



# Medinah Middle School 2015-2016 Student Handbook

---

## *Medinah Middle School – Statement of Philosophy*

Medinah Middle School is dedicated to providing a child-centered educational program that addresses the needs of students and develops the skills necessary to become responsible citizens. We believe that all students have individual differences and should be given opportunities to succeed in cognitive, affective and psychomotor domains. We are therefore committed to teaching students to be lifelong learners.

---

On behalf of the staff, we take pleasure in welcoming you to Medinah Middle School. This student handbook is published so that all students may have a ready reference to information which is necessary to the understanding of the daily operation of our school. It is essential that all students and their parents/guardians read the information contained in this handbook so there may be as few misunderstandings as possible. If this handbook does not provide you the information you need, contact the principal, social worker or teacher for help.

The goal of Medinah Middle School is **EXCELLENCE** and striving to reach this goal must be a cooperative effort on the part of the students, teachers, administration, parents & guardians and the community. We earnestly solicit your cooperation in this venture and assure you that the results will be well worth the effort.

*This Student Handbook is provided separately from the student assignment notebook. However, we wish to note that the assignment notebooks, which students can use to assist them in managing daily responsibilities, are provided through the Medinah PTO. A special thank you to our PTO for providing this tool to help students be successful.*

**Note to Parents/Guardians:** At the start of the school year, all parents/guardians receive the “Public Notification” letter. This letter includes important information concerning your right to know, as required by state and federal regulations. If you have any questions about this particular document, please contact the school.

*Mr. George Gouriotis ~ Principal*

Medinah Middle School  
700 East Granville Avenue  
Roselle, IL 60172  
630.893.3838  
Fax 630.893.5198  
[www.medinah11.org](http://www.medinah11.org)

<b>School Operations</b>	
Talking with your school	1
Attendance	1
Reporting absences	2
Tardiness	2
Absentee assignments	2
Vacations during the school year	2
Emergency school closings	3
Disaster drills	3
Student sex equity, sex discrimination and sexual harassment/intimidation	3
Physical Examination	3
Immunizations	4
Dental	4
Vision and hearing screening	4
Absence due to illness	5
Health services	5
Medication	6
Textbooks	7
Library Media Technology Center	7
Lockers	7
Notification of school searches	7
Lost and found	7
Lunch and milk	7
Personal items	8
Bicycles	8
Cell phones and office telephone	8
Student dress	8
Visitors	8
Remaining After School	8
Early Dismissal	9
Differentiated instruction	9
Physical Education	9
PAWS Club (Positive Acts of Wildcat Service)	9
<b>Grading Procedures</b>	
Homework	9
Grading system	10
Interim reports	10
Honor Roll	10
Board of Education-state policy regarding promotion/graduation	11
Graduation	11
<b>Athletics/Extra Curricular</b>	
Grade requirements	11
Ineligibility	11
Fees	11
Rules for spectators at games	12
<b>School Discipline Procedures</b>	
Anti-Bullying	12
Erin's Law	12
School discipline	13
Bus service and behavior	13
Major gross misconduct	13/14
Classroom teachers' responsibilities	14
Principal's responsibilities	14/15
Weapons policy	15
Drug, alcohol, and tobacco use educational program	16
Substance abuse	16
Tobacco use	16
Referral to Board of Education	16
Due Process, suspensions, and expulsion	16

## **TALKING WITH YOUR SCHOOL**

As stated in Board of Education Policy #7.11 "Parent Communication Policy," forming good relationships and partnerships between the adults in your student's life requires good communication on the part of everyone – parents/guardians, teachers and administrators. Knowing where to direct your questions or concerns is often a question in itself. The best place to begin is with the person directly involved. If you have a question or concern about something that has happened in your child's classroom, the teacher is your best source of information. Any student-related matter, such as a homework assignment, a problem with another child, a grade received on a paper or report card or placement in a special program, should be discussed with your child's teacher first. Teachers may be contacted by voice mail, email or by leaving a message in the office. Teachers will return calls/email within a 48 hour period unless absent or if a weekend intervenes.

Questions or concerns regarding school regulations or practices within the building should be addressed to the principal of that building. Principals are responsible for meeting special education needs within their building and coordinating school improvement efforts.

Questions or concerns involving state laws or district-wide policies should be directed to the attention of the superintendent.

Asking questions of or voicing concerns with the person closest to the situation should always be your first step. Knowing where to direct your questions or concerns is sometimes the most important part of finding the answers.

## **ATTENDANCE**

All students are required by law to be in attendance at school each day that school is officially in session. The only absences which may legitimately be excused are for personal illness or injury, observance of a religious holiday or for the purpose of religious instruction, death in the immediate family, family emergency, medical or dental appointments which cannot be arranged outside of school hours or other circumstances beyond the control of the student. There are also extraordinary situations where the principal may deem it appropriate to grant an "excused" absence.

*A note or call from a parent or guardian is required before an absence will be recorded as "excused".* Certain excused absences may require a medical doctor's note.

In the event of excessive student absences, it can be decided through principal's discretion that a doctor's note is required for an absence to be excused. If a doctor's note is not provided in these cases, the absence(s) can be considered unexcused.

Students must be in attendance by 12:00 PM (noon) in order to participate in after-school activities or any other school-sponsored programs on that day. This includes sporting events, rehearsals or any other school-sponsored programs.

Medinah Middle School's education program is built on the premise that regular attendance is vital to a student's success in school. Seeing that a student maintains regular attendance requires a cooperative effort by the student, parent(s) or guardian(s) and school personnel. The student who is frequently absent misses class instruction, social interaction and discussion, even though written work is made up.

## **REPORTING ABSENCES**

If a student is absent from school a parent or legal guardian is requested to notify the school by telephone. ***Please call the school office at 630-893-3838 before 9 AM and indicate the student's name, grade and reason for absence.*** Calls from siblings or students themselves will not excuse a student's absence.

If the school does not receive a phone call indicating a student's absence, we will make reasonable efforts to contact a parent or guardian by telephone for verification of the absence within two hours after the first class. To ensure you are aware of your child's attendance habits, it is necessary and required by law that the district have at least one current telephone number at which you can be contacted.

If a student is aware that he/she will be leaving school for an appointment (medical, dental, etc.), a note signed by the parent/guardian should be provided prior to the absence. *Please submit the note to the office before the start of first period.* A note is not necessary if the school is called by the parent/guardian.

An "unexcused" absence will be recorded for any reason other than listed previously. The teacher will not be required to assist the student in making up lost or missed work and corresponding loss of credit may be recorded. The student returning from an "unexcused" absence takes full responsibility in seeing that make-up work is completed.

## **TARDINESS**

Students who arrive at school after 8:43 AM are to report directly to the office where they will receive a pass to class. A parent/legal guardian call-in or a note explaining the tardy (e.g., illness, family emergency) may cause the tardy to be excused. "Oversleeping" and "missing the bus" are considered unexcused tardies. Continued tardiness may result in disciplinary consequences and a parent conference may be required. Students are to be on time in their attendance to class throughout the day. Those students late to class following a two-minute passing period will be responsible to the classroom teacher. After three unexcused tardies per class in one month, the student will be issued a detention to make up missed class time.

## **ABSENTEE ASSIGNMENTS**

If a student is absent from school *three days* or more in a row, the parent/guardian may ask for his/her assignments. Assignments are to be requested through the office. Please call early in the morning or request the assignments when placing the absentee call. Assignments will be available after 3:30 PM in the school office. Requests made later in the day may not be available until the next school day. Students returning to school following an absence are responsible for obtaining information regarding tests and/or assignments. Students have 1-½ days to make up assignments or tests for each day of "excused" absences unless special arrangements are made with the individual teachers.

## **VACATIONS DURING THE SCHOOL YEAR**

Parents are encouraged and requested to take scheduled vacations at times corresponding to the school's scheduled vacation periods. Teachers will not provide school work prior to the taking of non-sanctioned vacation days. Students will be given make-up work upon return from non-sanctioned vacations. Taking additional vacation days during the school year may be disruptive to the student's educational program.

## **EMERGENCY SCHOOL CLOSING**

In the event that weather or other conditions necessitate the closing of Medinah Middle School and/or District #11 schools, we will attempt to notify you through several means: 1) By automated telephone calls to you at home, at work or on your cell phone. If you have "Privacy Manager" or other blocking systems in place, you may not receive these automated telephone calls. 2) On the district website – [www.medinah11.org](http://www.medinah11.org). 3) By email notification (the school offices MUST have your CURRENT email address on file).

## **DISASTER DRILLS**

The school district is required by law to have different types of disaster drills throughout the school year. These drills include fire, tornado, lock down and bus evacuation. If at any time there is an emergency, students will be kept safe and won't be released until the school administration, police or firefighters deem it safe.

## **STUDENT SEX EQUITY, SEX DISCRIMINATION AND SEXUAL HARASSMENT/INTIMIDATION**

No student of the district shall, on the basis of sex, be denied access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage, or be denied equal access to educational and extracurricular programs and activities. Further, the district shall provide equal educational opportunities to all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical or mental handicap or disability, economic or social conditions or actual or potential marital or parental status. Any student may file a sex equity complaint or a discrimination grievance by using the Uniform Grievance Procedure set forth in the Board of Education policies.

No student shall be subjected to sexual harassment, intimidation or bias by any employee or student of the District. Any student may bring a complaint alleging sexual harassment to the appropriate school officials as soon as possible after the alleged incident of sexual harassment. Copies of the district's policies in regards to these topics are available in the district's administrative offices and all schools.

## **PHYSICAL EXAMINATION**

Illinois state law requires all students entering preschool, kindergarten or first grade if kindergarten was not attended, 6<sup>th</sup> and 9<sup>th</sup> grade and transfer students from out of state or out of the country to receive a physical examination complete with immunizations. A physical examination must be conducted within one year of the beginning of the school year. All physical examination forms are due by October 15<sup>th</sup> of that school year. The examination must be recorded on the state health form and signed and dated by a licensed physician. The physician needs to complete the following required fields: child's height, weight, BMI, blood pressure, diabetes screening, system review and physical education. The areas of needs/modifications, special instructions/devices, mental health or emergency action should also be completed when applicable.

Sports physicals are needed for 7<sup>th</sup> and 8<sup>th</sup> grade students in order to participate in extracurricular athletics activities.

Parents/Guardians are required to fill out the Health History section on the back side of the physical exam form. Forms are available in the school office or online at:  
[http://www.idph.state.il.us/health/vaccine/child\\_hlth\\_forms/Child\\_Hlth\\_Exam\\_Cert.pdf](http://www.idph.state.il.us/health/vaccine/child_hlth_forms/Child_Hlth_Exam_Cert.pdf)

## **IMMUNIZATIONS**

All immunizations must be current according to the requirements of the Illinois School Code. Students who fail to comply will be excluded from school.

Every student must present to the school proof of immunity against:

1. DPT ( Diphtheria, Pertussis, Tetanus)
2. Polio (IPV/OPV)
3. MMR ( Measles, Mumps, Rubella)
4. Hepatitis B
5. Varicella (chicken pox)
6. Tdap (incoming 6<sup>th</sup> graders)
7. Meningococcal conjugate vaccine (MCV4) (incoming 6<sup>th</sup> graders)

Any student who doesn't submit proof of immunity must receive the needed immunization. A Medical Exemption letter from the physician indicating an immunization is medically contraindicated will be accepted.

## **DENTAL EXAMINATIONS**

All students entering kindergarten, second and sixth grade are required to have a dental exam completed by a licensed dentist before May 15<sup>th</sup> of the school year. Forms are available in the school office or online at: <http://www.idph.state.il.us/HealthWellness/oralhlth/DentalExamProof10.pdf>.

## **VISION AND HEARING SCREENING**

The DuPage County Health Department Screeners comes to the school in the fall of each school year to complete the state mandated screening. Vision screening is completed in eighth grade, speech students, special education students, teacher requests, parent request and kindergarten students who were unable to get the state mandated eye exam completed. Hearing screening is completed for speech students, special education students, teacher request and/or parent request. If a student didn't pass either vision or hearing the DuPage County Health Department Screeners returns to the school in two weeks to rescreen those who initially failed. If after the second screening the student continues to fail in vision or hearing, parents will receive a letter and referral form for further testing with a professional physician.

Since this service is completed in the early fall, contact the school nurse when or if a concern arises with the student's vision or hearing during the school year. The school nurse can also complete the vision and hearing screening.

## **ABSENCE DUE TO ILLNESS**

Guidelines to follow when your student isn't feeling well:

- A temperature of 100 degrees or higher without giving medication such as Tylenol or ibuprofen. The student may return to school when they have been fever-free for 24 hours without the use of fever-reducing medication.
- Undiagnosed rash. A diagnosis from a physician will be required stating he/she isn't contagious and can attend school.
- Nausea, vomiting or diarrhea. The student may return to school after 24 hours with no further symptoms.
- Upper respiratory infection with persistent coughing, congestion or general fatigue.
- Conjunctivitis (pink eye) - white mucous discharge from the eye that is itchy and may leave crustiness on the eyelid.
- Lice - Itchy scalp together with whitish, grey nits that don't fall off the hair. Notify the school and treat the student with a lice removal product. The student needs to be treated before returning to school.
- A diagnosis of a communicable disease or infection; for example, chicken pox, strep throat, scarlet fever, etc. If medication is prescribed, the student needs to be on the medication and fever free for 24 hours before returning to school.

Call the school office at 630-893-3838 before 9 AM if the student will be absent on a given day. State the student's name, grade, teacher and the specific reason for the absence. If the student goes to see a physician, please bring a physician's note stating the diagnosis, treatment and when the student can return to school. If the student is absent for three or more days, a doctor's note is required to reenter school.

It is important and necessary for any student to recover from an illness. However when a student has a chronic illness or chronic absenteeism greater than 7 days, the parents will be receiving an attendance letter and a phone call from the principal, school nurse or social worker.

## **HEALTH SERVICES**

The health services at Medinah District 11 consist of one Illinois Certified School Nurse and a secretary/health aide at each of the schools. All minor injuries or accidents will be treated by the school nurse and/or health aide trained in First Aid. Parents/guardian will be contacted when necessary concerning the injury or accident. In the event of a major injury or accident, the school nurse will be notified immediately if not currently at that school location. Parents/guardian will be contacted with the assessment and recommendations for the student's safety. In case of an emergency, paramedics will be called. A staff member will accompany the student to the hospital and remain until a parent/guardian arrives.

## **MEDICATION**

It is the policy of the State of Illinois that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and wellbeing of the student. Sec. 10-22.21b Administration of Medication.

When a student is identified as needing to take medication during school hours the following steps are required. This is for both prescription and non-prescription (over the counter) medications, short term or long term. **NO EXCEPTIONS WILL BE MADE.**

1. Completion of the Medication Authorization Form from a licensed prescriber. This form is completed annually.
2. The Medication Authorization Form parent/guardian section is completed and signed by the parent/guardian.
3. Medication must be brought to school in the original bottle/package and appropriately labeled with the student's name, prescription number, medication name, correct dosage and administration route, licensed prescriber's name, pharmacy name, address and phone number.
4. Over the counter medication shall be brought to school in the original container with the manufacturer's original label.
5. Emergency medication such as an inhaler or Epipen, will be kept in the Health Office.
6. At Medinah Middle School the student may carry an inhaler for self-administration. The physician will complete the medication form indicating the student may carry the emergency medication and properly knows how to self-administer with the proper technique. This will be evaluated on an individual basis.
7. Daily medication shall be administered to the student by the certified school nurse. In the absence of the certified school nurse the certified secretary/health aide or school principal will administer the medication.
8. During field trips daily medication will not be given unless deemed necessary by the physician and the parent/guardian. Emergency medications will be sent with the student's teacher and instructions of using the medication given.

Communication between the certified school nurse, physician and parent/guardian will be ongoing throughout the school year. Proper documentation (as stated above) will be necessary for any medication changes or dosage changes. The parents/guardians will be responsible to pick up the medication at the end of the school year or at the termination of the medication. No medication will be stored over the summer. Any remaining medication will be disposed of according to school policy.



## **TEXTBOOKS**

Students are responsible for keeping textbooks and other rented materials in the same physical condition they were in when received except for normal wear. The student will be required to compensate the school district for these materials in case of their loss or damage. All textbooks are required to be covered at all times.

## **DISTRICT LIBRARY MEDIA OVERDUE/LOST/DAMANGE RESOURCES PROCEDURES**

Overdue Books: Students are responsible for all books checked out from the Library Media Technology Center (LMTC). Should any book not be returned by the date due further checkout privileges will be restricted until all overdue books have been returned to the LMTC. Students with overdue materials may be limited to one additional resource.

The library does not assess fines for overdue books. However, books *two months* overdue will be considered lost and the patron (student/parent or guardian) will be charged with the *full replacement cost*.

Lost/Damaged Resources: Library patrons are expected to reimburse the library for the full replacement price for lost books/resources. If lost books/resources are found within the same school year, the price paid will be refunded. No refunds will be given should the item be found after the last day of the current school year. Full replacement cost will be charged if an item is judged to be too damaged to be put back into circulation.

## **LOCKERS**

Each student will be assigned a hall locker. Lockers are the property of the school district. Students are not to open any locker other than their own. The school district will not accept responsibility for lost, stolen or damaged items stored in an unlocked locker. Each student is to take care to protect the combination to his/her locker. Lockers are to be kept neat and clean at all times. The student will be responsible for the interior and exterior of the locker. The school schedule provides a minimal passing period of two minutes to move between classes which normally would not allow students to go to their lockers between periods. As a result, students are expected to plan trips to their locker when time permits, such as before first period and before and after lunch.

Organizing trips to lockers is particularly important. Due to safety issues, backpacks, purses or bags of any kind are NOT allowed in the classroom. For the same reason, backpacks, purses or bags of any kind may not be left in the hallways or Commons area.

## **NOTIFICATION OF SCHOOL SEARCHES**

Students are hereby notified that in order to maintain order and security in the school, school authorities are authorized to conduct reasonable searches of school property, including school lockers, desks, storage facilities and other school property.

Furthermore, students have very limited expectations of privacy on school property and are hereby notified that, in order to further the school's interest in the educational needs and safety of all students, the school may search student property including bags, backpacks, clothing, purses or lunch boxes whenever the administration deems such necessary.

## **LOST AND FOUND**

The Lost & Found location is in the school office.

## **LUNCH AND MILK**

Students may bring lunch from home, or may purchase lunch through an outside vendor's lunch program. All students must remain in school for the lunch period. Personal situations requiring the student to leave school grounds for lunch should be brought to the attention of the principal. Milk will be available for purchase through the outside vendor's program.

## **PERSONAL ITEMS**

Do not bring iPods, portable DVD players, cameras, electronic games, etc., to school without written permission of a teacher. Do not bring valuables or carry more money than you normally need. Students themselves will be responsible for lost or stolen articles. All personal items (i.e., gym clothes, lunch bags and personal books) should be marked with identification in the event of loss.

No backpacks, purses or bags of any kind may be carried from class to class. These items must be placed in the student's locker upon arrival to school.

## **BICYCLES**

A bike rack is provided at the main entrance to the building. Students are required to walk their bikes onto and off school grounds when other students are present. Students should follow the rules of bicycle safety and must lock their bikes. The District will not be responsible for stolen or damaged bicycles.

## **CELL PHONES AND OFFICE TELEPHONE**

Cell phones may only be used before and after school. Using a cellular telephone, video recording device, personal digital assistant, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others is prohibited. At no time should any electronic devices (including cell phones) be used within a locker room or bathroom setting. All devices must be kept powered off and out of sight during the regular day. Failure to follow these rules may result in a disciplinary action. If a student must use the school telephone, permission must first be obtained from staff.

## **STUDENT DRESS**

The Medinah Middle School staff expects that children are more prepared to learn when they are appropriately dressed for school. At no time will "extreme" dress be tolerated. This includes ANY clothing which is revealing or distracting. The school administration will determine what constitutes extreme dress as a dress code violation. Cutoffs, tops which show bare midriffs, halters, tank tops and tops with thin or "spaghetti" straps are expressly forbidden. See-through or basketball-type jerseys are not permitted without a shirt underneath. Undergarments should not be visible. Head coverings and sunglasses are not to be worn by students in the building. Students must wear footwear at all times and bedroom-type slippers are not allowed. Pants or jeans with inappropriate rips or holes will be considered a dress code violation. Skirts and shorts should reach below fingertips when arms are extended down, otherwise they will be considered a dress code violation. Garments depicting, beer, alcohol, gang symbols or drugs, as well as garments with sexually implicit/explicit or obscene messages and any other images or messages deemed inappropriate or "extreme" will be considered a dress code violation and are not permitted at school or school-sponsored activities. Students whose clothing is not appropriate for school will be required to change into school-provided clothing.

## **VISITORS**

All visitors including parents/guardians are required to report to the school office upon entering the building. The school reserves the right to limit guests depending on the school activities planned and time of year.

## **REMAINING AFTER SCHOOL**

At times it may be necessary for students to remain at school after the 3:30 PM dismissal. In addition to remaining for clubs or activities, students may be required to remain for tutoring or attending a conference with teacher(s). Teachers will notify parent/guardian by phone or letter on those days the student will remain at the teacher's request. Students who are regular bus riders are to arrange transportation home. There are no buses after 3:30 PM dismissal. Students remaining after school must be under direct supervision of a staff member.

## **EARLY DISMISSAL**

Students are not permitted to leave school grounds during the day without permission from the office. Individual written requests for early dismissal are to be brought to the office prior to first period on the day early dismissal is necessary. Before leaving the building students must report to the office and remain there until they are picked up by their parent/guardian. Parent/guardian must sign a release form in the office before removing their child from the school.

## **DIFFERENTIATED INSTRUCTION**

Teachers are expected to provide for individual instruction differences using classroom and district-required data such as the M.A.P. (Measures of Academic Progress), and other classroom assessments. An **accelerated** program in Algebra is offered for 8<sup>th</sup> grade students who meet the specific criteria in the spring of the 7<sup>th</sup> grade year.

## **PHYSICAL EDUCATION**

The Physical Education Department will allow a student to be excused from PE activity for a period of one day upon receipt of a written note from parent/guardian. Excuses for a period greater than one day require a doctor's note specifying the length of time. Students excused from class may be required to make up the missed time at a future date.

## **PAWS CLUB (Positive Acts of Wildcat Service)**

Medinah Middle School's PAWS (Positive Acts of Wildcat Service) Award is a merit-based recognition given to students who distinguish themselves in service to their community. The distinction is achieved by earning a total of 30 hours, devoted to at least two separate service activities, over the course of a student's MMS career. The award, a PAW patch of athletic construction, can be sewn onto clothing or displayed and is given to students after attaining the hours required. This paw signifies them as members of a dedicated group that chooses to devote a significant portion of their time to helping others. In order for students to receive credit for the hours, an approved form **MUST** be completed and returned to the office. Incomplete or non-legible forms will not be accepted.

## **HOMEWORK**

All students are assigned homework regularly in order to supplement and reinforce classroom learning. Students should take advantage of time available through supervised study to work on assignments and see teachers for any extra help that they may need in order to complete their work. Students are also expected to record their assignments in their assignment notebook and budget their study time appropriately. Questions concerning homework policies and procedures should be directed to individual classroom teachers. Students will be given make-up work upon return from non-sanctioned vacations. No homework will be given prior to vacations.

## **GRADING SYSTEM**

The following is the grading system at Medinah Middle School. We have four grading periods, or quarters, per year for all classes. Students receive an academic letter grade and a numeric grade for effort and behavior in every subject.

### **ACADEMIC GRADE**

- A - Excellent
- B - Commendable
- C - Satisfactory
- D - Less Than Expected
- F - Failing/Unsatisfactory
- I - Incomplete (two weeks to make up work or the I becomes an F)
- M - Medical

### **CITIZENSHIP**

- 4 - Commendable
- 3 - Acceptable
- 2 - Needs Improvement
- 1 - Unacceptable

**Citizenship includes effort, behavior and Social/Emotional Learning (SEL) components. Citizenship criteria will be determined by the following in each class:**

- On task/follows directions
- Participates
- Assignments completed on time (included absent work/daily work)
- Quality of work demonstrates effort in neatness and accuracy
- Comes prepared to class with necessary materials
- Demonstrates respect for school personnel, classmates and school property/materials
- Follows school and classroom rules

## **INTERIM REPORTS**

Interim reports will be mailed for any class in which a student is receiving a D or F at the mid-point of each quarter. These reports inform students and parents/guardians of progress in each class. Please continue to monitor your student's grade throughout the school year on-line through PowerSchool. If you need help logging into your account please contact the office.

## **HONOR ROLL**

The grading system is as follows:

- 100-90 = A = 4 points
- 89-80 = B = 3 points
- 79-70 = C = 2 points
- 69-60 = D = 1 point
- 59- 0 = F = 0 points

At the end of each grading period, the school calculates each student's grade point average (GPA). The school converts each letter grade into the number of points, adds the total points from all grades earned, and divides the total points earned by the total number of grades. If the student has a grade point average of:

- Gold Honor Roll = grade point average of 3.75 or better.
- Silver Honor Roll = grade point average of 3.4 to 3.74 (with no grades of D or F)
- Bronze Honor Roll = grade point average of 3.0 to 3.39 (with no grades of D or F)

## **BOARD OF EDUCATION-STATE POLICY REGARDING PROMOTION/GRADUATION**

We expect all students to successfully complete their academic experiences at Medinah Middle School. Students who experience difficulties in their academic classes will be involved in staff and parent conferences to address the difficulty.

Current state law requires that no student shall be promoted to the next higher grade level based upon age or any other social reason not related to academic performance. The decision to promote or retain students to the next grade level will be based upon the promotion matrix.

Details and information regarding the District's promotion policy are available from the principal.

## **GRADUATION**

We look forward to all 8<sup>th</sup> grade students participating in the special activities that will be planned to celebrate the end of the school year. Some students, however, may not be able to attend for a variety of reasons; these will be communicated via letters throughout the school year.

## **EXTRA-CURRICULAR GRADE REQUIREMENTS**

Participation by a student in extra-curricular activities is a privilege. A student may not have any F's and no more than two D's allowed in order for a student to continue to participate in extra-curricular activities. Student's grade will be checked weekly on Friday or the last day of the school week. A student who receives an F or more than two D's will be placed on probation and given one week to bring up his/her grades. If the student's grades do not meet the above criteria by the first day of the next week, then the student will be suspended from the activity until the following week's grade check. The suspension will continue until such time as the above criteria are met. Depending on a coach/parent agreement the student may practice but may not play in an extra-curricular or athletic activity while on academic suspension. Any deviation from the above rules will be determined by the building administration in consultation with the coach/club sponsor and grade-level teams.

## **EXTRA-CURRICULAR/ATHLETIC INELIGIBILITY**

Extra-curricular and athletic activities enhance the student's educational experience. However, the academic program and behavioral compliance is our first priority. Unless other arrangements are made through teachers and/or administrators, students must serve detentions prior to participating in extra-curricular or athletic events on a specified day. Once a student has completed a detention or a school assignment, they will be allowed to proceed to their event. Students who are serving in-school or out-of-school suspension will not be allowed to participate in extra-curricular or athletic events on the day or days of the suspensions. Parents will be notified by the teacher, administrator or coach prior to the extra-curricular or athletic event.

## **EXTRA-CURRICULAR FEES**

Fees for extra-curricular activities must be paid in full prior to the second meeting for each extra-curricular activity or the student will not be allowed to participate. Students may not sign up for additional extra-curricular activities until the previous activity has been paid for in full. Students may not participate in the next school year if there are any unpaid balances from the previous school year.

## **RULES FOR SPECTATORS AND PARTICIPANTS AT EXTRA-CURRICULAR ACTIVITIES**

Students must abide by the following rules for home games and events:

- If you walk outside the building, you must be escorted by your own parent or guardian to re-enter. If you need to call your parent or guardian and your phone needs to be taken outside for better reception, you must first obtain permission and supervision from an MMS staff member.
- No talking on cell phones in the gym. You may text, but you must go to the commons for conversations. Also, please be sure to set the ring tone to vibrate or silent.
- Students must have been in school by 12:00 PM (noon) in order to attend a game or event.
- Detentions must be served before attending a game.
- Good behavior is expected. Be considerate and respectful to our athletes, our guests and the other team.
- No electronic devices, such as but not limited to, handheld video games or iPods.
- No food or drinks in the gym. You may purchase snacks and drinks from the vending machine or bring your own, but they must be eaten in the Commons area during half time or in between games.
- Directions from supervisors must be followed at all times.
- If the game is over and your ride home will not arrive on time, please tell an MMS staff member. Rides should be here no later than 5:45 PM.

Students attending away events must be accompanied by a parent or legal guardian. Students who are insubordinate or disruptive may be asked to leave the school premises. Police action may result depending on the seriousness of the disruption or insubordination.

## **ANTI-BULLYING POLICY**

School District 11 takes seriously the issue of bullying and encourages active reporting to school officials and administration of such incidents. A full copy of the School District 11 Anti-Bullying Policy is available at the Administrative Office and all schools.

## **ERIN'S LAW**

The Center for Disease Control estimates that approximately 1 in 6 boys and 1 in 4 girls are sexually abused before the age 18. All school employees have been trained in, and watch for, signs of child abuse. In addition, they are all mandated reporters. Parents play a vital role in protecting children. Please consider the possibility of sexual abuse when a child exhibits any of the following behaviors. These indicators include but are not limited to:

- Regressive behaviors depending on age (e.g. return to thumb sucking or bed wetting)
- Reluctance to be left alone with a particular person or people
- Sexual knowledge, language, and/or behaviors that are unusual and inappropriate for their age
- Withdrawn behavior
- Difficulty walking or sitting
- Angry outbursts
- Anxiety or depression
- Propensity to run away
- Pregnancy or contraction of a venereal disease, particularly if under age 14

Contact DCFS (1-800-25ABUSE) or 911 immediately if you suspect sexual or physical abuse or neglect of any child.

## **SCHOOL DISCIPLINE PROCEDURES**

The purpose of the school discipline procedures at Medinah Middle School is to instill a sense of pride and responsibility in the individual student.

These guidelines do not define all types and aspects of students' behavior, but rather focus on basic areas to help each student conduct himself in a proper manner. To achieve this purpose demands a spirit of cooperation among students, teachers, administrators and parents/guardians to promote a school climate conducive to effective learning.

## **BUS SERVICE AND BEHAVIOR**

Riding a school bus is not a right, but a privilege, and as such the following rules must be followed:

- The bus driver is in charge of the bus and must be obeyed.
- Stay off the roadway while waiting for the bus and behave in a safe manner.
- Board the bus in a single file line.
- Move quickly to your seat, but do not run.
- Remain seated at all times.
- Do not put hands or arms through open bus windows.
- Talk in a normal tone of voice.
- Do not throw paper or rubbish on the floor.
- Do not eat on the bus.

Parents will be held responsible for damage to the bus done by their child.

Drivers have the authority to write a "Bus Incident Report" for misbehavior on the bus. The following consequences may be imposed: student conference, warning letter sent to parent/guardian, detention or suspension depending on the disciplinary infraction. A serious infraction may lead to an immediate suspension of bus-riding privileges. Under no circumstances is a student excused from school for a bus suspension.

## **MAJOR GROSS MISCONDUCT**

Effective school research indicates quite clearly that student academic achievement is enhanced, even accelerated, in a safe, orderly school environment. Progressive discipline will usually be administered when a student repeatedly violates school expectations. However, if a student commits any one of the five following infractions, the incident will be investigated and discipline imposed when appropriate:

- Physical fighting.
- Swearing.
- Verbal put-downs.
- Disruptive acts.
- Gross insubordination.

All due process protections set forth in Board policies regarding suspensions, expulsions and the discipline of special education students will be followed.

The District's discipline policy sets forth with specificity the behaviors that are considered to be gross disobedience or misconduct. Discipline and/or the consequences for inappropriate behavior will be dependent on the frequency and seriousness of the offense. Repeated acts of misconduct or certain acts of misconduct may result in a recommendation for an expulsion hearing before the Board of Education or its designated hearing officer. The following level system is only a guideline for behavior.

**Level One:** Disruptive behavior, inappropriate language, disrespect, insubordination, cheating, plagiarism, lack of preparedness or tardies. **Potential discipline:** Conference or consequences by classroom teacher.

**Level Two:** Physical fighting, stealing, forgery, verbal or written threat, insubordination. **Potential discipline:** Administrator conference or consequences which may include suspension or expulsion.  
**Level Three:** Sexual harassment, vandalism, gross insubordination, or any level one or two behavior, depending on the circumstances. **Potential discipline:** Administrative conference or consequences. Misconduct may result in warnings, conferencing, detentions or suspensions in or out of school or expulsion.

Violations of the Discipline code may result in police action.

### **CLASSROOM TEACHERS' RESPONSIBILITIES**

The teaching staff at Medinah Middle School will deal with the discipline of their respective classes. Teachers will review their expectations for acceptable behavior with their students. If a student's behavior is objectionable, the teacher will determine the appropriate method of intervention. The teacher may use any one or combination of the following:

- Identify the objectionable behavior and make the student aware it is unacceptable.
- Conference with the student alone or with other support personnel.
- Assign a disciplinary consequence such as an after-school detention.
- Contact the parent to confer by phone or in person to seek adjustment in the student's behavior.
- Conference with appropriate school support personnel to seek additional intervention strategies.
- Refer the student in writing to the principal with appropriate documentation of the reasons for the referral.

Types of behaviors which are deemed objectionable include, but are not limited to, the following: In-class disruption to the learning process; failure to follow teachers' direction concerning assignments, safety, or in-class activities; copying or cheating on assignments or evaluations; coming unprepared to class and tardiness to class. Failure to serve teacher or administrator-issued detentions may result in a suspension from school.

### **PRINCIPAL'S RESPONSIBILITIES**

If a student's behavior continues to be inappropriate or is of a more serious nature, a written referral to the administration will be made by the teacher for Level 2 or Level 3 violations.

In general, the principal may proceed according to the disciplinary guidelines reported to students and parents/guardians.

- Time-outs from the classroom may result in a referral being issued.
- One written referral: Conference with the student and written disciplinary referral sent home for parent/guardian signature, in addition to possible detention or suspension.
- Any further referral within 15 school days may result in a one-day in-school time out or an out-of-school suspension. When detentions, in-school time outs or out-of-school suspensions are issued, a conference with a parent/guardian may be required prior to the student's re-admission to school.
- A Saturday detention may be issued for misbehavior. They will occur on designated Saturdays. Students must serve from 8 AM until 10 AM. Students are denied admittance if they do not arrive on time and bring sufficient study materials. Failure to follow the rules of Saturday detentions may result in a suspension from school. Once a specific date is assigned and the student notified, failure to report to Saturday detention may lead to an out-of-school suspension. Parents will also be notified regarding Saturday detentions. Saturday detentions are assigned at the discretion of the administration.
- Further non-compliance with school guidelines may result in a referral to the Board of Education for a hearing to recommend expulsion from school for the remainder of the school term.
- Appeals: Suspension may be appealed to the Superintendent and/or his designee, the Board of Education or a hearing officer appointed by the Board.



NOTE: A serious infraction or behavior may lead to immediate, in-school time out or out-of-school suspension or referral to the Board of Education.

Major disciplinary infractions include:

- Cutting school and/or class
- Fighting
- Two or more disciplinary referrals
- Defiance of teachers' directions
- Actions resulting in any form of suspension
- Forgery of parent/guardian signature
- Disrespectful or harmful actions directed to another student, i.e., bullying
- Plagiarism

In-school time out and out-of-school suspension are the exclusion of a student from class (in-school timeout) or school (out-of-school suspension) for a period of time not to exceed ten (10) school days by summary action of the superintendent or the principal. Students may not participate in or attend extra-curricular activities while under suspension. Expulsion and/or arrest may be considered.

Actions, which may result in in-school time out or out-of-school suspensions, expulsions and/or arrest include:

- Repeated incidents of cutting school
- Possession of or use of tobacco
- Major or repeated fighting
- Possession of firecrackers
- Insubordination
- Disrespectful or harmful actions directed toward a staff member
- Major vandalism of school, transportation company or personal property
- Theft
- Repeated violations of school guidelines leading to two (2) or more referrals
- Threats of physical harm to other students or staff
- Any aforementioned infraction

### **WEAPONS POLICY**

A student, while on school property, on a school bus or at any school sponsored activity shall not: possess or cause to be brought to school, or to any type of school-sponsored activity, firearms, knives, lethal weapons, and/or disabling devices (mace, pepper gas, laser pens, etc.) of any type; potentially dangerous objects or substances; or look-alike weapons.

Board policy requires *immediate* suspension and consideration of expulsion for students, regardless of age, who are in possession of such objects.

## **DRUG, ALCOHOL AND TOBACCO USE EDUCATIONAL PROGRAM**

The school program should focus primarily on prevention through instruction. Intervention and treatment should be handled through parent/guardian intervention and referral to resources in the community which have the expertise and facilities for this task. Prevention aspires to help students through an educational process, to make wise personal decisions about all matters of health, with emphasis in this case, on substance abuse. Thus, in order to establish a proper foundation of healthy attitudes and habits, it is important that substance abuse education be initiated during the elementary and middle school experience. Desirable characteristics such as establishing confidence in oneself, resolving stress, acting independently and developing responsible relationships with peers are outcomes to be developed by youth if they are to function effectively in a modern, complex society.

## **SUBSTANCE ABUSE**

Any students found using, under the influence of, or in possession of, alcohol, drugs, look-a-likes, other controlled substances or other dangerous substances at any time on school property or while participating in any school-sponsored activity, whether on or off school property, may be taken before the Board of Education for consideration of expulsion.

## **TOBACCO USE**

Board of Education policy prohibits the possession of or use of tobacco by any student on school property or on school buses at any time or while participating in any school-sponsored activity, whether on or off school property. A student found in possession of or using tobacco will be charged with a major offense and receive appropriate disciplinary measures.

## **REFERRAL TO THE BOARD OF EDUCATION**

Only the Board of Education has the authority to expel a student from school. If a student consistently refuses to conform to school policies and regulations, the principal may recommend to the superintendent that the individual be referred to the Board of Education for consideration of expulsion.

Actions which may result in referral to the Board of Education include:

- Possession of a weapon (See Weapon Policy)
- Possession, use or attempted sale of alcohol or controlled substances on school property or during school-related activities
- Actions which repeatedly or seriously endanger the health and/or safety of others.
- Repeated refusal to conform to school guidelines after referrals, parent conferences and program adjustments.
- Any level one or two infraction depending on the circumstances.

## **DUE PROCESS, SUSPENSIONS AND EXPLUSION**

To ensure that the student receives fair treatment consistent with federal and state laws, student expulsions and the discipline of special education students must be pursuant to the due process protections set forth in the Board policies.



## Acceptable Use Policy

All use of the District's electronic network must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Internet Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

## Authorization for Internet Access

Each staff member must sign the District's *Authorization for Internet Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Internet Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

*Revised – 12/17/07*

*1<sup>st</sup> Reading – 1/24/08*

*Final & Approved – Feb. 2008*