

MCHENRY MIDDLE SCHOOL--GRADES 6, 7, 8
2011-2012 STUDENT/PARENT HANDBOOK
2120 W. Lincoln Rd., MCHENRY, IL 60051
(815) 385-2522

(815) 578-2101--Fax Number
School e-mail address: mmsoffice@d15.org
Mr. Josh Reitz, Principal
Mr. Michael Glover, Assistant Principal
Mr. Kelly Madigan, Dean of Students
Mrs. Mary Tonyan, Secretary
Mrs. Leslie Guy, Secretary
Mrs. Lisa Spears, Secretary

School Team Name: "Trojans" School Colors: Red/White

School Song: (Notre Dame Fight Song)

CHEER, CHEER, FOR OUR MIDDLE SCHOOL
CHEER 'TIL THE ECHOES RING THROUGH THE SKY
VARSITY AND J-V TOO,
ALL OF OUR HOPES ARE HIGH ON YOU
CHEER FOR THE RED AND CHEER FOR THE WHITE
COME, YOU TROJANS, PUT UP A FIGHT
YOU CAN DO IT, IF YOU TRY
SO CHEER FOR OUR MIDDLE SCHOOL!
T-R-O-J-A-N-S
TROJANS, TROJANS ARE THE BEST! YES!

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.

Important Telephone Numbers

District #15 Central Office...385-7210
Transportation Office...385-6622
McHenry Middle School...385-2522
Homework Hotline...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 14, 2011
November 18, 2011
February 3, 2012
April 20, 2012

Report Cards

October 21, 2011
January 13, 2012
March 16, 2012
May 22, 2012

Early Release Days

November 3, 2011
January 13, 2012
February 9, 2012
April 12, 2012

Parent/Teacher Conferences

October 27, 2011 1:30 P.M.-9:00 P.M.
October 28, 2011 8:30 A.M. - 3:30 P.M.
February 21, 2012 8:30 A.M. - 3:30 P.M.

WELCOME TO MCHENRY MIDDLE SCHOOL!

We welcome you, the student, as a member of our school and we hope your experiences here will be happy 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. Following the rules will help all students to become better school citizens.

We hope that you take pride in your school, take care of it, and feel free to make suggestions for improving it. As a school citizen, you are expected to conduct yourself properly. Here you will learn necessary and useful skills for the future. If you are a new student, you may find some things unfamiliar at first, but you will soon become accustomed to them. Throughout your life, you will be looking toward the future, but we hope you will also find yourself thinking of the fun and pleasant experiences you had while a student at our school.

McHenry Elementary School District 15 2011-2012 School Calendar

August 11, 2011

August 12, 2011

August 15, 2011

August 15 & 16, 2011

August 17, 2011

September 2, 2011

September 5, 2011

September 14, 2011

October 10, 2011

October 14, 2011

October 21, 2011

October 26, 2011

October 27, 2011

October 28, 2011

November 18, 2011

November 23, 24 & 25, 2011

December 21-January 3, 2012

January 4, 2012**January 6, 2012****January 13, 2012**

January 13, 2012

January 16, 2012

February 3, 2012

February 9, 2012

February 20, 2012

February 21, 2012**February 22, 2012**

March 9, 2012

March 16, 2012

March 20-March 23, 2012

March 23-March 30, 2012

April 2, 2012**April 6, 2012**

April 12, 2012

April 20, 2012

May 4, 2012

May 21, 2012

May 22, 2012

First Day for Teachers—Teacher Institute Day

Teacher Institute Day

Half Day-**First Day for Students**Kindergarten Visitation Days—**NO SCHOOL****KINDERGARTEN****First Day of Kindergarten Attendance**Teacher Institute Day-**NO SCHOOL**Labor Day—**NO SCHOOL**

Mid-Quarter Reports

Columbus Day—**NO SCHOOL**

End of First Quarter

Report Cards Go Home

Kindergarten Parent-Teacher Conferences 8:30am-3:30pm

NO SCHOOL KINDERGARTENConferences 1:30pm-9pm—**NO SCHOOL**Conferences 8:30am-3:30pm—**NO SCHOOL****Mid-Quarter Reports**Thanksgiving—**NO SCHOOL**Winter Recess—**NO SCHOOL****Classes Resume****End of Second Quarter****Report Cards Go Home****Early Release Day**—School Improvement ActivitiesMartin Luther King Jr. Day—**NO SCHOOL**

Mid-Quarter Reports

Early Release Day—School Improvement ActivitiesPresidents' Day—**NO SCHOOL****K-8 Conferences 12:30pm-8:00pm NO SCHOOL****KINDERGARTEN ONLY Conferences**8:30am-3:30pm— **NO SCHOOL KINDERGARTEN**

End of Third Quarter

Report Cards Go Home

Kindergarten Screening and RegistrationSpring Recess—**NO SCHOOL****Classes Resume****DAY OF NONATTENDANCE****Early Release Day**-School Improvement Activities**Mid-Quarter Reports**

Half-Day Attendance for Students

Half-Day Teacher Institute

No AM or PM Kindergarten Classes

Last Day of School Kindergarten (if no snow days are used)

Last Day of Attendance (if no snow days are used)

Teacher Contact

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

Reporting a Student's Absence

When a student is absent, a PARENT OR GUARDIAN must call the school before 8:30 A.M. to report their child's absence. If the school office has not been contacted by 8:30 A.M., school personnel will call the parent or guardian at home or work to confirm the absence of that student for the day. 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. Homework for the day is recorded on voice mail and students and/or parents can receive the information after 4:00 P.M. by calling the hotline number listed below. Homework information can also be found on our website:

www.d15.org/mms/home/default.htm

Homework Hotline 344-7140

6th Grade Red Team 1784
7th Grade Red Team 1786
8th Grade Red Team 1788

6th Grade White Team 1785
7th Grade White Team 1787
8th Grade White Team 1789

6th Grade Silver Team 1771
7th Grade Silver Team 1772
8th Grade Silver Team 1773

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 at school 1/2 of the day to participate in the after school 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; however, phone calls are **not** made home on every student that presents 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, cell, etc.

- Students suspected of having a rash of an unknown origin will be sent home. The student will not be readmitted to school without a note from a health care provider; i.e., physician, physician assistant, or nurse practitioner, stating whether or not the rash is contagious and when the student is permitted to return to school.
- Students with head lice or nits will be excluded from school until evidence of the lice and/or nits are gone from their heads.
 - Students who have an active infestation of head lice will be referred to their parents/guardians. Education materials and treatment information will be distributed by the school nurse.
- Students who present with suspected pinkeye will be sent home if there is evidence of tearing or purulent discharge.
- Students with a fever of 100 degrees Fahrenheit or higher will be sent home; **they must be fever-free for 24 hours before returning to school.**

Physicals and Immunization Policy. All students entering sixth grade must have a current physical examination. A physical examination is current if it is within one year prior to the first day of school. Any student entering District 15 from out of state must have a current physical examination regardless of the grade level **if** they have not had a physical examination within the past year. Students transferring into the District during the school year have thirty days from the time records are received to meet these requirements.

Requirements for current immunizations are the same as those required by the Illinois Department of Health. Students who do not have a current physical examination and/or immunizations will be excluded from school. In addition, the following are required by the State of Illinois:

- Dental Exam – required for students entering sixth grade.

Vision and Hearing Screenings. Vision and Hearing screenings are mandated on an annual basis for the following students:

- Vision – 8th grade, along with new students and special education students.
- Hearing – new students and special education students.

Vision and hearing screenings are performed by a certified vision and hearing technician. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous twelve months and that evaluation is on file at the school. If a vision or hearing examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

Medication Policy. It is the belief of the Board of Education and District 15 staff that medication should be administered in the home. However, under certain circumstances, it is in the best educational and health interest of the child to take prescribed medications during the school day. In such cases, the medicine must be prescribed by a physician, and a Request for the Administration of Medication form, completed and signed by both the physician and the parent/guardian, must be on file in the Health Office of the school. The Request for the Administration of Medication form is available in the school office, as well as on the district website at www.d15.org. The prescribed medication **must** be brought to the school by the parent/guardian (or other responsible adult designated by the parent/guardian) in a container properly labeled with the directions for administration, along with the name of the physician.

The student is responsible for reporting to the Health Office to take the prescribed medication. The parent/guardian must assume the responsibility for informing the school of any change in the child's health or change in medication. District 15 retains the discretion to reject requests for the administration of prescribed medication for students. While careful precautions are always taken to properly administer prescribed medication, District 15 or its employees will not be responsible for errors in administering medication.

Health Services

School personnel are NOT allowed to administer over-the-counter medication, such as aspirin, Tylenol, Robitussin, etc., without written orders by the physician, completed on a Request for Administration of Medication form. Under no circumstances, should any medicine be sent to school with your child as the possibility exists that it could be unknowingly taken by another child. Board of Education Policy on student medication is Policy 7:270 Administering Medication to Students and is available in the school office.

Please refer to the District 15 website, www.d15.org, under "Health Services" for available health forms. Please contact the Health Office of your school with any further questions.

Attendance/Tardiness

School hours for the students: 7:35 A.M.-2:20 P.M.

The educational program is built on the premise that regular attendance is vital to a student's success in school. Illness, family emergency, a death in the immediate family, or observance of a religious holiday will be approved by the Principal as reasons for absences. Our policy for excused absences is to help a child cope with these emergencies by providing homework activities which the child can reasonably complete independently while absent. The student who is frequently absent, however, will miss class instruction, discussion and social interaction. This is also true for students with excessive tardiness to class. Students with tardy problems to class will be handled by the team of teachers. Tardy problems to school will be handled by the administration. If the school does not receive a call, the school must (by law) contact the parent/guardian at home or at work to confirm the student's absence for that day. At registration time, parent/guardians are asked to provide at least one telephone number (preferably 2) where they can be reached in the event of an unconfirmed absence. While the school diligently makes these phone calls, there are times when a parent/guardian cannot be reached at the numbers provided. The Illinois law states that a school fulfills its obligation if the notification of an absence has been attempted by telephoning the numbers provided by the parent/guardian whether or not there is any answer at such telephone numbers. For the safety of the child, please make sure that you provide the school with a telephone number or numbers where you can be contacted. Valid causes for absence include illness, observance of a religious holiday, death in immediate family, family emergency, situations beyond the student's control as determined by the Building Principal or such other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health.

Truancy

The school district expects parents or guardians to make reasonable efforts to ensure the regular attendance of their children. Absenteeism and tardiness are considered excessive when they significantly interfere with a student's performance or social development.

District 15 considers a student to be truant who is absent without valid cause for a school day or portion thereof, as defined in Chapter 122, article 26-2a of the Illinois School Code. Chronic truants will be referred to the McHenry County Regional Superintendent's office in accordance with current procedures established by the McHenry County Truant Officer.

Truant Minor

In accordance with Chapter 122, Article 26-2a of the Illinois School Code, District 15 considers a truant minor to be a chronic truant to whom the above resources and supportive services have been provided and have failed to result in the remediation of the chronic truancy, or have been offered and refused by the parent(s), guardian(s), and/or student.

Chronic Truancy

District 15 considers a student to be a chronic truant who is absent without valid cause for **10%** or more of the previous 180 regular attendance days, as defined in Chapter 122, Article 26-2a of the Illinois School Code.

Resources and Supportive Services

The following resources and supportive services are available to students with attendance problems (and their parents and guardians):

- 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:

Student Registration Fee	\$77.00
Technology Fee	\$12.75
Insurance (optional)	see packet
School Pictures	see packet
Activity Fee	\$23.50
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

McHenry Elementary School District 15 has a policy that will waive all student registration fees under certain circumstances. Parent(s)/guardian(s) of students who are eligible for Free or Reduced Lunch, Aid to Dependent Children and those who are experiencing other hardships are asked to complete a Fee Waiver Form to determine their eligibility to have all registration fees waived. Fee Waiver Forms are available in the school office throughout the school year.

Student Insurance

Student insurance is available at a nominal cost and is optional. When a student insured under this plan is injured, he/she will be given a claim form from the nurse's office. The form must be completed by parents and presented to the doctor or hospital. The school merely acts as a facilitator in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.

Physical Education

Students are required to change into Physical Education uniforms daily. This includes the required Physical Education shirt and shorts, as well as, appropriate gym shoes and socks. Physical Education Uniforms can be purchased for \$16.00 (2 shirts & 1 short). Students are required to participate daily unless an excuse has been approved by the Physical Education teacher or school nurse.

Students' Exemption from Physical Activity: A student may be exempted from some or all physical activities for one day with a note from the parent or guardian. The principal or principal's designee will determine if the exemption requires a longer period of time and may request documentation from a person licensed under the Medical Practice Act.

Graduation Requirements

In addition to passing all subjects, all graduating students must pass the U.S. Constitution/ Illinois Constitution, and Flag Test. (See promotion requirements). Students are reminded that anyone suspended from school for discipline reasons may not participate in any school activities during the period of suspension including the graduation ceremony. The annual graduation ceremony is reserved for only those students who have met all 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 all of the following subjects based on a four (4) quarter average: Language Arts/Reading, Social Studies, Math, and Science. In some cases, individual evaluation may result in placement at the next grade level.

Teachers will be using the following percentages 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

McHenry Middle School's "Honor Roll" is designed to recognize those 6th, 7th and 8th grade students who are doing well in achievement in their classes. Students must maintain a "B" or better average to achieve recognition on the Honor Roll. Averages are based on achievement grades in each subject area. Students who make the Honor Roll for the first eleven quarters will be given an award at the end of their 8th grade year. There is an Honor Roll each quarter.

McHenry Middle School presents Top Scholar Awards to students on each eighth grade team with the highest grade point average acquired on their respective team. To be eligible for the Top Scholar Award, a student must have grades from McHenry Middle School for the first three grading periods. The McHenry Kiwanis club honors top scholars with a dinner and certificate. All selections will be on a percentage basis.

The Presidential Academic Fitness Award is given to a student attaining an "A-" 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/her at or above the 85th percentile in math or reading on a nationally recognized standardized test battery. Awards will be presented at graduation.

The American Legion, Kiwanis Club and the McHenry Classroom Teacher's Association also present awards to outstanding 8th grade students at the graduation ceremony.

Change of Important Student Information

Anytime during the school year, when there is any change in important information pertaining to your child, such as name, address, home or work telephone numbers, or emergency contact people, please contact our school office at 385-2522. School personnel will only release a student to an adult that is listed on the emergency information sheet and that adult must report to the office to sign out the student.

Dress

The appearance of any young person is primarily the responsibility of that individual and his/her parents. We expect students to maintain the type of appearance that is not distracting to teachers or other students. **Students are not to wear the following clothing to class:**

1. Jackets, winter vests, coats or hats
2. Any shirt or top that is composed of large mesh fabric or has spaghetti straps
3. No tops having bare midriff, low neck-line, or off shoulder design
4. No swimsuits, pajamas, or slippers
5. Any blouse or top which does not have straps
6. Shorts, pants, or skirts of immodest length
7. Tops, T-shirts, earrings, jackets--with questionable designs, symbols or language will not be permitted
8. Clothing which advertises alcoholic beverages or taverns, drug related themes, satanic or gang symbols or cigarette advertisements
9. Visual showing of undergarments

Dress Cont.

*Although the administration does not prescribe any special dress code for students, it does reserve the right to make determinations regarding what is or is not appropriate for school. If there is a concern, parents may be called so that proper attire can be brought to school.

*Students are reminded not to wear gym suits to regular classes except in an emergency or when directed to do so by the Principal, Assistant Principal or Dean. Students with last period gym must change clothes before leaving school.

Fire and Tornado Drills

Fire and tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys the fire/tornado drill properly. The teacher in each classroom will give the students instructions.

Lost and Found

The Lost and Found is located on the stage in the cafeteria. Students who find lost articles are asked to take them to the office. Lost articles which are not claimed will be donated to charitable organizations.

Money and Valuables

Students should not carry large amounts of money or other valuables with them in school and should never leave money in lockers. The school will not assume responsibility for any lost or stolen property nor is there any district insurance policy that covers such losses.

Care of School Property/Lockers

Students are responsible for the proper use of all books, supplies, furniture and lockers supplied by the school. Students, who lose books or PE locks, disfigure property, break windows, break exit signs, kick hall lockers or do other damage to school property or equipment will be required to pay for the damage or replace the item.

Locker combinations should never be given to another student. The issuing of a new hall locker is done during the year on an emergency basis only, such as when a lock is broken. Students are not permitted to use their own locks. Students are not allowed to share a locker with another student or change lockers. At the end of the year, lockers must be clean, free of stickers and ready for the next occupant.

Backpacks/handbags or other totes

Backpacks, handbags, purses or any other like item is to be stored in the locker during the school day. Backpacks with wheels do not fit into the locker. If there is a medical necessity to carry a bag to class, the administration needs to be contacted for approval.

Electronic Devices

Devices such as electronic games, laser pens, radios, cameras, iPod/MP3 players, etc. are generally disruptive to the educational process. Therefore, they should not be brought to school. Cell phones will be allowed if they are turned off in lockers only. Cell phones should not be visible in classrooms or hallways at anytime of the day. Should parents need to contact their student or vice versa, the office has a phone such instances. If such devices are found at school they will be taken from the student, parents will be contacted and arrangements will be made for the item's return.

Telephone Use By Students

The telephone in the office will be available for students use only in an emergency. After school plans and transportation should be arranged with parents BEFORE coming to school.

Bicycles

A bike rack is provided for use during school hours. Students are responsible for locking their bikes in the rack. The school is not responsible for damage or theft while bicycles are parked in the rack. Non-compliance with the following rules may lose bicycle privilege.

Bicycle Rules

1. Students are to walk their bike on school grounds at all times.
2. No student is to ride their bike in the path of cars, busses or through groups of students.
3. Students being reported by neighbors or school personnel as blocking public access, destroying property, or practicing general unsafe procedures will be denied bike privileges.

Learning Center

The Learning Center is a center of information for group and independent study and for enjoyment. Print and non-print materials are available and may be checked out at the circulation desk. So the Learning Center may serve students efficiently, its staff presents the following guidelines:

1. The Learning Center is for serious work. All activities of a social nature should be confined to other parts of the school.
2. Talking should be kept at a level that does not interfere with the work of others.
3. The return of chairs and materials to their proper location is a courtesy to those who use the Learning Center at a later time.
4. Students will be held responsible for all materials checked out by them from the Learning Center.

Cooperative use of materials in the Learning Center by students is encouraged with the following stipulations:

1. Materials should be returned on time. Three weeks is the loan period with a three week renewal.
2. Reference books, magazines, newspapers and audio-visual equipment are to be used in the Learning Center only.
3. Reserve books are to be used in the Learning Center only.

Morning Guidelines

Students may enter the building at 7:15 A.M. If a student arrives before that time, they may enter the school through the office entrance and remain in the vestibule until the time stated. Once students are in the building they will remain in their own academic wing.

Afternoon Guidelines

Any student staying after school must be supervised by a staff member. Students may take the activity bus home or be picked up on the East side of the building (Chapel Hill Road).

Activity Bus

An activity bus will be available for those students who live within the boundary lines of McHenry Middle School. It will be available for the following after school events: dances, practices, detentions, or other after school meetings. A student may not leave the school grounds and then return to use the activity bus. The activity bus departs school at approximately 4:15 P.M.

Cafeteria Guidelines

Students are expected to be on time to the cafeteria (within 4 minutes) and to remain there until dismissed by the supervisor. Students who arrive late to the cafeteria because they have been detained by a teacher must have a pass from the teacher to present to the supervisor. They should be given a reasonable amount of time to eat, even if it extends into the next lunch period.

Students are expected to buy a lunch (**Lunch A: \$2.25, Lunch B: 2:75, and Milk: \$.40**) at school or bring a balanced lunch from home.

Cafeteria Regulations

1. Students can be assigned seating in the cafeteria.
2. Students are to remain seated unless getting food or disposing of trash. Students must stay at their assigned table during lunch period unless moved by the supervisor.
3. Students are responsible for leaving their table and surrounding area, (including floor) clean and will not be dismissed until this is completed.
4. Throwing of any object will not be tolerated.
5. Condiments will be available on a table near the lunch line.
6. Food may not be taken from the cafeteria to lockers, outside or to class unless it is in a lunch container
7. Only one student at a time will be excused to use the restroom.

Consequences for Unacceptable Behavior in the Cafeteria

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

Visitors

Visitors are always welcome but they must sign in at the school office upon their arrival. Parents and other adults should contact the principal's office prior to the visitation day.

Band and Chorus

Band and Chorus are offered as electives to any McHenry Middle School student. Band and Chorus students are expected to attend every rehearsal, performance and lesson on time with necessary class materials.

Interscholastic Athletics

The following interscholastic athletics are offered: Boys/Girls Cross Country; Boys/Girls Track; Boys/Girls Basketball; Girls Volleyball; Soccer; Wrestling; Cheerleading; and Pon Poms. Eligibility requirements and expectations will be given to each student during the individual sport.

School Spirit

School spirit may be divided into three categories: 1. Courtesy--towards teachers, fellow students and the officials of school athletic activities; 2. Pride--in everything our school endeavors to accomplish and has accomplished; 3. Sportsmanship--the ability to win and lose gracefully.

Spectator Rules

Students who plan to attend a sport event should inform their parents before coming to school the day of the game. If transportation is needed arrangements should be made before school. Do not plan to use the office phone the day of the game. All arrangements should be made in advance. Courteous and attentive behavior is expected. Remember that the visiting players, cheerleaders, coaches and spectators are our guests. 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. Please be courteous and do not use cell phones in the gym. Spectators are permitted to leave the bleachers only at half-time or between games. Please do not walk across the playing area of the basketball court. Students are not permitted to leave the building and then return to the game. No student is allowed to go into a locker room unless he/she is a member of the team assigned to that locker room. All members going into the locker room are to be accompanied by a coach or teacher. 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. The Student Council helps to establish a positive atmosphere in the school. It provides students an opportunity to develop leadership skills. The Student Council is actively involved in the life of the school. Student Council sponsors dances and other activities, conducts regular meetings and promotes a positive spirit in the school. Student Council members must be passing all subjects to run for, or remain in office or be a homeroom representative.

School Store

The school store is open Tuesday, Wednesday, Thursday, and Friday mornings at 7:20 A.M. Students may use a pass from a teacher to purchase a variety of school supplies. The store is operated by the Student Council.

Agendas

Students must use their agenda signed by the teacher when leaving the classroom for any reason. Passes are not to be misused. If a student misuses a pass, then 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 385-6622. If you move during the school year, you must notify the transportation department.

Bus drivers have the right to make reasonable regulations to insure the well being of their passengers. The driver will complete and sign a School Bus Incident Report and file it with the appropriate building administrator. The administrator will notify parents either by telephone or mail regarding the action taken.

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

1. Observe safety procedures at all times.
2. Treat the school bus and other people's property with respect.
3. Refrain from fighting, pushing or other harmful behavior.
4. Maintain school appropriate behavior.
5. Follow all bus route assignment rules.
6. Refrain from using or possessing any illegal substances.
7. Refrain from eating, drinking or littering on the bus.
8. Show respect to other students and adults.
9. Use school appropriate language.
10. Follow bus driver's directions at all times.

Discipline

While it does not appear as a subject, discipline underlies the entire educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct, proper consideration for other people and good work ethic. With an understanding of the purpose of discipline in a school, we trust one will form a correct attitude toward it. The teachers and administrators will do their best to help students make good choices. In order to guarantee that McHenry Middle School has the best learning environment possible, we are using the following discipline plan.

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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

- Bringing to school inappropriate items such as electronic devices (cell phones/IPods).
- Violation of hallway expectations
- Use of inappropriate language
- Gum chewing
- 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
- **Phone conference with parents**
- Classroom modification
- **Lunch detention**
- Before/After School detention
- **Conference with parent**
- Conference with student
- **Parent conference with teacher and/or other school personnel by phone or in person**
- Student conference with teacher, administrator and/or other personnel
- **Before/After school detention**
- 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

Repeated misconduct involves misbehavior that tends to disrupt the learning climate of the school. Continued misbehavior may require the intervention of personnel on the administrative level because the execution of previous disciplinary options has failed to correct the situation.

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:

- Insubordination to teachers, administrators and other staff members
- Fighting with or assaulting any student or school personnel
- 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, 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/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

Disciplinary Procedures:

1. 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.
2. Teachers will document the incident with a referral form.
3. 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**

It is the prerogative of the administration and support staff to individualize discipline on occasion when taking into account extenuating circumstances.

General Discipline

After School Detention: Parents will be notified that their student will be kept after school from 2:35 - 4:00 P.M. A 4:15 P.M. activity bus is provided.

Saturday Detention: Scheduled twice a month, from 9:00 A.M.-12:00 P.M. assigned by the Assistant Principal or Dean of Students.

In-School Suspension

The student will remain in a quiet, supervised area for the entire school day. He/she will not be allowed to attend classes or to socialize with other students. During an in-school suspension, the student will be required to complete assignments for all classes. Misbehavior during an in-school suspension will result in an extenuation of the suspension. Students are expected to bring a lunch including something to drink. Students may not attend dances, games, practice sessions, band concerts or choral programs held after school or during the evening of the suspension. Students will be given their daily school work to do during this time. If all daily work has been completed for dismissal time, the student will then be required to work on a suspension packet. The office of the superintendent will be notified of all in-school suspensions.

Out-of-School Suspension

An out-of-school suspension is a very serious matter. During an out-of-school suspension it is the parent's responsibility to provide direct supervision of the student until he/she is re-admitted to school. Students suspended from school are not allowed to be in the building or on the school grounds. They are not permitted to be on any property adjacent to the school that may allow communication with other students attending school. Suspended students who fail to abide by the above regulations are subject to additional suspension. Students are entitled to obtain their homework while on an out-of-school suspension. The office of the superintendent will be notified of all out-of-school suspensions.

Saturday Detention

The primary purpose of this program is to reduce the number of in-school and out-of-school suspensions and to provide a program that is more effective in acting as a deterrent to undesirable student behavior. The program is scheduled for Saturday mornings from 9:00 A.M.-12:00 P.M. Students are required to provide their own transportation to and from the detention program.

Search and Seizure

Parents have a right to expect that the school will maintain certain safeguards to protect their children from harmful and dangerous influences. Since the school owns and maintains locks and lockers and furnishes them to students, school officials reserve the right and have an obligation or duty to search students and their lockers when those officials have a reasonable suspicion that illegal or inappropriate material may be found. All searches will be conducted by the Assistant Principal or Principal and will never be made indiscriminately. If a school employee has probable cause to believe one or more students have drugs, weapons, fireworks, alcohol, tobacco or the like in their lockers, that employee will inform the administration, who will then search those lockers. In the case of searching students for illegal materials where reasonable suspicion exists, those searches will be conducted in private in the administration offices or some other appropriate area. Students will be asked to empty their pockets, purses, jackets, coats, etc. Shoes and socks may also be searched. No student 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 or alcohol products while on District #15 property, on its facilities, including school sponsored trips. Each Incident: 10 day Out-of-School Suspension.

Assault/Battery of School Personnel

Each Incident: 10 day Out-of-School Suspension and referral to Superintendent and School Resource Officer

Drugs-Prohibition of the Possession, Use or Influence of Illegal Drugs, Drug Paraphernalia and Controlled Substances

All persons are forbidden to possess, use or be under the influence of any illegal drug or controlled substance (including diet pills) while on District #15 property or its facilities. School authorities shall enforce this policy by calling the police to remove from the school premises all adults or youth unwilling to leave following a warning to do so by the appropriate school authority. District #15 students are forbidden to possess, use or be under the influence of any illegal drug or controlled substance at any function and at any location which is under the control, sponsorship or endorsement of District #15. The school administration shall enforce the "Prohibition and Possession, use or Influence of Illegal Drugs or Controlled Substances". It shall turn over to the police all confiscated materials and such information as is consistent with its duties and the child's rights.

- Each incident will result in a 10 day Out-of-School Suspension and parent/administration conference.
- Look-a-like substances will also warrant consequences on an individual basis.

Fighting

Fighting of any type will not be tolerated. Any situation where students strike or attempt to strike another student will be defined as a fight. A fight organized in school or fought just off school grounds will be dealt with under this category. Students may be kept at the office for the remainder of the school day.

- First Incident: In School Suspension
- Each Additional Incident: Determined by administration

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

Anyone intentionally discharging a fire alarm, fire extinguisher, making a bomb threat, calling 911 or setting a fire will be suspended from school for 10 days. The police will be notified.

Insubordination to School Personnel

Insubordination is the refusal to obey reasonable directions and instructions of school personnel.
First Incident: In School Suspension; Each Additional Incident: Out-of-School Suspension.

Possession of Dangerous Materials

No student shall be in possession of fireworks or weapons, including sling shots, knives, or any object which could reasonably be considered of potential harm to another person or which threatens another person's safety. Each Incident: Out-of-School Suspension/police department notification.

Tobacco

Tobacco has been proven to be a health hazard. The possession or use of any type of tobacco, lighter or matches is prohibited in school, on school grounds, on school busses and on the areas surrounding the school grounds. First Incident: 1 day Out-of-School Suspension; Second Incident: 3 day Out-of-School Suspension; Each Additional Incident: 5 day Out-of-School Suspension.

Unexcused Absence from Classes or School

Any student who needs to leave school must check out in the office. Students may not leave school premises during the school day. An unexcused absence from class, lunch or school may result in an In School Suspension.

Discipline Summary

It is the obligation of school officials and teachers to maintain an orderly atmosphere in which all students can learn. This handbook is not intended to create a contractual relationship with the students; rather it is intended to describe the school, its current practices, procedures, rules and regulations for Code of Conduct. It is impossible for a Student-Parent Handbook to list all possible incidents and infractions. Therefore, school officials reserve the right to apply reasonable penalties, such as detentions, Saturday detentions, in-school suspensions and out-of-school suspensions for any student who engages in behavior that is disruptive to the educational process or potentially harmful to persons or property whether or not such behavior and/or penalty is contained in the Student-Parent Handbook.

End-of-the-Year Activities

Participation in end-of-the-year activities is a privilege which may be denied a student who has fallen behind in his/her class requirements, owes money to the school or has shown poor behavior (see discipline procedures).



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**PLEASE SIGN THE PORTION BELOW AND SEND BACK TO YOUR CHILD'S
HOMEBASE TEACHER.**

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

Name: _____

Grade: _____ Homeroom: _____

I have read and discussed the material in this handbook with my son/daughter.

Parent/Guardian Signature

Student Signature