

# **Monticello Middle School**



**Student  
Handbook  
2017 - 2018**

## TABLE OF CONTENTS

R.E.S.P.E.C.T. ....	6
MISSION STATEMENT FOR MONTICELLO MIDDLE SCHOOL .....	7
GENERAL SCHOOL INFORMATION .....	7
VISITORS .....	8
INVITATIONS & GIFTS.....	8
EQUAL OPPORTUNITY AND SEX EQUITY .....	8
MONTICELLO MIDDLE SCHOOL .....	9
MIDDLE SCHOOL OFFICE PERSONNEL.....	9
MIDDLE SCHOOL INSTRUCTIONAL STAFF .....	9
SCHOOL-LEVEL PARENTAL INVOLVEMENT COMPACT .....	9
NOTICE TO PARENTS REGARDING SPECIAL SERVICES .....	10
ACCOMMODATING INDIVIDUALS WITH DISABILITIES .....	10
HOMELESS CHILD'S RIGHT TO EDUCATION .....	11
FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES.....	11
MEDICAL INFORMATION .....	12
CARE OF STUDENTS WITH DIABETES .....	12
MEDICATIONS.....	12
VISION & HEARING SCREENING.....	13
HOME AND HOSPITAL INSTRUCTION.....	13
STUDENTS WITH FOOD ALLERGIES .....	13
SUICIDE AND DEPRESSION AWARENESS AND PREVENTION .....	14
SCHOOL VOLUNTEERS.....	14
TREATS & SNACKS.....	14
EMERGENCY SCHOOL CLOSINGS.....	15
DISCIPLINE .....	15
STUDENTS RIGHTS AND RESPONSIBILITIES .....	15
BEHAVIOR EXPECTATIONS .....	15
MONTICELLO CUSD #25 DISCIPLINE POLICY .....	15
PREVENTING BULLYING, INTIMIDATION, AND HARASSMENT .....	16
PROHIBITED STUDENT CONDUCT .....	17
DISCIPLINARY MEASURES.....	21
CORPORAL PUNISHMENT .....	22
WEAPONS PROHIBITION.....	22
GANG & GANG ACTIVITY PROHIBITED.....	22
RE-ENGAGEMENT OF RETURNING STUDENTS .....	23

DETENTION .....	24
DETENTION – MISSED .....	25
DISCIPLINE – SATURDAY SCHOOL.....	25
DISCIPLINE – REMOVAL FROM CLASSROOM.....	26
DISCIPLINE – FIGHTING .....	26
NETWORK AND INTERNET ACCESS FOR STUDENTS .....	27
COMPUTER USAGE.....	27
NETWORK AND INTERNET USAGE AGREEMENT.....	27
TERMS AND CONDITION.....	27
BUS INFORMATION.....	31
BUS LOCATION.....	31
BUS TRANSPORTATION .....	31
STUDENT INFORMATION .....	33
SCHOOL DRESS CODE / STUDENT APPEARANCE .....	33
SEARCH AND SEIZURE .....	34
STUDENT RECORDS.....	35
BREAKFAST / LUNCH / CAFETERIA.....	35
LEAVING SCHOOL FOR LUNCH .....	35
CAFETERIA BEHAVIOR.....	36
ATTENDANCE .....	36
TARDIES .....	36
REPORTING ABSENCES .....	36
MAKE-UP WORK.....	37
VACATIONS .....	38
PROLONGED ABSENCES DUE TO ILLNESS .....	38
DOCTOR AND DENTAL APPOINTMENTS.....	38
LEAVING SCHOOL .....	38
ATTENDANCE REGULATIONS.....	38
EXCESSIVE ABSENTEEISM.....	38
GENERAL INFORMATION .....	39
LOST AND FOUND.....	39
CELLULAR PHONE USE POLICY .....	39
TELEPHONE USE .....	39
BICYCLES / SKATEBOARDS / ROLLERBLADES / HEELEYS.....	39
CARE OF BUILDING / GUM CHEWING .....	39
FIRE AND DISASTER DRILLS .....	39
ACADEMIC INFORMATION .....	40
ILLINOIS TEXTBOOK LOAN PROGRAM .....	40
STANDARDIZED TESTING .....	40
HOMEWORK.....	41

GRADE REPORTS .....	41
GRADE REQUIREMENTS / RETENTION .....	41
ACADEMIC SUPPORT PROGRAM.....	41
GRADING SCALE .....	42
GRADE PERCENTAGES .....	42
CORE CLASSES.....	42
NON-CORE CLASSES .....	42
HONOR ROLL REQUIREMENTS .....	42
HIGH HONORS .....	42
HONORS.....	42
COURSE OFFERINGS.....	43
CORE CURRICULUM .....	43
GO MATH – ACCELERATED MATH – 7 <sup>TH</sup> GRADE .....	43
ALGEBRA – 8 <sup>TH</sup> GRADE.....	43
COMPUTERS.....	43
COMPUTER LABS.....	43
CAREERS .....	44
HEALTH.....	44
ART.....	44
STUDY SKILLS.....	44
PHYSICAL EDUCATION .....	44
MEDIA.....	44
OVERDUE POLICY .....	45
MUSIC DEPARTMENT .....	45
CHORAL MUSIC .....	45
INSTRUMENTAL MUSIC.....	45
MUSIC DROP POLICY.....	45
STUDENT SERVICES .....	46
SOCIAL WORK AND COUNSELING SERVICES.....	46
TUTORIAL.....	46
EXTRA-CURRICULAR ACTIVITIES.....	46
NIGHT ACTIVITY ATTENDANCE .....	46
ACTIVITIES.....	47
SPEECH CONTEST .....	47
TALENT SHOW .....	47
SCHOLASTIC BOWL TEAM .....	47
STUDENT COUNCIL.....	47
STUDENT DANCES .....	47
ATHLETICS .....	48
EXTRACURRICULAR FAN CONDUCT .....	48
PARTICIPATION POLICY .....	48

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES .....	49
TEAM LIMITS.....	50
CHEERLEADERS.....	50
ELIGIBILITY .....	50
MONTICELLO COMMUNITY UNIT SCHOOL DISTRICT NO. 25 EXTRACURRICULAR CODE.....	51

## R.E.S.P.E.C.T.

Monticello Middle School, as a staff and student body, is committed to working together to produce the highest academic and social standards. We use the guidelines of RESPECT to establish our school goals for discipline and conduct. Students at Monticello are showing RESPECT in the classroom, hall, lunchroom, restroom, on the bus.

- R.** Responsibility is being accountable and answerable for your own actions and belongings.
- E.** Etiquette is displaying consideration for others, manners and a positive attitude.
- S.** Safety is freedom from danger or harm - the feeling of security.
- P.** Pride is a good feeling of accomplishment and a sense of self-esteem.
- E.** Encouragement is helping others to become their very best every day.
- C.** Character is a life-long process of building a personhood displaying and embracing truthfulness, compassion, peace, sincerity, perseverance and tolerance.
- T.** Team Effort is people working together for success as partners, friends or family.

The Monticello C.U.S.D. #25 Board of Education grants administration the right, where appropriate and applicable, to modify appropriately rules and policies to best fit a given situation of unusual circumstances in order to preserve the safety, order, and discipline of the district and the welfare of children. This shall also be read to include those situations not specifically covered by policy or handbook.

## **MISSION STATEMENT FOR MONTICELLO MIDDLE SCHOOL**

Monticello Middle School is a student-centered environment that fosters the development of lifelong learning skills. We provide a comprehensive, high quality education that enables students to accept personal responsibility and to meet the challenges of a changing world.

### **GENERAL SCHOOL INFORMATION**

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website [www.sages.us](http://www.sages.us) or at the Unit office, located at:

#2 Sage Drive  
Monticello, IL 61856

The School Board governs the school district, and is elected by the community. Current School Board members are:

Gary Huisinga, President  
Kevin Frye, Vice-President  
Wendy Norvell, Secretary  
Zach Hillard, Member  
Kate Himes, Member  
Sarah Ross, Member  
Marc Sheppard, Member

The School Board has hired the following administrative staff to operate the school:

Dr. Victor Zimmerman, Superintendent  
Jeanne Handley, Principal  
Denise Troester, Assistant-Principal  
Dan Sheehan, Activities Coordinator

The school is located and may be contacted at:

2015 East Washington Street  
Monticello, IL 61856  
Office – (217) 762-8511 ext. 3290  
Fax – (217-762-7765

## **VISITORS**

All visitors, including parents and siblings, should enter through the front door of the building and activate the security entry system in order to gain access to the building. Once inside, please proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as guests and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive

## **INVITATIONS & GIFTS**

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home. The office is unable to release addresses and phone numbers of students.

## **EQUAL OPPORTUNITY AND SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Jeanne Handley or Adam Clapp at (217) 762-8511.



**MONTICELLO MIDDLE SCHOOL  
FACULTY AND STAFF  
2017 – 2018**

**MIDDLE SCHOOL OFFICE PERSONNEL**

Jeanne Handley	Principal
Denise Troester	Assistant Principal
Charlotte Schroeder	Secretary
Cody Tiedemann	Secretary

**MIDDLE SCHOOL INSTRUCTIONAL STAFF**

Amanda Allen	Instrumental Music	Tricia Shaw	Vocal Music
Kim Allison	Art	Samantha Shores	7 <sup>th</sup> Science
Leigh Anderson	6 <sup>th</sup> Language Arts	Jennifer Smith	8 <sup>th</sup> Science
Andrea Bailey	6 <sup>th</sup> Social Studies	Katherine Sokolowski	7 <sup>th</sup> Language Arts
Ashley Barnes	Speech	Melanie Stripens	7 <sup>th</sup> Language Arts
Christy Benedict	6 <sup>th</sup> Math	Nick Walsh	7 <sup>th</sup> Social Studies
Marissa Brewer	6 <sup>th</sup> Language Arts	Marva Weisenborn	Computers
Jill Clodfelter	Social Services	Amy Wolfe	Special Education
Christine Dickerson	Physical Education	Cherri Wright-Vezina	Special Education Aide
Lois Doherty	Media Specialist		
Michelle Dozier	Special Education Aide	<b><u>CAFETERIA / CUSTODIANS / Crossing Guard</u></b>	
Tristin Duffy	Special Education	TBD	Cook
Peg Finson	Media Aide	Alice Barnhart	Cook
Nicki Graham	8 <sup>th</sup> Language Arts	Deb Rear	Head Cook
Bryan Hartman	8 <sup>th</sup> Math	Billie Sinclair	Supervisor
Benjie Haugen	8 <sup>th</sup> Language Arts	Theresa Valentine	Cook
Cindy Heiniger	6 <sup>th</sup> Science	Wilbur Jones	Custodian
Micki Henrard	Special Education	Bruce Manuel	Custodian
Amy Hoss	Hlth/Careers/Study Skills	Ron Munds	Custodian
Brenda Lambert	Special Education Aide	Nicole Sigler	Crossing Guard
Sheila Lanker	School Nurse		
Emma Reinbold	Special Education		
Adam Rosenbery	Physical Education		
Allison Saldaris	7 <sup>th</sup> Math		
Christopher Saldaris	8 <sup>th</sup> Social Studies		

**SCHOOL-LEVEL PARENTAL INVOLVEMENT COMPACT**

- Parents should be aware that positive behavior and academic achievement originate in the home. It is the obligation of parents, by teaching and example, to develop in the child good habits of behavior as well as positive attitudes toward school.
- Each school in Monticello CUSD #25 will provide students and parents will a copy of the school's rules. Parents should be fully aware of all school rules and interpret them to their children.
- Parents are responsible for knowing the student's obligation in attending school. In the event of a student's absence, the parent shall notify the school via phone or

prearranged note. Unless the school has been previously notified about an absence, the school will attempt to contact the parent concerning the absence.

- Parents will be provided with academic progress reports and report cards quarterly. Parents are urged to keep in contact with the school regarding any disciplinary action and/or academic achievement in regard to their child.
- Parents should work with the school in carrying out recommendations made in the best interest of the child.

## **NOTICE TO PARENTS REGARDING SPECIAL SERVICES**

The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, required under the Individuals with Disabilities Education Act (“IDEA”) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s Rules and Regulation to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of a disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student’s parents(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student’s parent(s)/guardian(s), and representation by counsel, and a review procedure.

## **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

## **HOMELESS CHILD'S RIGHT TO EDUCATION**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

### **FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The Unit Office will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The Unit Office will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the Unit Office.

## MEDICAL INFORMATION

Any new students to the Monticello Unit Schools are required to have a physical exam including all required immunizations. All students new to Monticello School must also have a copy of their birth certificate on file in the school office. Failure to comply with H.B. 2301 concerning immunizations will result in the child being excluded from school. Note that proof of mumps immunization is now also required. All fifth graders must have a Hepatitis B Immunization.

### CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

### MEDICATIONS

If a student needs to take medication during the school day, the medication **must** be kept in the school office. The student is responsible for reporting to the office at the time specified. A secretary or an administrator will monitor the student's medication, and the date and time recorded when the student takes the medication

Only those medications, which are necessary to maintain the child in school and must be given during school hours, shall be administered. The licensed prescriber and parent/guardian shall adjust medication administration time for students so that medications can be administered at home when possible. It is recommended that all medications to be taken at school be brought to the school office in the prescription container for administration by school personnel. A written request shall be provided by the parent/guardian requesting the medication(s) be given during school hours. The request must include the parent's/guardian's name and phone number in case of emergency. It is the parent's/guardian's responsibility to assure that the written request, the licensed prescriber, and medication(s) are brought to the school office. Changes in medication shall have written authorization from the licensed prescriber. The parent/guardian will be responsible for removing the child's unused medication from the

school at the end of the treatment. If a parent/guardian does not pick up the medication by the end of the school year, the principal will dispose of, and document, that medications were discarded.

## **VISION & HEARING SCREENING**

Vision Screening is done, as mandated, for children during the school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school, or **IF** parents object on documented religious grounds. This notice is not a permission to test and does not need to be returned. Vision screening is not an option. If a vision examination report is not on file at the school for your child, he or she is in the mandated group and will be screened.

## **HOME AND HOSPITAL INSTRUCTION**

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact: Jeanne Handley, Principal.

## **STUDENTS WITH FOOD ALLERGIES**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 762-8511 ext. 3290.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

## **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

## **SCHOOL VOLUNTEERS**

All school volunteers must complete the "Volunteer Application" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteer coaches are required to submit a "Volunteer Application", must be ASEP Certified, and approved by the Board of Education.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## **TREATS & SNACKS**

Due to health concerns and scheduling, treats and snacks for any occasion must be **arranged in advance with the classroom teacher**. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

## **EMERGENCY SCHOOL CLOSINGS**

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 7:00 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled.

## **DISCIPLINE**

### **STUDENTS RIGHTS AND RESPONSIBILITIES**

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

### **BEHAVIOR EXPECTATIONS**

Monticello Middle School sets high behavior expectations for students. The purpose of establishing a discipline procedure is to ensure proper behavior and maintain the integrity of the academic mission of the school. Every teacher should have the opportunity to teach and every student afforded the opportunity to learn. The full intent of a discipline program is to improve student behavior. The principal shall have discretion regarding consequences for a student as deemed necessary and appropriate. Students must be held accountable for their behavior.

### **MONTICELLO CUSD #25 DISCIPLINE POLICY**

As a student in our District you will want to take full advantage of your right to an education. An important part of that education is the right to make decisions, and the responsibility to accept the results of those choices. To protect your rights and rights of others, student discipline guidelines have been established. It is hoped that during your years in our district you will make wise decisions and use your classes, programs, and activities to the fullest. The following guidelines consist of Unit policies applicable to all students in the district and specific policies applicable to the school in which you attend.

Student Discipline Guidelines will be explained to students the first day of school and upon enrollment for students moving into the district after school has started. An acknowledgment of receipt and review of those policies will be required in the form of

signatures by student and parent on an appropriate form to be returned to the appropriate school office.

## **PREVENTING BULLYING, INTIMIDATION, AND HARASSMENT**

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.



Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

**Nondiscrimination Coordinator:**

Emily Weidner – White Heath School  
Name  
300 W. High St.  
Address  
White Heath, IL 61884  
217-762-8511 Ext. 4260  
Telephone

**Complaint Managers:**

Jeanne Handley – Monticello Middle School  
Name  
2015 E. Washington St.  
Address  
Monticello, IL 61856  
217-762-8511 Ext. 3290  
Telephone

Adam Clapp – Monticello High School  
Name  
1 Sage Drive  
Address  
Monticello, IL 61856  
217-762-8511 Ext. 1210  
Telephone

**PROHIBITED STUDENT CONDUCT**

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.

- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless

otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

#### When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

## **DISCIPLINARY MEASURES**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

## **CORPORAL PUNISHMENT**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

## **WEAPONS PROHIBITION**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

## **GANG & GANG ACTIVITY PROHIBITED**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

## **RE-ENGAGEMENT OF RETURNING STUDENTS**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

## **REQUIRED NOTICES**

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

## **DELEGATION OF AUTHORITY**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

## **STUDENT HANDBOOK**

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

### **DETENTION**

The following is a list of the rules that will be enforced during the session for any student assigned to serve a detention.

1. Detention will meet from 3:25 p.m. until 4:00 p.m.
2. Students are expected to be in the designated area for Detention with all their materials by 3:25 p.m. Students who arrive late may be issued a detention for tardiness.
3. Students who fail to serve a detention may be assigned two more detentions.
4. Students may be asked to leave detention for violation of any rules or for poor behavior or poor attitude. If a student is asked to leave detention, they may be assigned a Saturday school detention, In-School suspension, or an Out-of-School suspension.
5. Eating or drinking in detention is not permitted.
6. Students must bring with them all materials needed to study during the assigned time. Students are not permitted to leave the detention for any reason except at the discretion of the supervisor.
7. Students may speak only with the supervisor.
8. Sleeping will not be tolerated.
9. Students are to study and/or read school materials (textbooks, assigned novels) during their time in detention. There will be no drawing or "doodling" unless it is assigned class work.

Parents/Guardians will be notified at least one day in advance. An email or phone call to the parent may waive the one-day notification requirement.

After a student receives three detentions, further disciplinary consequences may occur, such as Saturday School, In-School Suspension, or Out-of-School Suspension.

Teachers may issue detentions for behavior such as, but not limited to:

1. Insubordination
2. Harassing behaviors
3. Inappropriate language
4. Violation of classroom rules



## 5. Gross disobedience or Misconduct

However, in some situations the offense could be of such a serious nature that suspension or expulsion could be considered.

If a student threatens any students, school district personnel, or any representative of the school district either in written form, orally, by web site, Internet, or other means, that student will be subject to immediate suspension and possible expulsion.

Students serving detentions, Saturday-school detentions or in-school suspensions will be required to do all work assigned by the classroom teacher and assessed as in any other situation. Class work completed during an out-of-school suspension must be done to the teacher's satisfaction and will be given appropriate credit.

**Substitute teachers are necessary when the regular classroom teacher is attending professional conferences or is ill. In the event a student receives a detention from the substitute or their teacher upon their return, disciplinary consequences may be doubled. We feel substitute teachers coming to Monticello Middle School to assist us for the day needs extra cooperation from each student.**

### **DETENTION – MISSED**

1. Failure to stay for an assigned detention may result in an additional detention being assigned. Arriving late to detention may also result in an additional detention.
2. The second time you miss an assigned detention you may be given a Saturday School.
3. The administration reserves the right to make exceptions to the above rules and assign Saturday School or out-of-school suspensions due to excessive detentions.

### **DISCIPLINE – SATURDAY SCHOOL**

In some instances, Saturday School may be assigned. The student and parent/guardian will receive an information sheet regarding the particulars of the Saturday School detention. Suspension may be assigned as a result of accumulated detentions. The student's parents will be involved in meeting with school personnel as deemed necessary by the principal until appropriate behavior has been established.

The following is a list of rules that will be enforced during the session.

1. Saturday School will meet from 8:30 a.m. to 11:30 a.m. A five-minute break will be taken at 10:00 a.m.
2. Students are expected to be at the assigned school for Saturday School with all of their materials by 8:30 a.m.
3. Students who arrive between 8:30 a.m. and 8:45 a.m. may be issued a detention for tardiness. Students that arrive after 8:45 a.m. will be considered absent and may be assigned an out of school suspension as outlined below.

4. Students who fail to serve a Saturday School may be assigned a two (2) day out of school suspension.
5. Students will be allowed to reassign a Saturday School. This request must be completed 24 hours prior to the assignment by having the parents contact the principal in person or by phone. Only extraordinary circumstances will be sufficient to warrant a reassignment beyond one occurrence.
6. Students may be asked to leave Saturday School for violation of any rules or for poor behavior or poor attitude. If a student is asked to leave Saturday School, they may be assigned a three (3) day out of school suspension.
7. **Students must bring with them all materials needed to study during the assigned time. Students are not permitted to leave the class for any reason except during the break or at the discretion of the supervisor.**
8. Students may speak only with the supervisor.
9. Sleeping will not be tolerated.
10. Students are to study and/or read school materials (text, assigned novels) during their time in Saturday School. There will be no drawing, or “doodling” unless it is assigned class work.
11. After a student receives their fourth (4) Saturday School in a semester, all subsequent Saturday School assignments may, at the discretion of the school administrator or his/her designee, become a two (2) day out of school suspension. This means that all Saturday School assignments after four (4) may be assigned as out of school suspensions.

#### **DISCIPLINE – REMOVAL FROM CLASSROOM**

Any certificated person may remove a student from a teacher's classroom or area of supervision when, after warnings to the student by the teacher and attempts at appropriate lesser alternative disciplines, the student continues to engage in behavior which is disruptive. A student may be removed without warning when the student's behavior is so serious as to present an immediate threat to safety, health, or property. Removed students shall be directed to report immediately to the Principal's office. Removed students shall remain in the school in a restricted or isolated area to be selected by the Principal or designee pending further discipline when applicable. **A Saturday School may be assigned for any student that is removed from a class or area.** Nothing in this policy shall affect the powers of the Administration or the Board under the policies concerning Expulsion and Suspension.

#### **DISCIPLINE – FIGHTING**

Fighting will not be tolerated at Monticello Middle School. Detentions, in-school suspensions, out-of- school suspensions or similar consequences may result for such behavior.

Other types of misbehavior may also result in suspension. Parents/Guardian will be notified prior to any suspension.

Students suspended from school will be readmitted only after parental/guardian contact. Work done during an in-school suspension will be graded and given appropriate credit.

## **NETWORK AND INTERNET ACCESS FOR STUDENTS**

### **COMPUTER USAGE**

Students will not be allowed to engage in any activity, on or off campus, including without limitation, the use of any computer or other device whether such computer or other device is located on or off campus, that: (a) poses a threat or danger to the safety of the other students, staff or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment. Students who violate this policy are subject to disciplinary action up to expulsion. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised Internet access.

### **NETWORK AND INTERNET USAGE AGREEMENT**

All student use of the Internet and the District's internal network shall be consistent with the District's goal of promoting educational excellence by facilitating educational resource sharing, electronic communication, and improving methods for learning and research. This authorization includes examples of rules about the District's internal network and Internet use. It does not attempt to state all that may be required of users, or proscribed behavior.

**The failure of any user to follow the terms and conditions of District Network and Internet access will result in the loss of those privileges, and may result in disciplinary action. Student misuse of computers, networks, or the Internet may result in legal liability of the student and/or his or her parents.**

The purpose of providing Network and Internet access in the school environment is to provide access to new means to gather information, provide research experiences, and to teach responsible use of computers, networks and the Internet. To that end, the District reserves the right to limit access by students, and to prohibit student access to network resources, Internet files, information or sites which certificated employees believe are not appropriate to the educational activity assigned or permitted.

### **TERMS AND CONDITION**

**Acceptable Use** - Access to the District's internal network and the Internet must be for the purpose of education or research, and be consistent with the educational objectives of the school.

**Privileges** - The use of the District's internal network, electronic mail (E-mail) and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. School personnel responsible for providing networking services and school certificated employees have the right to make all decisions regarding whether or

not a student has violated applicable rules, and may deny, revoke, or suspend student access at any time. Such decisions are final.

**Unacceptable Use** - A student is personally responsible for his or her actions and activities involving school computers, the District's internal network, electronic mail (E-mail) or the Internet. The Board of Education, Administration, and individual teachers may make additional rules at any time regarding student use of school computers, the District's internal network, electronic mail (E-mail) or the Internet. Some examples of unacceptable uses of school computers, the District's internal network or the Internet are:

1. Any illegal activity
2. Violation of copy right, intellectual property rights, or unauthorized use of property of others.
3. Downloading of a file without authorization, regardless of whether the file is software or data, or whether it is copyrighted or de-virused.
4. Using or downloading a file for a purpose other than that authorized.
5. Use for private, financial, or commercial gain.
6. Wastefully using resources such as file space, processor tie or network time, including any use that hinders, delays or obstructs others in their use of school computers, the District's internal networks, databases, and files, or information contained therein.
7. Gaining or attempting to gain unauthorized access to any resources, including but not limited to the District's computers,
8. Invading the privacy of others.
9. Using or attempting to use another's account or password or other identification.
10. Posting material authored or created by another without his or her consent.
11. Posting anonymous messages.
12. Use for commercial or private advertising.
13. Submitting, posting, publishing or displaying any material which is defamatory, intentionally inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or harassing, or accessing material which is obscene, profane, or sexually oriented.
14. Use or attempted use while access privileges are suspended or revoked.
15. Failure to follow network security rules.
16. Incurring telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs or other access charges without written permission of the District.
17. Attempted or actual use, possession or creation of any computer virus or other software, or physical or electronic device intended to or capable of causing damage to any computer, network or file. Computer and network vandalism is prohibited. Vandalism is defined as any act of a user, which intentionally or recklessly causes damage or attempts to cause damage to any person, entity, computer, computer component, file, or network.
18. Use of computing facilities knowingly to disrupt the work of another student, faculty member, school official or any other person or entity.

19. Use of computing facilities knowingly to disrupt normal operation of any computing system.
20. Posting of messages or material under a false name, or corrupting or changing any data material of any other person without consent.
21. These rules may be supplemented at any time in the discretion of the District. Any supplemental rules will immediately be binding upon students.
22. Use of the District's computers, internal network or the Internet to engage in any theft or fraud.
23. Changing, or attempting to change, network security settings on any part of the district's network.
24. Circumventing, or attempting to circumvent, the district's Internet filters.

**Network Etiquette** - While using the District's computers, internal network or the Internet, students are required to abide by the generally accepted rules of network etiquette. These include, but are not necessarily limited to the following:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear or use vulgarities, or any other inappropriate language.
3. Do not reveal the identification, password, personal addresses, or telephone numbers of others.
4. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of violations or school rules may result in discipline, and those relating to illegal activities may also be reported to law enforcement authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

**No Warranties** - The school makes no warranties of any kind, whether expressed or implied, regarding the use of computers, the network, the Internet, or the accuracy, correctness, completeness or reliability of any information, files or software. The school is not responsible for any damages for any of the foregoing, including loss of data, non-deliveries, missed deliveries, or service interruptions, whether caused by its negligence, user errors or omissions, or other defects. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for accuracy or quality of information obtained through use of the network, or the Internet.

**Indemnification** - The parent or guardian, by signing below, in consideration of District providing his/her student with network and Internet access agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of these or other School Rules by the student in using computers, the network, or the Internet.

**Security** - Network security is a high priority. If a student identifies a security problem or failure on the school computers, the District's internal network or the Internet, the student

is required to notify the Building Principal. The following rules apply to network security:

1. Students must not demonstrate any security problem or security defeating technique to any other users.
2. Students must keep accounts and passwords confidential. A student providing an account or a password to another, or using or attempting to use another individual's account or a password violates this rule.
3. Attempting to log onto or use school computers, the internal network or the Internet using any other person's account, password or identification is a violation of these rules.

**Telephone Charges** - The School assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs. Ordinary Internet and school network access and use will incur no such charges. Any such charges are the responsibility of the Parent or Guardian signing below.

**Privacy** - Electronic communications and downloaded material may be monitored or read by School officials.

Students and parent(s)/guardian(s) need only sign the **Authorization for District Network and Internet Access** once while enrolled in the District Schools.

## **BUS INFORMATION**

### **BUS LOCATION**

The buses will load and unload on the north side of the school. Students should go to the front of the building and enter school at the assigned entrance.

### **BUS TRANSPORTATION**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

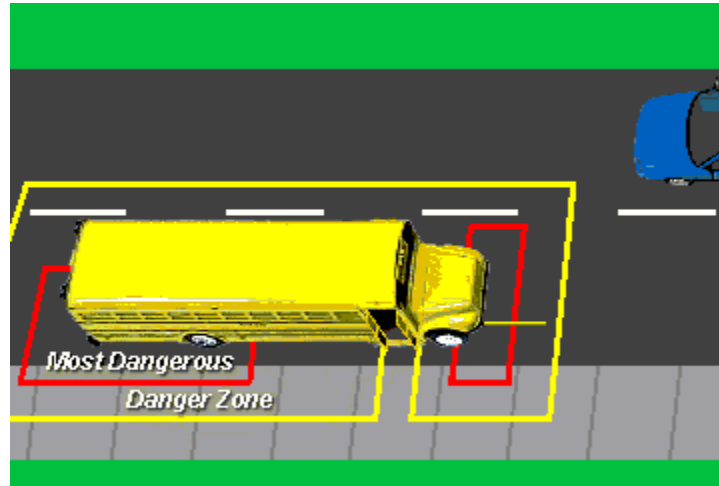
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.

5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact Denise Troester, Director of Transportation at (217) 762-8511 ext. 3290.



## **BUS CONDUCT**

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

## **STUDENT INFORMATION**

### **SCHOOL DRESS CODE / STUDENT APPEARANCE**

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

1. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
3. Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
4. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
5. Clothing with holes, rips, tears, as well as tights or leggings as pants, and clothing that is otherwise **poorly fitting, showing skin and/or undergarments** may not be worn at school.

6. The length of shorts or skirts must be appropriate for the school environment (**at least a 3.5" inseam for shorts and a skirt should be no shorter than ½ way between the hip and the knee.**)
7. Appropriate footwear must be worn at all times.
8. If there is any doubt about dress and appearance, the building principal will make the final decision.
9. Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. Exceptions may be allowed in special circumstances or occasions such as holidays or special performances. Special dress may be prescribed for certain classes such as physical education or science classes.

Students who are dressed inappropriately will be sent to the office. The parent or guardian may be contacted to provide appropriate clothing if necessary.

## **SEARCH AND SEIZURE**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

## **SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

## **STUDENTS**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence

the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

## **SEIZURE OF PROPERTY**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

## **STUDENT RECORDS**

Parents or guardians of students have the right to inspect student records that pertain to their child or ward. Parents or guardians should contact the building principal to complete arrangements for review of the student's records.

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

## **BREAKFAST / LUNCH / CAFETERIA**

Students are expected to practice good manners and be courteous while in the cafeteria. The cafeteria is available for student breakfast and lunches. They may bring a sack lunch or purchase a hot lunch. Daily breakfast prices are \$1.75, and lunch prices are \$2.75. Students may deposit any amount in their lunch account and they will be credited that amount. Our scanning program will not allow students to continue to charge if their account has a negative balance beyond \$20.00. Students will be notified when their balance is below \$3.00. Students should bring change for the machine since change is not always available.

## **LEAVING SCHOOL FOR LUNCH**

Monticello Middle School has a closed campus policy. Students wishing to leave school during their lunch hour must have their parents/guardians call the school in the morning to notify us that that student will be leaving. The parent/guardian must come into the office and sign their child out for lunch. Students will not be allowed to leave the school without their parent or guardian or approval from the administration.

## **CAFETERIA BEHAVIOR**

Students are expected to demonstrate appropriate behavior in the cafeteria. Examples of inappropriate behavior include, but not limited to: throwing food or garbage, littering, running, horseplay or loud yelling. Inappropriate behavior in the cafeteria may result in disciplinary action. Students who are removed from the lunchroom will be considered the same as being removed from class and a Saturday School or further disciplinary consequences may occur.

## **ATTENDANCE**

### **THE SCHOOL DAY STARTS AT 8:15AM AND ENDS AT 3:20PM.**

Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 17 or older and employed and enrolled in a graduation incentive program.

## **TARDIES**

All students who are tardy, arrive in the classroom after the bell, will be required to sign a tardy sheet.

Three unexcused tardies in a nine-week period of time may result in a detention. Detentions will be given on the third, fourth, and fifth tardy, and will receive two detentions per tardy after that. Tardies will start over at the beginning of each nine weeks.

## **REPORTING ABSENCES**

The office may use voice mail to receive notification of absences. This is available 24 hours a day. Please state your child's name, homeroom, and a brief message explaining the reason for the absence. A request for homework should be made during this morning call.

There are two types of absences: **excused** and **unexcused**. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause

reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at (217) 762-8511 ext. 3290 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted it may result in an unexcused absence. Unexcused absences could result in disciplinary action. Unauthorized absences, under board policy, may result in referral to the school social worker or guidance counselor. These referrals will be made at the discretion of the school administrator.

Upon request of the parent or guardian, the reason for an absence will be kept confidential.

## **TRUANCY**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

## **MAKE-UP WORK**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

## **VACATIONS**

We strongly urge parents not to use school time for family vacations. The hours missed in the classroom are lost hours. Doing the homework, of course, is helpful; but is only part of your child's class work. Please take this into consideration before making plans.

## **PROLONGED ABSENCES DUE TO ILLNESS**

In the instances of prolonged absences due to illness, (3 days or longer), students will need to provide a written doctor's excuse for their absences to be considered excused.

## **DOCTOR AND DENTAL APPOINTMENTS**

Whenever possible, appointments should be after school or early or later in the day. We also ask parents to keep an eye on the school calendar and avoid appointments on national testing days.

## **LEAVING SCHOOL**

Students leaving the building during school hours must sign out in the office. Students who become ill during the school day must come to the office and the office will contact parents before the student can leave school.

## **ATTENDANCE REGULATIONS**

School District urges all parents/guardians and students to be aware of the value of regular school attendance. Attendance directly affects academic performance because basic skill development depends upon valuable classroom instruction and explanations. It is the responsibility of parents/guardians to see that their sons/daughters are in school regularly. The district in turn realizes that unique circumstances may occasionally affect a student's attendance. This district expects parents or guardians to make reasonable efforts to ensure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code, and to inform the school of any absences and their causes.

## **EXCESSIVE ABSENTEEISM**

This district considers absenteeism excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development. Under certain circumstances, the administration may require parents or guardians to present medical documentation of physical or emotional conditions causing a student's absence. The administration will determine if the student's absences are excessive and abusive in nature. The administration may require a written doctor's excuse to verify a student's absence and for it to be excused. Failure to present the medical documentation to the administration may result in the absence being unexcused and the student considered truant.

## GENERAL INFORMATION

### LOST AND FOUND

Articles that are found should be turned in to a custodian, teacher or to the office. There is a container for these articles by the office. Students may claim items at the office. Periodically, these items are collected and turned over to a charitable organization. Students should claim items as soon as possible.

### CELLULAR PHONE USE POLICY

Students may now bring cell phones to school. These may not be on and may not be used during the school day without permission from the classroom teacher or office. Failure to adhere to these rules for cellular phone use may result in disciplinary actions. Cellular phones should be kept in book bags or lockers and should remain off during school hours unless permission is granted otherwise. Remember, there is always a risk of theft and this is a risk assumed by the student.

### TELEPHONE USE

The office and classroom telephones are for staff use. The office will screen telephone usage by students. Only necessary calls will be allowed. The phones will not be used to complete social arrangements.

### BICYCLES / SKATEBOARDS / ROLLERBLADES / HEELEYS

All bicycles are to be placed in one of the bicycle racks provided upon arrival at school. Bicycles are to be walked to and from the rack on school grounds. Locks are advised.

Skateboards, rollerblades, tennis shoes with rollers in them (Heeleys), and skates are not to be used on school grounds. They should not be brought to school.

### CARE OF BUILDING / Gum Chewing

We have excellent facilities and we expect the students to cooperate with everyone to keep them that way. Chewing gum is not allowed at MMS. Students that are found to be chewing gum may face disciplinary action.

### FIRE AND DISASTER DRILLS

Specific instructions will be given to all students by their homeroom teachers concerning the procedure for all emergency drills.

## **ACADEMIC INFORMATION**

### **ILLINOIS TEXTBOOK LOAN PROGRAM**

Monticello CUSD #25 participates in the Illinois Textbook Loan Program (ITLP). The ITLP was authorized in 1975 legislation to provide textbooks free of charge to any public and nonpublic student enrolled in K-12 grades. Illinois is not an "adoption state" and this program is not part of a funding program of that nature. Curriculum materials selections in Illinois are the decision of each school or local district. The state purchases the materials and then loans them to pupils. The program funding is only enough to provide supplemental dollars for materials and is not aimed at total funding for all instructional materials. To participate, schools must be registered with the Illinois State Board of Education (ISBE) as in compliance with the compulsory attendance laws and Title VI of the Civil Rights Act. Student materials are requested by school staff from catalogs sent to schools by the various bonded publishers participating in the program. Legislation in 1996 specifically added instructional computer software to the textbook definition. The publishers' titles include only those items that meet the definition as required by the legislation. However, the definition does not include classroom supplies, consumable items, workbooks, tests, periodicals, reference items, atlases, maps, globes, or professional materials for teachers. All students in the Monticello School District benefit from the ITLP. More information about the ITLP can be found at [www.isbe.net](http://www.isbe.net)

### **STANDARDIZED TESTING**

Students and parents/guardians should be aware that students in grades 6 through 8 will take standardized tests reading and mathematics. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.



## **HOMework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

## **GRADE REPORTS**

Reports of grades are sent home every nine weeks. A check of grades is also made at the mid-point of the grading period. These progress reports will be sent home with grade information. In addition, grade level teams may counsel students about grades at any time and contact parents/guardians.

Parent - Teacher conferences may be scheduled after the first nine weeks grading period. Parents/Guardians need to contact the school to set up an appointment.

## **GRADE REQUIREMENTS / RETENTION**

Based on the 12-point scale, students will be required to achieve a .67 grade point to pass the class for the year. This will be based on an average of the final grade for each nine weeks in a particular class. For example, if a student received 2 F's (zero points each) in math for two nine weeks and two D- grades (1 point each) for two nine weeks would not have a .67 grade point. It would be a .50 and would not be a passing grade for that class for the year.

In addition, no student receiving a grade of F in one class for three nine-week periods will be considered passing that class.

All classes will be given credit. All classes except study hall and elective classes (Band, and Chorus) will be considered when determining promotion or retention. For the non-core classes, except Physical Education, students must pass two of the three twelve week classes to pass for the year.

## **ACADEMIC SUPPORT PROGRAM**

The Academic Support Program is provided for students who are missing assignments or failing a subject area. The teacher can recommend that a student attend the tutorial program, but is still up to the parent and child to decide if they will attend. We are offering this as an additional intervention to what we already offer during the school day. All student referrals for academic support are kept as documentation of the teachers attempt to offer further support to their students. This is also designed to help increase the communication between the school and parent. This is not designed to punish a student for a behavior, but to help them academically. It is up to each individual teacher to

determine if they will give credit for missing work that was completed during academic support.

### **GRADING SCALE**

A+	12	C	5
A	11	C-	4
A-	10	D+	3
B+	9	D	2
B	8	D-	1
B-	7	F	0
C+	6		

### **GRADE PERCENTAGES**

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 59% and Below

### **CORE CLASSES**

Math

Social Studies

Reading

Grammar

Science

Language Arts

Literature

### **NON-CORE CLASSES**

Computers

Art

Health (7<sup>th</sup> Grade)

Careers (8<sup>th</sup> Grade)

Physical Education

Study Skills (6<sup>th</sup> Grade)

### **HONOR ROLL REQUIREMENTS**

The 12-point grading scale will be used.

### **HIGH HONORS**

The requirements for High Honors are an average of 10.0 or above in all classes.

### **HONORS**

The requirements for Honors are an average of 8.6 - 9.99 in all classes.

## **COURSE OFFERINGS**

### **CORE CURRICULUM**

The Basic Curriculum of Mathematics, Science, Language Arts, and Social Studies are offered at all grade levels.

### **GO MATH – ACCELERATED MATH – 7<sup>th</sup> GRADE**

Students meeting a set of specific guidelines will be enrolled in 7th grade pre-algebra. Student's grades, scores on academic standardized tests, teacher recommendation, and other tests are used to determine eligibility. Pre-algebra skills are emphasized along with more advanced math concepts.

### **ALGEBRA – 8<sup>TH</sup> GRADE**

Students meeting a set of specific guidelines will be eligible to take Algebra 1 during their math period. This course does not apply toward high school graduation requirements but is recognized by the high school, allowing the student to enroll in Geometry for his/her freshman year. A student taking Algebra 1 as an eighth grader will still be required to take three additional Math courses at the High School level to meet graduation requirements.

### **COMPUTERS**

**6<sup>th</sup> Grade:** Students will receive instruction in keyboarding, word-processing, spreadsheets, and Internet for 12 weeks.

**7<sup>th</sup> Grade:** Students will receive instruction in keyboarding, word-processing, spreadsheets, database, and Internet for 12 weeks.

**8<sup>th</sup> Grade:** Students will receive instruction in keyboarding, word-processing, spreadsheets, database, Internet, web pages, and computer literacy for 12 weeks

### **COMPUTER LABS**

Computers and printers are provided for student use. This is for schoolwork only. Each student is issued a personal folder and a private password to the school's network to save their work in. An instructor supervises all labs.

At the beginning of the school year, parents are asked to give their permission for students to use the Internet. Internet usage is strictly for academic use and misuse may result in denial of privileges or detentions.

## **CAREERS**

All eighth-grade students will receive a twelve-week course in career awareness, academic planning, and character education. This will help them with planning for their future by identifying areas of interest and by identifying characteristics of successful adults.

## **HEALTH**

All 7th grade students will receive one twelve-week course in Health Education. This will deal with a variety of topics concerning personal health and wellbeing.

## **ART**

All 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students will have a daily Art period for one twelve-week period.

## **STUDY SKILLS**

6<sup>th</sup> grade students will have a daily Study Skills class for one twelve-week period. Study skills will consist of organization skills, note taking skills, test taking strategies, and many more important areas that will help our students continue to be successful in their educational journeys.

## **PHYSICAL EDUCATION**

All students have daily physical education. This is a varied curriculum and allows students to participate in different activities. All students will dress for P.E. classes. Purple shorts, gold "T" shirts, white socks and gym shoes are required for P.E. class. Students are excused from active P.E. only at the request of a physician. Up to two days non-participation request by the parent may be permitted--any longer by office approval only.

## **MEDIA**

The Media Center provides a myriad of educational opportunities for its students. The 6<sup>th</sup> grade students have regularly scheduled library instruction periods. The 7<sup>th</sup> and 8<sup>th</sup> grade library instruction is given in conjunction with classroom research assignments. The media center is also available for individual research, browsing, and reading. Each student may have a total of 3 items checked out at one time. Books and magazines go out for 2 weeks and fines are 5 cents per school day. Reference materials may be checked out at the end of the school day and are due before school begins the next day. Fines for reference materials are 50 cents per school day. A list of fines and overdue

materials is compiled daily and provided to teachers. Students are expected to pay for lost or damaged materials.

## **OVERDUE POLICY**

The library clerk keeps a daily updated list at the circulation desk. A copy of the final list is e-mailed to each homeroom teacher at the end of the day. If any student has an item past due or owes a fine on overdue materials, that student will not be allowed to check out any more material until such materials are received and fines are paid. Every effort will be made to work with the student and their parents or guardians to resolve any issues that may arrive.

## **MUSIC DEPARTMENT**

### **CHORAL MUSIC**

Students in the 6<sup>th</sup> grade are given an opportunity to study vocal music through participation in Chorus. Students may be required to perform a minimum of two times in the school year and may be required to perform at Solo and Ensemble Contest.

Students in the 7<sup>th</sup> and 8<sup>th</sup> grade are given an opportunity to study vocal music through participation in Chorus. Students may be required to perform a minimum of three times in the school year and may also be required to perform at Solo and Ensemble Contest and Organizational Contest.

### **INSTRUMENTAL MUSIC**

Students in the 6<sup>th</sup> grade are given an opportunity to study instrumental music through participation in Band. These students participate in a small group lesson of like instruments. Lessons occur on a rotating basis and last for one half hour per week. Students may also be required to perform a minimum of two times in the school year and may also be required to perform at Solo and Ensemble Contest.

Students in 7<sup>th</sup> and 8<sup>th</sup> grade are given an opportunity to study instrumental music through participation in 7<sup>th</sup> and 8<sup>th</sup> grade band. Students may be required to perform a minimum of three times in the school year and may also be required to perform at Solo and Ensemble Contest and Organizational Contest.

### **MUSIC DROP POLICY**

We ask the students enrolling in Band or Chorus to make a definite commitment for **at least one semester**. Therefore, a student starting the school year in Band or Chorus must remain a member at least through the first semester. Consideration will be given at

that time if a student expresses a desire to drop from either of these activities. Likewise, students enrolled at the beginning of the second semester will be required to complete the year in that course. A time limit of one week will be granted at the beginning of each semester to drop the class with parental notification. If parental notification is not completed by the assigned deadline, the student will remain in the class or receive a failing grade for the semester. Administration may make exceptions to this rule when there are extenuating circumstances.

## **STUDENT SERVICES**

### **SOCIAL WORK AND COUNSELING SERVICES**

Social work and/or counseling services are available to all students. Students may voluntarily seek services, or staff and parents may make a referral. Special Education students may receive social work services per their individualized educational plan.

### **TUTORIAL**

Monticello Middle School provides an after-school homework/tutorial program. This is held in a designated teacher's classroom from 3:25 to 4:30 on Monday through Thursday. Any student is welcome to participate in this program on a voluntary basis. Parents/Guardians are free to request that a student attend this program. It is available as needed and is frequently recommended by teachers.

Students must work during the tutorial and teachers are available to assist with homework. Students must sign in and sign out. They are expected to stay for the entire time period unless otherwise excused.

In addition, teachers and administration may request students participate as part of an Academic Remediation Plan for students at risk of retention at their grade level.

### **EXTRA-CURRICULAR ACTIVITIES**

Most activities in the Monticello Unit will require a participation fee. For specific amounts, due dates, etc., please consult your book rental letter or contact the school. All students participating in extracurricular activities will be required to follow the District Extracurricular Discipline Policy contained in this handbook.

### **NIGHT ACTIVITY ATTENDANCE**

To be eligible to participate in extracurricular school activities, a student must be present at least one-half of the school day. If a student is absent on Friday and there is a contest

on Saturday, the coach and an administrator will decide if the student will be able to participate in the contest. If a student does not participate in physical education due to illness or injury, they cannot participate in extracurricular physical activities on that day. Under special circumstances, the principal has the discretion to waive this policy.

## **ACTIVITIES**

### **SPEECH CONTEST**

All students in Grades 7 and 8 are eligible to participate in Speech Contest. Students will perform at State Contest in November.

### **TALENT SHOW**

Each year a school talent show is presented to the public. All students are eligible to audition for this show. This is usually presented in March.

### **SCHOLASTIC BOWL TEAM**

Students in grades 6, 7, and 8 may try out for a position on the Scholastic team. There is both a varsity team and a junior varsity team. Their season usually starts after the first of the year.

### **STUDENT COUNCIL**

Monticello Middle School student council is an organization made up of elected students from grades 6 through 8. Officers are elected from these students. The council's main objective is to improve student leadership skills and to provide students with the opportunity to become active members of the school and the community. Various student and community activities are sponsored throughout the year.

### **STUDENT DANCES**

Dances are restricted to students who attend Monticello Middle School. No one is admitted late without approval from the adult sponsors. Students are not permitted to leave until the dance is over. Exceptions are:

1. A parent/guardian comes to the door to pick up the student
2. A phone call is made by the chaperone to the parent/guardian.

We usually ask that the dress is at least semi - formal -- no ripped jeans or ratty tennis shoes. The school dress code will be in effect as will all other school rules and

regulations. Whenever possible, dances will be held on evenings when there is no school the next day. **A student must be passing all classes in order to attend the dance.**

## **ATHLETICS**

### **EXTRACURRICULAR FAN CONDUCT**

"Monticello Middle School Athletic fans will conduct themselves in a manner that adheres to the high expectations set for sportsmanship and hospitality by the school and community. Spectators or students who choose to not do so could be removed from the premises and/or face further consequences."

1. Fan behavior at all school events, both home and away, is to conform to school, community, and IESA standards and regulations.
2. Masks or costumes that hide a person's identity are not allowed.
3. Signs that are supportive and positive will be allowed but they cannot block the line of sight of other spectators. Keep in mind that no signs or noise makers will be allowed in IESA state series contests.
4. Fans and students who repeatedly choose to ignore handbook policy or who are disruptive and inappropriate may be removed from events for extended periods of time, up to and including the entire season, at the discretion of the administrators in charge of supervision.

### **PARTICIPATION POLICY**

Students will be allowed and encouraged to participate in a variety of activities and athletics sponsored by the school district. In as much as possible, coaches and sponsors will try to work together to allow students to participate in concurrent events. There will be times when this is not possible and, in that event, students will have to make a choice about their participation.

1. Each coach will present to participants and parents/guardians, at the time of tryouts, a document with practice procedures, policies, play time guidelines and other information pertaining to the sport or activity.
2. In all cases, IESA events will take priority over practices.
3. Contests and games will take precedence over practices.



4. If there are conflicts, and the student has signed the coach's preseason rules, the coach may deny the student starting or playing time.
5. If there are unresolved questions, the building principal, in consultation with the athletic director, will resolve the issue.

## **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

## **PARTICIPATION IN NON-SCHOOL SPONSORED ACTIVITIES**

Students who participate in out of school activities not sponsored by the school (ice hockey, dance, gymnastics, swim team or others) will need to follow the school activity preseason guidelines. In the event there are conflicts, the student may have to choose the activity in which they wish to continue.

## **BOYS/GIRLS BASKETBALL, VOLLEYBALL, CROSS COUNTRY, WRESTLING, TRACK, BASEBALL, SOFTBALL**

Fall:	Cross Country - Boys/Girls - Grades 6/7/8 Baseball – Boys – Grades 7/8 Softball – Girls – Grades 7/8
Winter:	Basketball - Girls - Grades 7/8 Basketball - Boys - Grades 7/8 Wrestling - Boys - Grades 6/7/8 Volleyball - Girls - Grades 7/8
Spring:	Track - Boys & Girls - Grades 6/7/8

Each student must have on file a current athletic permit, a birth certificate, a physical exam, and fees paid before being allowed to practice. In addition, the school must have evidence of insurance or a signed insurance waiver.

Illinois Elementary School Association By-Law 3.022 states, "A student shall be doing passing work as determined by the local school district in all school subjects, and the school shall certify compliance with this By-Law." This applies to all extracurricular activities.

## **TEAM LIMITS**

Team limits will be set for Girls' Basketball, Boys' Basketball and Volleyball. All interested students are encouraged to tryout during the first week of practice for those three sports. Squads of 12 members for (both 7th and 8th grades) will be selected. Baseball, as well as Softball, will have 18 players.

## **CHEERLEADERS**

There are two groups of cheerleaders - 7th grade and 8th grade. Eligibility requirements are the same as those observed for athletes.

Each squad will consist of a maximum of 8 members. Squad members will be expected to meet and maintain accepted codes of conduct both in and out of school. Failure to do so could result in disciplinary action.

## **ELIGIBILITY**

Eligibility will be determined on a weekly basis once competition between schools starts. Students must be passing all classes to remain eligible to compete. Teachers will turn in the eligibility list each Thursday by the end of the day to the office. The coach will notify the athlete that they are ineligible. Any student ineligible will not compete from the following Monday through Saturday. Any athlete who is ineligible 3 times in the sport will be removed from the squad and forfeit all award privileges.

**Student athletes who are ineligible will not attend away games** unless the principal or their designee grants permission.

# **MONTICELLO COMMUNITY UNIT SCHOOL DISTRICT NO. 25 EXTRACURRICULAR CODE**

## **PURPOSE**

The Board of Education and staff of Monticello Community Unit School District No. 25 have adopted this Extracurricular Code that applies to all students in grades 6-12 who desire to participate in competitive or performance extracurricular activities. This policy applies in addition to other policies, rules and regulations concerning student conduct and imposes additional requirements on student extracurricular participants.

Participation in extracurricular activities is a privilege available to qualified students. There is no right of students to participate in athletic competition, to participate in sports or cheerleading activities, or to participate in any other school governed extracurricular activities. Those who participate in extracurricular activities have a responsibility to favorably represent the school and community. Student extracurricular participants and athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of Monticello Community Unit School District No. 25. Strict adherence to the rules and policies set forth in the Extracurricular Code is a responsibility, which accompanies the privilege of participation. If a student fails to comply with the terms of this Code, the privilege to participate in extracurricular activities may be lost in accordance with the terms of this Extracurricular Code.

Administration reserves the right to modify this policy as necessary to fit particular situations and/or preserve the welfare and safety of the children and/or the safety, order, and discipline of the building.

The rules set forth in this Extracurricular Code are in effect throughout the calendar year, twenty-four (24) hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the participant's first tryout or practice in the first activity, which the participant attempts until the completion of the participant's extracurricular eligibility in all activities.

1. An administrator, coach, sponsor, faculty member, or law enforcement official who has reliable information from any source, including from his/her personal observation, that a student has violated these rules, shall promptly notify the Assistant Principal/Activities Director (AP/AD) of the violation and the circumstances. For purposes of this policy, the AP/AD shall oversee all extracurricular infractions.

The AP/AD shall investigate the occurrence which gives rise to the charge. If the AP/AD determines that discipline may be warranted, based upon the facts as determined by his or her investigation, he or she shall conduct an informal meeting with the student, at which time he shall:

- a. Give the student the oral notice of the charge; and
- b. In the event the student denies that charge, give the student an explanation of the evidence and facts leading to the charge, and an opportunity to present his/her version.

If the AP/AD determines the allegations to be true, he or she shall temporarily suspend the student if warranted from participation in all extracurricular activities until a meeting is held by the Extracurricular Review Committee, as provided herein.

2. Extracurricular Review Committee:

- a. The Review Committee will consist of a set group of three head athletic coaches, two extracurricular sponsors, and the AP/AD or Principal.
- b. The role of the AP/AD and/or Principal is to investigate, facilitate, guide, and provide input to the Review Committee as requested.
- c. The role of the Review Committee is to make a determination if any violation of the Extracurricular Code occurred, and to enforce suspension/penalty as set by the extracurricular code.

3. Action by Extracurricular Review Committee:

- a. The Review Committee will meet within one week from said offense with student, unless school is not in session, then the Review Committee would meet in the first week after returning to school. The purpose of the meeting is to discuss the student's behavior and to determine whether the offense occurred. Each situation presented to the Review Committee will be evaluated on a case by case basis. All decisions for suspensions/penalties will be based on each specific situation and or case. The Review Committee's decision for suspension/penalty for the participant may be different for each violation of the extracurricular code. The Review Committee determines the type, length, and amount of suspension/penalty per case. If the Review Committee believes that an offense has been committed, then it shall impose a suspension/penalty with approximate mitigation due to the situation or circumstances.
- b. If dissatisfied with the decision of the Review Committee, the student and/or parent/guardian may request a hearing before the Principal and/or Superintendent to review the Review Committee's decision.

1. The Review Committee, including AP/AD; student; parent/guardian may be present. The AP/AD shall present the evidence against the student. The parent/student may present the evidence that they have.
4. No student at Monticello Middle School will conduct himself or herself in an unsportsmanlike manner. This includes but is not limited to swearing, stealing, and disrespect for any school personnel, vandalism, and other serious acts of misbehavior. Coaches or sponsors may immediately punish students for behavior which is unbecoming of a representative of the team or activity in question. This may include dismissal from the team if warranted. Prior to dismissing a student from the team, the coach or sponsor shall discuss the student's behavior with him/her and provide an opportunity for the student to respond. Misconduct, which occurs outside the presence of the coach or sponsor, shall be reported to the AP/AD as provided in Section I. Coaches and extracurricular sponsors may have rules and regulations for participation in extracurricular activities above and beyond the extracurricular code.
5. All participants shall be well groomed to best represent the Monticello School District in extracurricular activities. Specified rules regulating the dress or grooming of participants may be developed by the Sponsor of each respective activity. Team uniforms and equipment shall be required and no alterations will be allowed. No wearing apparel, attire, or jewelry shall be worn which displays any vulgarity, profanity, drugs, alcohol, tobacco, or any other message which is inconsistent with the pedagogical mission of the school. Other prohibitions shall be limited to regulating forms of dress or grooming which present health or safety concerns for the participant or other extracurricular participants.
6. Any student using or in possession of tobacco, illegal drugs (for purposes of this policy, look-a-like drugs, tobacco, or paraphernalia) and alcohol or committing any action which would constitute a violation of any criminal or civil ordinance or law will fall under this policy. Students violating this provision at any time or in any place shall receive penalties listed below. Attendance at a party where alcohol and/or drugs are being used/consumed is prohibited. Family activities and other formal gatherings where there is parental supervision and/or circumstances beyond the control of the student will not be considered as violating this code. (i.e. wedding receptions, family reunions, professional sporting events, bowling alleys, pizza parlors, etc). As long as the student is not in possession of, or using alcohol, drugs, or tobacco, he or she is held harmless. Riding in a vehicle where alcohol or drugs are being transported or consumed is prohibited. All activities that a student is involved in will be subject to the following consequences:

First Offense:

- a. Suspension/penalty from extracurricular activity for 50% of the season or events scheduled beginning at the student's next game or activity.

- b. If the violation occurs during the season, and the 50% suspension/penalty cannot be completed, the suspension/penalty will be for the remainder of that season with the balance of the 50% charged to the next activity of participation for that student's next possible competition or event.

Second Offense:

- a. Suspension/penalty from extracurricular activity for the entire season or activity.

Third Offense:

- a. Suspension/penalty from extracurricular activities for one calendar year. Repeat offenses during a calendar year suspension/penalty may result in a one additional calendar year suspension/penalty from the date as determined by the Review Committee.

All honors and awards will be forfeited for an uncompleted extracurricular season.

7. Serving a suspension/penalty

- a. Students may participate in additional athletic sports and/or extracurricular activities.
- b. A student participant must complete the season/activity in good standing as determined by the athletic coach or sponsor.
- c. If at any time while serving a suspension/penalty, a student chooses not to follow the coaches/sponsors stipulations, no credit will be given for any time served for the suspension/penalty. The suspension/penalty shall be served at the beginning of the student's next athletic season or event.
- d. All honors and awards will be forfeited for an uncompleted extracurricular season.