

# Parent and Student Handbook

## Mazon-Verona-Kinsman Middle School 2021-2022

***Mr. Anthony DiNello***  
Principal

***Mrs. Nancy Dillow***  
Superintendent

M.V.K. Middle School  
1013 North Street  
Mazon, IL 60444  
(815) 448-2127

**This assignment notebook belongs to:**

**Name** \_\_\_\_\_ **Class** \_\_\_\_\_

**Hallway Locker:** \_\_\_\_\_ **P.E. Locker:** \_\_\_\_\_

## TABLE OF CONTENTS

### RESPONSIBILITY CARDS

Quarter One	4
Quarter Two	5
Quarter Three	6
Quarter Four	7

### COMMUNICATION

Telephone Numbers	8
School Hours	8
Blackboard	8
Facebook	8
Radio Station Alerts	8
M.V.K. Web Page	8
TeacherEase	8
Civil/Environmental Emergencies	8

### VISION & MISSION STATEMENTS

Goals	9
-------	---

### AFFIRMATIVE ACTION STATEMENT

	9
--	---

### BULLYING POLICY

Erin's Law	9
------------	---

### PROGRAMS OFFERED

<b>Educational Programs</b>	<b>10</b>
Health Education	10
Intervention and Enrichment	10
Maverick Intervention Team (MIT)	10
Social Services	10
Students with Disabilities	10
<b>Extra-Curricular Programs</b>	
Athletics	10
Music Lessons	10
Student Council	10

### Meal Programs

Breakfast Overview	11
Lunch Overview	11
Lunch Charges	11
Free and Reduced	11

### PARENT SECTION

<b>MVK Parent's Club</b>	<b>11</b>
--------------------------	-----------

<b>Building Access</b>	<b>11</b>
------------------------	-----------

Late Arrivals	11
---------------	----

Parental Access	11
-----------------	----

Weapons/Drug Reminder	11
-----------------------	----

<b>Health</b>	<b>11</b>
---------------	-----------

Epi-Pen and Inhalers	11
----------------------	----

Medication	11
------------	----

Medication Dosages	11
--------------------	----

Possession of Meds/Drugs	11
--------------------------	----

Bathroom Visits	11
-----------------	----

Head Lice	12
-----------	----

Physical/Immunizations	12
------------------------	----

Dental Examination	12
--------------------	----

Vision Examination	12
--------------------	----

PE Exemptions	12
---------------	----

### Student Absences

Full Day vs. Half Day	12
-----------------------	----

Reporting an Absence	12
----------------------	----

Excuses vs. Unexcused	12
-----------------------	----

After School Participation	12
----------------------------	----

School vs. Classroom Tardies	13
------------------------------	----

Cell Phone Usage	13
------------------	----

Truancy Documentation	13
-----------------------	----

Planned Vacations	13
-------------------	----

Make-up Work	13
--------------	----


Field Trips	13
-------------	----

Perfect Attendance Recognition	13
--------------------------------	----

<b>Miscellaneous Information</b>		<b>Student Behavioral Expectations</b>	
Assignment Notebook	13	Discipline Belief Statement	15
Athletic Event Policy	13	Extra-Curricular Participation	15
Financial Assistance	13	General Expectations	15
Notes Home	13	Bus Transportation	16
Parent/Teacher Conferences	13	Disciplinary Interventions	16
Parking on Grass & Fire Lane	13	Time Out	16
Smoke Free Environment	14	Lunch Detention	16
Student Records & Retention of	14	After School Detention	16
Records – Move to Student Section			
Report Cards	14	In-School Suspension	16
<b>Search and Seizure</b>	14	Out-of-School Suspension	16
Building Access	14	Expulsion	16
Contraband	14	Bus Suspension	16
Dog Search	14	Bus Expulsion	16
Search and Protocol	14	Expulsion/Suspension Clarification	16
Social Network Privacy	14	Interventions for Sp. Education	17
<b>Hazardous Materials</b>	14	<b>Dress Code</b>	17
Asbestos Identification	14	Shirts/Blouse/Tops	17
Lead Identification	14	Shorts/Pants	17
Pest Management Program	14	Miscellaneous Guidelines	17
Animals	14	Personal Appearance Items	17
<b>Student Section</b>		Physical Education Attire	17
<b>Academics</b>	15	Enforcement Statement	18
Recognition	15	<b>Responsibility Card Description</b>	18
Homework Policy	15	Purpose and Goals	18
Promotional Requirements	15	Student Consequences	18
Grading Scale	15	Field Trip Eligibility	18
Textbook Fines	15	<b>STUDENT HANDBOOK FORM</b>	19

**HANDBOOK REVIEW COMMITTEE MEMBERS**

<b>Mr. Nik Weber</b>	<b>Board Member</b>
<b>Mrs. Jeanette Finch</b>	<b>Parent</b>
<b>Ms. Clarissa Perez</b>	<b>Teacher</b>
<b>Mr. Cody Clennon</b>	<b>Student</b>
<b>Ms. Brynlee Hunt</b>	<b>Student</b>
<b>Ms. Morgan Starwalt</b>	<b>Student</b>
<b>Mr. DiNello</b>	<b>Principal</b>

			<b>RESPONSIBILITY CARD</b>					
			<b>M.V. K. MIDDLE SCHOOL</b>					
<b>Late Assignment = 2</b>			<b>21-22 Quarter One</b>			<b>Locker Visit = 2</b>		
								
						<b>Tardy to Class = 2</b>		
<b>Inappropriate Behavior = 4</b>								
			<b>Office Visit = 5</b>		<b>Cell Phone = 4</b>		<b>Missing Material = 2</b>	

Staff		Communication
Date	From	Comment Section


\*\*Each initialed box is 2, 4, or 5 points off of the 100 point total.


**HOMEWORK** category: Marks 5, 8, and 9 = lunch detention; Each mark after = After School Detention

**BEHAVIOR** category: Mark 3 = Lunch Detention; Mark 5-7 = after school detention; 8-9 = Half Day in-school; 10+ = all day  
 Signatures can occur in classroom, gym, locker room, hallway, recess, lunch room, etc. All staff may sign.  
 Too many Behavior Marks will result in ineligibility for Field Trips and Reward Activities.  
 TWO signatures in one day or being sent to office by Substitute Teacher = After School Detention

**CELL PHONE** category: Mark 3 and each subsequent mark = one month of loss of cell phone privileges.  
 \*Inappropriate cell phone usage at school will result in both loss of privileges and the appropriate consequence.

**Office Visit:** Students sent to the office will lose 5 points AND will receive any consequence deemed appropriate by principal.  
 \*Please note that students may not participate in extra-curricular activities until consequence is fulfilled.  
 \*Also, students need 84 points to participate in the Quarterly Activity and 168 for HR Olympics.

		<b>RESPONSIBILITY CARD</b>							
		<b>M.V. K. MIDDLE SCHOOL</b>							
		<b>17-18 Quarter Two</b>							
<b>Late Assignment = 2</b>						<b>Locker Visit = 2</b>			
						<b>Tardy to Class = 2</b>			
<b>Inappropriate Behavior = 4</b>		<b>Office Visit = 5</b>		<b>Cell Phone = 4</b>		<b>Missing Material = 2</b>			
<b>Staff</b>		<b>Communication</b>							
<b>Date</b>	<b>From</b>	<b>Comment Sectic</b>							
<p>**Each initialed box is 2, 4, or 5 points off of the 100 point total.</p> <p><b>HOMEWORK</b> category: Marks 5, 8, and 9 = lunch detention; 10, 11, and 12 = Half Day in-school; each after, all day</p> <p><b>BEHAVIOR</b> category: Mark 3 = Lunch Detention; Mark 5-7 = after school detention; 8-9 = Half Day in-school; 10+ = all day</p> <p style="padding-left: 40px;">Signatures can occur in classroom, gym, locker room, hallway, recess, lunch room, etc. All staff may sign.</p> <p style="padding-left: 40px;">Too many Behavior Marks will result in ineligibility for Field Trips and Reward Activities.</p> <p style="padding-left: 40px;">TWO signatures in one day or being sent to office by Substitute Teacher = After School Detention</p> <p><b>CELL PHONE</b> category: Mark 3 and each subsequent mark = one month of loss of cell phone privileges.</p> <p style="padding-left: 40px;">*Inappropriate cell phone usage at school will result in both loss of privileges and the appropriate consequence.</p> <p><b>Office Visit:</b> Students sent to the office will lose 5 points AND will receive any consequence deemed appropriate by principal.</p> <p>*Please note that students may not participate in extra-curricular activites until consequence is fulfilled.</p> <p>*Also, students need 80 points to participate in the Quarterly Activity and 160 for HR Olympics.</p>									

<b>RESPONSIBILITY CARD</b>			<b>M.V. K. MIDDLE SCHOOL</b>					
<b>Late Assignment = 2</b>			<b>17-18 Quarter Three</b>			<b>Locker Visit = 2</b>		
								
						<b>Tardy to Class = 2</b>		
<b>Inappropriate Behavior = 4</b>								
<b>Office Visit = 5</b>			<b>Cell Phone = 4</b>		<b>Missing Material = 2</b>			

<b>Staff</b>		<b>Communication</b>
Date	From	Comment Sectic

\*\*Each initialed box is 2, 4, or 5 points off of the 100 point total.

**HOMEWORK** category: Marks 5, 8, and 9 = lunch detention; 10, 11, and 12 = Half Day in-school; each after, all day

**BEHAVIOR** category: Mark 3 = Lunch Detention; Mark 5-7 = after school detention; 8-9 = Half Day in-school; 10+ = all day

Signatures can occur in classroom, gym, locker room, hallway, recess, lunch room, etc. All staff may sign.

Too many Behavior Marks will result in ineligibility for Field Trips and Reward Activities.

TWO signatures in one day or being sent to office by Substitute Teacher = After School Detention


**CELL PHONE** category: Mark 3 and each subsequent mark = one month of loss of cell phone privileges.

\*Inappropriate cell phone usage at school will result in both loss of privileges and the appropriate consequence.

**Office Visit:** Students sent to the office will lose 5 points AND will receive any consequence deemed appropriate by principal.

\*Please note that students may not participate in extra-curricular activites until consequence is fulfilled.

\*Also, students need 80 points to participate in the Quarterly Activity and 160 for HR Olympics.

<b>RESPONSIBILITY CARD</b>			<b>M.V. K. MIDDLE SCHOOL</b>		
<b>Late Assignment = 2</b>			<b>17-18 Quarter Four</b>		
			<b>Locker Visit = 2</b>		
<b>Inappropriate Behavior = 4</b>			<b>Tardy to Class = 2</b>		
<b>Office Visit = 5</b>		<b>Cell Phone = 4</b>		<b>Missing Material = 2</b>	

Staff		Communication
Date	From	Comment Sectic

**\*\*Each initialed box is 2, 4, or 5 points off of the 100 point total.**

**HOMEWORK** category: Marks 5, 8, and 9 = lunch detention; 10, 11, and 12 = Half Day in-school; each after, all day

**BEHAVIOR** category: Mark 3 = Lunch Detention; Mark 5-7 = after school detention; 8-9 = Half Day in-school; 10+ = all day

Signatures can occur in classroom, gym, locker room, hallway, recess, lunch room, etc. All staff may sign.  
 Too many Behavior Marks will result in ineligibility for Field Trips and Reward Activities.  
 TWO signatures in one day or being sent to office by Substitute Teacher = After School Detention

**CELL PHONE** category: Mark 3 and each subsequent mark = one month of loss of cell phone privileges.

\*Inappropriate cell phone usage at school will result in both loss of privileges and the appropriate consequence.

**Office Visit:** Students sent to the office will lose 5 points AND will receive any consequence deemed appropriate by principal.

\*Please note that students may not participate in extra-curricular activities until consequence is fulfilled.

\*Also, students need 80 points to participate in the Quarterly Activity and 160 for HR Olympics.

## COMMUNICATION

### TELEPHONE NUMBERS:

#### Elementary School

Principal	Mrs. Rusti Hasselbring	448-2471
Secretary	Mrs. Christina Jones	448-2471

#### Middle School

Principal	Mr. Anthony DiNello	448-2127
Secretary	Mrs. Tiffany Biro	448-2127
Nurse	Mrs. Carol Halpin	448-2127
Social Worker	Mrs. Kylie Parpart	448-3006
Tech. Coordinator	Mr. Ralph Rowe	448-2127
Athletic Director	Mr. Anthony DiNello	448-2127
Fax number		448-3005

#### District Office

Superintendent	Mrs. Nancy Dillow	448-2200
Bookkeeper	Mrs. Alise Marques	448-2200

#### Transportation

Coordinator	Mrs. Laura McCullough	448-2197
-------------	-----------------------	----------

**SCHOOL HOURS:** *Students are not supervised and should not be dropped off until 8:10*

8:00	Main Office Open	3:10	Student Dismissal Bell
8:10	Front Door is Open	4:00	Main Office Closed
8:25	Tardy Bell Rings		

*\*Answering machine is always on; MVK will respond to messages*

### BLACKBOARD

In the event of school cancellations, schedule changes or other important notices, parents will be alerted by phone, email and text message.

### FACEBOOK

The District Facebook page will post important notices and reminders, as well as pictures of classroom activities and special events. Student pictures will not be included without parent consent.

### RADIO STATION ALERTS

Civil/Environment Emergencies, delayed school starts, early dismissal emergencies, and school cancellation notices will be announced over the radio. School telephones are limited, parents are asked to tune-in to the following local stations: WJDK-FM (95.7); WCSJ-FM (103.1)

### M.V.K. WEB PAGE

Our District Web Page [www.mykmavericks.org](http://www.mykmavericks.org) is another source for important information about our school district. We do our best to keep this information updated and accurate. This year's District Budget is also posted on web site. Any suggestions for this page should be forwarded to our Technology Coordinator.

### TEACHER EASE

Parents can access the Teacher Ease program enabling them to review student academic progress and make Teacher contacts via E-Mail. To obtain a password to begin utilizing this program, please contact the office.

### CIVIL/ENVIRONMENTAL EMERGENCIES

If we are required to vacate the school and/or the Mazon area, we plan to relocate at one of the following locations. These locations may change, as the situation warrants:

- **Building Evacuation Site:** Mazon Congregational Church / Mazon American Legion Hall
- **Area Evacuation:** Pontiac High School

**Mazon~Verona~Kinsman Middle School**



*\*The information presented in this handbook is only a summary of board policies governing the district. Board policies are available to the public on the District 2C website. This handbook may be amended during the year without notice. Individuals are expected to appropriately execute and comply with all policies as communicated.*

**VISION STATEMENT:** to build an educational program that creates engaged learners who accept responsibility for their own learning, through a balance of high-performance technologies and other proven learning models.

**MISSION STATEMENT:** to help students become engaged learners who are responsible for their own learning. Students should become self-motivated, energized by their learning, and be able to define their own goals and evaluate their own achievement. The job of learning from the educational system and community should lead to a lifelong passion for solving problems, seeking understanding and transferring knowledge to a variety of situations to become creative problem solvers.

**GOALS**

1. Enable students to build knowledge from a wide variety of sources.
2. Develop students who can learn in a constantly changing environment.
3. Develop students who can appreciate ethnic diversity.
4. Enable pupils to understand systems in an integrated curriculum.
5. Create citizens who can think strategically to solve problems as individuals and in-group settings.
6. Create a constancy of purpose toward continuous improvement and learning achievement.

**AFFIRMATIVE ACTION POLICY STATEMENT:** to provide educational programs for students as needed on the basis of individual interests, values, abilities and potential. There shall be non-discrimination against any student because of race, color, religion, handicap, national origin, sex, or social class. MVK Community School District will take all necessary actions to comply with the letter and the spirit of Title VI of the Civil Rights Act, Title IX of the Educational Amendment of 1972, Title V of the Vocational Rehabilitation Act of 1973 and all other state and federal laws prohibiting discrimination in educational programs and activities.

**Prevention of and Response to Bullying, Intimidation, and Harassment**

Mazon-Verona-Kinsman ESD 2C is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school. Our school defines **bullying** as follows:

**Bullying is unfair and one-sided. It happens when someone repeatedly hurts, frightens, threatens, or leaves someone out on purpose.** For further clarification, see Board Policy 7:180

Examples of bullying and cyber bullying are:

- Hitting, kicking, tripping, pushing, and so on.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Insulting someone's race or making fun of someone for being a boy or a girl.
- Touching or showing private body parts.
- Spreading rumors about someone.
- Leaving someone out on purpose or trying to get other students not to play with someone.
- These actions are all considered bullying, whether in person, via use of technology, or electronic communication (cyber bullying)

Staff at our school will make every effort to prevent bullying and help children feel safe at school by:

- Closely supervising students in all areas of the school and playground.
- Watching for signs of bullying.
- Looking into all reported bullying incidents.
- Assigning consequences for bullying.
- Providing immediate consequences for retaliation against students who report bullying.
- Providing programs for students in K-8 to address bullying, respect, proper social behavior, and character education.

It is expected that students at our school will do the following things to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Include everyone in play.

**ERIN'S LAW (House Bill 619):** requires schools to implement an age-appropriate sexual assault and abuse awareness and prevention education in grades pre-kindergarten through 12. A classroom presentation will be done containing information aimed at helping to protect children from child sexual abuse. All presentations will take place with the teacher present. Information will be sent home prior to the presentation giving parents the opportunity to opt their child out of the presentation if they so choose.

## **EDUCATIONAL PROGRAMS**

### **Health Education Programs**

In keeping with a state mandate to provide students with information related to Health & Human Relations, we provide the following programs:

**5<sup>th</sup> Grade** – Material presented on this level addresses the physical, social, and emotional changes of puberty.

**5<sup>th</sup> Grade** – DARE is a concentrated effort to deter students from tobacco and alcohol use and addresses bullying.

**8<sup>th</sup> Grade** – Material is presented on this level in an effort to reduce teenage pregnancies and the health risks with sexual activity. The program emphasizes the teaching of abstinence.

**Parental Participation** –Parents are encouraged to contact the school office with any questions or to schedule a time to preview materials.

### **Intervention and Enrichment Classes**

The Middle School schedule allows for a 30-minute period each day in which every 6-8<sup>th</sup> grade student will be participating in an Enrichment Elective. If a student's benchmark or state assessments are either well below or well above average for either Reading or Math, that student may receive an Intervention. If a student has had five or more missing assignment marks per quarter in the Responsibility Card, that student will be in a Homework Intervention. Once a student has been sent to the HW class from an enrichment class 3 times or is failing a class, that student will spend the rest of that particular round in the Homework Intervention.

### **Maverick Intervention Team (MIT)**

MVK uses a problem-solving process that helps teachers and parents work together to help students who need support. Parents, general and special education teachers, and Grundy County Special Education Cooperative personnel work together during the problem solving process. The goal of this process is to identify interventions that will help the student, teacher, and parents address the needs the student is experiencing at school. An intervention is a strategy or course of action designed to make a positive difference in the area needing support. The problem solving process looks at teaching methods, the material(s) being taught, the classroom setting, and the behavioral and learning needs of the student. For more detailed information about the MIT process, please contact the Principal.

### **Social Services**

A full-time Social Worker is available to assist students in a variety of areas: organizational, emotional, and behavioral difficulties. Feel free to make contact @ (815) 448-3006.

### **Students with Disabilities**

All students have the right to a free and appropriate educational placement within the public school system. If you have questions related to your child's current educational programming, please contact the Principal.

### **Extra-Curricular Programs**

Students who are sent to the office for inappropriate behavior THREE times or who have had a combination of 6 or more signatures in the Behavior category of the responsibility card and/or office visits throughout the current semester will not be allowed to participate in any extra-curricular program for the duration of that semester. Students deemed ineligible for a program within the first semester may resume participation of that program after two weeks into the second semester. *\*An Extra-Curricular Handbook containing comprehensive guidelines for participation in various activities is available through the Athletic Director.*

A variety of co-curricular activities are offered to students in grades 6-8 throughout the year.

**Boys' Athletics** – Baseball/Basketball/Track/Wrestling/Pep Squad

**Girls' Athletics** – Softball/Basketball/Wrestling/Volleyball/Track/Pep Squad

**Other I.E.S.A. Options**– Band, Chorus, Bowling

**Academic Teams** – Math/Speech/Scholastic Bowl/Spelling

**Every Student Succeeds Act (ESSA)** – MVK School District is committed to meeting the requirements of the Federal Legislation known as the "Every Student Succeeds Act".

### **Music Lessons**

Instrumental lessons are offered as part of the student's commitment to the school's Band program. Lessons are scheduled as time permits during the school day.

### **Student Council**

Student representation on the Student Council is determined through the grade level elections held in September. Two students from each class section are elected representatives. Officers are elected from the 7<sup>th</sup> and 8<sup>th</sup> grade representatives. Activities/meetings are conducted under the direction of an adult sponsor. The Principal must approve any proposals generated by the Student Council.

## **MEAL PROGRAMS:**

**Breakfast Overview** – Each morning during homeroom, students will have an opportunity to have a cold breakfast (\$1.50). Students are encouraged to sign up by Friday for the following week's breakfasts, but may eat even if they did not sign up. Payments may be made in the Office between 8:25-8:40. Students are encouraged to make multi-day meal purchases. Meal balances are regularly sent home through mail and/or email.

**Lunch Overview** – Each morning during homeroom, students will inform the teacher of their lunch preference for that day. Students may choose Hot Lunch (\$2.85), or milk (\$.35). Extras are also available for \$1.00.

**Lunch Charges** – Students must keep current on their payments for meals. Students with a deficit over \$10.00 will not be allowed to purchase extra food items.

**Free and Reduced** – Students who receive free or reduced lunches are responsible for the full \$1.00 fee of any extra food purchases.

## **PARENT SECTION**

### **MVK PARENTS' CLUB**

Parents, guardians, and even grandparents are invited to help support the MVK School District through their involvement in classroom parties, fundraisers, and other activities that help students enjoy and prosper more from their educational opportunities.

### **BUILDING ACCESS**

- **Late Arrivals** – Students arriving after 8:25 are tardy and must sign "in" in the office.
- **Parental Access** – Parents are welcome to visit our schools, however, please contact the office to make an appointment and report directly to the office upon entering the building to secure a visitor's pass.
- **Weapon/Drug Reminder** - Please remember that drugs, alcohol, weapons, and anything that could be mistaken as a weapon should never be brought onto school property.

**HEALTH:** Parents please help keep our students healthy. If a student has had a fever, it is recommended not to return to school until being fever free, without medication, for 24 hours. The same applies to vomiting or diarrhea. Parents of students experiencing those symptoms at school will be notified and expected to pick up their child as soon as possible. \*MVK Middle School will follow all IDPH guidelines during the current pandemic.

### **EpiPen & Inhalers**

A student may possess an epinephrine auto-injector and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self administration of medication or epinephrine auto-injector or the storage of any medication by school personnel.

### **Medications**

Please be sure to contact our School Nurse for the required form(s) if your child is required to take any medication during school hours (prescription or non-prescription). The school will either administer the prescription medication or assist a student with "self-administration" of non-prescribed medications once the proper documentation has been completed and secured by the school.

### **Medication Dosages**

Medications will only be administered at the recommended dosages on the container unless otherwise authorized by a licensed physician. Any change in a dosage requires that the Doctor complete a new School Medication Authorization Form, which can be secured from our School Nurse. Students are not allowed to carry any medicines without this form being properly filled out. \*\*No medication will be provided by the school. This includes cough drops, ibuprofen, aspirin, and Tylenol.

### **Possession of Medication/Drugs**

Students are not permitted to transport any medications/drugs onto school property without a specific recommendation from a Physician.

### **Bathroom Visits**

If your child has a medical condition that causes frequent bathroom visits, please send an official doctor's explanation so that accommodations can be made.

**Head Lice** – Children found to have either lice or live nits must leave school immediately and can only return once he/she has been treated with a medicated shampoo and have been approved by the school Nurse to return to class.

### **Physicals/ Immunizations**

Kindergarten, 6<sup>th</sup> grade, or new students from out-of-state are required to have an updated health examination completed on a Child Health Examination Form. All students must have documented evidence of compliance with state regulations related to immunizations. ***No child will be permitted into class after October 15<sup>th</sup> or 30 days after enrollment without proper documentation of full compliance.***

### **Dental Examination**

State law requires that students in grades K, 2, 6, and out of state transfer students have on file with the school by May 15<sup>th</sup> an Illinois dental examination form. Forms are available in the school office.

### **Vision Examination**

State law requires that students in Kindergarten and out of state transfer students must have on file with the school by October 15<sup>th</sup> an Illinois vision examination form. Forms are available in the school office.

### **Vision and Hearing Screenings**

Vision screening must be provided annually for **preschool children** 3 years of age or older and for **school age children** in kindergarten, second and eighth grades.

Hearing screening must be provided annually for **preschool children** 3 years of age or older and for all **school age children** in grades kindergarten, first, second and third grades.

All students with Individual Education Programs (IEPs), students that have been referred by a teacher; or transfer students will also be screened for both vision and hearing.

The parent or legal guardian of a student may object to having hearing or vision screening tests for their children on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the local school authority.

### **Physical Education Exemptions**

Guidelines for requesting an exemption from Physical Education are listed as follows: *(Please note that a student who is exempt from P.E. may not participate in an athletic event or be active during recess on that day.)*

- **Short Term** - Requests which result in fewer than five total days for any one quarter require a written/ signed/dated parental note explaining the situation which is submitted directly to the Teacher.
- **Long Term** – Requests which result in more than five total days during one quarter will also require either physical evidence (cast/brace) or a prescribed recommendation by a physician.
- **Chronic Health Exemptions** - Students with chronic health concerns (asthma/allergy) that require an exemption from P.E. class on an “as needed” basis must provide written verification from a Physician.

**STUDENT ABSENCES:** \*Please note the following guidelines when scheduling elective appointments:

Full Day Credit	Student Arrival: 8:25 a.m.	Student Departure: 2:25 p.m.
	Student Arrival: 9:10 a.m.	Student Departure: 3:10 p.m.
Half Day Credit	Student Arrival: 8:25 a.m.	Student Departure: 11:30 a.m.
	Student Arrival: 12:00 p.m.	Student Departure: 3:10 p.m.

### **Reporting an Absence**

Parent contact is required each morning prior to 8:45 a.m. if a child will be absent that day. The school must account fully for all children by 10:15 a.m. each morning. During the course of a semester if the school must initiate contact with a parent three times concerning the absences, subsequent absences will be unexcused. Students who have been absent from school for five (5) or more consecutive days, due to illness, should present a physician’s release. You may also be asked to contact the school nurse to sign a consent form to release medical information in order to discuss the medical concerns keeping your child from regular attendance. All unexcused absences will merit half credit on graded assignments.

### **Excused Absences**

Student absences are recorded as “excused” when written or verbal parental contact is provided. It is still recorded as an absence.

### **After School Participation**

Students must be in attendance for at least half of the instructional time on the day of an extra-curricular practice and/or contest and be present at the end of the day in order to participate. **Note:** Doctor appointments that require a student be removed from the school after 11:45 a.m. will be excused if verified through a receipt.

**School vs. Classroom Tardies**

A student is recorded as Tardy to School whenever he/she is not in the building as the bell rings at 8:25 a.m. each morning. The consequence for students who have 5-9 unexcused tardies in any semester is one lunch detention per tardy. The consequence for each subsequent unexcused tardy within that semester will be an after school detention. A student is charged with a Classroom Tardy if not seated and prepared for any class during the school day as the bell rings, including the first period. Excused tardies would be the exception.

**Cell Phone usage**

Students are allowed to have cellphones/IPods at the Middle School. The expectation is that devices will only be used for academic purposes, and only with a teacher's permission, during class time. Phone Pockets are available in each classroom. Students are expected to put their phones in those pockets or leave them in their lockers. Students will be able to use their devices during passing periods and lunch/recess for personal purposes, as long as the usage is school appropriate. Students may only take videos with their phones if they have permission from a staff member. Videos should not be taken for social media purposes.

**Truancy Documentation**

It is the responsibility of the administration to alert all parents of students who have unexcused absences or unexcused tardies to school totaling over 5% of the possible attendance days. To avoid a possible Truancy Referral, please keep receipts related to Doctor Visits and/or prescriptions.

**Planned Vacations**

Parents need to notify the Principal in writing of any planned vacation. Make-up work for most extended absences will not be assigned until the child returns to school. \*Individual exceptions may apply at the teacher's discretion.

**Make-Up Work**

Parents are encouraged to request make-up work for an absent child. Full credit will be given for work completed within the same number of days as the absence.

**Field Trips**

Students should attend field trips and will be recorded as "unexcused" if absent without cause on those days.

**Perfect Attendance Recognition**

Students having no absences (excused or unexcused) and have attended for the required number of minutes each day will receive this recognition.

## **MISCELLANEOUS INFORMATION**

**Assignment Notebook/Responsibility Card**

Parents will have the opportunity to be informed on student assignments, homework completion, and behavior incidents by referring often to the Assignment Notebook. Students are required to bring their Assignment Notebook to all classes.

**Athletic Event Policy**

Middle School Students will not be allowed to supervise their younger siblings at school activities. Students not enrolled in MVK Middle School must be supervised by an adult when attending any co-curricular events. Students leaving an event will not be permitted to re-enter.

**Financial Assistance**

If your family is experiencing a financial hardship, Free/Reduced Lunches and/or Textbook Fee Waiver forms are available in the Office. Milk, Field Trips, Assignment Notebooks, P.E. fees, and headphones are not included in the waiver category. This information remains confidential.

**Notes Home**

School communication will take place via email. Parents without Internet access will need to contact the school to confirm that they want notes to be sent home with their student.

**Parent/Teacher Conferences**

Conferences are scheduled at the end of the first grading period. Teachers can also be available at any other time during the year to discuss your child's progress.

**Parking on Grass and in Fire Lane**

Parking lots are provided behind the Middle School and to the east of the Middle School; and additional parking is located at the Elementary School. Please refrain from parking in the grass. Also, vehicles should not be left unattended in the Fire Lanes that are located on the North and East sides of the building. Violators will be asked to move their car.

**Smoke Free Environment**

Smoking at school functions is a violation of both federal and state laws. Smoking, including E-cigarettes, on school property and at all school-sponsored events, including baseball games, is prohibited.

### **Report Cards**

The office will hold individual report cards until all school fees are paid.

### **SEARCH AND SEIZURE**

MVK School District 2C holds all school property in public trust. School authorities may, without a warrant, search students, their possessions, lockers and desks in an effort to maintain order and discipline in the school, promote the educational environment, and to protect the safety and welfare of other students and school personnel. A student is accountable for items of contraband found in their possession. Students should not share lockers and are encouraged to keep their lockers secured at all times.

**Building Access** – Anyone on school property is subject to a physical search should there be reasonable suspicion that an individual presents a security threat to the school environment. Individuals refusing to cooperate with these efforts will be asked to leave the building and authorities will be notified.

**Contraband** – Contraband may include but is not limited to controlled substances (marijuana, cocaine, amphetamines, barbiturates), paraphernalia, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Household items known to be dangerous when misused are also contraband (White Out, Aerosol Cans, Nail Polish-Remover, Glue, Helium Balloons).

**Dog Search** – A Police Canine Unit routinely checks our school for contraband. Probable cause is established whenever a dog has a positive “hit”.

**Search Protocol** – The Administration respects each student’s right to privacy and will only conduct a “Non-Maintenance Search” when reasonable suspicion has been established that items of contraband might be present. During such searches, students will be expected to cooperate fully with the Staff. Authorities will be notified if efforts to resist the search are made.

**Social Network Privacy:** School authorities may require a student or his/her parent/guardian to provide a password or other related account information in order to gain access to his/her account or profile on a social networking website if school authorities have reasonable cause to believe that a student’s account on a networking website contains evidence that a student has violated a school disciplinary rule or procedure.

### **HAZARDOUS MATERIALS**

**Asbestos Identification** – The Asbestos Containing Materials (ACM) present in MVK buildings are being managed as follows:

- All buildings have been inspected.
- All ACM has been identified as to location, type, and percent content of Asbestos.
- Corrective actions have been determined.
- A management program has been developed and approved.
- The program is a long-term plan for management of all ACM.

**Lead Identification** - In compliance with Section 1464 of P.L. 100-572, our schools' water supplies have been tested and are clear of lead contamination.

**Pest Management Program** – Pest Management Program - Structural/landscape pests can pose significant hazards to people, property and the environment. It is the policy of MVK District #2C to incorporate Integrated Pest Management procedures for control of pests. MVK 2C will apply pesticides on an as needed basis in both the buildings and grounds. If you would like to be notified three (3) days in advance of applying pesticides, please contact the District Office at [815-448-2200](tel:815-448-2200). The District Office will notify persons on the list at least three (3) days in advance of application of any pesticide.

**Animals** – Animals are not permitted on school grounds or in the building without prior permission from the office.

## STUDENT SECTION

### ACADEMICS:

#### **Recognition**

“High Honors” means that a student has earned all A's on the report card with “satisfactory” marks in all “Specials”. “Regular Honors” means that a student has earned B's or higher on his/her Report Card with “satisfactory” marks in all “Specials”. Special classes include Art, Music, Band, and Computers.

#### **Homework Policy**

MVK teachers assign meaningful homework that is important to the academic growth of the students. Therefore, it is the expectation of the administration that students have all homework completed and turned in on the day it is due. Failure to do so will result in reduced scores and possible disciplinary consequences. \*Students are also responsible for any homework missed while at activities such as music lessons, Student Council events, Sporting Activities, etc.

#### **Promotional Requirements**

“Cumulative” grades of “D-” or higher are required within all “Core” subject areas for promotion to the next grade level. Core classes include Math, Science, Social Studies, Language Arts, Reading and Physical Education.

**Grading Scale**           A (90%); B (80%); C (70%); D (60%)

#### **Textbook Fines**

Students are expected to protect their assigned textbooks from excessive wear. Fines will be assessed for damage that can be attributed to the current owner.

#### **Student Records**

Parents may inspect or request copies of Official Records related to their child. When presented to the Principal in writing, this request will be honored within a reasonable amount of time.

#### **Retention of Records**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws.

The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or the student, if the student has succeeded to the rights of the parent/guardian.

### STUDENT BEHAVIORAL EXPECTATIONS:

**Discipline Belief Statement** - All students have a responsibility to behave in a manner which allows teachers to teach, peers to learn, and does not violate the best interest of any person in the school community. Efforts to encourage proper student conduct should focus upon procedures that will advance the purposes of education while remaining consistent with applicable restrictions. The following behavioral guidelines apply to all MVK students while in school, at school-sponsored events, in transit on a school bus, or at the bus stop.

**Extra-Curricular Participation** —In the instance of an In-school or Out-of-school Consequence, participation is not allowed until after the student has returned to the regular schedule.

**Assemblies/Trips/School Field Day/Dances** – are considered privileges and may be revoked.

#### **General Behavioral Expectations** (not all inclusive) –

- Keep hands, feet, objects, and rude comments to yourself.
- No public displays of affection.
- Treat peers with respect. No harassment and/or bullying of peers.
- Treat Staff and Bus Drivers with respect.
- Pop and energy drinks are prohibited during the school day (except for a specific school related activity).
- After Homeroom, student telephone calls may only be authorized by staff members.
- **Keep lockers locked**, clean, and free from prohibited items. *\*Each student is accountable for the contents of his/her locker that can be searched at any time with reasonable suspicion.*
- Keep backpacks, purses and coats in your locker during the school day.
- Keep track of personal belongings, as at the end of each semester, the lost and found items will be donated to a local charity.

- Electronic devices, including cell phones, IPOD's, electronic readers, etc., should be silenced during regular school hours. These devices must be left in student lockers or placed in classroom phone pockets during class time. They may be used before and after school, during passing periods and during recess. Misuse of technology will result in a Responsibility Card signature, and continued or gross misuse may result in the loss of privileges. *\*MVK is not responsible for the damage, loss, or theft of students' electronics.*
- Do not bring the following banned items without first securing permission from the Principal: liquid whiteout; aerosol cans; mouthwash; and helium balloons.
- Refrain from bringing distracting and/or expensive items to school.
- Do your own work. Cheating on tests, plagiarism, or any other type of deception to earn credit without effort is universally recognized as improper conduct.
- Demonstrate respect for the personal property of others.
- Abide by the "Acceptable Use of the Internet" agreement.

**Bus Transportation** *(In addition to expectations covered under general expectations)*

- Remain silent at all railroad crossings.
- Large objects are not to be transported by bus. *(Exception: band instruments)*
- Students may ride a different bus if parent has called or submitted a note to the office.
- Be at the assigned bus stop on time, as the driver is not expected to wait.
- Understand that the Driver is only permitted to stop at established bus stops.
- Enter and exit the bus in an orderly fashion.
- Be respectful of the property owners near your stop.

**Disciplinary Interventions**

Disciplinary Interventions may include, but are not limited to, any combination of the following: verbal reprimand; parent conference; detention; temporary exclusion from the classroom; loss of privileges; suspension; expulsion; referral to the appropriate law enforcement agency. When the discipline keeps a student out of the classroom, the student is responsible for all class and homework. *\*Please note that State and Federal Law prohibit schools to share a student's consequence with anyone other than school personnel and that student's parents.*

For clarification, the following definitions of interventions are provided:

**Time-out:** Student sent to the hall or Study Zone for a short amount of time.

**Lunch Detention:** Student stays and eats in the Study Zone during the entire lunch period.

**After School Detention:** Student serves a 45-minute period in the Study Zone after school.

**In-School Isolation:** Student assigned to the Study Zone (half or full day).

**Out-of-School Suspension:** Student is not permitted to attend school from 1 to 10 days.

**Expulsions:** Student exhibits gross/dangerous conduct that results in a suspension of more than 10 days. (P.A.89-371: Expulsions/suspensions can be carried over to the following year.)

**Restorative Action:** This practice may include but not limited to social worker interventions and relationship building between families and school personnel. See Board Policy 7:180

**Bus Suspension:** Student is not permitted to ride the bus from 1 to 10 days.

**Bus Expulsion:** Gross/dangerous conduct has resulted in a bus suspension of more than 10 days.

**Expulsion/Suspension Clarification**

Students may be suspended or expelled for a serious violation of school rules. Students are not allowed to attend school activities while suspended, expelled, and/or while appealing a decision. Reasons for a possible suspension/expulsion are listed below: *(The District, however, is not limited to this list should another serious situation arise and/or a student becomes a chronic behavioral problem.)*

- Possession/Use/Distribution of tobacco products, e-cigarettes, medical cannabis, alcohol, drugs and/or banned substances.
- Gross disobedience/defiance toward a Staff Member, Substitute Teacher, or Bus Driver.
- The intention or act of doing bodily harm to a Staff member, Substitute, Bus Driver, or student.



- Ongoing issues related to harassment, bullying, extortion, and/or intimidation.
- Theft and/or damage to personal and/or public property.
- Significant disruption of the school environment. (fire alarms, fireworks, etc.)
- Possession or use of any item that could be perceived as a weapon.
- Language that is deemed unacceptable in a school environment.
- Behavior that is detrimental/dangerous/inappropriate to the school/bus environment.
- Gang activities, such as flashing signs, drawing symbols, and manner of dress.
- Chronic/ongoing disciplinary problems.

**Behavioral Interventions for Special Education Students** – Unless specified within a child’s Special Education IEP, all students are held to the same behavioral expectations. A “Behavioral Intervention Plan” may be developed for a student with a disability when the qualifying disability also affects the child’s ability to conform to established behavioral expectations. MVK follows all procedural requirements for students with disabilities and their parents/guardians as provided under the Individuals with Disabilities Act (IDEA).

### **STUDENT DRESS CODE:**

Any student not complying with the dress code will be sent to the office and given alternate clothes to put on over the inappropriate clothing. Suspenders will be distributed to students whose pants are too low. Recurring dress code violation will result in a parent meeting. *\*When not specifically addressed in the criteria below, the administration will make the determination of the appropriateness of clothing.*

#### **Shirts/Blouses/Tops -**

- Must be long enough to completely cover the stomach/back at all times.
- Sleeveless shirts need to have material extending from near the base of the neck to the tips of the shoulder. Arm openings need to reasonably cover the armpits and not leave hair and/or undergarments excessively exposed. Spaghetti-straps and tank-tops may only be worn w/ an appropriate shirt (NOT see-through) over or under them.
- A good rule of thumb is for necklines to be no lower than the width of the palm of the hand from the collarbone. *(Parents, please help us monitor!)*
- Hooded garments must be worn with the hood down on the bus and inside of school.

#### **Shorts/Pants –**

- Baggy pants are permitted if worn on the hips with the undergarment fully covered. A belt is required if the pants will not remain on the hips and/or drag excessively on the floor.
- Skirts/shorts should extend to the end of the student’s fingertips or farther.
- “Low-Ride” pants may be worn only if the shirt is long enough to completely cover the lower back when seated and/or will remain tucked into the pants.

#### **Miscellaneous Dress Code Guidelines –**

- Coats are not allowed to be worn in the classroom.
- Clothing with rips/holes, and/or designed openings in inappropriate locations must have proper coverage under the openings.
- Clothing/jewelry with an offensive message and/or promotes drugs/alcohol, sex, tobacco/chew, satanic practices, violence, racism, hatred, discrimination, or gang affiliation is not appropriate school attire.
- Hats, bandanas, headscarves and sunglasses must be removed while at school.
- Students should refrain from writing upon their clothing or themselves and others, with the exception of accepted special events shirts.
- Jewelry items that are either deemed dangerous and/or disruptive to the school environment may be prohibited by the Administration during the year as situations arise.

#### **Personal Appearance Items/Guidelines -**

- **Restrict Use and/or Banned Personal Hygiene Items** – Application of perfume, cologne, deodorant, and hairspray is strictly restricted to the locker rooms only. Aerosol cans, nail polish, polish remover, nail glue, hair dyes, and body glitters should not be brought onto the bus and/or school property.
- **Hair Dyes** – Parents are asked to help minimize classroom distractions by limiting the application of hair dyes to natural shades/colors.
- **Writing on Skin** - Students should refrain from writing and/or drawing upon their skin.

#### **Physical Education Dress Attire—6<sup>th</sup> through 8<sup>th</sup> Grade**

Students are required to change into separate clothes for Physical Education, and change back into their street clothes before going to their next class.

- **Shirts** - Short-sleeved solid colored t-shirts compliant with Dress Code Guidelines; MVK extra-curricular shirts are also permissible.
- **Shorts** - Red or black shorts compliant w/ Dress Code Guidelines.
- **Gym Shoes** - Must be kept clean w/ non-marking soles.

**Enforcement Statement** – Dress Code expectations are enforced during school hours and at all extra curricular events, both home and away. Enforcement applies to both student spectators and participants. Formal wear will be permitted at the Winter Program, Spring Fest, and Graduation.

## **STUDENT RESPONSIBILITY CARD (found on pages 4-7):**

**Purpose** - The “Student Responsibility Card” is an effort to help students recognize, understand, and track their own progress related to inappropriate behavior, classroom tardies, missing assignments, missing materials (including past due library books), technology misuse, and locker visits. An Office Visit box represents 5 points, each Behavior box and Technology Misuse box represents four points, and each other box represents two points.

### **Quarterly Goals:**

**Student Council Activity** - Students maintaining at least 84 points may attend the Quarterly Activity.

**Principal’s Recognition** - Students maintaining at least 95 points will be recognized as follows:

- Name listed on the Principal’s Recognition List to be distributed to parents with the Report Card.
- Student will be invited to attend a Donut Party.

### **Semester Goals:**

**Homeroom Olympics** – Students maintaining at least 168 points during the current Semester may participate in the various homeroom competitions of that semester.

**8<sup>th</sup> Grade Yearly Goal** – Students maintaining 336 points or more, and completing the necessary 20 Service Hours will be eligible for the field trip to Great America.

### **Student Consequences –**

- After half of any category is filled in, students will serve one lunch detention.
- Students receiving 5-7 marks for Inappropriate Behavior will serve an after school detention; 8-9 marks will result in one half-day in-school isolation per occurrence; and each subsequent mark will be a full-day in-school isolation.
- Students may use their cell phones during passing periods and recess. Without teacher permission for school related activity, all other school times will result in a Cell Phone Misuse signature. The third signature and each subsequent signature will each result in a ONE-month loss of cell phone privilege.
- Students receiving marks 5, 8, and 9 for Homework will serve a lunch detention; each mark after will result in an after school detention.
- Students receiving 2 Behavior marks on the same day will do an after school detention.
- Students sent to office by a substitute teacher will do an after school detention.
- Students who are sent to the office for inappropriate behavior THREE times or who have had a combination of 6 or more signatures in the Behavior category of the Responsibility Card and/or Office Visits throughout the current semester will not be allowed to participate in any extra-curricular program for the duration of that semester.

### **Field Trip Eligibility –**

Office Visits for inappropriate behavior and Behavior Signatures in the Responsibility Card affect class field trips and other reward activities. THREE office visits or a total of 6 office visits/signatures in a semester means no participation for that semester. FIVE office visits or a total of 12 visits/signatures means no participation for the remainder of the school year. Students whose behavior has resulted in either an in-school or out-of-school suspension will not be allowed to participate in field trips and other school reward activities for as many weeks as the suspension was days long, counting from the 1<sup>st</sup> day of the suspension. For example, a 3-day suspension would exclude the student from participation for 3 weeks.

# **PARENTAL/GUARDIAN STUDENT HANDBOOK ACKNOWLEDGEMENT**

As the Parent/Guardian of the Middle School student(s) listed below, I acknowledge having received a copy of the 2021-22 Student Handbook that is located within my child's Assignment Notebook. I plan to thoroughly review the contents of this Handbook with my child to ensure that he/she understands the behavioral and academic expectations that have been established here at MVK Middle School.

<b><u>NAME OF CHILD</u></b>	<b><u>GRADE</u></b>
_____	_____
_____	_____
_____	_____
_____	_____

PARENT'S/  
GUARDIAN'S SIGNATURE: \_\_\_\_\_ / /

STUDENT'S SIGNATURE: \_\_\_\_\_ / /

STUDENT'S SIGNATURE: \_\_\_\_\_ / /

STUDENT'S SIGNATURE: \_\_\_\_\_ / /

STUDENT'S SIGNATURE: \_\_\_\_\_ / /

*Please Note – Your signature does not necessarily mean that you are in agreement with everything in this Student Handbook. Its purpose is to document that you have received a copy and that you plan to thoroughly review it with your child.*