

2014-2015 STUDENT-PARENT HANDBOOK

MC HENRY MIDDLE SCHOOL

2120 W. Lincoln Road
McHenry, IL 60051
Phone: (815) 385-2522 Fax: (815) 578-2101
Email address: mmsoffice@d15.org

Mission Statement

The graduate of McHenry Elementary School District 15 will be: a life-long learner, a problem solver, a critical thinker, an effective leader, a master in the application of academics and technology, respectful of diversity, an effective communicator, a good citizen, aware of healthy choices and aware of career opportunities.

Mr. Mike Glover, Principal
Miss Angelena Colón, Assistant Principal
Mrs. Kimberly McGann, Dean of Students
Mrs. Mary Tonyan, Secretary
Mrs. Leslie Guy, Secretary
Mrs. Lisa Spears, Secretary

School Team Name: "Trojans"

School Colors: Red and White

School Song: (Notre Dame Fight Song)

Hail Trojans, rise to your feet
Our middle school will never be beat
Go McHenry Middle School
All of our hopes are high on you
Bring out the red, the silver and white
We're gonna fight with all of our might
Trojan pride will always rule at
McHenry Middle School!

Written by Carol Munn

Important Telephone Numbers

District #15 Central Office...815-385-7210
Transportation Office...815-385-6622
McHenry Middle School...815-385-2522
Homework Hotline...815-344-7140

Emergency School Closing

WMAQ TV Ch. 5
WGN 720 AM

WBBM 780 AM
www.d15.ORG

STAR 105.5 FM
NIXLE

Calendar of Events

Mid-Quarter Reports
September 12, 2014
November 18, 2014
February 6, 2015
April 15, 2015

Report Cards
October 17, 2014
January 16, 2015
March 13, 2015
May 27, 2015

Early Release Days
October 17, 2014
January 16, 2015
April 17, 2015

Parent/Teacher Conferences

October 22, 2014 3:15PM – 7:45PM
October 23, 2014 10:00AM – 8:00PM
February 17, 2015 8:30AM - 3:30PM

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STUDENT-PARENT HANDBOOK AGREEMENT 2014-2015

Please review the McHenry Middle School Student-Parent Handbook with your student and sign below. Students are required to show your signature during the first week of school. Your cooperation is greatly appreciated!

Name of Student: _____

Grade: _____ Homebase Teacher's Name: _____

We have read and discussed the material in this handbook and agree to the policies and procedures. **This signed statement must remain in your student's agenda.**

Parent/Guardian Signature

Date

Student Signature

Date

WELCOME TO MCHENRY MIDDLE SCHOOL

We welcome you, the student, as a member of our school and we hope your experiences here will be enjoyable and rewarding. As a citizen of this school, you are expected to follow the rules that are established for the welfare of the entire student body. We hope that you take pride in your school, take care of it, and feel free to make suggestions for improving it.

*MMS strives to help students be responsible and caring citizens
with moral character in a safe environment.*

McHenry Elementary School District 15 2014-2015 School Calendar

August 14, 2014	First Day for Teachers—Teacher Institute Day
August 15, 2014	Teacher Institute Day
August 18, 2014	Full Day-First Day for Students
August 18, 2014	Kindergarten Visitation Day— NO SCHOOL
	KINDERGARTEN
August 19, 2014	First Day of Kindergarten Attendance
August 29, 2014	Teacher Institute Day— NO SCHOOL
September 1, 2014	Labor Day— NO SCHOOL
September 12, 2014	Mid-Quarter Reports
October 10, 2014	End of First Quarter
October 13, 2014	Columbus Day— NO SCHOOL
October 17, 2014	Early Release Day -School Improvement Activities
October 17, 2014	Report Cards Go Home
October 22, 2014	Regular Student Attendance Day-1 st -8 th grade
	No School Kindergarten Parent Conferences- Day & Evening for Kindergarten Evening Parent-Teacher Conferences-all students 1 st -8 th
	• 3:15pm-7:45pm Middle Schools
	• 4:00pm-8:30pm Edgebrook, Duker and Hilltop
	• 4:15pm-8:45pm Landmark, Riverwood & Valley View
	NO SCHOOL Parent Teacher Conferences 10:00am-8pm
October 23, 2014	Day of Non-attendance Students and Teachers
October 24, 2014	Mid-Quarter Reports
November 18, 2014	Thanksgiving—NO SCHOOL
November 26, 27 & 28, 2014	End of Second Quarter
December 19, 2014	Winter Recess-NO SCHOOL
December 22-January 2, 2015	Classes Resume
January 5, 2015	Report Cards Go Home
January 16, 2015	Early Release Day -School Improvement Activities
January 16, 2015	Martin Luther King Jr. Day— NO SCHOOL
January 19, 2015	Mid-Quarter Reports
February 6, 2015	Presidents' Day— NO SCHOOL
February 16, 2015	K-8 Parent-Teacher Conferences
February 17, 2015	8:30am-3:30pm— NO SCHOOL
	NO SCHOOL KINDERGARTEN ONLY Parent-Teacher Conferences 8:30am-3:30pm
February 18, 2015	End of Third Quarter
	Report Cards Go Home
March 6, 2015	Spring Recess— NO SCHOOL
March 13, 2015	Day of Non-attendance Students and Teachers
March 23-March 27, 2015	Day of Non-attendance Students and Teachers
April 3, 2015	Mid-Quarter Reports
April 6, 2015	Early Release Day -School Improvement Activities
April 15, 2015	Half-Day Teacher Institute No AM or PM
April 17, 2015	Kindergarten
May 8, 2015	Memorial Day— NO SCHOOL
May 25, 2015	Last Day of Attendance ALL Grades -(if no snow days are used)
May 27, 2015	Full Day-Final Report Card Distributed

Teacher Contact

- Teachers are available for telephone conferences from 7:20-7:35 a.m. and from 2:20-2:40 p.m.
- If you wish to schedule an appointment with a teacher at a specific time, please call the school office at (815) 385-2522 or leave a message on the teacher's voice mail.

Reporting a Student's Absence

- To report an absence, a parent or guardian must call the school office (815) 385-2522 **before 8:30 a.m.** If the school office has not been contacted by 8:30 a.m., the parent or guardian will be called to confirm the absence of that student.
- If your child will be leaving school before the end of the regular day it is imperative that they bring a note to the school office so they can be issued a pass from the office.

Homework Following an Absence

There is a daily homework hotline available for all grade levels on our school website. Homework for the day is available on your student's team website. Students and/or parents can receive the information after 4:00P.M. by going to our website at : www.d15.org.mms/home/default.htm

Attendance/Tardiness

- Student hours of attendance 7:35 a.m. – 2:20 p.m.
- Parent/guardian is responsible for providing the school with one, preferably two, contact phone numbers.
- Parent/guardian is responsible for contacting the school in event of an absence.
- School is required, by law, to contact the parent/guardian in event of an unconfirmed absence.
- Valid absences include: illness, religious holiday, death in immediate family, family emergencies, situations beyond the student's control as determined by the Building Principal, or circumstances that cause the parent/guardian reasonable concern for the student's safety or health.

Truancy

- Students absent without valid cause for a school day or portion thereof will be considered truant (Chapter 122, article 26-2a of Illinois School Code).
- Chronic truants will be referred to McHenry County Regional Superintendent's office.

Truant Minor

- A minor to whom resources and supportive services have been provided and have failed to remediate the chronic truancy.
- A minor to whom resources and supportive services have been offered but have been refused by parent/guardian and/or student.

Chronic Truancy

- A student who has been absent without valid cause for 5% or more of the previous 180 regular attendance days (Chapter 122, Article 26-2a of the Illinois School Code).

Extracurricular Activities

- Students who are absent for the entire day may not attend or participate in after school activities on that day.
- Students must be in attendance half of the day to participate in activities such as: sporting events, band concerts, dances and choral programs.

Health Services

The primary goal of Health Services is to provide a healthy and safe environment in order to ensure an optimal learning environment for all students. This goal is achieved by compliance with state and local regulations, as well as District 15 policy. The responsibility of the parent/ guardian in achieving this goal will be to provide all grade level requirements and special health condition information to the Health Office.

- If a student is sent to school, we are assuming that they are healthy enough to be in school.
- It is the judgment of the Health Office personnel once the student is at school to determine if they are healthy enough to remain in school.
- Phone calls are not made home on every student that present in the Health Office.
- If the determination is made to make a phone call, it is the responsibility of the parent to be sure that the Health Office has all current phone numbers available for home, work, etc.

Students will be sent home for the following:

- Having a rash of unknown origin
- Head Lice – Education materials and treatment information will be distributed by the school nurse.
- Pinkeye
- Fever of 100° F or higher - **they must be fever-free for 24 hours before returning to school.**
- School can NOT administer over-the-counter medicine without a doctor's order.
- No medications should be sent to school with students.
- Policy 7:270 Administering Medication to Students is available in school office.
- Health forms available at www.d15.org

Medication Policy

- Medication should be administered at home if possible.
- Request for Administration of Medication form signed by a physician is required for medication to be administered at school (form on www.d15.org).
- Medication **must** be brought to school by a parent or guardian.
- Medication **must** be in original labeled container with directions and doctor's name.
- Student is responsible for reporting to the Health Office to take medication.
- Parent/guardian is responsible for informing school about any medicine changes.
- District 15 may reject requests for administration of medications.
- District 15 or its employees are not responsible for errors in administration of medications.

Physicals and Immunization Policy

- All entering 6th graders need a current physical and dental exam.
- Current means within one year prior to the first day of school.
- All out of state students (all grade levels) need a current physical.
- Transfer students have thirty days from receipt of records to comply.
- Students without physicals and/or immunizations will be excluded from school.

Annual Vision and Hearing Screenings

- Performed at school by a certified vision and hearing technician.
- Vision – 8th grade, new students, and special education students.
- Hearing – new students and special education students.
- Student is exempt if a professional vision/hearing report is on file.

Food Items Brought to School

- Only commercially-prepared and packaged foods may be brought to school for treats to be shared – no homemade items.
- Water may be brought to school in a sealed/unopened bottle for use during after-school activities at the coach/sponsor discretion.
- In an effort to promote a healthy lifestyle MMS does not sell nor allow drinks purchased outside of school. Examples of drinks not allowed are high-energy drinks, soda, coffee, water additives, etc...Healthy choices are available for purchase at lunch and/or our healthy choice vending machines.
- For special circumstances see administration for approval.

Available Resources and Supportive Services

- Conferences with school personnel
- Counseling services with school psychologist and/or social workers
- Testing by school psychologist, social workers or other school personnel
- Schedule or program changes
- Placement in alternative educational programs
- Special education assessment and placement
- Referral to community agencies for appropriate services

Student Fees

There are necessary fees that students and parents are responsible for throughout the year:

Book/Supply Fees	\$113.25
Insurance (optional)	see packet
School Pictures	see packet
Athletic Registration Fee:	
7 th and 8 th grade basketball and volleyball	\$90.00
All other sports	\$75.00
Band	\$10.00
Damaged or lost L.C. books/textbooks	Replacement fee
Lost PE Locks	\$5.00
Assignment/Student Handbook Replacement	\$5.00

Fee Waiver

- Parent(s) and / or guardian(s) of students who are eligible for Free or Reduced Lunch, Aid to Dependent Children, and those who are experiencing other hardships may complete a [Fee Waiver Form](#) to determine eligibility for waiving registration fees.
- A fee waiver form is available in the office throughout the school year.

Student Insurance

- Student insurance is available at a minor cost and is optional.
- When a student is injured under this plan they will be given a claim form from the nurse's office.
- This form is to be completed and be presented to the doctor or hospital by a parent or guardian.
- The school acts only as a facilitator in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the insurance provider.

Physical Education

- Students are required to change into their Physical Education uniforms daily, including the required:
 - Shirt
 - Shorts
 - Appropriate Gym Shoes & Socks
- Physical Education uniforms can be purchased for \$18.00 (2 shirts & 1 short).
- Daily student participation is required unless an excuse has been approved by the Physical Education teacher or school nurse.

Students' Exemption from Physical Activity

- May occur for (1) day with a note from the parent or guardian.
- The principal (or a staff member of their choosing) will determine if the exemption requires a longer period of time and may request documentation from a person licensed under the Medical Practice Act.

Change of Important Student Information

- Whenever there is **any change** in important contact information for a student, that information should immediately be updated **with the school office at (815) 385-2522**.
- These important updates would include a change in: name, address, home, work, or cell phone numbers, or whom to contact in case of an emergency.
- School personnel will only release a student to an adult who is listed on the emergency information sheet after they have reported to the office to "sign out" that student from school.

Graduation Requirements

- All graduating students must pass core subjects; language arts, math, science, and social studies.
- The U.S. Constitution, Illinois Constitution, and Flag Test
- Anyone suspended from school, for discipline reasons, may not participate in any school activities during the period of suspension, including graduation.
- The graduation ceremony is reserved for those students who have met the requirements to pass 8th grade.

Promotion Requirements

- All students must successfully complete the academic requirements to be promoted to the next grade level.
- Students must pass the following subjects based on a (4) quarter average: language arts, math, science, and social studies.
 - In some cases, individual evaluation may result in placement at the next grade level by administration.
 - **Teachers will be using the following percentage in giving letter grades:**

▪ A	93-100%	Excellent
▪ B	83-92%	Above Average
▪ C	70-82%	Average
▪ D	60-69%	Below
▪ F	0-59%	Failing

Awards

- "Honor Roll" is designed to recognize students who achieved a "B", which is a 3.0 or higher grade point average in their classes each quarter.
- Students who make the "Honor Roll" for the first eleven quarters will be given an award at the end of their 8th grade year.
- The following Awards are presented at graduation and are selected based on percentages.
- "Top Scholar Awards"
 - Is given to the top students on each 8th grade team with the highest grade point average
 - A student must have grades from McHenry Middle School for the first (3) grading periods
- "The Presidential Academic Fitness Award"
 - Is given to a student with an 3.0 average or equivalent, cumulative in middle school, including the first semester of the exit grade at this level.
 - The student must also receive a recent score in the middle school placing him or her at or above the 85th percentile in math or reading on a nationally recognized standardized test.
- The American Legion, Kiwanis Club (dinner & certificate)
- McHenry Classroom Teachers Association also present awards to outstanding 8th grade students.

Dress

- A student is expected to arrive and maintain an appearance that is not distracting to teachers or other students and/or a distraction to the learning environment.
- A young person's appearance is for the most part the responsibility of that individual and his or her parent(s) or guardian(s).
- Although the administration does not dictate any special dress required for students, it does reserve the right to make determinations regarding what is or is not appropriate for school.
- If an appearance concern arises, parents or guardians may be called so that the proper attire may be brought to school for the students use.

Students are Not to Wear the following clothing or items to class:

- Clothing that is determined to be too revealing, such as see through tops and/or short-shorts
- Jackets, winter vests, coats, or hats
- Any shirt or top that is composed of large mesh or sheer fabric or has thin straps
- Tops which show a bare midriff, low neck-line, or off the shoulder design
- Swimsuits, pajamas or slippers (unless it's a school designated activity "day")
- Shorts, pants, or skirts of immodest length
- Clothing with slits or holes above mid thigh
- Tops, T-Shirts, jackets, any jewelry, or accessory with questionable designs, symbols, or language
- Clothing which advertises alcoholic beverages or establishments, drug related themes, satanic or gang symbols, or cigarette advertisements
- Any visual showing of any undergarment(s)
- Students are reminded not to wear gym suits to their regular classes except in an emergency or when directed to do so by the Staff.
- Students who have gym for the last period of the day must change into their regular street clothes before leaving the school for the day.

Fire and Tornado Drills

- Listen to your teachers, they will tell you where to go.
- Follow the rules for the fire/tornado drills because it will keep you safe.

Lost and Found

- The Lost and Found is located on the stage in the cafeteria.
- If you find a lost item, bring it to the office.

Money and Valuables

- You should not carry large amounts of money or valuables with you or leave them in your locker.
- **You** are responsible for any items you bring to school.

Care of School Property/Lockers

- You are responsible for all of your school issued books and supplies.
- You will be required to pay for damages or replacements while the items are in your care.
- **Locker combinations should never be given to another student.**
- You are not allowed to share your locker with another student.
- At the end of the year, you will need to clean your locker and take down everything you put in it including stickers.

Backpacks/handbags or Other Totes

- These items should be stored in your locker when you arrive to school.
- Backpacks with wheels will not fit in your locker.

Electronic Devices

- Devices like electronic games, laser pens, cameras, iPod/MP3 players, etc. should be left at home.
- **Cell phones are turned off and left in your locker during the school day.**
- If you are using these devices during the school day
 - 1st Offense – item will be kept in office and may be picked up at the end of the day
 - 2nd Offense – item will be kept in office and may be picked up by a parent/guardian
 - Additional Offenses will be determined by school administration.

Telephone Use By Students

- After school plans and transportation should be arranged with families before you come to school.
- The office telephone will be available for emergencies only.

Bicycles

- A bike rack is provided for you to use.
- You are responsible for locking your bike to the rack.

Bicycle Rules

- You will walk your bike on school grounds.
- You will not ride your bike in the path of cars, busses, or through other groups of students.
- If you are destroying property or being unsafe, you will be denied bike privileges.

Learning Center

- You are allowed to use the Learning Center to do school work, not socialize.
- Talking should be kept at a level so you don't disturb other students around you.
- Return chairs and materials to their proper place when you are finished.
- You are responsible for any items you check out.
- Cooperative use of materials in the L.C. is encouraged with the following stipulations:
 - Materials should be returned on time.
 - Reference books, magazines, newspapers, and audio-visual equipment are used in the L.C. only.

Morning Guidelines

- You can enter the school at 7:15 a.m.
- If you come to school earlier than 7:15 a.m., you need to wait in the vestibule by the main office until that time.
- When you are in the building, you need to stay in your academic wing.

Afternoon Guidelines

- When you stay after school, you need to be supervised by a staff member.
- You can be picked up on the East side of the building (Chapel Hill Road) or take the activity bus home.

Activity Bus

- An activity bus will be provided for after school activities including dances, practices, detentions, or other after school meetings.
- You can't leave school grounds and then return to use the activity bus.
- The activity bus departs at approximately 4:15 p.m.

Visitors

- Visitors are always welcome but they must sign in at the school office upon their arrival and wear a visitor badge.

Cafeteria Guidelines

- Students are expected to be on time to the cafeteria (within 4 minutes).
- Students who arrive late to the cafeteria must have a pass from their teacher.
- Breakfast: \$1.30, A Lunch : \$2.65, B Lunch: \$3.15 and milk: \$0.40

Cafeteria Regulations

- Students can be assigned seating in the cafeteria.
- **Students are to remain seated unless getting food or disposing of trash.**
- Students must stay at their assigned table during the lunch period unless moved by the supervisor.
- Students are responsible for leaving their table and surrounding area, including the floor, clean and will not be dismissed until this is completed.
- Throwing of any object will not be tolerated.
- Food may not be taken from the cafeteria.
- Only one student at a time will be excused to use the restroom.

Consequences for Unacceptable Behavior in the Cafeteria

- Parents will be called by the supervisor.
- Removal to another table permanently or for a specific period of time.
- Removal from the normal eating area to a chair, or other area and/or table away from all other students for a specified period of time.
- Assignment to clean all or part of the cafeteria for a specified period of time.
- Removal from the cafeteria.
- Referral to administration.

Band and Chorus

- Band and Chorus are offered as electives.
- Students are expected to attend every rehearsal, lesson, and performance on time with necessary class materials.

Interscholastic Athletics

The following interscholastic athletics are offered:

- Boys/Girls Cross Country
- Track
- Basketball
- Girls Volleyball
- Wrestling
- Cheerleading and Dance Team
- Eligibility requirements and expectations will be given to each student during the individual sport.

After School Clubs

The following clubs are offered with no additional fees and are open to all students:

- Art Club
- Builder's Club
- Chess Club
- Drama Club
- Homework Club
- MAD Club
- PALS tutoring
- Soccer Club
- Spirit Club
- Student Council
- Yearbook
- WMMS News Club

School Spirit

- School spirit may be divided into 3 categories:
- Courtesy: towards staff, fellow students, and the officials of athletic activities.
- Pride: in everything our school strives to accomplish.
- Sportsmanship: proper consideration for fairness, ethics, and respects.

Spectator Rules

- Students who plan to attend a sport event should inform their parents before coming to school the day of the game. All transportation arrangements should be made in advance.
- Courteous and attentive behavior is expected. Your conduct reflects not only on you as an individual but on the school and all McHenry Middle school students.
- Do not stomp on the bleachers, whistle, boo or in any way attempt to distract a player from doing their personal best.
- Spectators are permitted to leave the bleachers only at half-time or between games.
- Students are not permitted to leave the building and then return to the game.
- Food and drinks are not allowed in the gyms.

Student Council

The purpose of Student Council is:

- To provide students an opportunity to share in the development and attainment of school goals.
- To establish a positive atmosphere in the school.
- To provide students an opportunity to develop leadership skills.
- Sponsors dances and other activities
- Conducts regular meetings.
- Supervise the school store in the mornings starting at 7:20am Tuesday through Friday.
- Student Council members must be passing all subject areas to run for, or remain in office or be a homeroom representative.

Agendas

- The agenda serves as the student's pass through the hallways during class time.
- **Students must have their agenda signed by the teacher when leaving the classroom, as well as, signing out on the teacher's classroom sign out sheet.**
- If a student misuses an agenda, the issuance of passes to that student will be limited.

Bus Rules and Regulations

- Bus transportation is provided for all students who live more than 1-1/2 miles from the school.
- Each student may ride only the bus which he/she is assigned.
- If there is a difficulty with the bus assignment, please call the transportation office at (815)385-6622.
- Bus drivers and school administration have the right to make reasonable regulations to insure the well being of the passengers, which includes consequences for inappropriate behavior that may result in a suspension of bus privileges.

Any student riding the school district buses must adhere to the following rules:

- Observe safety procedures and follow bus driver's directions at all times.
- Show respect to adults and other students.
- Treat the school bus and other people's property with respect.
- Maintain school appropriate behavior.
- Refrain from fighting, pushing or other harmful behavior.
- Refrain from eating, drinking, or littering on the bus.
- Refrain from using or possessing any illegal substances.

Technology Usage

- Students are required to sign a computer usage agreement stating rules and regulations of technology usage
- Technology is to be used for educational purposes only
- Students who misuse technology are subject to being suspended from their usage

Discipline Code

- To guarantee that MMS has the best learning environment possible, we will use a discipline plan based on positive educational structure.
- All staff at MMS will help students make good choices.
- It is the prerogative of the administration and support staff to individualize discipline on occasion when taking into account extenuating circumstances.
- **The Trojan Code: Be Respectful, Be Responsible, Be Ready, Be Safe**

MISCONDUCT

These acts of misconduct are handled by supervising staff members. Examples of **MISCONDUCT** may include but are not limited to the following:

- Failure to carry out directive from staff members.
- Dishonesty, both verbal and written
- Booking (knocking books and other possessions from other students hands or arms)
- Engaging in conduct that inhibits a teacher's right to teach
- Littering
- Violation of classroom expectations
- Violation of hallway expectations
- Use of inappropriate language
- Public display of affection

Disciplinary Response to Misconduct

Disciplinary Procedures: There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.

Disciplinary Options:

- Verbal correction
- Classroom modification
- Lunch detention
- Before/After School detention
- Parent conference with teacher and/or other school personnel by phone or in person
- Student conference with teacher, parent, administrator and/or other personnel
- Withdrawal of privileges
- Referral to school district support services
- Saturday detention
- In school suspension
- Behavior contract
- Temporary removal from class
- Other options as deemed appropriate

REPEATED MISCONDUCT

Disciplinary Procedures: If a student is involved in repeated misconduct, administration may be involved for further interventions.

GROSS MISCONDUCT

Gross disobedience or misconduct would include substantial disruption to the learning atmosphere of the classroom or school activities. These shall include, but is not limited to the following types of activities:

- Truancy or excessive tardiness
- Intentional damage to or destruction of school property, property of school personnel or another student
- Harassment of any type including serious verbal abuse and threats
- Stealing or attempting to steal school property or another person's personal property
- Inappropriate use of the computers, Chromebooks, the Internet and files in the computer lab
- Inappropriate use of references to gang affiliation
- Possession of, use of or distribution of any substance and/or object which is otherwise unlawful for a student to possess, use or distribute
- Possession of, use of, threatening or distribution of any explosives, firearms, or any other object that can be considered a weapon

- Smoking or possession of tobacco/drugs/e-cigarettes and or paraphernalia
- Tampering with fire alarms or with a fire extinguisher and/or falsifying 911 phone calls or bomb threats
- Bullying of other students (the district policy will also be followed)

Disciplinary Response to Gross Misconduct

- Any student who chooses to behave in a manner, which grossly interrupts the educational process in the classroom, will be sent immediately to the administrator, without going through the procedures for minor or major infractions.
- Teachers will document the incident with a referral form.
- The Dean and/or Assistant Principal will investigate the incident, initiate disciplinary action and notify parents.

Disciplinary Options:

- Parent Conference
- Program modification
- Temporary removal from the classroom
- Financial restitution – in cases where damage or loss is incurred
- In-school suspension
- Out-of-school suspension (minimum of one day, maximum of ten days)
- Involvement of the police department when appropriate
- Loss of after school activities or other privileges
- Expulsion recommendation to the Board of Education
- Other options as deemed appropriate

In-School Suspension

- Student will remain in a quiet, supervised area for the entire school day.
- He/she will not be allowed to attend classes or socialize with other students.
- Student will be given and required to complete daily assignments for all classes.
- Misbehavior during an ISS will result in additional time in ISS.
- Students are expected to bring a lunch, including a drink.
- Students may not attend dances, games, practice sessions, band concerts, or choral programs on the day of the suspension.
- The superintendent's office will be notified.
- Administration may assign a reflective learning assignment to be completed.

Out-of-School Suspension

- An Out-of-school suspension is a very serious matter.
- The parent/guardian has the responsibility to provide direct supervision of the student.
- Students are not allowed to be in the building or on school grounds.
- They are not allowed to be on any property next to the school to communicate with other students.
- Students who fail to follow OSS rules are subject to additional suspensions.
- Students are allowed to obtain their homework.
- The superintendent's office will be notified.

Saturday Intervention

- A program to aid students in need of academic interventions or behavioral supports.
- Saturday mornings from 8:00 a.m. until 12:00 p.m.
- Families are required to provide their own transportation to and from MMS.

Search and Seizure

- School officials have the right to search students and their lockers when they have a reasonable suspicion of inappropriate items.
- School staff with probable cause that warrants a search will contact the school administration.
- Searches will be conducted by Administration Team:
 - Students will be asked to empty pockets, purses, jackets, etc.
 - Shoes and socks may be searched
 - No students will be subject to a "strip search" at any time

Alcohol

- All persons are forbidden to possess, use or be under the influence of alcohol while on any District #15 properties, facilities, school sponsored trips, or any location that is sponsored or endorsed by District #15
- 10 day Out of School Suspension will be given for each incident

Drugs- Possession, use or influence of Illegal Drugs, drug Paraphernalia, including e-cigarettes and Controlled Substances

- All persons are forbidden to possess, use, or be under the influence of any illegal drug or controlled substance while on District #15, facilities, school sponsored trips, or any location that is sponsored or endorsed by District #15.
 - Including diet pills
 - Look-a-like substances may also warrant a consequence
- School authorities will call the police to remove any person unwilling to leave following a warning by the school authorities
- All confiscated materials and information will be turned over to the police, protecting the student's rights
- Up to 10 day Out of School Suspension will be given for each incident

Tobacco

- All persons are forbidden to possess any type of tobacco, lighter or matches while on District #15, facilities, school sponsored trips, or any location that is sponsored or endorsed by District #15.
- First incident: 1 day Out Of School Suspension
- Second Incident: 3 days Out of School Suspension
- Additional Incidents: Determined by Administration Team

Possession of Dangerous Materials

- All persons are forbidden to possess any dangerous materials while on District #15, facilities, school sponsored trips, or any location that is sponsored or endorsed by District #15
 - Fireworks, weapons, including sling shots, knives, or any other object that threatens to harm another person
- May result in Police notification and up to a 10 day Out of School Suspension.

False Fire Alarm/Setting Fires/ Bomb Threat/ Calling 911

- May result in Police notification and up to a 10 day Out of School Suspension.

Fighting

- Fighting of any type will not be tolerated
 - Any situation when a student strikes or attempts to strike another students
 - Fights organized on school grounds and off school grounds
 - Students will be kept in the office for the remainder of the day
- First Incident: May result in an In School Suspension
- Additional Incidents: Determined by Administration Team

Assault/Battery of School Personnel

- May result in a referral to the Superintendent's office and up to a 10 day Out of School Suspension.

Insubordination to School Personnel

- The refusal to obey any reasonable directions and/or instructions from any school personnel
- Disciplinary actions will follow the school's disciplinary code

Unexcused Absence from Classes or School

- Any students leaving school must check out in the office
- Students may not leave school grounds during the school day
- Unexcused absences from class, lunch or school may result in an In School Suspension

Discipline Summary

- It is obligation of all staff to keep an orderly atmosphere which all students can learn.
- This handbook is intended to describe the school, practices, procedure, rules and regulations for the Code of Conduct.
- School officials reserve the right to apply reasonable penalties for any student who acts in a way that is disruptive to the educational process or acts in a way that is harmful to other persons or property, as it is impossible to list all possible incidents and infractions.

End of the Year Activities

- Participation is a privilege, which may be denied as a student being behind on class requirements, owes money to the school, or shows poor behavior.

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