

Middle School Philosophy

The Middle School is designed to:

- ◆ Meet the wide range of needs and abilities of middle school students so that they develop and master those skills basic to full participation in society;
- ◆ Help middle school students learn and foster in them a desire to seek knowledge;
- ◆ Emphasize the learning process through a flexible and integrated curriculum of basic skills and exploratory areas within an organizational structure which will best meet the needs of middle school students;
- ◆ Focus attention on the unique developmental stage of each student, the need for personal responsibility and independence, and the identification of a positive self-image;
- ◆ Enable middle school students to develop a positive and working relationship within the school and encourage identity with and active involvement in the local community;
- ◆ Be staffed with personnel who respond to the unique needs of students at this level.

OPERATIONAL PROCEDURES

A. ATTENDANCE

All eligible students residing in District 200 are entitled to education in the District's schools. All students over seven (7) years of age and under sixteen (16) years of age are required to be under school jurisdiction during the hours school is in session. No student shall be denied access to a free and full public education on account of race, religion, sex, national origin, or handicapping condition. Regular attendance is essential if a student is to make use of the educational opportunities the school offers. Regular attendance develops dependability and responsibility in the student and contributes to his/her academic achievement. Parents of students, or those having legal custody or control of such students, have the responsibility for their children's regular school attendance. The school shall determine the validity of an absence. Students must be in attendance for 300 or more minutes of classroom time daily; this does not count lunch or passing periods. If a student misses up to 150 minutes, they are considered absent ½ day. Any student that misses more than 150 minutes is considered absent for the whole day.

B. ABSENCES

The student who is absent misses class instruction, discussion and social interaction even if written work is made up. Classroom activities and interaction cannot be duplicated. When illness necessitates a student's absence, parents are requested to call the school before 10:00 a.m. on EACH day of absence.

Edison: 682-2053 Hubble: 682-2161
Franklin: 682-2359 Monroe: 682-2290

Valid cause for absence - A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student's control as determined by the Board of Education, or such other circumstances that cause reasonable concern to the parent for the safety or health of the student. Homework assignments may be requested on the third day of absence. Students missing classes without valid cause will receive an unexcused absence, may be subject to disciplinary action, and may lose credit in classes missed. *If the number of absences is excessive, a referral will be made to the DuPage County Truancy Office. (Policy 7.70)*

C. STUDENT CHECK IN/SIGN OUT

When a student enters school late a pass must be obtained from the school office before going to the classroom. If it is necessary to take a student out of school early for any reason, a parent or designee needs to inform the school and **come to the office to sign the student out**. This is crucial to insure the safety and security of students.

D. TARDINESS

Students are to be in their classroom and ready to begin instruction when the second bell rings. The same guidelines will be used to determine a valid tardy and an absence (description in item B above). If your child will be late in arriving at school, please call the absence line or send a note with your child. A detention will be assigned after three unexcused tardies. Students will be subject to other disciplinary measures if they have excessive tardies, and parents will be notified. Tardies are considered excessive when they exceed 10% of the school days completed in a school year.

E. VACATION

Vacations during periods when school is in session are strongly discouraged. Even the most conscientious efforts of students and teachers are no substitute for daily attendance. If students must take a vacation during the school year, they must notify the office a least one week prior to the absence. Students must arrange to come in before or after school to make up tests or lab work and assignments.

F. EXTENDED ABSENCES

Homebound tutoring is available for absences exceeding two weeks, given a written medical certificate provided by the student's attending physician. Contact the office for information.

G. TRUANCY

This District considers a student to be truant who is absent without valid cause for a school day or portion thereof as defined in Section 26-2a of the **Illinois School Code. (Policy 7.70)**

H. CHRONIC TRUANCY

This District considers a student to be a chronic truant who is absent without valid cause for 10% or more of the previous 180 regular attendance days per Sections 26-2a of the **Illinois School Code**. Such 180 days may reach back into the previous school year.

I. ATTENDANCE AT SCHOOL FUNCTIONS

In order for students to be allowed to participate in or attend school-sponsored activities, they must be in attendance at least one-half of that school day. Students serving a suspension may not participate in any school functions on that day.

J. STUDENT VISITORS

Students from other schools or districts may be permitted to visit our schools **ONLY WITH PRIOR PERMISSION FROM THE PRINCIPAL**. It is inappropriate for high school students to visit middle schools without prior permission from the middle school administrator. Students may not invite friends from other schools to attend school sponsored social events such as roller skating parties, class parties, or dances.

K. EMERGENCY CLOSING OF SCHOOL

The decision to close school because of snow, extreme cold, or other emergency will be made as close to 6 a.m. as possible.

Families will receive an automated phone call from the Superintendent or the student's principal announcing the closing. Every effort will be made to send the announcement the evening before the closing, but weather conditions may require a later decision and the call may reach your home around 6 a.m.

Families may also check school and District answering machines and the District Web Page (www.cusd200.org) for closing information. Local radio and TV stations will also be informed and announcements should be made over the following radio and television stations:

WBBM AM (780) WLS AM (890)
WMAQ AM (670) WGN –TV Ch. 9 (7-8:30 a.m.)

Radio and TV stations are likely to report closings as Community Unit School District 200 or CUSD 200 and not list individual schools. Please listen to these announcements carefully as there are several District 200 school systems in the metropolitan area.

If it is necessary to close school once classes are in session, students will be dismissed based on information provided by parents at registration. While the school will make every attempt to reach parents by phone, it is not always possible. In those cases, the emergency information provided by parents at registration will be used. **Please be certain that the school office has current names and phone numbers of your family's emergency contacts.** It is suggested that you discuss these emergency arrangements with your child.

L. LOST AND FOUND

Those items of clothing marked with student's names are easily returned to rightful owners. Other items that are found can be reclaimed at the lost and found. Eyeglasses, keys, jewelry, money, or other valuables are kept in the office and can be reclaimed there following appropriate identification. For health, safety, and storage reasons unclaimed items from the lost and found are periodically donated to charity. Therefore, please check with your student frequently about any lost or misplaced belongings.

M. FREE AND REDUCED LUNCH

Free and reduced-price lunches are available to students whose family size and income meet state guidelines. Application forms are available in the school office. (*Policy 4.130*)

N. WITHDRAWAL FROM SCHOOL

A parent or guardian wishing to withdraw a student from school must follow established procedures. Please call your school's office for information.

O. TELEPHONES AND CLASSROOM INTERRUPTIONS

It is important that classroom interruptions be kept to a minimum. It is the responsibility of the student to check at the office for forgotten lunches and/or homework. **Students will not be called from class to answer phone calls or to pick up forgotten items.** Messages will be delivered in cases of emergency. Calls to teachers should be limited to before and after school. Teachers will not be called from their classes to answer the telephone except in emergencies. If you find it necessary to call at a time other than before or after school, a message will be taken and the teacher will call you back at his/her convenience. Students should not be expected to make general use of the phone; it is needed for parent and teacher use. This rule will be strictly enforced. All after school activity arrangement should be made prior to arrival at school.

P. RELEASE OF STUDENT INFORMATION

The school may release personally identifiable information about students unless a student's parent/guardian requests in writing that such information not be released. The following information about a student may be released at any time during the year, as applicable and appropriate: name, address, gender, grade level, birthdate and place, parent/guardian name and address, academic awards or honors, school activities, field of study, and period of school attendance.

Q. VIDEOTAPING AND PHOTOGRAPHING OF STUDENTS

During the course of the school year, your student will be involved in many school activities that will be captured on video or photographed for sharing. Students may be videotaped or photographed by parents, observers, school employees, students, student teachers, and the news media from time to time while participating in school or classroom activities. If you desire that your student not be videotaped or photographed, please contact the principal to discuss reasonable restrictions. Letters requesting that students' pictures not be reproduced in the media are to be sent to the building principal.

STUDENT CONDUCT AND RESPONSIBILITIES

A. STUDENT RESPONSIBILITIES

Students are expected to:

- ◆ Be in attendance daily and be conscientious in classroom work;
- ◆ Respect the rights of teachers, students, administrators, and all others who are involved in the educational process;

- ◆ Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them
- ◆ Dress and groom so as to maximize the safety and health of all students and so as not to cause disruption to the educational process;
- ◆ Exercise proper care when using public facilities and equipment.

B. STUDENT IDs

Students must possess and produce upon request their valid, current student ID.

C. DISCIPLINE

Discipline underlies the educational process. A safe and orderly environment allows teachers and students to focus on learning. Discipline should help students develop an awareness of and respect for themselves and others. The middle school years are crucial because students have increased freedom and additional responsibility. The ultimate goal of discipline in the middle school is to develop self-discipline. Faculty and administrative personnel will provide structure and support to foster this development.

It is the responsibility of parents and students to review and discuss the disciplinary policies of the school, which are distributed to each student. Also, please read the District 200 Board Policy supplement.

D. PROHIBITED STUDENT CONDUCT

(Policy 7.190)

E. ADMISSION TO ATHLETIC EVENTS (INCLUDING HIGH SCHOOL)

Information regarding the expectations should be given to the students at the start of the school year by the middle school principal.

- ◆ Students are expected to comply with the following directions:
 1. Students must possess and produce upon request their valid, current student ID at all times.
 2. Students are to remain in their assigned section of the home bleachers during a game.
 3. Grabbing, pushing, or shoving will not be allowed.
 4. Throwing of any items will not be tolerated.
 5. Outbursts of inappropriate language will not be tolerated.
 6. It is the responsibility of every student to be aware of and to follow the school rules governing student presence in the building or on the grounds after school hours. Students who are not in an approved and supervised area will be subject to disciplinary consequences.
- ◆ Students are expected to follow the directions of the student supervisors and the police. If they fail to follow directions, they will be asked to leave. If a middle school student is asked to leave a high school event, he/she may not be able to attend any high school events for the remainder of that school year.

F. DRESS AND APPEARANCE

In accordance with Board of Education policy, students are expected to dress in an appropriate manner that must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Judgement of disruption is at the discretion of the school administration, but specific guidelines and prohibitions are listed as follows:

- ◆ Hats, headgear, jackets, and gloves may not be worn in the building.
- ◆ Apparel that promotes or advertises drugs, alcohol, tobacco products, violence, sex, and other inappropriate activities are not permitted.
- ◆ All clothing must cover from shoulders to mid-thigh.
- ◆ Transparent items, strapped shirts, strapless tops, nightwear, and items normally worn as undergarments but displayed as outerwear are prohibited.
- ◆ Items determined to be symbolic of gang membership, including jewelry items, are prohibited.
- ◆ Tattoos will require clothing or other coverage if determined to be inappropriate to the school program.
- ◆ Shoes must be worn at all times.
- ◆ No underwear should be showing.
- ◆ Pants/shorts should be worn at the waist.

Costumes: Students may not wear masks or headgear that prevent the clear identity of the student. Costume paraphernalia, such as theatrical props and imitation weapons, are not allowed. Costumes and/or make-up that are considered threatening or otherwise inappropriate are forbidden. *(Policy 7.160)*

G. UNAUTHORIZED ORGANIZATIONS (CULTS, GANGS, SECRET SOCIETIES)

Gang and cult activity or mimicry will not be tolerated. This includes both verbal and nonverbal communication and the displaying of symbols, emblems, and other gang-related graffiti. Adornments and clothing associated with gangs (e.g. excessive wearing of gang related colors, straps not worn over the shoulder with overalls, two colors of shoe laces, etc.) are not allowed. Gang activity also includes any effort to recruit for or further the interest of a gang or to intimidate any other student on behalf of a gang. Students who engage in this activity may be suspended up to ten (10) days from school, and expulsion may be recommended. Police will be notified when students are involved in illegal activities. *(Policy 7.190)*

H. LEAVING BUILDING/SCHOOL GROUNDS

Students must not leave the school without permission from the office. Parents must sign the student out in the office prior to leaving and sign in if returning the same day.

I. LIBRARY LEARNING CENTER

Out of consideration for others, students are responsible for the care and prompt return of library materials. Fines and/or detention will be assigned for overdue or damaged materials. Students are expected to pay replacement costs for lost materials. Students who repeatedly abuse library privileges may be excluded from the Library Learning Center.

J. LOCKERS

A student's school locker is the property of the school and must be used for the purpose intended: a storage area for books, school supplies, and garments. If school officials have a reasonable suspicion that the student has placed illegal or dangerous materials or substances in the locker, school officials may then search the locker, with or without the student's knowledge or consent. Students should not keep anything in their lockers that they would not want anyone else to find or to examine the contents thereof. Each student is assigned a hall locker for books and personal belongings and one in the physical education locker room for PE equipment.

School locks must be used. Lockers or locks needing repair are to be reported to the office. Students must pay for lost or stolen locks.

Students are not allowed to share lockers and are discouraged from sharing lock combinations.

Students are responsible to see that their lockers are locked at all times. The school assumes no responsibility for lost or stolen articles from lockers. Students are not to bring large amounts of cash or valuable items to school. Should it be necessary to bring an item of value to school, the student must bring it to the office for safekeeping. School officials make periodic checks on the locks and lockers. Students are responsible for the condition of their assigned lockers.

The students must empty lockers of personal belongings at the end of the year. Custodians will clean out lockers in the summer, and contents will be donated to charity.

K. PUBLIC DISPLAY OF AFFECTION

Public display of affection is not permitted in school. This includes hand holding, hugging, kissing, etc. Disciplinary action will result.

L. RADIO, TV, TAPE RECORDERS, AND OTHER ELECTRONIC DEVICES

No radios, TVs, tape recorders, communication devices, or other electronic devices may be brought to school, including radios with personal headphones; to do so risks confiscation until the end of the school year. Only the principal can give the student permission to carry a telecommunication device. *(Policy 7.190)*

M. CELLULAR PHONES

Students may not use a cellular phone or any other electronic communication device in any manner that disrupts the educational environment. Any student carrying a cellular phone must keep it turned off and out of sight during the regular school day unless authorized and approved by the building principal. *(Policy 7.190)*

N. LASERS

Lasers are considered hazardous and are not permitted in the school for use by students.

O. HARASSMENT

A learning and working environment that is free from any form of harassment, including sexual harassment, is essential and shall be maintained. Bullying is considered harassment and will not be tolerated. It will be a violation of the School Board policy for any student to harass

another individual. Violation of this policy shall be considered grounds for disciplinary action. *(Policy 7.20)*

P. CONTROLLED SUBSTANCES

Possession, use, or representation of controlled substances is not permitted on school grounds. Offenders may be suspended for up to ten (10) days. In addition, the cities of Wheaton and Warrenville have an ordinance forbidding possession or use of controlled substances by minors, and school personnel will contact the police. *(Policy 7.190)*

Q. WEAPONS

Any student possessing, using, or transmitting any object that is, could be considered, or looks like a weapon can be suspended or expelled.

R. TEXTBOOKS

The State of Illinois annually appropriates money for the purchase of textbooks in school districts across the state. These books are the property of the State of Illinois and will be collected at the end of a course for re-assignment to other students. As is the case with all textbooks used by District 200 students, if these books are lost or damaged, it is the responsibility of the student to pay for replacement.

BUS TRANSPORTATION

A. BUS SERVICE

Free bus transportation is provided for students living more than 1.5 miles from the school they are assigned to attend. If the walking route of a student who lives less than 1.5 miles from school is considered hazardous, free busing may also be offered. Busing may also be an option for some students on a space-available basis. A fee is charged for students who take advantage of this option. Questions about eligibility for bus transportation should be directed to the District transportation office at 682-2005. A student ID with appropriate bus information is required for boarding. There is a fee for the replacement of a student ID. Students should be on time at the designated school bus stop and ride only the bus to which they are assigned. Bus transportation is not an excuse for missing before or after school responsibilities such as make-up work and/or detentions.

B. BUS STOPS

Bus stops are most often at intersections because drivers generally are more attentive and drive at slower speeds through intersections. We work with the bus company to create bus stops where students may wait in an orderly and safe manner.

C. BEHAVIOR AT BUS STOPS

The District expects that students will conduct themselves appropriately while at the bus stop. **The school seeks parent support in implementing the following rules to help insure the safety of all students at the bus stop:**

- ◆ Students should arrive at the bus stop no more than five minutes before the bus is scheduled to depart. Ten minutes may be necessary during the first two weeks, but after that, five minutes is adequate.
- ◆ Students need to show respect for property. Waiting on the sidewalk or parkway area does this. Climbing

on trees or running through private property is prohibited.

- ◆ Students should never throw objects. Objects might include snowballs, baseballs, etc. If students are playing ball at the bus stop, that is a sure sign that they are arriving too early.
- ◆ Books or bags do not hold places. Students need to stand in line patiently and board safely without pushing or shoving.
- ◆ For safety's sake, students should **never** step into the street or attempt to retrieve an object that falls under a bus. Alerting the bus driver to what is missing and where it fell is the appropriate course of action.
- ◆ Students need to respect each other. The bus stop is not a place for rough play, bad language, or name calling.
- ◆ Students are responsible for their own behavior.

D. BEHAVIOR ON THE BUS

The District and the bus company work cooperatively to help ensure that students are safe while riding the bus. The same general rules of conduct enforced at school are also in effect while students are on the bus. Students and parents should be familiar with the following rules:

- ◆ The bus driver is in charge and has the same authority as the teacher while students are on the bus.
- ◆ Students may not inflict damage to any part of the bus.
- ◆ Students must remain seated while on the bus.
- ◆ Students must not extend their heads or arms out of the windows or throw anything out of the windows.
- ◆ Students are expected to be courteous to their fellow riders and to the bus driver. They may not threaten or inflict injury on the bus driver or other students.
- ◆ There shall be no eating or drinking on the bus or at the bus stops at any time.
- ◆ There shall be no smoking on the buses or at the bus stops at any time.
- ◆ Students who damage the buses will be required to pay for the repairs.
- ◆ Students who miss the bus must make their own transportation arrangements.
- ◆ Students are not to talk to or distract the driver. Such disturbances are a safety hazard.

E. CONSEQUENCES OF MISCONDUCT AT THE BUS STOP OR ON THE BUS

Students who disobey the rules of conduct for behavior at the bus stop or bus ridership may result in a suspension of all bus privileges, including the activity bus. Students may also receive a school suspension for inappropriate behavior on the bus. A student on bus suspension is still expected to attend school; **if the student does not attend school because of a bus suspension, the absence will be considered unexcused.**

COMMUNICATION

A. COMMUNICATION WITH PARENTS

Communication between the home and school is an essential part of our middle school program. We encourage you to contact your child's teachers or counselor as the **first step** if you have questions or concerns about his or her progress in school. District 200 has provided voice mail and e-mail for all employees to enhance communication between the home and school. The school has established a

number of ways to provide information to parents about their child's progress. Some of these are:

- ◆ Report cards are issued following each nine-week grading period. These forms record academic effort and progress and are mailed to the home.
- ◆ Progress reports are written or verbal notices given between grading periods to indicate a change in the student's performance. Parents or teachers may request a conference for further explanation.
- ◆ Open House/Curriculum Night - An evening is set aside each fall for parents to visit their student's school and meet his or her teachers. Principals meet with parents in a large group setting to explain the school program and policies and then dismiss parents to follow their student's class schedule. Teachers explain the curriculum and discuss course expectations, grading practices, and homework.
- ◆ Conferences provide opportunities to share information about students, school programs and policies. Parents are encouraged to attend these functions. Formal conferences are scheduled in November. Please refer to the Middle School Calendar for these dates.
- ◆ Newsletters - Newsletters are mailed to each student's home on a regular basis to provide timely information about the school program.
- ◆ PTA groups in each building provide valued support and services to the school. Through fund raising events, such as the annual magazine drive, the PTA provides social activities and cultural arts programs for the students. Parents are encouraged to become active PTA members.
- ◆ School Improvement Plan - Each school develops a School Improvement Plan (SIP) every year outlining goals and methods for improving the academic performance of its students. The plans are shared with parents in the fall.
- ◆ State School Report Cards
- ◆ District 200 Web Page at www.cusd200.org provides general information about the District and its programs as well as current news items. The District site has addresses that link to the individual schools. Teacher e-mails are included within each school page.
- ◆ Automated Voice Messaging provides another way of getting information to families quickly. The system allows the Superintendent or Principal to record a message to inform parents of school events, changes in scheduled activities, school closings, and emergency situations.

B. STUDENT PUBLICATIONS, NEWSPAPERS, ETC.

Student newspapers, as well as other publications distributed on or off campus, are free to express student views without censorship or prior restraint. Student editors, however, should be warned that they are responsible for the content of their publications and that they may be subject to lawsuits for printing libel, slander, obscenity, known falsehoods, reckless disregard to the truth, or defamation. The school may restrict the time when publications can be distributed as well as the areas of distribution in order to avoid interference with the regular school process. The school shall require that all printed matter and petitions distributed on school property bear the name of the sponsoring organization and the name of one individual in the organization.

C. CHILD ABUSE

When a school staff member has reasonable cause to suspect a student has suffered physical or sexual abuse or neglect, he/she is required to report that suspicion to the Illinois Department of Children and Family Services Hot Line. The “reporter” of the suspect case is protected by law, and his/her anonymity and confidentiality is maintained. School personnel are not obligated by law to inform parents when they report suspected child abuse or neglect.

STUDENT SAFETY

A. SCHOOL SECURITY

The safety and security of students is a primary concern of the District 200 staff. To make the schools as safe and secure as possible, each school designs certain measures to provide for building security. Because each school varies by its floor plan and therefore its ability to effectively monitor its premises, the plan of each school will reflect reasonable security responses for that building. All schools, however, will keep all exterior doors locked during regular school hours. Visitors to the school should enter the school through the main door and go directly to the school office. At the office, they may sign in and receive a visitor’s badge, which should be returned to the school office at the end of the visit. While in the school, please do not feel offended if a staff member asks whom you are or why you are in school. They are just looking out for the safety of all students.

B. COMMUNICATION ABOUT SAFETY ISSUES

The District does not have the resources to communicate with parents about every rumor, threat, or disciplinary action that is taken in our schools. Be assured, however, that the school will always take all appropriate steps to keep students safe, and parents will always be informed when a threat turns out to be legitimate or other situations present a danger to students.

C. SCHOOL SAFETY DRILLS

Each school has developed an emergency plan to help ensure the safety of students in the event of a fire or other disaster, such as a tornado or a building intruder. This plan is rehearsed by the staff and students at various times during the year and in some instances includes a “lock-down” drill. Each school has also designated an emergency evacuation site where students will be moved until the school can be safely reopened. Students will not be released from school at the normal dismissal time if a tornado warning (not a watch) is in effect. Students will remain at the school under this condition until such time they may safely be dismissed.

D. SCHOOL SAFETY INSPECTIONS

To insure that the buildings meet state requirements and are safe for student occupancy, the Regional Office of Education inspects each District 200 school every year. The annual inspection is required by the School Code of Illinois and results in certification that the school is adequate and efficient and that progress is being made toward meeting life safety code recommendations resulting from previous inspections.

E. BICYCLES, ROLLERBLADES, SKATEBOARDS, AND SCOOTERS

As long as they observe safety rules, students are permitted to ride bicycles to school. The school is not responsible for lost or damaged bicycles. Motorized bikes or vehicles are not permitted. Bicycles are to be stored in the racks provided and locked separately. The use of rollerblades, skateboards and scooters is prohibited on middle school property.

F. SMOKE FREE ENVIRONMENT

School buildings and grounds are entirely smoke free. No smoking is allowed at any time.

G. WALKING TO SCHOOL

Parents are requested to discuss with their children the importance of following safety precautions, including use of sidewalks where available, facing on-coming traffic when walking on the street, crossing only where crossing guards are available, etc. Respect for the property of people along student’s walking route is expected.

STUDENT HEALTH

A. STUDENT HEALTH SERVICES

It is the philosophy of the District to work cooperatively with parents and staff to provide a healthy and safe environment for learning. If your student has a special health concern, please notify the teacher and the school health office. This includes chronic asthma, food allergies, bee sting allergies, etc. Should your student be taking daily medication at home, please notify the health office so any side effects that occur will be recognized more easily and proper steps taken towards treatment.

B. PHYSICAL EXAMINATIONS

A physical examination is required of each student within one year prior to entering kindergarten, fifth, ninth grade, or when enrolling in the District for the first time. The examination is to be made by a licensed physician. Proof of the examination must be provided at registration. Complete and valid immunizations are considered part of the physical and must be on file with the school. **Students who have not submitted the required physical examination report and documentation of immunity by September 15 will be excluded from school. In addition, any student who does not have a physical exam form on file at the beginning of the year will be excluded from daily physical education classes.** Dental care is a vital part of good physical health. An examination by a dentist is recommended but not required.

PLEASE NOTE: Two signatures and two dates, one documenting immunizations and the second verifying the physical examination finding, are required. Check these before leaving your physician’s office to avoid a return trip.

C. WHEN TO KEEP YOUR CHILD HOME

Good health and good attendance are critical to a student’s education. Encourage your student to practice proper nutrition, dental and personal hygiene, and obtain adequate rest and exercise.

Keep the student home:

- 1) If a rash is present that has not been evaluated by a physician.
- 2) If there is an oral temperature exceeding 100 degrees F., or 1 to 2 degrees above their normal temperature. The student should remain home for **24 hours after the temperature has returned to normal.**
- 3) If experiencing nausea and/or vomiting.
- 4) If complains of severe, persistent pain.
- 5) If showing signs of an upper respiratory infection **serious enough to interfere** with ability to learn.
- 6) If there are signs of conjunctivitis (“pinkeye”) with matter from one or both eyes, itching, and/or crusts on eyelids.
- 7) If there are open sores that have not been evaluated by a physician.
- 8) If there are signs of lice infestation.

D. RE-ADMISSION AFTER CONTAGIOUS ILLNESS

Readmission following illness from contagious diseases may require a back-to-school permit signed by a physician. Certain guidelines, established by the Illinois Department of Public Health, are used to control communicable diseases:

- 1) Chicken Pox – The student is no longer contagious after the sixth day or after all pox are scabbed.
- 2) Impetigo – The student may be in school after using the prescribed antibiotic ointment for **at least 24 hours.**
- 3) Conjunctivitis – The student is excluded from school until antibiotic treatment has been maintained for **at least 24 hours.**
- 4) Strep Throat – The student may return to school after being on medication for 24 hours if he/she is free of fever.
- 5) Undiagnosed Rash – The student is excluded from school until a physician diagnoses the rash and releases the child to return to school.

E. PHYSICAL EDUCATION MEDICAL EXCUSES

A student may be excused from Physical Education for up to three (3) days if the request is made in writing by a parent. If the student must be excused for more than three (3) days, a note must come from the doctor stating the diagnosis, duration, and extent of the physical limitation. The excuse should be directed to the Physical Education teacher.

F. STUDENT ACCIDENTS AND ILLNESS

In case of an accident or illness of a student at school this procedure will be followed:

- 1) First aid is administered.

- 2) If serious, parents are contacted. Please note that a school nurse may not be present to make a diagnosis. Therefore, the school office staff will exercise its best judgement in determining whether an injury is serious.
- 3) If the parents cannot be reached, the emergency contact provided by the parents will be called. Please be certain that we have at least two emergency numbers to call in case we cannot reach you. **Please keep these numbers up to date when contacts move or change jobs.** Persons listed on the emergency card will be considered to have your approval for temporary care. Students leaving school during the day for health reasons or other reasons must have a parent or authorized guardian sign them out through the school office.
- 4) If the parents or emergency contacts cannot be reached, the nearest hospital, paramedics, or a local doctor may be contacted.

G. ADMINISTRATION OF MEDICATION TO STUDENTS

Parents have the primary responsibility for administering medication to their students. The administration of medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and educational well being of the student. A medical permission form, signed by a parent and physician, must be completed before any medication can be dispensed at school. These forms are available in the school office and describe the responsibilities and guidelines of the administration of medication. (*Policy 7.270*)

H. VISION/HEARING SCREENING

Students are screened for vision and hearing routinely during their school experience by DuPage County Health Department technicians. Parents of students failing to meet threshold criteria will be contacted after the screenings. Additional vision or hearing screenings may be requested at any time by contacting the health office. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. A child is not required to undergo 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.

I. HEAD LICE

Parents are encouraged to check their children regularly for head lice. If a case is discovered, it should be reported to the school nurse, who will advise parents of the most appropriate treatments. Arrangements will be made to check siblings and close contacts for lice infestation. Students will not be allowed to return to school until all signs of the infestation are gone.

CURRICULUM

A. SIXTH GRADE

The sixth grade academic program consists of a **block of time** that includes:

Language Arts	Science
Literature	Social Studies
Math	

In addition, each student has one period of Interrelated Arts and one period of Physical Education/Health on a daily basis.

B. SEVENTH GRADE

The seventh grade academic program consists of a **block of time** that includes:

Language Arts	Science
Literature	Social Studies
Math	

In addition, each student has one period of Unified Arts and one period of Physical Education on a daily basis. (Band or Orchestra may be **substituted** for Unified Arts.)

C. EIGHTH GRADE

The eighth grade academic program consists of a **block of time** that includes:

Language Arts	Science
Literature	Social Studies
Math	Foreign Language Experience

In addition, each student has one period of an elective and one period of Physical Education on a daily basis.

<u>One-Semester Electives</u>	<u>Two-Semester Electives</u>
Art	Band
Applied Science and Technology	Orchestra
MS Information Technology	
Family & Consumer Science	
Music	
Drama	

D. REQUIRED COURSES

1. Literature/Language Arts

Language arts instruction is an integration of reading and writing. It is a balanced program coordinating high quality literature with essential reading and writing skills. Eighth grade language arts is a study of the process of writing. The elements of composition and grammar are studied. A gifted section is offered to qualified students.

2. Social Studies

Sixth grade social studies is an overview of world history and geography culminating in the study of the exploration of the New World. Seventh grade social studies is a chronological study of U.S. history from colonial America through the Civil War and reconstruction with special emphasis on understanding political and physical features of U.S. geography. Eighth grade social studies continues and concludes the chronological study of U.S. history. Students also study units on world geography, current U.S. society, and American government. All eighth grade students take the district U.S. and Illinois Constitution test.

3. Mathematics

All three years of middle school math curriculum emphasize problem-solving, estimating, mental math, organizing and interpreting data, measurement, predicting, consumer application, and use of mathematical tools such as calculators and computers. Students are screened annually for placement in enriched math classes. A gifted section is offered to qualified students.

4. Science

Science covers various topics under the basic categories of earth science, biology, chemistry, and physics. Activities are designed to encourage student inquiry and hands-on participation.

5. Foreign Language Experience - 8th Grade

- ◆ The Exploring Foreign Cultures course is an integration of foreign language, fine arts, and social studies. It is designed to provide a rich variety of experiences to foster cultural awareness, understanding, and appreciation. This course provides students the opportunity to gain a greater appreciation

of America's patchwork heritage and lay a foundation for future foreign language studies.

- ◆ The foreign language courses are the same first year courses that are offered at the high school. They are offered at the middle school as accelerated courses. Successful completion leads to enrollment in the second year of the language as a freshman. French, Spanish, and German are offered, based on student demand.

6. Physical Education/Health

The sixth grade physical education curriculum is comprehensive, including dance, team sports, and individual sports fitness with an emphasis on skill development. The seventh and eighth grade physical education curriculum expands the sixth grade program, developing more varied skills and providing enrichment.

The health education program includes six weeks of instruction, which is integrated into the physical education class and taught by the physical education teacher. The student's grade for physical education each quarter will reflect the student's work in both physical education and health.

The sixth grade includes units on personal and physical well being, substance use and abuse, self-esteem, human sexuality, reproductive systems, consumer health, and safety.

The seventh grade units are personal and physical well being, mental and emotional health, diseases and disorders, consumer health, and first aid.

The eighth grade units include human relationships, reproductive systems, substance use and abuse, mental and emotional health, diseases and disorders, and nutrition.

A signed parent permission form is required for students to participate in the family living unit of the health program in both sixth and eighth grades. Those not participating will be given another health education related assignment.

7. I.R.A. (Interrelated Arts) 6th Grade

I.R.A. is a team-taught combination of art, drama, and music, which develops common themes and specific skills in each area through use of individual and small group participation. Instrumental music lessons are taught during this period.

8. Unified Arts - 7th Grade

Unified Arts is a team-taught combination of Family and Consumer Science, Computer Literacy, and Applied Science and Technology.

E. ELECTIVE COURSES

1. Art

A one-semester eighth grade elective, which extends creativity and skills in drawing, painting, printmaking, sculpture, and mixed processes.

2. Band

A year-long elective for seventh and eighth grade students that provides daily instruction and practice in instrumental music. Several performances (in school, evening, and competitive) are scheduled throughout the year to display

students' abilities and achievements. A minimum of one year's experience on an instrument is required.

3. Middle School Information Technology

A one-semester eighth grade course that expands upon the skills learned in Computer Literacy. It is designed to equip students to take a proficiency test eliminating the need for the required high school course Instructional Technology I. A student who does test out will have an extra elective in high school.

4. Drama

A one-semester elective for eighth graders which focuses on performance (pantomime, improvisations, skits, one-act plays).

5. Chorus

A one-semester elective for eighth grade students which provides an opportunity to begin and extend understanding of vocal music.

6. Family and Consumer Science

A one semester elective which expands skills and understanding in areas of food preparation and nutrition, clothing construction, and child development through individual projects and activities.

7. Orchestra

A year-long elective for seventh and eighth grade students. Orchestra is a performing group featuring stringed instruments. Non-credit orchestra groups are also available several mornings a week before classes begin at each school.

8. Applied Science and Technology

The purpose of this one-semester elective is to introduce students to a series of science and technology units selected by each student according to his/her interest. Students use computer multimedia and hands-on equipment to enhance their learning. Available units include but are not limited to: Aerodynamics, Controls and Sensors, Animation, Flight Simulation, Mechanisms, Electricity, Space and Rocketry, Fluid Power, Computer Graphic Design, Artificial Intelligence, Automation and Robotics, Computer-Aided Design Metrology, Digital Video Editing, Fiber Optics and Lasers, Engineering Stress Analysis, CO₂ Raceway, Video Production, and Radio Broadcasting.

F. GIFTED PROGRAM

Gifted programs designed to complement the regular curriculum are offered in District 200 middle schools. The goals of the programs are to meet the unique needs of intellectually and academically gifted students in the areas of mathematics and language arts. Using State of Illinois guidelines, students are invited to participate in the gifted program offerings. About five to eight percent of the middle school population is involved in the gifted program.

The process for identifying students eligible for the middle school gifted program classes includes a Level I Screening and Level II Selection (testing). Level II Selection is specific to each subject.

A district-wide committee reviews information gathered from Level I Screening and Level II Selection. This committee will identify students for participation. All students will receive a letter with the results of their testing.

Level I Screening

- ◆ Classroom teachers, parents, or other school personnel may recommend students for Level II Selection by contacting the building gifted specialist or the Gifted Office. All students successfully completing the elementary TAG Reading program are scheduled in Fast Paced Language Arts. All students successfully completing the elementary TAG Math program are scheduled in Fast Paced Mathematics. Other students wanting consideration for this course will need to qualify through testing.
- ◆ All students' standardized *TerraNova* test scores and their *InView* test scores, when available, are carefully reviewed. For further consideration a student must have a 95% average nationally on the reading composite test and/or an *InView* score of 125 or above.

1. Fast Paced Language Arts - Grades 6, 7, & 8

This class meets daily at each middle school. Students take this class in place of regular language arts. The regular language arts curriculum is compacted, accelerated, and enriched.

Level II Selection

- ◆ Students entering 6th grade requesting placement in Fast Paced Language Arts who are not currently in the elementary TAG Reading program are administered second level tests including the Verbal Reasoning subtest of the *Differential Aptitude Test* and the Reading Comprehension and Verbal Reasoning subtests of the *Comprehensive Testing Program 4*.
- ◆ Students entering 7th and 8th grade qualify for this class by obtaining a Verbal score of 500 (for 7th grade) or 540 (8th grade) on the *SAT I Reasoning Test*, the same test given to college-bound high school juniors.

2. Fast Paced Mathematics – Grades 6, 7, & 8

Identified students will take Pre-Algebra in Grade 6, High School Algebra I in Grade 7, and High School Geometry in Grade 8. The classes meet daily and are commonly referred to as Fast Paced Math. They fulfill a student's daily math requirement.

Level II Selection

- ◆ Students entering 6th grade requesting placement in Fast Paced Math who are not currently in the elementary TAG Math program are administered second level tests including the Mathematics and Quantitative Reasoning subtests of the *Comprehensive Testing Program 4*.
- ◆ Students entering 7th grade qualify for this class by obtaining a Math score of 500 or a Math score of 460 and a Total score of 870 on the *SAT I Reasoning Test*, the same test given to college-bound high school juniors.
- ◆ Students entering 8th grade are not placed in or tested for Fast Paced Math unless they have completed an Algebra I course.

3. Further Information

Further information regarding District 200's middle school gifted programs is available at the Gifted Office, 682-2010.

G. SUPPORT SERVICES

1. Guidance Counselors

The middle schools have guidance counselors who are available to help students with personal or academic needs.

2. Special Services Team

A team of specialists is available in each school to identify and help students who have special learning needs.

3. Special Education Programs

A full spectrum of special education programs and services is available to any student who is identified as having special needs.

4. The Resource Program

Children with less severe learning disabilities may see the resource teacher for part of the school day to learn strategies to be successful in the regular classroom.

5. Psychology and Social Work Services

The school psychologist and social worker provide consultation and support to children and to classroom teachers who have children experiencing social, developmental, and academic problems.

6. Speech and Language Pathology Services

The speech pathologist evaluates and treats students who have communication problems. They include stuttering, difficulty with forming sounds, voice disorders, and language disorders.

7. Occupational Therapist

The occupational therapist works to develop a student's fine and gross motor skills as they relate to educational tasks.

8. Reading Specialists

A certified reading teacher and teacher aides are assigned to each school to assist both students and teachers in diagnosing and treating student reading problems.

9. School Nurses

Certified school nurses maintain a regular weekly schedule of school visitation but are available by phone at all times. Other school personnel may administer first aid and medication when the nurse is not present.

10. English as a Second Language (ESL)/Bilingual Services

Services are available to assist non-English speaking students in becoming proficient with the English language and the American school process.

H. EXTRA-CURRICULAR PROGRAMS

The middle schools provide many opportunities for students to participate in activities before and after school. Special interest clubs, musical groups, and athletics are all a part of the middle school program. Students are encouraged to participate in extra-curricular activities to complete their middle school experience. Examples of programs may include:

<u>Music</u>	<u>Intramurals</u>	<u>Activities/Clubs</u>
Band	Basketball	Student Council
Jazz Band	Soccer	Yearbook
Orchestra	Softball	Newspaper

Music
Chorus

Intramurals
Floor Hockey
Flag Football
Wrestling

Activities/Clubs
Special Interest Clubs

Interscholastic Sports

Boys/Girls Cross Country	Boys Basketball
Girls Volleyball	Boys/Girls Track
Girls Basketball	

I. INTERNET

Community Unit School District offers access to the Internet to staff and students who have signed the Authorization for Internet Access Consent and Waiver Form. In signing this form, staff and students agree to engage in use of the Internet to facilitate resource sharing, innovation and communication following the guidelines outlined in the policy. The policy can be obtained in the school office and will be sent to all parents and students when they enroll and to staff when they are hired.

Signed consent will be kept on file in the school office or staff administrative offices. The failure of any user to follow the terms of this policy will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

J. STANDARDIZED TESTING

Nationally normed tests, *Illinois Standards Assessment Test(s) (ISAT)*, and local assessments are administered to all middle school students. Test results assist teachers in diagnosing problems and monitoring the progress of students. They also provide the administration with objective data to guide the construction and revision of curriculum. Individual results, when available, are sent home with students. Parents may request review of these test results at any time. Individual results are not available for local assessments.

K. HONOR ROLL CRITERIA

Regular Honor Roll

- ◆ 'B' average = only one 'C' - no grade lower than a 'C'
- ◆ 'E' excellent, 'S' satisfactory, or 'N' needs improvement in work habits and cooperation – no 'U' unsatisfactory

High Honor Roll

- ◆ No grade lower than 'B'
- ◆ 'E' excellent, 'S' satisfactory, or 'N' needs improvement in work habits and cooperation – no 'U' unsatisfactory
- ◆ A minimum of 5 'A's'
- ◆ A grade of 'B' in pre-algebra (7th grade enriched math), fast paced math (grade 6, 7, & 8th), 8th grade foreign language, or fast paced language arts (grade 6, 7, & 8) will count as an 'A' in determining eligibility for the high honor roll. (Only a 'B' grade will be raised for calculating honor roll status.)

When determining honor roll eligibility, if a class is 2 periods in length (i.e. Language Arts/Literature block) the grade will count as 2 grades. (For example, an 'A' in Language Arts block is actually counted as 2 'A' grades. A 'C' in block is 2 'C's' and therefore does not allow for regular honor roll.