENT

No student will be considered as enrolled in school until the parent or legal guardian has completed the enrollment card stating address and verifying residence in our district. The enrollment card is to contain the legal name of the child and social security number. Items necessary for enrollment are:

1. A birth certificate for students entering school for the first time.
2. A completed enrollment card signed by the parent or legal guardian.
3. Evidence of a physical examination as required by state law. *
4. Evidence of immunization as required by state law. *
5. Evidence of an Illinois School Board of Education student transfer form with proper signatures will be necessary. No public school district is required to admit a new student unless he or she can produce this form.

** Students not in compliance with Illinois immunization and physical examination requirements prior to registration for the middle school will not be allowed to attend school until they are in compliance. In addition, all students must follow state law and district policy for boosters and immunizations.*

6. Homeless students are governed by Board of Education policy.

TRANSFERRING TO ANOTHER SCHOOL

1. Obtain a withdrawal slip from the office.
2. Return all books, supplies, and equipment to the proper instructor or department.
3. Pay any outstanding fines, charges, and/or fees.
4. Return your withdrawal slip to the office after all of your instructors have checked and signed the withdrawal slip.
5. Upon your request, your book rental refund will be mailed to you after the withdrawal slip is recorded and filed.
6. Obtain an official Illinois School Board of Education student transfer form with proper signatures. No Illinois public school district is required to admit a new student unless he or she can produce this form.

CLASSWORK / 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, 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 homeroom teacher. 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.

GRADING SCALE / LETTER GRADE / GRADE POINTS

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

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 – students are eligible if they earn a B in an elective class (Band and/or Chorus).

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

6TH GRADE CORE: English, reading, mathematics, science, social sciences & physical education.

7TH GRADE CORE: English, reading, mathematics, science, social sciences & physical development (one semester of physical education & one semester of health).

8TH GRADE CORE: English, reading, mathematics, science, social sciences & physical education.

MUSIC ELECTIVES: 6th Grade Band, 7/8th Grade Band, and 7/8th Grade Chorus – students have ten school days after each semester begins to drop an elective class without receiving a failing grade.

ACCELERATED CLASSES FOR GIFTED AND TALENTED

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. 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 a specific test score for each curricular area, grade average for first three grading periods, and teacher recommendation. A detailed copy of the selection criteria is available at registration or the principal's office.

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 to be excused from physical education for an extended period of time.
3. Students are allowed one no dress each semester but will need a written excuse from parent/guardian.
4. Physical education attire and athletic shoes are required for physical education class.
5. Showers are encouraged. Students must bring towels and should use soap and deodorant.
6. Additional classroom guidelines will be provide 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 who fail three or more subjects (English, reading, mathematics, science, social sciences, and physical development) for the school year shall be retained. Physical Development is physical education both semesters for 6th & 8th grade students and physical education for one semester and health for one semester for 7th grade students.
3. Students who fail only one or two subjects for the year will be evaluated by the grade level teachers and building administrators utilizing the Remediation / Retention Student Profile to make a determination for the student's next school grade placement. This profile evaluates the student's minimum proficiency in three areas:
 - a. Overall GPA Calculation – must be at or above 1.000.
 - b. Attendance Rate – must be at 90% or above (consideration given to documented long term illness).
 - c. Staff Observation – based on work ethic, attitude and preparation (see student profile).

COUNSELING SERVICES

Individual and group counseling is available by special arrangements made by the Building Administrators. Support groups maybe offered for self-esteem, making friends, responsibility, and peer relations.

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 will be filed with the Regional of Education Truancy Program. The truancy social worker from the Regional Superintendent's office will work with the family toward improving attendance habits.

SCHOOL DAY – ARRIVAL AND HOURS & CLOSED CAMPUS

School begins at 8:00 A.M. and is dismissed at 2:52 P.M. The doors of the building open at 7:45 A.M. Students are to arrive at school between 7:45 and 7:57 A.M., 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 8:00 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. 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 ABSENCE

EXCUSED (Absent for legitimate reasons.)

- Personal illness
- Doctor/dental appointments that cannot be made outside the school day
- Religious observances
- Court appearances
- Family emergencies (serious illness or death within the immediate family)

PRE-ARRANGED (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 make-up 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 **CO-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)

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. **Students will not receive credit for work assigned during 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.

MAKE-UP WORK

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. Parents who wish to receive make-up work must request the work before 9:00 A.M. Work will be available for pick-up in the school office at the close of the day. It is the responsibility of students to secure the list of missed assignments from the teacher.

TARDINESS & LATE ARRIVAL

Students are considered late if they arrive at school after the 8:00 A.M. bell. Parents whose students are chronically late will be contacted by the administration. Any student arriving after the 8:00 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 in a class will result in a teacher detention. Excessive tardiness (after the second teacher detention) will result in an office referral.

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.

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.
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 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 not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
 - d. 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.

- e. "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.
- f. 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 and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a weapon in violation of 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, otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be **kept turned off and out of sight** during the regular school day unless: (a) the supervising teacher grants specific permission; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff or other individuals.
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 any kind of aggressive behavior that causes, attempts, or risks 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, bullying, hazing, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
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 device 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 safety of students, staff, or school property.
16. Engaging in sexual activity or indecent conduct.

For the 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 student's 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 physiological 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 Handbook, 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 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 or Saturday school 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 service 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.

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.

WEAPONS

A student, who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen is considered to be a weapon if used or attempted to be used to cause bodily harm. The Building Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm, explosive device or weapon to school. 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 sanction for the first offense of misconduct. Progressive discipline shall be imposed in 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.

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, or 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. Teacher 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.

HARASSMENT / BULLYING

DEFINITION – Harassment or intimidation of any student on any basis, illegal or otherwise, is prohibited.

Harassing, bullying or intimidating conduct can be verbal, physical or visual; it unreasonably interferes with a student's educational performance or it creates an intimidating, hostile or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice. Disciplinary consequences will result and police charges may be filed.

EXAMPLES – The main types of aggressive behaviors may be but are not limited to:

1. Physical: hitting, kicking, grabbing, spitting, giving wedgies, etc.
2. Verbal: name calling, racist remarks, put-downs, extortion, etc.
3. Indirect: spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding/destroying other's papers, and/or possessions, etc.
4. Written: threatening e-mail, notes, and/or graffiti, etc.

REPORTING – Students who are the victims of harassment/bullying should report the alleged incident to a building administrator or staff member.

TOBACCO

Using, possessing, distributing, offering, purchasing or selling tobacco materials 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, sock hops, 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 central detention for a first infraction. A second violation of the no possession of smoking material rules will result in suspension. If a student is found USING TOBACCO ON SCHOOL GROUNDS, he/she will be suspended the first time. Any student who is found warning other students 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. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be **kept turned off and out of sight** during the regular school day unless: (a) the supervising teacher grants specific permission; (b) use of the device is provided in a student’s IEP; or (c) it is needed in an emergency that threatens the safety of students, staff or other individuals.

Consequences for electronic device misuse:

- 1st Offense – Warning / Student may pickup the device from office at the end of the day
- 2nd Offense – Central Detention / Parent will have to pickup the device from the office
- 3rd Offense – ISS (1 day) / Loss of privilege to have device at school & parent must pickup device from the office
- 4th or more – Multiple days of ISS

BEHAVIOR MANAGEMENT PLAN

The effective management of student behavior is essential to the success of each child’s educational experience. The following is an explanation of our behavior management program.

ACTION POINTS – Action points are awarded for various disciplinary measures taken by the administration or faculty. Six action points are equivalent to one demerit. Note the following:

- Disciplinary Action Points (not to exceed 3) awarded by the building administrator
- Detention 1 action point;
- Central Detention 2 action points;
- Class Suspension (multiple days) 2 action points;
- Bus Suspension (multiple days) 3 action points;
- In-school Suspension (multiple days) 3 action points; and
- Out-of-school Suspension (multiple days) 6 action points.

DEMERITS – Demerits are a recording system for student behavior and discipline. Demerits will result in a loss of privileges, a conference with the student’s parents and an administrator, and/or a suspension. The following is a list of consequences of demerits:

- 1st Demerit Notice sent to the student’s parent/guardian.
- 2nd Demerit Loss of privilege to attend field trips, assemblies, fun-day activities and dances.
- 3rd Demerit Loss of privileges to attend co-curricular events as a spectator.
- 4th Demerit Minimum 3-day suspension (either ISS or OSS).
- 5th Demerit Minimum 5-day suspension (either ISS or OSS) & loss of promotion ceremony for 8th Graders.
- 6th Demerit Minimum 7-day OSS.
- 7th Demerit 10-day OSS and consideration for expulsion.

DETENTIONS – 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 Detention will be used for a disciplinary action for first time or minor infractions or tardiness. Detentions may be served any day before, during, or after school for a length of fifteen (15) to thirty (30) minutes. The staff member issuing the detention will determine the time and length. Failure to serve a detention may result in a central detention or disciplinary action determined by the building administrators.
- 2) A Central Detention will be used as a disciplinary action for repeated or severe student misconduct. Central detentions will be served after school on Tuesdays or Thursdays for a minimum of 40 minutes. **Failure to return the central detention form signed and/or serve the central detention on the assigned night may result in further disciplinary action.**

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 non-compliant 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 Middle School building. All students must abide by the ISS behavior contract in order to receive full credit for their attendance and schoolwork. A copy will be sent home with the suspended student or given to the parent if a conference is held.

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 receive an unexcused absence from school and no credit for daily assignments, but completing assignments during an OSS will help prepare students for tests. Tests missed during an OSS must be taken upon return to school in order to receive full credit. Reports, which were due on the days of OSS, must be given to the teacher upon the student's return to school. Full credit will be given for such reports. Students who take the initiative to make-up work will be given strong consideration and greater standing than those who choose not to fulfill academic obligations.

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.

CLASSROOM PROCEDURE – 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 behavior 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 REFERRALS – Some student misbehavior is of such a serious nature that a detention may not be sufficient to correct the problem. When this is the case, a referral may be necessary. Any staff member may write a referral on a student displaying such misbehavior. The referral is then sent to the Principal's Office for appropriate disciplinary action. When the referral is complete, a copy is given to student for parent signature or mailed home to the parent/guardian. One copy is returned to the teacher and one copy is kept on file for reference.

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 high school 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 reasonable 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 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.

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 in school and at school activities. Clothing must cover from the shoulder to the mid-thigh – undergarments are not to be seen. Low cut, backless or thin-strapped/spaghetti-strapped tops, belly shirts are not allowed. Pants, shorts or

skirts must be worn in the vicinity of your waist and secured so that undergarments are not exposed. No headdress is to be worn in the building. Sunglasses are not to be worn in the building unless prescribed by a physician. Shoes must be worn. For safety reasons, students are not allowed to wear "heely" shoes (shoes with roller bearings) on school property at any time. Clothing or jewelry depicting drugs, alcohol, tobacco, or judged by the principal to be inappropriate will not be permitted. Clothing with sexually or racially objectionable language or artwork or double meaning phrases or slogans is prohibited. Clothing or jewelry promoting rock groups or others with satanic symbols is prohibited. Jewelry or adornments using metal or other unyielding spikes are prohibited. All outerwear (coats, jackets, etc.) and book bags are to be left in the student's locker during the day. Students may be requested to shower at school in circumstances where a lack of personal care interferes with the ongoing educational process. Shorts must be of acceptable length. Body markings (i.e., drawing on arms, legs, etc.) are a distraction and will not be permitted. Students choosing to wear unacceptable clothing shall be required to change the clothing. **Refusal to cooperate and/or repeated violation of the policy shall 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.

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. Free and reduced lunch forms may be picked up in the principal's office.

1. Students may buy a complete lunch or an Ala Carte menu is available daily. Students may charge only one regular lunch (not Ala Carte items). Additional information will be provided at registration.
2. Students may also bring a lunch and buy milk. Students may bring outside beverages (i.e., juice, bottled water, etc.) to school – **soda is NOT allowed**.
3. Lunch period must be spent in the cafeteria. However, students might be allowed to leave the cafeteria area to go outside (weather permitting) during the last ten minutes of their lunch period. There will be no students in the hall without permission during lunch and/or lunch recess.
4. When finished eating, students are to take their tray, dishes, and silverware to the dish return area after receiving permission from the supervisor. All paper and other burnable material should be deposited in the barrels provided. Students then return to their seats or another area designated by the supervisor.
5. Students should talk in a conversational tone to those at their table. Help make the cafeteria a pleasant place by keeping noise to a minimum during lunchtime.
6. Remember this is a dining room; use it with respect, courtesy, and good manners.
7. Supervisors will dismiss students to proceed to the next class. Remember to pass quietly to and from the cafeteria because the rest of students are in classes.

SCHOOL BUS TRANSPORTATION

SAFETY RULES

It is a privilege to ride a bus to and from school. Students are expected to abide by the rules when riding a bus. Video cameras may be used on school buses in order to monitor conduct and maintain a safe environment. **No student may ride a bus to or from school other than the bus to which he or she has been assigned.** Not observing the rules may result in suspension or expulsion from riding the bus. The rules are:

1. The most important person on the bus is the DRIVER. School bus drivers must be able to devote 100% of their time to driving the bus in order to drive safely; therefore, they cannot be distracted by the conduct of their passengers.
2. The bus driver's relationship should be on the same plane as that expected of a teacher. Should any pupil persist in violating any of the rules and regulations, it shall be the duty of the driver to notify the school administrator. This will result in one of the consequences being administered. In fact, the school administrator may withhold the student's bus riding privilege.
3. Bus seats are assigned; therefore, pupils must occupy seats assigned them.
4. Pupils must be on time at the designated bus stops.
5. No eating or drinking on the bus.
6. Students must not throw wastepaper on the floor or out the window.
7. Students must not try to get on or off the bus or get out of their seat while the bus is in motion.
8. Students are permitted to leave the bus only at appropriate stops.
9. Students must be absolutely quiet when approaching a railroad crossing and remain that way until the bus driver has looked both directions and begins moving again.
10. Smoking is not allowed on the bus and students are not allowed any smoking related materials in their possession.
11. Pushing, shoving, or fighting on the bus will result in disciplinary action.
12. Radios, tape/CD players and electronic devices are not allowed on the bus.
13. Any damage to the bus by a student is the responsibility of that student.
14. Students must not extend hands, arms, or heads out of the bus windows. Windows are not to be lowered beyond the black line.
15. Loading - when students must cross the road to reach the bus, the driver, after looking for approaching traffic, beckons them to cross. The student must wait for the proper signal and cross promptly.
16. KEEP YOUR VOICE LOW. Remember that loud talking, laughing, and unnecessary confusion diverts the driver's attention and may result in an accident.
17. Other prohibited bus conduct includes: willful injury or threat of injury to a bus driver or to another rider; use of profanity; willful disobedience of the bus driver's or other supervisor's directives; or any such behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

STUDENTS – PLEASE NOTE: If your bus conduct is unsatisfactory, the same procedure will be followed as if you are in a classroom. The following will be contacted: (1) YOUR PARENTS (2) YOUR PRINCIPAL. OBEY YOUR BUS DRIVER, AND NONE OF THE ABOVE SHOULD HAVE TO BE CONTACTED! The consequences of breaking the rules could include any of the possible disciplinary consequences: verbal or written warning; central detention; bus suspension; out-of-school suspension; expulsion from riding the bus; expulsion from school.

RIDING A DIFFERENT BUS

From time to time it might be necessary to ride a different bus; please follow these guidelines if a change is needed:

1. The student must be receiving bus transportation on a daily basis.
2. A note, with parent signature, must be provided to the office explaining the request for the bus route / ride adjustment
3. For an evening route the note needs to be in the office before school starts that day.
4. For a morning route, the request needs to be in the office the day before.
5. If the request is for a student to go home with another student, a note is required from both sets of parents.
6. Students will not be permitted to call parents to make alternate bus route arrangements.
7. Final approval to change buses will need the principal's approval.

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

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. Prescription or non-prescription (aspirin, vitamins, etc.) medication brought to school must be in clearly marked containers and immediately given to the school office. When medicine is sent from home, parents must send directions as to when and how much should be given. Students with proper doctor and parent authorization to carry medication (inhalers, etc.) on their person must register with the school nurse or administration to receive permission. Failure to register medication with the nurse or school office may result in disciplinary action.

STUDENTS WHO HAVE HAD A COMMUNICABLE DISEASE

Students who have had a communicable disease such as impetigo, measles, chicken pox, head lice, 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 gizmos, etc., to school. The school shall not be responsible for lost, stolen, or damaged property.

VISITORS AND GUESTS

Because of our concern for the safety of students and staff, visitors and guests of Midwest Central District #191 Schools will follow the following procedures:

1. Posted notices will direct all visitors to the main office.

2. Visitors will be greeted and requested to register and state the nature of business prior to proceeding through the building.
3. A building "Visitor's Log" shall be maintained. Visitor appointments will be verified or made by the office staff.
4. Visitors will be issued "Visitor Passes" which must be returned to the office when leaving the building.
5. The teaching staff will not be allowed to meet with visitors unless the visitor is registered in the main office.
6. Individuals refusing to state their name and their business at the school building will be asked to leave. If they refuse to leave, law enforcement officials will be summoned.

Parents are encouraged to make appointments with school staff members before coming to the school. Making an appointment will ensure that the staff member is available to talk with you.

GENERAL GUIDELINES

FIELD TRIP REQUIREMENTS

The following guidelines determine if a student is eligible to attend a field trip:

1. The student has not been referred to SPIRIT (ROE Truancy Program).
2. The student must have all missing work completed unless excused by the administration because of a recent approved absence.
3. The student must be in good standing and not reached the second demerit level.

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

Careless disposal of gum or candy in drinking fountains, on furniture, and floors presents sanitation and cleaning problems and costly repair. Gum chewing is left to the discretion of the classroom teacher. Students are to follow classroom guidelines to avoid any further disciplinary action.

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. 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.**

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.

SODA MACHINE

Soda is allowed only in the gym foyer. Keeping 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.

CO-CURRICULAR ACTIVITIES

Dances, class parties, club events, sporting events, field trips, etc. are considered co-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 co-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 co-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. **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.

DANCES

School sponsored dances are held from 7:00 PM until 9:00 PM and all school policies apply. Students should not arrive on school property before 6:45 PM and must exit school grounds by 9:15 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. 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 14 applies to school sponsored dances.

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. 50-2(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 a good nights rest and have 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.

2007-2008 SCHOOL CALENDAR

PROGRESS REPORT & REPORT CARD ISSUE DATES

First Midterm Progress Report	Friday, September 21, 2007
Parent/Teacher Conferences & Report Cards	Thursday & Friday, October 25 & 26, 2007
First Nine-Week Report Card	Monday, October 29, 2007
Second Midterm Progress Report	Wednesday, November 21, 2007
Second Nine Week Report Card	Tuesday, January 8, 2008
Third Midterm Progress Report	Friday, February 8, 2008
Third Nine-Week Report Card	Thursday, March 20, 2008
Fourth Midterm Progress Report	Friday, April 25, 2008
+ Fourth Nine-Week Report Card (Eighth Grade Graduation)	Thursday, May 22, 2008
+ Fourth Nine-Week Report Card (Sixth & Seventh Grades - Last Day of School)	Tuesday May 27, 2008

LEGAL SCHOOL HOLIDAYS & IMPORTANT DATES

* Teacher Institute	Monday, August 20, 2007
^ First Half Day of School (8:00 AM-10:00 AM)	Tuesday, August 21, 2007
^ First Day of School (8:00 AM – 1:52 PM)	Wednesday, August 22, 2007
Early Dismissal Schedule (8:00 AM – 1:52 PM)	August 22 – August 31, 2007
* Labor Day	Monday, September 3, 2007
Begin Regular Day Schedule (8:00 AM – 2:52 PM)	Tuesday, September 4, 2007
* Columbus Day	Monday, October 8, 2007
^ Parent/Teacher Conferences (3:00 – 7:00 PM)	Thursday, October 25, 2007
* Parent/Teacher Conferences (8:00 AM – 11:00 AM)	Friday, October 26, 2007
* Thanksgiving Vacation	November 22 & 23, 2007
* Winter Break Vacation	December 21, 2007 – January 2, 2008
* Teacher Institute	Thursday, January 3, 2008
Second Semester Begins	Friday, January 4, 2008
* Martin Luther King Day	Monday, January 21, 2008
* Teacher Institute	Friday February 15, 2008

	Presidents' Day	Monday, February 18, 2008
+	Illinois Standards Assessment Testing	March 3-14, 2008
*	Spring Break Vacation	March 21-28, 2008
*	Memorial Day	Monday, May 26, 2008
+	Eighth Grade Promotion Ceremony (7:00 PM)	Thursday, May 22, 2008
+	Last Regular day of School	Thursday May 22, 2008
+	Teacher Institute	Friday, May 23, 2008
+	Last Day of School (Report Card Day)	Tuesday May 27, 2008
	School Closes (Seven Emergency Days)	June 6, 2008

* Denotes NO SCHOOL

+ Denotes TENTATIVE DATE

^ Denotes EARLY DISMISSAL TIME

This school calendar is subject to change at anytime.