

Meridian Junior High School



2017-18 Handbook

PREAMBLE

This handbook is provided to the students and their families to acquaint them with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as a guide to school operations. In addition, this handbook provides for the psychological and physical safety of students through appropriate rules and regulations.

When violations of school disciplinary rules and regulations occur, it is the responsibility of the involved teachers and administrators to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community, as well as helping the student develop self-discipline. When determining the response for a specific violation of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstances and the effect his/her action had on the welfare of the school community. Disciplinary responses may include, but are not limited to, the actions described in this handbook.

This handbook does not equate to an irrevocable contractual commitment to the student. This handbook is only a summary of board policies governing the district. Those policies are available for inspection at the district's administrative office. Membership or participation in a school-sanctioned activity is a privilege and not a property right. The school has the right to update this handbook at any time during the school year.

MERIDIAN COMMUNITY UNIT DISTRICT #223 MISSION STATEMENT

"Our mission is to educate students to be self-directed learners, collaborative workers, complex thinkers, quality producers and community contributors."

GREETINGS FROM THE PRINCIPAL

Welcome to Meridian Junior High School. Each of you is being given a copy of this handbook, which has been prepared for the express purpose of presenting information about our school policies, courses of study, and activities. **READ THIS BOOK CAREFULLY. PLEASE SIGN AND DATE THE LAST PAGE OF THE HANDBOOK STATING YOU AND YOUR PARENT HAVE READ THE HANDBOOK.** It will answer many questions you may have about your needs and what is expected of you. Everyone on the faculty and staff is ready to help you enjoy a worthwhile school experience. You have fine qualities and talents to develop and share in making Meridian Junior High School a great school. We hope that if you have any questions or problems during the year, you will contact us. We are proud of Meridian Junior High and are expecting you to represent our school with pride. Good wishes for a happy and successful school year!

Mrs. Davis
Principal
Meridian Junior High School

PERIOD & BELL SCHEDULES

8th Grade

1 st hour	2 nd hour	3 rd hour	4 th hour	5 th hour	6 th hour	Lunch	8 th hour	9 th hour
8:00-8:42	8:45-9:27	9:30-10:12	10:15-10:57	11:00-11:42	11:45-12:27	12:30-1:00	1:03-1:45	1:48-2:30

7th Grade

1 st Hour	2 nd Hour	3 rd Hour	4 th Hour	5 th Hour	Lunch	7 th Hour	8 th Hour	9 th Hour
8:00-8:42	8:45-9:27	9:30-10:12	10:15-10:57	11:00-11:42	11:45-12:15	12:18-1:00	1:03-1:45	1:48-2:30

6th Grade

1 st hour	2 nd hour	3 rd hour	4 th hour	Lunch	6 th hour	7 th hour	8 th hour	9 th hour
8:00-8:42	8:45-9:27	9:30-10:12	10:15-10:57	11:00-11:30	11:33-12:15	12:18-1:00	1:03-1:45	1:48-2:30

SCHOOL CALENDAR

2017-2018

AUGUST

15-16 Teacher Institute
17 First Full Day of School

JANUARY

1-5 No School-Winter Break
8 Teacher Institute-No Student Attendance
15 No School-Martin Luther King

SEPTEMBER

1 Early Dismissal 11:10 a.m.
4 No School-Labor Day
13 Parent Teacher Conferences 4-7
19 Parent Teacher Conferences 4-7

FEBRUARY

16 Early Dismissal
19 No School-President's Day

OCTOBER

6 Teacher Institute
9 No School-Columbus Day
13 End of 3rd Quarter

MARCH

16 End of 3rd Quarter
23 Early Dismissal 11:10 a.m.
26-30 No School Spring Break

NOVEMBER

10 Early Dismissal 11:10 a.m.
13 No School-Veteran's Day
22-24 Thanksgiving Break

APRIL

2 No School-Easter Monday

DECEMBER

8 Early Dismissal 11:10 a.m.
22 End of 2nd Quarter
25-29 No School-Winter Break

MERIDIAN JUNIOR HIGH PERSONNEL

BOARD OF EDUCATION:	Mr. John Smith	Mr. Matt Rhodes
	Mrs. Jill Huber	Mrs. Marsha Welden
	Mr. Tim DeVries	Mr. Tim Flynn
	Mrs. Kristine Youman	

SUPERINTENDENT:	Mr. PJ Caposey	
PRINCIPAL:	Mrs. Jill Davis	
SECRETARY:	Mrs. Pat McCracken	
	Mrs. Samantha Cicogna	
NURSE:.....	Mrs. Denise Linclau	
HEAD LIBRAIRIAN:	Mrs. Dana Brooks	
LIBRARY AIDE:.....	Ms. Pam Wise	
JANITOR:.....	Mr. Steve Lakanen	
HEAD COOK:.....	Mrs. Kim Henderson	
LUNCH ROOM CASHIER:	Mrs. Sheri Byers	

Handbook Review Committee:
 Janet Hall Teacher
 Jennifer Hall Teacher
 Kristine Lundine Teacher
 Micki White Parent
 Darby Gensler Parent

TEACHING STAFF

SUBJECT

E-MAIL ADDRESS

Ms. Jacquie Arjes	7 th Math	JARjes@mail.meridian223.org
Mrs. Rebecca Barton	7th Science	RBarton@mail.meridian223.org
Mrs. Malinda Bonnell	8th Special Education	MBonnell@mail.meridian223.org
Mrs. Dana Brooks	Librarian	DBrooks@mail.meridian223.org
Ms. Emily Bender	6th, 7th & 8th Chorus	EBender@mail.meridian223.org
Mrs. Deb Close	8th Literature	DClose@mail.meridian223.org
Ms. Megan Coslovich	8th Math	MCoslovich@mail.meridian223.org
Mr. Ashok Emmanuel	7 th History	AEmmanuel@mail.meridian223.org
Ms. Alexis Lamb	6th, 7th & 8th Band	ALamb@mail.meridian223.org
Mrs. Malinda Hurt	7th English	MHurt@mail.meridian223.org
Mrs. Kelly Gale	6th, 7th & 8th Computers	KGale@mail.meridian223.org
Mr. T.J. Zambrovitz	7 th /8th Physical Education	Tzambrovitz@mail.meridian223.org
Mrs. Janet Hall	7th Special Education	Jhall@mail.meridian223.org
Mrs. Jennifer Hall	8th Science	JenHall@mail.meridian223.org
Ms. Kim Hofmeister	8th English	KHofmeister@mail.meridian223.org
Mrs. Tina Isaacs	7th Literature	TIsaacs@mail.meridian223.org
Mr. Michael Lalor	8th History	MLalor@mail.meridian223.org
Mrs. Kristi Lundine	6th Math	KLundine@mail.meridian223.org
Mrs. Melanie Mays	6th Special Education	MMays@mail.meridian223.org
Mr. Jamie McCarty	6th, 7th & 8th Art	JMcCarty@mail.meridian223.org
Mr. Ryan McDevitt	6th World History	RMcdevitt@mail.meridian223.org
Ms. Mona Smith	6 th /7 th Physical Education	MSmith@mail.meridian223.org
Mrs. Aimee Stewart	6th Literature	AStewart@mail.meridian223.org
Mr. Todd Hall	6th English	THall@mail.meridian223.org
Mrs. Kelli Zitzke	Counselor	KZitzke@mail.meridian223.org
Mrs. Leslie Zoet	6th Science	LZoet@mail.meridian223.org
	ESL	
	Speech	

Parents are encouraged to contact teachers and get acquainted with the teacher and classroom procedures. Through contact with teachers and the use of Student/Family Access, parents become partners in the academic development of their child. If parents have any questions or concerns about their child, they should contact the teacher **FIRST**. As a courtesy we request that you e-mail the teacher or call and make an appointment that will be convenient for both you and the teacher.

WEATHER RELATED / EMERGENCY RELATED SCHOOL CANCELLATION / EARLY DISMISSAL

As a general rule, #223 believes it is best to transport students to and from school at the regular times because area drivers are accustomed to our buses on the roads at these times, and statistics prove less bus / traffic problems occur at these times. Under unusual circumstances, approaching winter storm advisories, we will make the decision to close schools early. We plan to make this decision by noon and notify the below listed media. Early dismissal means the junior high and high school will be dismissed one hour early (1:30 PM) and the elementary schools will also be dismissed one hour early (2:30 PM).

The decision to cancel school because of weather / other emergency is planned to be made by 6:00 AM with the below listed media notified immediately. Every attempt will be made to follow this 6:00 AM time line. The decision to cancel school is made in consultation with national / state weather radar, township road commissioners, and school district personnel. The philosophy of the district is to cancel school rather than transport students to school and have to send them home. While this is the general rule, occasionally storms develop during the day and an early dismissal is warranted. We only have 175 days of school each year. If the weather is questionable, we would rather cancel school than take any unnecessary chances. Making up missed school days is done in the spring when weather is not an issue.

General weather guidelines for cancellation / early dismissal due to weather: A Heat Index of approximately 100 degrees for an extended number of days will generally warrant early dismissal. A Wind Chill Index of approximately -35 degrees will generally warrant school cancellation. While these are the general guidelines used by the district, we understand parents are the final authority for their children; therefore, parents should feel comfortable in determining whether or not their children should attend school due to weather conditions. If you determine your children should not attend school due to weather, please call the school and notify the office of your child's absence as early as possible.

MEDIA NOTIFIED: SCHOOL CANCELLATION / EARLY DISMISSAL

Radio:

Rochelle: WRHL
Rockford: WZOK, WROK, WXRX
WRRR and WKMQ
DeKalb: WDEK

Television:

Rockford: WIRF-23
WREX-13
WREX-13
WTVO-17

Web Site: Meridian School District 223: www.meridian223.org

If you have any questions about our policy related to school cancellation or early dismissal, please feel free to contact your building principal or superintendent.

PBIS MERIDIAN JUNIOR HIGH SCHOOL

WHAT IS IT?

The purpose of this section is to provide our families and community partners with information to help our students excel academically and socially by making good choices. PBIS stands for Positive Behavior Intervention and Support. At MJHS we are committed to organizing staff and students to create a learning environment that will encourage positive behavior and interactions, while discouraging problem behaviors. This approach is based on directly teaching students the behaviors we expect to see, reminding them to use those behaviors, acknowledging them when they do, correcting them when they do not, and celebrating their successes.

PBIS is in its seventh year at MJHS for the 2014-2015 school year. The goal of PBIS is to create a positive school culture by reducing problem behavior and providing maximum academic time for students and staff. We ask for parents to support their children and the school in guiding students to make good choices.

CELEBRATIONS

Students will be awarded Bird Bucks when noticed doing the right thing. Staff will acknowledge the student by stating what correct choice has been made. Bird Bucks may be used to purchase items from the PBIS store which will be held once a month. All Bird Bucks spent at the store will be entered into a quarterly drawing for prizes with winners from each grade level. There will be one winner for the entire store at the end of each semester. School wide PBIS assemblies will be held at the end of each quarter to do the drawings and celebrate the school's successes. Students who have followed the Cardinal Code earning no behavior detentions, suspensions, Saturday schools, or unpaid fines will be eligible to attend school dances and rec. nights.

INTERVENTIONS

Interventions are necessary when the Cardinal Code is not followed. Examples of minor behavior offenses that staff will document

include, but not limited to, dress code, attitude and horseplay. Parents will not be called after the first minor offense unless a detention is assigned. After the second minor offense parents will be notified; the third will be an automatic detention with parent notification, and the fourth a Saturday school in any one quarter. Minors start over every quarter.

More serious offenses are considered majors. These are dealt with immediately by the administration and will result in a Saturday school, or an in-school or out-of-school suspension. Examples of major offenses include, but not limited to, fighting, vandalism, cell phones, bullying, and discriminatory/inflammatory/inappropriate language. Parents will be contacted. Parents are asked to support the Cardinal Code and any disciplinary actions taken at school.

MAJOR AND MINOR OFFENSES

MINOR

Classroom Managed Behaviors

Preparedness
Throwing small objects
Noncompliance
Touching (Minor)
Inappropriate comments or gestures
Inappropriate hallway behavior (minor)
Minor Disruptions
Minor physical contact
Cheating
Put downs
Calling out
Refusing to work
Minor dishonesty
Attitude/tone
Disrespect
Sleeping
Dress code

Office Managed Behaviors

Fighting
Verbal threats
Major dishonesty
Tobacco
Alcohol
Walking out of class
Cutting Class
Weapons
Aggressive physical attack
Inappropriate language
Chronic minor infractions
Harassment of students or teachers
Truancy/tardies
Inappropriate hallway behavior (Major)
Vandalism
Drugs
Dress Code (Chronic)
Severe insubordination
Cheating
Major disruption
Discriminatory/inflammatory language
Cell phones

This is just a guide, not a complete list. Other infractions against the 'Cardinal Code' not listed may fall as either a major or minor.

“BIRD BUCKS”

1. What are “Bird Bucks”?

Bird Bucks are school currency used as reinforcements for following the 'Cardinal Code' and for doing the right thing above and beyond the regular expectations.

2. How to earn a “Bird Buck”?

Bird Bucks are earned when a teacher/staff member spots someone going out of their way to do something good as listed on the 'Cardinal Code' matrix.

3. What do students do with “Bird Bucks”?

Students may spend their bird bucks at the PBIS store held once a month. Bird Bucks spent in the store are automatically entered into the quarterly drawing with winners at every grade level and one grand prize winner each semester.

4. What do students get for “Bird Bucks”?

The PBIS store is stocked with age-appropriate items popular with Junior High students. Prices range from \$1 Bird Buck items up to \$30 Bird Buck items. Examples of items in the \$1 - \$10 Bird Buck range would be pencils, candy, water bottles, special passes and locker décor. Examples of items in the \$15-\$30 Bird Buck range include gift cards, t-shirts and sports balls. All Bird Bucks spent at the PBIS store are automatically entered into a quarterly drawing. Two students per grade level will be drawn to win items such as gift cards and t-shirts.

5. Why are we doing this?

MJHS teachers/staff would like to recognize students who are working hard to do what is right. The hope is that doing the right thing will be contagious to others.

6. Where do I get my “Bird Bucks”?

All teachers/staff members at MJHS will have Bird Bucks to hand out to students in various settings as stated on the 'Cardinal Code'.

Bullying Policy

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. The term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicated to have the effect of one or more of the following:

- Placing the student in reasonable fear of harm to the student's person or property.
- Causing a substantially detrimental effect on the student's physical or mental health.
- Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may involve, but is not limited to any of the following actions that create an intimidating, hostile or offensive educational environment:

- Repeated teasing or name calling
- Cyber bullying*
- Sexual, religious, or racial harassment
- Public humiliation
- Social exclusion
- Spreading rumors

*Cyber bullying is willful harassment and/or intimidation of a person through the use of digital technologies.

Meridian Junior High School has a no tolerance policy against any form of bullying, intimidation and harassment. Administration will conduct a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior or similar conduct. Administration will also provide each student who violates one or more of these policies with appropriate consequences and remedial action and protect students against retaliation for reporting such conduct.

Meridian School District 223 Board of Education Policies in regard to Bullying:

- a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any persons from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is also identified in this policy's second paragraph.
- b. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urgings of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
- c. 7:310 *Restrictions on Publications and Written or Electronic Material*. This policy prohibits students from: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
- d. 6:234, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action and/or appropriate legal action for violating the *District's Authorization of Electronic Network Access*.

INSTRUCTIONAL PROGRAM

6TH GRADE CURRICULUM - REQUIRED

English-Grammar, Composition & Spelling
Literature
World History
Math or Advanced Math
Science
Physical Education

ELECTIVES

Band
Chorus
Art
Keyboarding
Study Hall

7TH GRADE CURRICULUM - REQUIRED

English-Grammar & Composition
Literature
U.S. History
Math or Pre-Algebra
Science
Physical Education

ELECTIVES

Band
Chorus
Art
Word Processing
Study Hall

8TH GRADE CURRICULUM - REQUIRED

English-Grammar, Composition, & Career Education
Literature
U.S. History
Pre-Algebra or Algebra
Science
Physical Education/Health

ELECTIVES

Band
Chorus
Art
Computer Software
Study Hall

OTHER EDUCATIONAL PROGRAMS

Developmental Classes
Math Study Hall

Resource Study Hall
Literature Study Hall

STUDENT APPEARANCE

Student dress and grooming 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.

The School Board believes it is the parent's responsibility to have their children dress in an acceptable manner for school. Any form of dress that is deemed to be a distraction or disruption to the serious business of the educational process is unacceptable, such as:

1. Clothing must be non-transparent (undergarments cannot be seen), and size appropriate. Clothing may not have holes above the knee.
2. Shirts, blouses, and dresses must completely cover the abdomen, back and shoulders and the article of clothing **must have sleeves**. Shirts, blouses, and tops that are not tucked in must be long enough to cover the midsection when the student is standing or sitting so that no undergarments or boxers will show.
3. Pants or shorts must be worn as designed. Skirts, dresses, and shorts must be beyond fingertip length when standing and mid-thigh while sitting.
4. Students will wear safe and appropriate footwear at all times. House or bedroom slippers are inappropriate indoor academic attire.
5. Biking shorts or any cut-offs are not acceptable dress for school.
6. Sunglasses hats, bandanas, and sweatbands are not acceptable dress for school.
7. Sagging or baggy pants not worn at the waistline are not acceptable dress for school.
8. Chains on wallets or any items that could be construed as a possible weapon are not acceptable.
9. No clothing or jewelry displaying language or symbols promoting violence, vandalism, sex, suggestive material, Satanism, use of drugs, alcohol or tobacco, or containing language/symbols degrading any gender, cultural, religious or ethnic values are acceptable dress for school.
10. Coats shall be left in the student's locker.

The above list is only a guideline and should not be considered all-inclusive. When dress is identified as inappropriate, the student will be immediately referred to the building principal for appropriate action, which may include:

1. A request to remove or cover up the unacceptable clothing, jewelry, etc.
2. Parental contact to bring in acceptable clothing.

3. Student sent to in-school suspension if nothing can be done to either cover-up, remove or replace the inappropriate dress.
4. Any other incident of inappropriate dress may result in an out of school suspension for insubordination.

If you debate whether the clothing you're wearing may be inappropriate - it probably is.

Meridian Junior High School is committed to providing the best educational climate possible. Student dress is part of that climate. Although there are very few restrictions on dress in the Meridian School District, we expect all students to respect and observe the stated dress code and guidelines.

ATTENDANCE PROCEDURES AND RESPONSIBILITIES

The Board of Education, Administration, and Faculty of Meridian Junior High School believe that maximum educational achievement occurs for most students through regular attendance in classes; while excessive absences may result in a poor grade and possible failure. A student is expected to attend school regularly and to be on time for classes in order to receive the maximum benefit from the instructional program and to develop habits of punctuality, self discipline and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving high school.

At Meridian Junior High School, attendance will be taken every period. If a student is absent for less than 150 minutes, it is considered ½ day. If a student is absent 151 minutes or more, it is considered a full day absence.

ATTENDANCE PROCEDURES

1. If a student is going to be absent for all or part of the school day, the parent or guardian should call the junior high **the morning of the absence, before 9:00 AM**, and the student must bring a note to the office **immediately** upon his/her return to school. The note must state the **specific reason for the absence and the specific date(s) of the absence.** If the cause of the student's absence is recognized as valid, an excused absence will be recorded. Students should come to the office before going to class to receive a class admit. Students may make up work missed for credit.
2. If the parent does not call the school, the student must bring a note to the office **immediately** upon his/her return to school. The note must state the **specific reason for the absence and the specific date(s) of the absence.** If the cause of the student's absence is recognized as valid, an excused absence will be recorded. Students may make up work missed for credit.
3. If the cause of any student's absence is judged as invalid, the absence will be recorded as unexcused.
4. Two (2) late to schools (tardies) equal one (1) unexcused absence. Students with excessive tardies or absences may be referred to the Lee/Ogle Regional Office of Education LODIS Truancy Intervention/Prevention Program for assistance.
5. Suggested guidelines for valid absences are:
 - a. Illness.
 - b. Serious illness or death in the immediate family.
 - c. Emergency medical or dental attention.
 - d. Absence approved in advance with the school principal.
 - e. Authorized religious holidays.
 - f. Pre-arranged absences due to vacations; medical, dental or legal appointments; reasonable parental requests.

PROCEDURES FOR PRE-ARRANGED ABSENCES

1. Parents must call or send a note **before** the absence in order for the student to be excused.
2. If only a phone call precedes the absence, then the student must bring a written note signed by a parent or guardian **immediately** upon his/her return to school.
3. If neither a phone call nor a written note precedes the absence, then the absence will automatically be considered unexcused.
4. Suggested guidelines for unexcused absences are:
 - a. Truancy
 - b. Missing the school bus
 - c. Trips not approved in advance
 - d. Birthday or other celebrations
 - e. Gainful employment
 - f. Hair appointments
 - g. Oversleeping

SCHOOL OFFICIALS CONTACT PARENTS OR GUARDIANS TO VERIFY STUDENT ABSENCES!

GENERAL ATTENDANCE PROCEDURES

1. Attendance letters will be sent to parents after the student has 5, 7, and 10 or more absences per year. The letter is to inform both student and parent of attendance history.
2. **TARDINESS:** Students must report to all classes and study halls on time. There are three minutes between classes. If a student is not in his/her classroom at the time the second bell rings, the student will be considered tardy unless the student has a signed pass

explaining the reason for the tardiness. Excessive tardies will mean after school detentions, parent conference, and/or Saturday detentions. **Tardies accumulate per quarter.**

3. If a teacher or the office is responsible for a student being late to class, the student will be given a pass and will not be counted as tardy or absent.
4. Students will not be penalized for missing school if they participated in a school-sponsored activity or a visit to the counselor-- provided the counselor requested that the student leave class.
5. **Any student absent from school without parental/guardian knowledge and permission will be considered truant and will be subject to the truancy policy upon his/her return to school.**
6. Parents are asked to notify the school if a student is absent for three or more consecutive days. If the student will be absent for three or more consecutive days the office will, upon request from the parents, arrange for the student's assignments. Students cannot be excused from P.E. for more than three days without written request of the physician or of the school nurse.
7. Use of the Nurse's Office: If a student becomes ill at school, every effort will be made to contact the parent to come and pick up the student. Students may request permission to see the school nurse when she is available; however, only in extreme situations will a student be allowed to stay in the nurse's office.
8. After ten (10) absences per school year, to excuse each absence thereafter a physician's note stating specific medical reasons for the student's absence may be required within 24 hours of the student's return to school. While seeking a medical excuse, the student's parent or guardian must still comply with absence notification procedures. Should a parent or guardian choose not to secure a medical excuse, the absence will be considered unexcused. Medical notes must state specific days that a student is excused from school and signed by a doctor.
9. To prevent from receiving unexcused absences, parents need to inform the school of any planned student absences (i.e. vacations, etc.) as soon as possible (3-5 days in advance). Students are responsible for their homework during this time. Whenever possible, it is strongly urged that the student get his/her assignments before being absent rather than waiting until he/she returns to school.

MERIDIAN JUNIOR HIGH PHYSICAL EDUCATION GOALS

Students will learn the value of lifelong physical activity. Physical activities can and should be fun, so the students are more likely to remain active throughout their lives. Teachers will teach according to national and state standards for quality physical education, thus helping the students feel confident in their ability to lead an active life and be in control of their own health.

UNIFORM AND DRESS POLICY FOR P.E. - REGULATION DRESS:

- * Gray shirt,
- * *Plain Black Athletic Shorts. Minimum of a 7" inseam.*
- * Athletic Socks
- * Tennis Shoes
- * Some type of Sweats (recommended for use on days with cold weather)

Students must have a parent note to be excused from physical activity. Students requiring more than three days from P.E. are required to bring a note from a doctor.

SCHOOL HEALTH PROGRAM

REQUIRED PHYSICALS:

According to Illinois State law, all students entering Kindergarten (first entrance), 6th, and 9th grades are required to present evidence of a physical examination, completed within the last year, with a complete immunization record, and the recommended dental exam. Students who do not fulfill these requirements will not be allowed to enroll. In case of transfer from another school or state, the student will be given 30 days to comply with any health record requirement. A "sports" physical does NOT satisfy this requirement. The 6th grade physical DOES satisfy the "sports" physical.

SPORTS PHYSICALS:

Student athletic participation in junior high requires an annual physical examination.

ADMINISTRATION OF MEDICATIONS:

Parent(s)/guardian(s) are responsible for administering medication to their children. Administering medication during school hours or during school related activities is discouraged unless it is necessary for the critical health and well being of the student. Teachers and other non-administrative school employees, except registered nurses, shall not be required to administer medication to students. If a circumstance exists where medication is necessary during school hours, a "MEDICATION AUTHORIZATION" form **must be** signed by the parent and the physician and kept on file in the nurse's office. This authorization is required to be **renewed EACH school year**. The medication must be in the original prescription bottle or over the counter container and stored in the main office unless otherwise directed by the physician and parent. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in the Administration of Medications policy and its implementing procedures. A student **MAY** possess **emergency** medication (i.e. Epipens, inhalers) provided a "Medication Authorization" form has been completed by

the physician AND the parents/guardians. During school field trips, all medication must be sent with the supervising teacher.

An **occasional** acetaminophen may be taken by a student during school hours, in the absence of written doctor's orders, **ONLY** after evaluation AND direct telephone contact has been made with the parent/guardian for verbal consent. Documentation of this administration will be kept by the school nurse.

SCREENINGS:

Vision and hearing tests are conducted by the school nurse. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this 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. Parents of those students who do not pass these screenings are urged to comply with the recommendations made by the nurse.

HEAD LICE (PEDICULOSIS)

Meridian District has a "no-nit" policy. A student sent home and treated for head lice **MUST** be seen by the school nurse, or designee, **before returning to the classroom** to assure there is no evidence of lice/nits.

EMERGENCY INFORMATION:

Injury: If a student incurs serious injury requiring medical attention, parents will be notified immediately. Parents are asked to supply the **name and phone number** of a responsible adult to be notified when the parent cannot be reached. In the event that the parent or emergency contact cannot be reached, the student will be transported to the hospital for emergency treatment.

ALLERGIES:

If your student has a severe to life threatening allergy to any food, environmental agent or insect bite please contact the School Nurse IMMEDIATELY so special arrangements can be made for the safety of your student.

ILLNESS:

In the event a student becomes ill at school, parent will be notified concerning action to be taken. Students will not be sent home unless a parent is there to care for them. Students must see the nurse to be excused from school. Students who text to be picked up may not be excused.

WHEN SHOULD I KEEP MY CHILD HOME FROM SCHOOL

Parents and school staff know the importance of school attendance and do everything possible to insure that students are in school. Yet there are times when it is necessary for a child to miss school. It is not in the child's best interests, and it places other students and staff at risk to send a child to school ill.

Parents should keep their child home from school until they are symptom free for a full 24 hours if they notice any of the following symptoms:

- ◇ Illness that keeps the child from participating comfortably in daily activities
- ◇ Fever above 101 degrees
- ◇ Lethargy, irritability, persistent crying and difficulty breathing
- ◇ Vomiting twice or more in 24 hours
- ◇ Diarrhea
- ◇ Mouth sores accompanied by drooling
- ◇ Pink eye and/or a white or yellow discharge from the eye
- ◇ Impetigo, a skin infection marked by weepy, scaly, or crusty rash, until 24 hours after treatment
- ◇ Strep throat, until 24 hours after treatment
- ◇ Head lice, until the child's hair is free of nits
- ◇ Chicken pox, until five to six days after the rash appears, or until all lesions have dried and crusted.

Illinois Principal's Association Newsletter

MANDATED SCHOOL EXAMS

All Illinois children in kindergarten, second and sixth grades will be required to have an oral health examination. Examination must be performed by a licensed dentist and he/she shall sign the report form. This includes all public, private, or parochial schools. Each child shall present proof of examination by a dentist prior to May 15th, of the school year. If a child in second or sixth grade fails to present proof by May 15th, the school may hold child's report card until: Child presents proof of dental examination or child presents proof that dental examination will take place within 60 days after May 15th.

Each school must give notice of the dental examination requirement to the parents or guardians of the children at least 60 days prior to May 15th of each school year. The Illinois Department of Public Health has established, by rule, a waiver for children who show undue burden or lack of access to a dentist.

GENERAL GUIDELINES

ADDRESS CHANGES

It is important that we have at all times, your current address and telephone number. This information is especially important in cases of emergency. Please take proof of address to the District Office if you need to change your address.

AFTER SCHOOL

The building is to be cleared by 2:45 p.m. Students waiting for a late bus must wait in the large gym. Only those who have supervised activities may remain in the building after 2:45 p.m.

AT SCHOOL

You become the school's responsibility when you board the bus in the morning until you depart the bus at night. **No child will be allowed to leave the school grounds without the permission of the principal.** In the event that parents must remove a child from school before the close of day, they should send a note to that effect and bring it to the office.

Problems arise each year because children bring articles to school, which are hazards to the safety of others or interfere in some way with school procedures. Such items, toy guns, electronic games, ipods, dice, laser pointers, skateboards, game cards, etc., if brought to school as playthings, are undesirable and will be confiscated.

BOOK REFUND POLICY

Any student entering Meridian Junior High School during the first semester shall pay the full year's cost for books. A student entering during the second semester will pay one-half the full year's cost for books. One-half the full year's cost will be refunded to anyone leaving during the first semester. A student leaving second semester will get no refund for books. All partially used books will be returned to the office so that they may be used for new students entering school. Textbooks are assigned to and are the responsibility of the student. The student is liable for all damages and/or lost texts and will be billed accordingly. If a student loses a text, he/she will need to purchase a new text immediately. **TEXTBOOKS WILL BE LOANED TO THE STUDENT BY THE TEACHER FOR THAT CLASS PERIOD ONLY.** If the text is found, and the newly purchased text is returned undamaged, the purchase price will be returned to the student.

CELL PHONES

Cell phones may be brought to school for before and after school use or if requested by a teacher for a specific lesson. 8th grade students are allowed to use them at lunch. They will lose the privilege for misuse. Phones must be turned off and locked in lockers during school hours. If a student's phone is observed during school hours or in a class, that was not required by the teacher that day, it will be confiscated and taken to the principal to be held until the end of the school day. Students will be assigned an afterschool detention or a Saturday school.

FIELD TRIPS

Field trips are correlated with the educational program and are used to either introduce or climax a unit. Field trips are considered to be an extension of the classroom. Field trips are planned teaching of those things which can best be taught outside the classroom. Children should not be kept home because a field trip has been scheduled. It is a part of the enrichment program and is concrete learning rather than abstract. Adequate preparation in the subject area and definite objectives are made before each trip. Evaluation and review of material seen on the field trip is made after the trip has been completed. No child is allowed to go on a trip without a signed permit from his parent. Safety rules are strictly enforced on these trips, and children not conforming to the rules may be barred from participating in future trips.

INTERNET ACCESS

Meridian Junior High School is fortunate to have extensive access to the Internet. In order to have access to the Internet, students and parents must sign a Meridian C.U.S.D. #223 acceptable use policy. This policy requires students to abide by appropriate protocol while on the Internet. Failure to abide by the policy may result in the student being permanently denied access to the Internet. Students are prohibited from e-mailing from the school, unless it is authorized by a teacher/administrator and part of the school's instructional program. Students are also prohibited from entering and participating into online "chat rooms." Violations will result in disciplinary measures up to and including expulsion.

LIBRARY

The library has a wide variety of materials for individual reports and research. By arrangement with the librarian the day before, students may use the library for studying before or after school. The library is open during the noon hours by arrangement with the librarian only.

LIBRARY LOST/DAMAGED BOOKS

Lost Books:	Fine = Replacement cost plus \$3 processing fee
Lost/Found/Returned Books:	Book returned before replacement ordered = accumulated late fine only
	Book returned after replacement ordered = No Refund
Damaged Books:	\$3 repair fine if the book can be repaired. If the book is wet (prone to mold) or damaged beyond repair, refer to Lost Books.

LOCKERS

On the opening day of school a locker will be assigned to each student. All students are to use the lockers assigned to them. Students are not allowed to share lockers. If for any good reason a locker cannot be used, report the trouble to the office. **Keep your locker locked at all times.** The school cannot assume responsibility for lost articles. Valuable property, such as money, iPods, cell phones, etc. should not be brought to school. In case a sum of money must be brought to school, it should be deposited with the office staff for safekeeping and never in your locker. Lockers should be clean and tidy. Students will be held responsible for any damages done to their locker. There will be a \$5.00 charge for all lost locks.

LUNCH PROGRAM

Checks for payment of lunch fees should be made payable to the MERIDIAN COMMUNITY UNIT #223. Students must deposit money into their family account. Students have a five digit code that they must enter to charge their meal to their lunch account. If an account goes more than \$5.00 in debt, the student will not be allowed to purchase regular lunch items, but may purchase a peanut butter sandwich and a carton of milk. Students will be notified as to the status of their account.

PARKING AREAS

Please do not park on the east side of the building at morning arrival or evening dismissal times. The busses take up a large segment of the available space, and these busses will be given priority on parking space. There are parking spaces on the west, north, and south sides of the building.

SCHOOL ARRIVAL

1. When you arrive in the morning, the main door at the front of the school will be open. Students must use only these doors to enter the building, unless arriving by bus. School opens when the first bus arrives. **Students are not allowed in the school prior to this time.**
2. When arriving at school in the a.m., 6th and 8th grade students must go to the large gym, 7th grade students must go to the small gym and talk quietly until the first bell. **Students are not to be in the hallways without permission.** Students' needing admits or having office business should go to the office before going to the small/large gym.
3. All other areas are closed to students.
4. Students cannot go to their lockers before the first bell rings without a pass from the office or a teacher.
5. No student may go downtown without a note from home and a pass from the office.

SCHOOL BUSES

The same conduct rules that apply on the campus of Meridian Junior High School also apply on bus routes. Bus drivers are responsible for conduct on their bus and will report serious misconduct to the principal. Gross disobedience or misconduct will result in the suspension of bus riding privileges and possible suspension from school. Examples of misconduct include, but are not limited to the following:

1. Willful injury or threat of injury to a bus driver or to another rider.
2. Willful and/or repeated defacement of the bus.
3. Repeated use of profanity.
4. Repeated willful disobedience of the bus driver's directives.
5. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

For the safety of your child and all the children on the bus, please stress the importance of obeying the rules established by the bus driver. Students who are not regular passengers on the bus are not allowed to ride for any reason. Regular bus students must ride the bus unless a phone call and note from the parent is given to the Transportation Department in advance, or they are attending a scheduled school activity. If you have questions or concerns regarding buses, please contact the Bus Garage at 815-645-2613.

TARDINESS

If you arrive late to school, you must secure a pass from the office to enter class. You will be asked to explain the reason for your tardiness. During the school day, there are THREE (3) minutes given between class periods. **You are expected to be in your seat when the bell sounds.** If you are not in your seat by this time, you will be required to explain to the teacher why you were detained. Being on time is one of the first things an employer inquires about when checking on a student. Now is the time to begin forming a lifelong habit of being on time.

If a student is tardy 3 times in a 9-week period, he/she will serve a detention after school on either Tuesday or Thursday the following week. If he/she is tardy 3 more times, he/she will serve another after school detention. If a student accumulates 9 tardies in a nine-week period, he/she will serve a 4-hour Saturday school detention. For every 3 beyond 9 tardies there will be another Saturday school assigned.

TELEPHONE

IN CALLS: The school recognizes that there are times when parents need to communicate with their children during the school day. However, the school would appreciate those situations to be kept to a minimum. Only under extreme emergencies at the request of a parent will a student be taken out of a class or study hall to take a phone call. The office will attempt to get phone messages from parents to students during the school day.

OUT CALLS: Students finding it necessary to make local telephone calls may do so after school only. No calls are to be made during the time school is in session, **including lunch**, unless approved by a faculty member or the office.

CALLS TO TEACHERS: Teachers and staff will **NOT** be taken out of class for phone calls. **PHONE MESSAGES WILL BE PLACED IN TEACHERS' MAILBOXES OR VOICE MAIL AND THEY WILL RESPOND TO THE MESSAGES AT THEIR EARLIEST**

CONVENIENCE. Please be aware that messages may not always reach them before dismissal time. **Students are requested not to use the school phones except in cases of emergency. The school will not allow personal phone calls.**

TRANSFERS

When a child is to be transferred from Meridian Junior High to another district, please notify the school office at least one week in advance. This will enable the teacher to complete necessary records. A transfer slip will be prepared which the parent or child may pick up the last day of the child's attendance. School records will be forwarded upon request by the other school.

VISITORS

1. All visitors must first report to the main office to receive a visitor's pass.
2. Parents are always welcome at Meridian Junior High School. All appointments must be made in advance to see a teacher or to visit a classroom.
3. The school policy is to accept only those visitors who have legitimate business at the school.
4. Small children should not be brought to school.
5. Visitors will not be issued a pass unless they are known to one of the administrators.
6. Students may not bring other students to class or school to visit.
7. Any person found on the school ground without permission is trespassing and is subject to arrest by the police.

WAIVER OF FEES

This is to advise you that you may be eligible for a waiver of student fees if you receive public aid; if your gross household income is under that set out in federal guidelines for free lunches; or if you are otherwise able to establish that you cannot afford to pay these fees. Applications requesting waiver of fees should be submitted to the office. Forms for submission of such requests are available in each building office. The use of false information to obtain such waiver is a felony under Illinois law. Any inquiries should be directed to the principal of the building in which your child is enrolled.

Band and Chorus: Once a student has made the commitment to participate in band and/or chorus, that student must complete a semester before withdrawing.

STUDENT RIGHTS AND RESPONSIBILITIES

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

DUE PROCESS

The Board of Education and Administration intend to protect students' rights. A brief summary of Due Process for students follows:

1. A student has the right to hear the charges/evidence against him/her.
2. A student has the right to tell his/her side of the story.
3. A student has a right to be informed of the decision.
4. A student and the student's parents have a right to a hearing with:
1st – Principal 2nd - Superintendent 3rd - Board of Education

Contact information:

Principal:	Jill Davis	Superintendent:	Mr. PJ Caposey
	207 West Main St.		207 West Main St.
	Stillman Valley, IL		Stillman Valley, IL
	Phone: 645-2277		Phone: 645-2297

SEARCH AND SEIZURE

For the safety and supervision of students in the absence of parent(s)/guardian(s), to maintain discipline and order in schools, and to provide for the health, safety and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as Meridian C.U.S.D. #223 property.

Certified employees and school administrators may search a student and/or a student's personal effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or MJHS conduct rules.

School property, including, but not limited to, desks, lockers, and parking lot is owned and controlled by the Meridian C.U.S.D. #223 and may be searched by school authorities at any time. School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g., searches of all student lockers) without notice to or consent of the student and without a search warrant.

If a search produces evidence that the student has violated or is violating either the law or Meridian C.U.S.D. #223 policy or MJHS rules, such evidence may be seized and impounded by school authorities and disciplinary action may be taken. When appropriate,

such evidence may be transferred to law enforcement authorities.

STUDENT DISCIPLINE

DISCIPLINARY MEASURES

Prohibited Student Conduct

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

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

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

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

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

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related

event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

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

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

Corporal Punishment

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

Weapons Prohibition

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

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

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

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

Gang & Gang Activity Prohibited

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

USE OF POLICE

It is the philosophy and belief of the administration at Meridian Junior High School that the responsibility of dealing with student discipline violations rests with the school. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the district and the school. However, when violations of state and/or municipal ordinances occur, or when students and/or parents refuse to work within the established policies of the district and school, or where security of person or property appears to be in jeopardy, we will not hesitate to call the police and initiate arrest and prosecution proceedings. Additionally, at the school's request, the police may be asked to assist in investigating possible violations of student conduct, state and/or municipal ordinances.

Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Re-Engagement of Returning Students

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

SATURDAY SCHOOL DETENTION

Saturday School will take place in the high school library on Saturday mornings from 8:00 a.m. to 10:00 a.m. and from 10:00 a.m. to 12:00 noon. Saturday morning schools will be assigned for various reasons including: truancy, tardies, inappropriate behavior, failure to serve a detention, etc. This policy enables students to serve time for disciplinary problems without missing classroom instruction. Students refusing to serve any Saturday school sessions could be suspended 2 days out of school for insubordination. An out of school suspension does not erase/substitute an assigned Saturday school detention.

DETENTION

Detentions will be assigned for after school by teachers or administrators. Detentions take place on Thursdays from 2:30-3:30. It will be the parent's responsibility to provide transportation to or from detentions.

SEXUAL HARASSMENT

Sexual harassment of students is prohibited. An employee, district agent, or student engages in sexual harassment whenever he/she makes unwelcome sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, which denies or limits the provision of educational aid, benefits, services or treatment; or that makes such conduct a condition of a student's academic status; or has the purpose or effect of:

1. Substantially interfering with a student's educational environment
2. Creating an intimidating, hostile, or offensive educational environment; or
3. Depriving a student of educational aid, benefits, services or treatment; or making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating", "hostile", and "offensive" include conduct, which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics and spreading rumors related to a person's alleged sexual activities.

Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, building principal, or assistant principal. Students may choose to report to person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the building principal or assistant principal for appropriate action.

First violation:

Option 1: Up to one day out of school suspension if the student along with the parents or guardians agrees to have the student go through a sexual harassment educational program provided by the school.

Option 2: Up to five days out of school suspension

Second violation:

Option 1: Up to 1-10 days out of school suspension if the student along with the parents and guardians approval agrees to repeating the sexual harassment educational program and meeting with the school counselor.

Option 2: Up to 10 days out of school suspension.

Third violation: 10 day out of school suspension and possible expulsion hearing.

TRUANCY

Any student absent from school without parental/guardian knowledge and permission will be considered truant and will be subject to the following conditions:

First offense: Full Saturday school and the school may contact the Regional Attendance Center and any other appropriate authorities.

Second offense: Full Saturday school and the school will contact the Regional Attendance Center and any other appropriate authorities. The student may be suspended out of school for the total number of days the student has been truant.

Third offense: Out-of-school suspension for the number of days the student has been truant and possible expulsion hearing.

Any student who skips a class or leaves campus without authorization will be considered truant and will be required to attend Saturday School. The absence will be considered unexcused with no credit being given for work assigned for that class.

HAZING PROHIBITED

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students. Students engaging in hazing will be subject to one or more of the following disciplinary actions:

1. Conference with parent/guardian.
2. Removal from extra-curricular activities.
3. Referral to appropriate law enforcement agency.

Students' engaging in hazing that endangers the mental or physical health or safety of another may also be subject to:

1. Suspension for up to 10 days.
2. Expulsion for the remainder of the school term.

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RESIDENCY

Only students who are residents of the Meridian C.U.S.D. #223 may attend Meridian Junior High School without tuition charge, except as otherwise provided below or in state law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the Meridian C.U.S.D. #223, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. In addition, the child's natural or adoptive parents, if available, shall complete a signed statement of Power of Attorney stating: (a) the role and responsibility of the person whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the district during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

STUDENT RECORDS

The school keeps an official record of each student's school experience on file. In it will be found a record of the student's standardized test result for reviewing by parents or guardians upon their request. (School officials will need 15 days of advance notice, in writing, from parents to review this file).

Counseling and guidance services are available to all junior high students. Students are encouraged to make an appointment at the counseling office at any time for assistance.

1. Student's Permanent Record shall consist of:
 - a. Name of student
 - b. Name of parent(s)
 - c. Addresses
 - d. Birth date

- e. Gender
- f. Attendance
- g. Health records
2. Student's Temporary Record shall consist of:
 - a. Family background information
 - b. Intelligence test score
 - c. Aptitude test scores
 - d. Reports of psychological evaluations
 - e. Elementary and secondary achievement test results
 - f. Participation in extracurricular activities
 - g. Honors and awards received
 - h. Other verified information of clear relevance to the education of the student
3. Parents will be granted access to official records pertaining to their children's records upon written request. The school will have a fifteen-day period with which to meet such a request. Students over the age of 14, or with parental consent under the age of 14, shall also have access. Copies of said records will be available upon request of parents or students at a cost of \$.35 per page.
4. The student's records, or information contained in those records, shall not be released to anyone other than school or educational officials without the informed written consent of the student's parents. If the student is above the age of 18 or attending a post-secondary institution, only the student may grant such a release.
5. Parents shall have the right to challenge any entry exclusive of grades on the basis of:
 - a. Accuracy
 - b. Relevance and/or
 - c. Propriety

The request for a hearing will be submitted in writing to the school and shall contain notice of the specific entry to be challenged and the basis for the challenge.

 - a. Procedure:
 - i. Informal conference with parents within 15 school days of receipt of request with the counselor and principals.
 - ii. If not resolved, a meeting with the Board of Education will be scheduled.
 - iii. If not resolved by either of these methods, then:
 1. A hearing officer, not employed in attendance center in which student is enrolled, shall be appointed by the school.
 2. Hearing officer shall conduct a hearing within 15 days after informal conference unless extension is agreed upon.
 3. A verbatim record of the hearing shall be made.
 4. A decision shall be rendered no later than 10 school days after the conclusion of the hearing and shall be immediately transmitted to the parents and the school district.
6. The school shall grant access to, or release information from school student's records without parental consent or notification to: An employee or official of the school, school district, or State Board of Education, provided the person has a current demonstrable educational or administrative interest and the records are in furtherance of such interest.
7. The school shall destroy the contents of the temporary record within five years after the student has transferred, graduated or permanently withdrawn. A yearly review of temporary records will be made. Before a record is destroyed, a parent will have the opportunity to copy the information to be destroyed.
8. Directory information is limited to:
 - a. Identifying information: name, address, gender, grade level, birth date;
 - b. Academic awards, degrees, and honors;
 - c. Information in relation to school sponsored activities, organizations and athletics;
 - d. Major Fields of study;
 - e. Period of attendance in school

Directory information may be released to the general public, unless a parent request that any or all information not be released on his/her child.
9. The records of a student shall be transferred to another school in which the student is enrolled or intends to enroll upon the written request of the school in which a student seeks or intends to enroll. If such a request is not obtained, the parent will be notified in writing of their opportunity to inspect such information. If, after ten school days, the parent makes no objection, the records may be transferred to the requesting school.
10. The school shall grant access to information contained in school student records to persons authorized or required by state or federal law to gain such access provided that:
 - a. Such person shall provide the school with appropriate identification and a copy of the statute authorizing such access; and
 - b. The parent receives prior notice of the nature and substance of the information to be released and an opportunity to inspect copy and/or challenge such information. If this release of information relates to more than 25 students, such prior notice shall be given in a local newspaper.

Catastrophic Accident Insurance is available for families when severe injuries occur during school activities. CONTACT THE BUILDING ADMINISTRATOR FOR INFORMATION.

GIFTED PROGRAM IDENTIFICATION CRITERIA

The Meridian C.U.S.D. #223 gifted program consists of supplementing and enriching the regular curriculum within the regular classroom at the K-5 grades and involves advanced (AP at the 9-12) courses in the departmentalized 6-12 grades. With this organizational structure in mind, Meridian C.U.S.D. #223 will use standardized testing, teacher evaluation/recommendation, and past performance patterns as the primary indicators to identify district gifted students. The district will delineate a pool of the top 20% of the student population. The district will subsequently narrow the population to not more than 10% of the population of the class based on the above primary indicators plus parent referrals, student self-referrals, district counselors, psychologist, and the recommendations of the district gifted identification committee. If you have any questions or concerns about the district gifted program or student identification criteria, please contact the District Gifted Coordinator, Stillman Valley High School, (815) 645-2291.

ANNUAL ASBESTOS MANAGEMENT PLAN NOTICE

This is to inform you of the status of the Meridian C.U.S.D. #223 asbestos management plan(s). It has been determined by the Illinois Department of Public Health and Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our buildings were initially inspected for asbestos in 1988. The AHERA law required that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the management Plan as required. The district has been, and will continue to perform the required inspections through the services of IDEAL and Associates Environmental Engineering Services, Inc.

The Inspection/Management Plan is available for public review in the SVHS District office. Should you wish to review the plans, please call to make an appointment between 8:00 a.m. and 4:00 p.m. weekdays. Any concerns relative to asbestos containing materials should be directed to Mr. Jon Mickle, Director of Building and Grounds at 207 W. Main St., Stillman Valley, IL (812) 645-2230.

Authorization For Internet Access

I understand and will abide by the rules of Internet access. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action may be taken. In consideration for using the district's Internet connection and having access to public networks, I hereby release the school district and its board members, employees, and agents from any claims and damages arising from my use, or inability to use the Internet.

STUDENT SIGNATURE (User)

DATE

I have read the guidelines for Internet Access. I understand that access is designed for educational purposes and that the district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the district to restrict access to all controversial and inappropriate materials. I will hold harmless the district, its employees, agents, or school board members for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of use with my child. I hereby request that my child be allowed access to the district's Internet.

PARENT/GUARDIAN NAME (Please Print)

DATE

PARENT/GUARDIAN SIGNATURE

Computer Login Username _____

(first 3 letters of first name, first 4 letters of last name, last two grad year numbers example johsmit22)
Used to get on computer network.

Student Access Username _____

(first name .(period) last name, example john.smith) Click on Student/Family access button on www.meridian223.org
Used to check grades, etc.

Student Email _____ [@students.meridian223.org](mailto:_____@students.meridian223.org) (first 3 letters of first name, first 4 letters of last name, last two grad year numbers example johsmit22)

A/R Username _____
first name .(period) last name (example john.smith)

Password _____
Student Identification Number

Pearson Success Net: Username _____

Password _____

PARENT/STUDENT HANDBOOK ACKNOWLEDGMENT

I have read and understand the information found in the student/parent handbook.

Signature of Student: _____

Signature of Parent/Guardian: _____

Date: _____