

Tampico Middle School
Student Handbook



2011-2012

OUR MIDDLE SCHOOL VISION

We recognize that the focus of a middle school is to meet the educational as well as the personal, social, and physical developmental needs of young adolescents. In an effort to provide the best educational climate possible, we have addressed these developmental needs and established the following ways that our school can respond to them:

- Create an atmosphere of positive social interaction between students and staff, as well as students and their peers.
- Establish clear expectations and consequences for inappropriate behavior.
- Provide a diversity of activities and rewards to ensure the probability of success for all students and to provide for creative expression.
- Integrate learning throughout the curriculum.
- Encourage meaningful participation in family, school, and community activities.
- Provide structured outlets for physical energy.

GENERAL INFORMATION

BEFORE AND AFTER SCHOOL

At the middle school, the doors will be open at 7:30 a.m. Students may enter the building, but must remain in the front lobby or go into the open gym. The only exceptions are those students requested by a teacher. Students who live in town should not arrive at school before this time.

Only students in scheduled activities or serving detentions may stay in the building after school. After normal school hours, permission from authorized school personnel must be obtained to use the school.

LEAVING SCHOOL GROUNDS

No student will be permitted to leave the building while school is in session without the permission of the principal. Sending a student home or on a special errand must be cleared through the principal. This includes students waiting for buses or for school events. Students who leave school grounds during a school event without permission will not be allowed back into the event.

ATTENDANCE

The school day begins at 8:05 and ends at 3:00.

Regular attendance is a prerequisite to school success. It is the responsibility of the parent to see that the students attend school on a regular basis.

When a child is absent, schools are responsible for making a reasonable effort to telephone within two hours. Therefore, parents of all students in Unit #3 are requested to telephone the school office between **7:15 and 8:15 a.m.** to notify the school that their child will be absent. This will prevent the school calling the parent at work. If the school cannot contact the parents for any reason, parents should send a written note the next day to confirm the absence. If your child is absent for 5 consecutive days or more, a written doctor's note is required to return to school.

If a child is absent and the school has not spoken to the parent or received written verification that the child was absent for a valid reason, the absence shall be recorded as truant.

In case of doctor and dentist appointments during the middle of the day, prior notice should be given to the office.

Any absence not approved by the principal within two days after the student's return to school will become unexcused. Those who are unexcused will be summoned to the office for a conference with the principal.

All students who arrive after school is in session must report to the office upon entering the building. Students leaving early must have their parents sign them out. Parents who are having someone other than themselves pick up a child from school must send a written request to school.

ANTICIPATED ABSENCE

Requests for necessary absence from school should be written one week prior to the absence by parents or legal guardians and taken by students to the counselor. In such cases, the reason for absence must be approved and arrangements made for make-up work with teachers prior to the absence. Vacations of a week or more during school are discouraged.

TRUANCY

Truancy is defined as absence without valid cause for a school day or portion thereof. "Valid cause" is defined as illness, death in the immediate family, family emergency, and situations beyond the control of the student as determined by the school board or circumstances that cause reasonable concern to the parent for the safety and health of the student. A "chronic or habitual truant" means a "child subject to compulsory school attendance, and who is absent without valid cause from such attendance for 10% or more of the previous 180 regular attendance days." The following is the criteria and procedures from the Truant's Alternative Program:

Truant/Unexcused Absences:

Step 1: When a student is absent 5 days without valid cause, a letter of concern will be mailed to the parents. *The parents are then required to show proof via a doctor's excuse if the child is absent again.*

Step 2: If the student is absent 6 days without valid cause, another letter is sent to the parents. ***A referral will be sent to the Whiteside County Truants' Alternative Program, and a caseworker will then meet with the family.***

Excessive Absences and/or Tardies:

(Excluding suspensions, extended illnesses, and approved vacations.)

Step 1: When a student is absent 10 days, excused or unexcused, a letter of concern will be mailed to the parents.

Step 2: When a student is absent 15 days, excused or unexcused, a letter of concern will be mailed to the parents. *The parents are then required to show proof via a doctor's excuse if the child is absent again.*

Step 3: If the student is absent 16 days, another letter is sent to the parents. ***A referral will be sent to the Whiteside County Truants' Alternative Program, and a caseworker will then meet with the family.***

MAKE-UP WORK

It is the responsibility of the student to meet with each teacher to obtain make-up assignments. When parents wish to pick up their student's homework, they should contact the office before noon to make arrangements. Students will have one day per day of absence, in which to make up missed work.

SCHOOL CANCELLATION

If there is a chance that school might be cancelled due to weather conditions, parents should listen to the listed tv/radio stations at 6:30 a.m. and thereafter.

WHBF – 4 KWQC – 6 WSDR – 1240 KMXG – 96.1 WQAD – 8 WHBF – 1270 97X
KUUL – 101.3 WOC – 1420 WLLR – 103.7 KRVR – 106.5

Parents may sign up for the PLT#3 Alert Notification System at www.plt3.org. This notification will allow parents to receive emails, texts, and/or phone calls for district alerts. The alerts include weather alerts, cancellations, and emergencies.

If the school is to be dismissed early, whenever possible, the announcement will be made by 12:00 p.m. and school will be dismissed by 2:00 P.M.

VISITORS

Parents are encouraged to visit school at any time. Please make arrangements through the teacher or the principal's office. All visitors are to report to the principal's office to receive a visitor's badge. For the safety of our children no one is to be in the building without reporting to the office first. Notifying the school of the day, time, and purpose of the visit will insure that the students are engaged in activities that the visitor wishes to participate in or observe.

CELL PHONES

Students are allowed to have cell phones in school, but they must be turned off and kept in their lockers. Unauthorized use of the phone, including text messaging, shall not be allowed during the school day.

If students are in violation of this policy, the cell phone will be confiscated. On the first offense, the cell phone will be placed in the school safe and returned to the student at the end of the day. On the second offense, the cell phone will be turned over to the parents.

SPECIAL BUS PERMISSION

Permission to ride a bus other than a student's regularly scheduled bus must be secured with written permission of the principal. Parents must send a note to the principal requesting this permission and the principal's written permission must be secured. The note must be given to the bus driver. This may only be done in the event of family sickness, death, or special occasions. This should be done with a minimum of one day's notice.

STUDENT SERVICES

GUIDANCE

The services of the counselor are available to all students in the school. These services include assistance with educational planning, career development, and personal/interpersonal issues. Contact can be individual or in group settings. Students should check in with the counselor to arrange private appointments.

The counselor frequently communicates with teachers and parents on academic and developmental progress of students. In personal matters, the counselor will respect the student's right to confidentiality within the ethical guidelines of the American Counseling Association. These limits will be explained on a case-by-case basis.

LIBRARY/MEDIA CENTER

The media center provides reference and recreational reading materials. Books, magazines, pamphlets, pictures, and audiovisual materials are available on a wide variety of subjects. Books or materials may be removed from the learning center by following appropriate checkout procedures. This rule will be enforced to insure that adequate library materials are maintained. Most library media center materials may be checked out for up to three (3) weeks and renewed for three additional weeks. Students have the responsibility for returning materials. Lost items will be assessed at the value of the book according to new prices available in our catalog.

LOCKERS AND PADLOCKS

Each student is assigned a hall locker. Students are encouraged to keep lockers locked; property cannot be guaranteed if lockers are left without locks. The locks may be cut off if access to the lockers is needed. Students should use their assigned lockers only. Writing on lockers or the displaying of inappropriate pictures will not be allowed.

Lockers remain the property of the school and are subject to inspection.

MEALS

Students may deposit any amount of money into a meal account to pay for cafeteria meals. These deposits should be made before school. Names of students who owe lunch money will be posted in the cafeteria. Verbal reminders will be given, as well. Students with a \$0 or minus \$0 amount in their meal account will not be given a breakfast meal or a hot lunch. They will receive cereal for breakfast and a peanut butter sandwich for lunch for a three-day period of time. Parents are encouraged to pack a lunch for their children until money can be deposited into the meal account.

Meal fees for 2011-2012 are as listed:

Breakfast	\$1.25
Milk	\$.50
6-8 Lunch	\$1.90
Adult Lunch	\$2.25
Extra Entrée	\$1.65

Hot lunches will be served starting the first full day of attendance. White and chocolate milk is available for students bringing their lunches. Non-resealable beverages may be brought from home.

Your help in creating an orderly lunch line, throwing your litter away, and returning trays and utensils to the dishwashing area will be expected and appreciated.

Middle school students are required to go to the cafeteria during lunch period.

POP MACHINES

Pop machines are a privilege. Machines are to be used before or after school only and will be turned off during breakfast and lunch. Please make sure that litter is disposed of properly. Littering will result in machines being closed down.

SCHOOL HEALTH SERVICES

A school health aide who is a registered nurse is employed by Unit # 3 to serve the students and their families in a number of ways. The health aide is guided by directives from the state of Illinois and by school board policy.

It is the health aide's responsibility to compile and maintain health records for each student. The base of each record is the physical exam and immunization record. It is required by Illinois State Law that all children entering kindergarten, sixth, and ninth grades receive medical examinations before they can begin classes. The exam must be dated within one calendar year of when the school year starts. A record of said examination is to be submitted to the school at the time of registration. A dental exam is also required for students entering kindergarten, second and sixth grades. Medical and dental forms are available in school offices. Immunization requirements are **STRICTLY** enforced. Make appointments with your doctor as soon as possible to avoid exclusion when school starts.

Illnesses and absences: Please do not send your child to school if he/she is not feeling well (sore throat, nausea, headache, cough, rash, fever, etc.) This is for your child's protection as well as for other students in that classroom. All absences, for any reason, require a written excuse for readmission. Please consult the nurse if you have a question regarding your child's absence and the written excuse.

First Aid: In the event of injuries and illnesses, first aid will be administered. First aid is defined as the immediate temporary care given in case of emergency.

Should your child become ill at school, the Health Aide (nurse) will decide:

- If the student should rest and try to return to class;
- If the student is able to participate in full school activities;
- If the student should go home. The health aide will make arrangements for the student to leave.

A parent or the designated individual on the emergency card must be contacted before the student is allowed to leave.

VISION AND HEARING SCREENING

Screening services are available and completed by certified hearing and vision technicians annually according to state guidelines and as requested by parents or teachers.

MEDICATION ADMINISTRATION

Parents have the primary responsibility for the administration of medicine to their children. Medication that is required by a student shall generally not be administered at school. Only those medications, which are necessary to maintain the students in school and must be given during school hours, shall be administered. It will be the responsibility of the parent or guardian (not the student) to see that all medications are brought to school in a pharmacy or physician labeled container with the School Medication Authorization Form filled out and signed by the *physician and the parent*. This written order form must accompany the medication. The school form can be obtained from the school, physician's office, and emergency rooms. This policy will be *strictly enforced* in order to comply with state regulations.

Medication of any kind shall not be carried by a student for self-administration unless a **School Medication Authorization Form** is completely filled out and states that the student may do so. Please send only the amount of medication that will be needed at school. Prescription drug containers shall display the following: student's name, prescription number, medication name and dosage, administration route or other directions, date and refill, licensed prescriber's name, pharmacy name, address and phone number, name or initials of pharmacist. The health aide (nurse) or authorized school personnel will dispense medication and document on the student's health record. Upon request by licensed prescriber, written feedback will be established.

Medication will be stored or refrigerated as requested in a secure area. Parents or guardian will be responsible at the end of the treatment for removing any unused medication from school. If the medication is not picked up by the end of the school year, the health aide (nurse) will in the presence of a witness discard the medication and document it in the student's health record. The school district retains the right to reject any request for the administration of medication if any guidelines are not met.

ACADEMIC INFORMATION

MIDDLE SCHOOL CURRICULUM

Required: Mathematics, Language, Reading, Science, Social Studies, Physical Education, and Word Processing.

Electives: Band, Chorus

Enrichment Classes: Art, Technology, Teen Leadership, General Music, Math Enrichment, Finance Skills

Students have the first five (5) days at the beginning of each semester to drop an elective with parental and teacher permission.

PHYSICAL EDUCATION

1. The following uniforms will be required: Clean white T-shirt and red shorts with TMS Warrior logo, socks, and tennis shoes. P.E. uniforms are to be worn in P.E. class only, not during other classes.
2. Failure to dress properly for physical education will result in an "F" for the day.
3. Three (3) excused absences from class will be allowed per quarter. After the third absence, participation points will be lost.
4. For the students' protection, no jewelry may be worn in P.E. class. This includes, but is not limited to, dangling earrings, watches, bracelets, and necklaces. Pajama pants, tank tops, and cut off shirts are not acceptable for P.E. class.

HOMEWORK/BLUE CARDS

Learning at home is an essential part of good education. Collaborative home-school learning begins as soon as children enter the educational system. Prophetstown-Lyndon-Tampico #3 recognizes the important role parents have in supporting their children's learning and encourage parental involvement in home-school tasks or homework. Homework is assigned in order to provide practice and application of skills being learned in class.

Academic responsibility will be encouraged through the use of a blue card warning system for students who consistently fail to do and/or bring required assignments to class. After three blue cards, students will be sent home with a blue slip notifying parents. Students will be expected to return the slip with a parent's signature. Failure to return a signed blue slip will result in a yellow card being issued. Each additional blue slip will earn a yellow card.

ONLINE HOMEWORK PAGE

The website listed below will be used to provide the daily assignments for students at the middle school. <http://new.schoolnotes.com>

The webpage will indicate the homework in reading, language arts, science, social studies, and math, but enrichment courses will not be listed. Here are the steps to find the webpage with the assignments.

Step one: Go to the following address: <http://new.schoolnotes.com>

Step two: Click on student or parent tab.

Step three: Type in the Tampico zip code: 61283

By clicking "notify me" on the grade level's homework page, an email will be sent when the page has been updated. Every effort will be made to update the assignments by 4:00 p.m. each day.

ONLINE GRADE ACCESS

Parents who wish to check their child's academic progress may access the parent portal of our grade program (STI). To do this, go to www.plt3.org. Click on Parent Portal, login with your students username and password (which can be obtained by calling the school office).

GRADING GUIDELINES

A+ = 99-100%	C+ = 81-82%	F = 63-0%
A = 94-98%	C = 76-80%	
A- = 92-93%	C- = 74-75%	
B+ = 90-91%	D+ = 72-73%	
B = 85-89%	D = 67-71%	
B- = 83-84%	D- = 64-66%	

PROGRESS REPORTS/REPORT CARDS

Progress reports will be distributed approximately 4 ½ weeks into the 9-week grading period. Report cards are distributed every nine weeks during the year to inform parents of their child's progress. Grade values are explained on each card. Parents, who have questions or wish a parent/teacher conference, please call and consult with the teachers.

MIDDLE SCHOOL HONOR ROLL

Academic Excellence	4.33-4.00 GPA
High Honors	3.99-3.75 GPA
Honors	3.74-3.50 GPA
Scholastic Recognition	3.49-3.00 GPA

Honor roll status will be determined on a nine-week basis. The **Individual High Academic Award** presented at the Eighth grade promotion ceremony will be determined by the student's cumulative grades for grades 6, 7, and 8.

PARENT/TEACHER CONFERENCES

Parents are welcome to confer with teachers at any time during the year. An ideal time to meet with teachers is between 3:00 and 3:30 P.M. If parents are unable to be at school during this time, arrangements can be made for conferences at other times during the day. Individual conference times will be scheduled at the end of the first and third grading periods.

MIDDLE SCHOOL PROMOTION

Illinois House Bill 452 (1999) prohibits "social promotion" of students and underscores Board policy that decisions to promote or retain a student rests with school personnel based on student progress. In order to promote to the next grade at Tampico Middle School, a student must show satisfactory progress by earning six (6) total credits per year. Credits may be earned as follows:

- Each of the following courses for which the student earns a passing semester average (D- or better) will count as ½ credit: Reading, Language, Math, Science, Social Studies, and PE/Health. Passing both semesters results in a full credit per course. A minimum of five and one-half (5 1/2) credits per year must be earned in this category for promotion.
- Each exploratory or enrichment class, including band and chorus, will count as ¼ credit per nine-weeks grade (D- or better, "Pass," or "Satisfactory"). While students may earn more total credits in this category, a maximum of one (1) credit per year may be counted toward the six credits required for promotion.

When it is determined that a student is to be retained, parents will be notified in writing of a conference to discuss the child's academic future.

ATHLETICS INFORMATION

ATHLETIC FEES/ATHLETIC PHYSICAL EXAM

All athletes will pay a fee of \$20.00 for each sport in which they participate. No participation in contests will be allowed until the fees are paid. The maximum cost per family will be \$120.00 payable at the beginning of the school year. All participants in any sport must have a physical examination completed before starting practice. This examination must be dated within one year of the sport for which they wish to participate.

ELIGIBILITY

Eligibility requirements apply to all athletic contests, all music activities, cheerleading, and Quiz Bowl contests. Eligibility will be determined on the last school day of each week and will apply to the following week's contests. A student must be passing in all subjects and cannot receive more than one (1) D for their overall grades for that week. Any student serving a suspension on the day of a contest will be ineligible and cannot dress or participate in any inter-scholastic contests. Students that are excused from P.E. classes by a doctor's excuse cannot participate in athletic contests until released by the doctor.

Students disciplined for possession/use of illegal substances will fall under the district's guidelines regarding eligibility for activities.

BEHAVIOR EXPECTATIONS

DISCIPLINE POLICY

Each individual's school experience will be enhanced by keeping high standards of both academic achievement and personal behavior. Students are expected to show courtesy to staff and fellow students alike, to be prompt and prepared for class, and to show pride in personal appearance. Participation in activities will also enrich the middle school years by developing interests and skills.

Teachers establish and communicate classroom procedures in accordance with District policies. The consequences for failing to meet appropriate standards of behavior are administered by the teachers with intervention from the counselor or principal when necessary.

YELLOW CARDS

For behavior infractions less serious than those which requires detentions, a Yellow Card will be given. This short form is to be completed by the student and returned to the issuing teacher. These should be considered a warning. The cards accumulate for a nine-week period with a fresh start each quarter.

Yellow Cards may be issued by any staff member for the following reasons:

- Disrespect of other students
- Disruptive/inappropriate behavior in class or during lunch time
- Running, fooling around in the hallway
- Inappropriate language
- Inappropriate items at school and/or in the classroom (e.g. headphones, toys)
- Gum chewing
- Chronic tardiness
- Public displays of affection
- Staff may use discretion for these and other offenses not covered in the list

DETENTIONS

Detentions are issued by any staff member for these reasons:

- Three yellow cards
- Foul language
- Disrespect / insubordination
- Harassment / bullying
- Staff may use discretion for these and other offenses not covered in the list.

Detentions are held for two (2) hours on Wednesdays from 3:00 p.m. till 5:00 p.m. and monitored by a teacher. Parents will be notified as soon as possible. Students and parents are responsible for arranging transportation from the detention.

While in detention, the student must work quietly on assignments or read. Students must remain seated and may not talk or leave the room for any reason except for a supervised restroom break. Drinks and snacks are not allowed in detention.

Detention counts start over each semester.

First/Second Detentions: Parents are notified by the individual staff member assigning the detention. The detention is served.

Third/Fourth Detention: If a third detention is issued, parents are notified; detention is served; the student is referred to the principal for a conference. The fourth detention in one semester results in an in-school suspension and a conference with parents, student, involved staff, and administration present. Subsequent detentions will be automatically referred for in-school suspension.

In / Out-of-School Suspension

If a student fails to serve a detention as arranged, it will be considered willful avoidance and will result in an in-school suspension. The detention time must still be served before students are allowed to participate in any school extracurricular activities.

Automatic 1 Day In /Out School Suspensions are issued by school administration for the following:

- Failure to serve a detention
- Disrespect / insubordination
- Fighting
- Abuse / Harassment
- Vandalism / willful destruction of school property
- Repeated occurrences after lesser measures (4 detentions)
- Administrator may use discretion for these and other offenses not covered.

Automatic 3 Day (or more) In / Out-of-School Suspensions are issued by school administration for the following:

- Smoking / possession of tobacco products
- Drinking / possession of alcohol or drug related substances
- Repeated occurrences after lesser measures (2nd suspension)
- Administrator may use discretion for these and other offenses not covered

SUSPENSIONS

IN-SCHOOL SUSPENSION requires students to report to the principal's office. During the suspension, students will be responsible for all class work. Any student receiving an in-school suspension will not be allowed to participate in special activities (ex. dances, reward activities, etc.) during the semester in which the infraction occurred. Also, students will not be able to participate in athletics or practices on the day of the suspension.

OUT-OF-SCHOOL SUSPENSION requires students to be sent home. They will be prohibited from appearing on school property or at any school sponsored activity from the time the student is suspended until the student is readmitted. All classroom work (homework, quizzes, and tests) must be completed upon the student's return to school. A maximum of 64% credit can be earned on homework assigned during the suspension.

EXPULSION can only be done by the Board of Education and may be done at any time that flagrant misconduct is involved. If expelled, a student will be removed for a period not less than the remainder of the school term.

ABUSE/HARASSMENT

Unit District #3 has established rules providing for the reporting of suspected physical or sexual abuse or harassment of students. If a student wishes to report an alleged abuse or harassment of a student, he/she should contact the school principal.

DRUG/VIOLENCE POLICY

Any student using or in possession of alcohol, drugs (including look-a-like, and non-prescriptive drugs), and other dangerous objects, as defined in board policy 1:90, or engaging in stealing, verbal threats/physical assaults against other students or staff may be recommended for suspension, counseling, or expulsion, and charges may be filed with the local police.

The illicit use, possession or distribution of drugs, look-alike drugs, nonprescription drugs, and drug paraphernalia is not permitted on school buses, in school buildings or on school grounds at any time. This policy extends to all school-sponsored and related activities, including field trips and athletic and music trips, whether held before or after school, evenings or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs.

If given reasonable grounds for suspicion, school officials may search for and seize illicit drugs brought onto school buses or school property and submit such drugs to the proper authorities for analysis. Lockers remain the property of the school and are subject to inspection.

CARE OF SCHOOL PROPERTY

Students have the responsibility to help preserve the school facilities by assuming a personal responsibility for maintaining the building, furnishings, and equipment. Students found guilty of school vandalism will be subject to suspension and/or expulsion and will be required to pay for damage that occurred through their intentional actions. Students should keep the school building and grounds safe and clean by taking proper care of school and personal property. Students should not mark or write on school property. Students should not litter school grounds.

MIDDLE SCHOOL CLASS TRIPS

The class trips are considered to be privileges that must be earned. Therefore, students with a record of unacceptable behavior will not be allowed to participate. This decision will be made by the teachers and administration based on chronic or dangerous behaviors. Once the decision has been made, a letter will be mailed to the parent or guardian informing them of this decision. Students not allowed to participate will be expected to be in attendance as per compulsory attendance laws. Failure to report to school as usual – where supervision and learning opportunities will be provided – will be handled as an unexcused absence.

The behavior expectations and consequences will be the same on class trips or at any school function whether on or off-campus, before or after school, as they are on a regular school day. Certain rules (for example, gum chewing) may be relaxed on class trips; these changes will be spelled out to students beforehand. All school rules are expected to be followed.

BUS BEHAVIOR EXPECTATIONS

All students and parents will be required to read the bus behavior expectation/consequence information and sign a “contract” signifying that both agree to follow said rules. This will be done at registration or the first week of school. The contracts will be kept on file in the office should any problems occur.

Audio surveillance is used on the school buses. Drivers and students are subject to be videotaped on the school bus at any time.

PERSONAL APPEARANCE

General appearance should reflect good grooming and good taste. The student's behavior can be affected by their appearance.

Students will not wear clothing or practice grooming which is unsafe, unsanitary, distracting or offensive to others, or destructive to property.

Any piercing which is deemed unsafe or distracting to the educational environment will not be allowed.

Hats or caps will not be worn unless directly related to a school activity. Items will be confiscated and may not be returned.

The body from mid-thigh to shoulders should be covered. This means no short-shorts, halter tops, bare midriffs, muscle shirts, or see through clothing. Students should demonstrate good judgement in regards to inappropriate language and emblems on T-shirts. Any clothing/personal item with offensive language or language/emblems pertaining to sex, drugs or alcohol, or which promote violence, etc. will not be allowed in school. If necessary, a call will be made home for appropriate clothing to be brought to school.

All students are required to wear footwear.