

# 2024-2025 STUDENT-PARENT HANDBOOK

*Our students, Our school, Our future*

## MCHENRY MIDDLE SCHOOL

2120 W. Lincoln Road  
McHenry, IL 60051  
Telephone: 779-244-1600  
Email: [mmsoffice@d15.org](mailto:mmsoffice@d15.org)  
Twitter/X: @mmstrojans

### McHenry Middle School Mission Statement

A caring community of learners, inspiring excellence in one another.

**Dr. Mike Glover, Principal**  
**Mrs. Chelsea Baird, Assistant Principal**  
**Mr. Ryan Dixon, Assistant Principal**  
**Miss Michelle LoMonaco, Secretary**  
**Mrs. Erin Frazier, Secretary**  
**Mrs. Hannah Harris, Secretary**  
**Ofc. Megan Carey, School Resource Officer**

**Name of the school team:** "Trojans"

**School colors:** Red and White

### School Anthem: (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 ...779-244-1000  
Transportation Office...779-244-1090  
McHenry Middle School...779-244-1600  
Translator...779-244-1600 ext. 1608

### Emergency School Closing

STAR 105.5 FM

<https://www.d15.org/mchenry>

[www.d15.org](http://www.d15.org)

D15 App

### Event Calendar

#### **Report Cards Available**

November 8, 2024  
February 21, 2025  
May 22, 2025

#### **Early Release Days**

October 11, 2024  
November 1, 2024  
December 20, 2024  
January 17, 2025  
April 25, 2025  
May 22, 2025

### Parent/Teacher Conferences

November 25 and November 26, 2024

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### Student-Parent Handbook Agreement 2024-2025

Please review the McHenry Middle School Parent-Student Handbook with your student.  
Your cooperation is greatly appreciated!

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Name of Homebase Teacher : \_\_\_\_\_

We have read and reviewed the material in this handbook and are in accordance with school regulations and procedures.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## WELCOME TO MCHENRY MIDDLE SCHOOL

We welcome you, student, as a member of our school and we hope that your experiences are pleasant and rewarding. As a student at this school, we expect you to abide by the rules established for the well-being of all students. We want you to feel proud of your school, take care of it, and feel free to make suggestions to improve it.

### McHenry Middle School Vision Statement

*To provide students with an opportunity to persevere, learn, and grow in a caring and collaborative environment. McHenry Middle School strives to serve the community by preparing well-rounded citizens via challenging academic instruction and a secure social-emotional learning space.*

### McHenry Elementary School District 15 2024-2025 District School Calendar

August 12, 2024	First Day for Teachers—Teacher Institute Day
August 13, 2024	Teacher Institute Day
August 14, 2024	First Day for Students- Full Day for Students PreK-8th
August 30, 2024	Teacher Institute Day
September 2, 2024	Labor Day— No School
October 11, 2024	Early Release Day-School Improvement Activities
October 14, 2024	Day of Non-Attendance Students and Staff
November 1, 2024	Early Release Day-School Improvement Activities/End of 1st Trimester
November 5, 2024	Day of Non-Attendance Students and Staff
November 8, 2024	Report Cards Available via Skyward
November 25 & 26, 2024	No School - Parent Teacher Conferences
November 27, 28, and 29, 2024	Thanksgiving Break— No School
December 20, 2024	Early Release Day
December 23-January 3, 2025	Winter Recess- No School
January 6, 2025	Classes Resume
January 17, 2025	Early Release Day-School Improvement Activities
January 20, 2025	Martin Luther King Jr. Day-No School
February 14, 2025	Teacher Institute Day/End of 2nd Trimester
February 17, 2025	Presidents' Day— No School
February 21, 2025	Report Cards Available via Skyward
March 24- 28, 2025	Spring Recess— No School
March 31, 2025	Classes Resume
April 18, 2025	Day of Non-Attendance Students and Staff
April 25, 2025	Early Release Day-School Improvement Activities
May 22, 2025	Early Release Day/End of 3rd Trimester
May 22, 2025	Last Day of Attendance-If No Snow Days used-Report Cards Available

### Teacher Contact

- Teachers are available for telephone conferences from 7:15-7:30 a.m. and from 2:15-2:35 p.m.
- If you wish to schedule an appointment with a teacher at a specific time, please call the school office at 779-244-1600 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 779-244-1600 **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. Identification will be required at the time the student is picked up.

### Homework Following an Absence

There is a daily homework hotline available for all grade levels on our school website ([www.d15.org/mchenry](http://www.d15.org/mchenry)). Navigate to the appropriate Team's Classroom Page to view homework for the day, available after 4:00 p.m.

- Homework may be requested by calling the school office after 2 consecutive days absent.
- Please first check the homework hotline for needed assignments. ALL work should be listed from the past week and include the daily assignment by 4:00 p.m.
- Homework requested prior to an extended absence is expected upon a student's return to school.

### Attendance/Tardiness

- Student hours of attendance are 7:30 a.m. – 2:15 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 the event of a student 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 Administration, 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 6 ½ hour school day to participate in activities such as: sporting events, clubs, dances, and music programs.
- Students must be passing each class to participate in IESA sports activities for the week.

### 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 779-244-1600**.
- 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 presented identification and signed the student out of school.

### Fire, Tornado, and Safety Drills

- Drills will be completed throughout the school year with designated First Responders.
- Students must listen to staff and follow directions.
- Drills will be handled similarly to a real emergency situation.

### Lost and Found

- Lost and Found is located on the stage in the cafeteria, in each locker room, and in the Main Office..
- Any items found may be brought to the Main Office.

### 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 they are healthy enough to be in school.
- Once a student is in school, it is the judgment of the Health Office personnel to determine if the student is healthy enough to remain in school.
- Phone calls are not made home on every student who 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, 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 100.4° F or higher - **they must be fever-free for 24 hours before returning to school.**
- Schools 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 the school office.
- Health forms available at [www.d15.org](http://www.d15.org)
- MMS will follow Health Department guidelines regarding COVID-19 symptoms.

### 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](http://www.d15.org)).
- Medication **must** be brought to school by a parent or guardian.
- Medication **must** be in an original labeled container with directions and doctor's name.
- Students are responsible for reporting to the Health Office to take medication.
- Parent/guardian is responsible for informing the school about any medication 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 students entering 6<sup>th</sup> grade 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 – 8<sup>th</sup> grade, new students, and special education students.
- Hearing – new students and special education students.
- Students are exempt if a professional vision/hearing report is on file.

### 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	\$110
School Pictures	see packet
Athletic Registration	Fees vary by sport
Band	\$10.00
Damaged or lost books/textbooks/chromebooks	Replacement fees vary
Lost PE Locks	\$5.00
Agenda/Student Handbook Replacement	\$5.00

### **Fee Waiver**

- Parent and/or guardian of students 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 Health Office.
- Claim forms should be completed and 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.

### **Student Chromebooks**

- All students will have a chromebook, charger, and bag checked out to them.
- Students are expected to follow the Technology Acceptable Use Policy.
- School chromebooks must be brought to school each day and used for educational purposes only.
- Any student who forgets their chromebook may check out a "loaner" device from the Learning Center.
- Students are responsible for damage and may be charged a fee for repairs.
- Students who misuse technology are subject to being suspended from their usage.
  - *Misuse includes taking pictures or audio/video recordings of students and teachers*

### **Electronic Devices**

- **Electronic Devices** like games, laser pens, cameras, iPads, etc. should be **left at home**.
- **Cell phones are powered off and in your locker** during the school day.
- Cell phones are not permitted in the locker rooms or bathrooms at any time.
  - o *1st Offense - After School Detention*
  - o *Additional consequences will be determined by school administration, if necessary.*
- Students should NOT use cell phones during the school day or on school buses, without permission. This includes: texting, calling, photography, videography, etc.
  - o *1st Offense - item will be kept in office and may be picked up at the end of the day*
  - o *2nd Offense - item will be kept in office and may be picked up by a parent/guardian*
  - o *Additional consequences will be determined by school administration, if necessary.*

### **Telephone Use By Students**

- After school plans and transportation should be arranged with families before coming to school.
- The office telephone will be available to contact parents when deemed necessary.
- **Student cell phone use must be approved by staff during the school day.**

### **Agendas**

- The agenda serves as an organization technique as well as a student's pass during class time.
- **Students must have their agenda signed by the teacher and/or a classroom pass 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.
- Replacement agendas may be purchased for \$5.00 in the Main Office.

#### Care of School Property/Lockers

- Lockers should be closed and locked throughout the school day.
- Students are responsible for all school issued books and supplies.
- Students will be required to pay for damages or replacements while the items are in their care.
- **Locker combinations should never be given to another student.**
- Lockers are not to be shared with multiple students.
- Students will be expected to clean any writing, decals, or other decorations prior to the end of the school year.
- ALL ITEMS SHOULD BE PLACED IN AN ASSIGNED LOCKER--NOT PLACED ON THE HALLWAY FLOOR.
- Lockers are used by the student but owned by the school. Please keep them in decent condition.

#### Backpacks, Swag Bags, Handbags or Other Totes

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

#### Money and Valuables

- Students are encouraged to leave money and valuables at home, especially large amounts of money.
- **Students** are responsible for any items brought to school.
- Lockers should be closed and locked throughout the school day.

#### Food Items Brought to School

- Only commercially-prepared and packaged foods may be brought to school for treats to be shared – No home made items AND please be conscientious of food allergies.
- In an effort to promote a healthy lifestyle **MMS does not sell high-energy drinks, soda, coffee, water additives**, etc...Healthy choices are available for purchase at lunch and/or our vending machines.
- **The above items are not permitted in school**; however, healthy choice drinks are allowed in sealed/unopened containers to be consumed at lunch and/or after-school activities.
- For special circumstances, see administration for approval.
- Water bottles and food items should be left in the student's locker and may be used in the classroom at the discretion of the classroom teacher. **Water bottles must have a securely closed lid.**
- Students are responsible for removing food items and garbage to maintain a clean locker.

#### Visitors

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

#### Bus Rules and Regulations

- Bus transportation is provided for all students who live more than 1.5 miles from the school.
- Each student may only ride the bus which he/she is assigned.
- If there is an issue with the bus assignment, please call the transportation office at 779-244-1090
- 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 a school district bus must adhere to the following rules:**

- Observe safety procedures and follow the bus driver's directions at all times.
- Show respect to adults, other students, and their property.
- 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.

#### Bicycles

- A bike rack is provided for student and staff use, near the Activity Entrance.
- Students are responsible for locking their bike to the rack.
- Students must walk their bike on school grounds.
- Students should not ride their bike in the path of cars, buses, or through groups of people.
- Bike privileges may be revoked if a student is unsafe or destroys property.

### **Morning Guidelines**

- Students may enter the school at 7:15 a.m.
- Students arriving before 7:15 a.m. will need to wait to enter the building.
- Students should stay in their grade-level hallway UNLESS they are getting breakfast in the cafeteria.
- Drop-off will be on the West side of the building at the Athletic Entrance.

### **Afternoon Guidelines**

- When staying after school, students must be supervised by a staff member.
- Students may be picked up on the West side of the building (Activity Entrance) or take an Activity Bus home.

### **Activity Bus**

- An activity bus will be provided for after school activities including: club meetings, athletic practices, detentions, or other after school activities.
- Students are not allowed to leave school grounds, then return to use the activity bus.
- The activity bus departs at approximately 4:00 p.m.

### **Cafeteria Guidelines**

- Breakfast is available each morning, 7:15-7:30 a.m. Only students eating breakfast should be in the cafeteria before school.
- Students are expected to be on time to the cafeteria (within 4 minutes) for lunch.
- Students who arrive late to the cafeteria must have a pass from their teacher.
- Breakfast: \$1.60, Lunch : \$2.95, and Milk: \$0.40 (prices subject to change)

### **Cafeteria Regulations**

- Students may 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 a 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 objects will not be tolerated.
- Food may only be eaten in the cafeteria. Uneaten food must be closed and stored in the student's locker.

### **Consequences for Unacceptable Behavior in the Cafeteria**

- Parents will be contacted by a supervisor or administrator.
- Removal to another table permanently or for a specific period of time.
- Removal from the normal eating area for a specified period of time.
- Assignment to clean part of the cafeteria for a specified period of time.
- Removal from the cafeteria.
- Referral to administration.

### **Physical Education**

- Physical Education uniforms can be purchased for \$25.00 (1 shirt & 1 pair of shorts).
- They may be purchased individually for:
  - Shorts - \$13 each
  - Shirt - \$12 each
- Students are expected to wear a Physical Education uniform daily, including the required:
  - Shirt
  - Shorts
  - Appropriate Gym Shoes & Socks
- Students who choose not to dress may lose daily class points and/or have further consequences for their behavior.

### **Students' Exemption from Physical Activity**

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



#### **Library Media Center (Learning Center)**

- Students may use the Library Media Center to do school work and/or Maker Space activities.
- Talking should be kept at a reasonable level so as to not disturb other students.
- Chairs and other materials should be returned at the end of the activity or class period.
- Students are responsible for any items checked out from the Learning Center.
- Cooperative use of materials in the LC is encouraged as long as materials are returned on time and items are kept in good condition.

#### **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.

#### **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.

#### **Dress**

**\*The following dress code shall be adhered to during school hours, as well as, any school sponsored activities (ie. Athletic events, clubs, dances, 8th Grade Celebration, Promotion Ceremony, etc...)**

- 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 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 proper attire may be brought to school for the student's 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, short shorts, short skirts, or clothing with large holes above mid-thigh.
- Jackets, winter vests, or coats.
- Head coverings, unless for religious reasons or approved by administration.
- Any shirt or top that is composed of large mesh or sheer fabric or has thin straps.
- Tops which show a bare midriff, low neckline, or off the shoulder design.
- Swimsuits
- Tops, t-shirts, jackets, any jewelry or accessory with questionable designs, symbols, or language.
- Clothing which advertises alcoholic beverages or establishments, tobacco related products (including vapes), drug related themes, satanic or gang symbols, cigarette advertisements, or weapons.
- Clothing that may be considered offensive to other groups of people. For example: religious, political, racial, etc.
- Any visual showing of any undergarment(s).
- Students are reminded not to wear PE uniforms to their regular classes except in an emergency or when directed to do so by a staff member.
- Students who have gym for the last period of the day are expected to change into their regular street clothes before leaving school for the day.

### **8th Grade Promotion Requirements**

- Students are expected to earn passing grades in all core subjects and successfully complete the academic requirements to be promoted to the next grade level.
- Students must pass the following subjects based on a (3) trimester 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 use the following percentages and corresponding letter grades:**

▪ A	90-100%	Excellent
▪ B	80-89%	Above Average
▪ C	70-79%	Average
▪ D	60-69%	Below
▪ F	0-59%	Failing
- Students may be excluded from the Promotion Ceremony for disciplinary reasons, as determined by Administration.
  - Students suspended from school may not participate in any school activities during the period of the suspension, including the Promotion Ceremony, which is reserved for only those students who have met all requirements to pass 8th grade.

### **8th Grade Awards**

The following awards are presented during the 8th Grade Promotion Ceremony:

- **Three Year Honor Roll**
  - Students who achieve a GPA of 3.0 or better, all three years of middle school
- **Top Scholar Awards**
  - Sponsored by the Kiwanis Club
  - Honors the top students from each 8th grade team for achieving the highest grade point average, based on percentages in core classes.
  - Student grades must be earned from MMS during the first TWO grading periods of the current school year.
- **The American Legion Award**
  - This award honors two students who demonstrate service to the school and community, leadership, strong character, and scholastic achievement.
- **McHenry Elementary Education Association**
  - This award honors two students chosen by McHenry Middle School staff.
  - Students considered for this award demonstrate characteristics of the Trojan Code.
- **The President's Award for Educational Excellence**
  - Students achieve honor roll status for all three years of middle school AND
  - Meet or Exceed standards in Reading and Math on standardized achievement assessments.

### **End of the Year Activities**

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

### **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 respect.

### **Spectator Rules**

- Students who plan to attend an athletic 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. Student conduct is a reflection of the individual but also McHenry Middle School and the McHenry community.
- Do not stomp on the bleachers, whistle, boo, or in any way attempt to distract a player from doing their personal best.
- Spectators are expected to clean up after themselves.

### **Interscholastic Athletics**

The following interscholastic athletics are offered:

*Eligibility requirements and expectations will be given to each student during the individual sport.*

- Cross Country
- Girls Volleyball
- Golf Team
- Basketball
- Cheerleading
- Dance
- Wrestling
- Track and Field

### **After School Clubs**

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

- Archery Club
- Art Club
- Builder's Club
- Chess Club
- Comic Book Club
- Drama Guild
- Golf Club
- Homework Club
- Intramural Volleyball and Basketball
- MAD Club
- MMS News
- PRIDE Club
- Reading Club
- 6th Grade Dance Club
- Soccer Club
- Student Council
- Trojan Superfans
- Winter Running Club
- Yearbook

### **MMS Behavior Management Structure**

- MMS uses a behavior plan grounded in student engagement, supported by classroom management, and promoting a healthy and positive educational environment .
- All staff at MMS will help students make good choices.
- It is the prerogative of the administration and support staff to individualize behavior management on occasion while taking into account extenuating circumstances.

### **Trojan Bucks**

- Students have an opportunity to earn Trojan Bucks for displaying good character and exhibiting the Trojan Code.
- Trojan Bucks can be spent weekly, during lunch, for various items in the Trojan Pride Store.
- **The Trojan Code: Be Respectful, Be Responsible, Be Ready, Be Safe, & Be Nice!**

### **Gold Cards**

- Students will be expected to follow universal expectations for appropriate behavior at school.
- Students who are not following expectations may earn a Gold Card and teachers will communicate consequences when necessary.
- **Students are expected to:**
  1. Report to class on time, with all necessary materials.
  2. Bring agenda to every class.
  3. Keep hands, feet, books, and other objects to themselves.
  4. Treat each other with respect. Students are to refrain from teasing, swearing, or putting down others verbally or nonverbally.
  5. Remain in seats once class has started.
  6. Speak respectfully and not interrupt the teacher or other students. Students are to raise their hands for permission to talk or to get help.
  7. Treat guest teachers with courtesy and respect.
  8. Have a signed pass in their agenda OR a classroom pass when leaving the classroom for any reason. Passes are not to be misused. If a student misuses a pass, the issuance of passes to that student may be limited.

### **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

### **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
- 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.

**Disciplinary Options:**

- Parent Conference
- Program modification
- Temporary removal from the classroom
- In-school suspension
- Out-of-school suspension
- 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

**Gross Misconduct**

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

- 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, including locker combinations and passwords
- Inappropriate use of technology
- References to gangs and 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/vapes/devices containing nicotine 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 (District policy will 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 an administrator, without going through the procedures for minor or major infractions.
- Administration will investigate the incident, initiate disciplinary action, and notify parents.

**In-School Suspension**

- Students will remain in a quiet, supervised area for the entire school day.
- Students will not be allowed to attend classes or socialize with other students.
- Students will be expected to complete daily assignments for all classes.
- Misbehavior during an ISS will result in additional time in ISS.
- Students may bring lunch or may order lunch through the cafeteria. Lunch will be eaten in the ISS area.
- Students may not attend dances, games, practice sessions, clubs, or music 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.
- Students who fail to follow OSS rules are subject to additional suspensions.
- The superintendent's office will be notified.

### Saturday Intervention

- A program to aid students in need of academic interventions or behavioral support.
- Saturday mornings from 9:00 a.m. until 12:00 p.m.
- Dates will be scheduled around mid-trimester marks.
  - Tentative Dates – Oct. 5, Dec. 7, April 12
- Families will be notified if a student is invited to participate in this program.
  - **Families are required to RSVP to reserve a spot due to limited space.**
- Families are required to provide their own transportation to and from MMS.
- Mandatory Homework Club will be recommended to students at end-of-trimester weeks:
  - Oct. 24, 28, 29      Feb. 10, 11, 13      May 12, 13, 15

### Search and Seizure

- School officials have the right to search students and their lockers when they have a reasonable suspicion of inappropriate items.
- Searches will be conducted by Administration:
  - Students may be asked to empty pockets, backpacks, jackets, etc.

### 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 D15.
- Will result in Police notification.
- Administrators reserve the right to determine the length of a school suspension for each incident.

### Drugs

- **Possession, use, or influence of illegal drugs, drug paraphernalia, and controlled substances; including tobacco, e-cigarettes, vapes, and devices containing nicotine is prohibited.**
- All persons are forbidden to possess, use, or be under the influence of any illegal drug or controlled substance, any type of tobacco, lighter, or matches while on District #15 properties, facilities, school sponsored trips, or any location that is sponsored or endorsed by District #15.
  - Look-a-like substances may also warrant a consequence
- Will result in Police notification.
- All confiscated materials and info will be turned over to the police, protecting the student's rights.
- Administrators reserve the right to determine the length of a school suspension for each incident.

### Possession of Dangerous Materials

- All persons are forbidden to possess any dangerous materials while on District #15 properties, facilities, school sponsored trips, or any location that is sponsored or endorsed by District #15.
  - Dangerous materials include, but are not limited to: fireworks, weapons, slingshots, knives, look-a-like items, ammunition, or any other object that threatens to harm another person.
- May result in Police notification.
- Administrators reserve the right to determine the length of a school suspension for each incident.

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

- May result in Police notification.
- Administrators reserve the right to determine the length of school suspension for each incident.

**Fighting**

- Fighting of any type will not be tolerated
  - Any situation when a student strikes or attempts to strike another student
  - 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

**Assault/Battery of School Personnel**

- May result in a referral to the Superintendent's office.
- May result in Police notification.
- Administrators reserve the right to determine the length of school suspension for each incident.

**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 be signed out in the Main 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 the obligation of all staff to keep an orderly atmosphere where all students can learn.
- The handbook is intended to describe the school practices, procedures, 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.

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