

Rochelle Middle School

Student Handbook

2009-2010

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and code of conduct. Membership or participation in a school-sanctioned activity is a privilege not a property right. In addition, the principal or his designee, within his or her school, may establish certain written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools which may or may not be contained in this handbook.

ROCHELLE MIDDLE SCHOOL

R.M.S. Vision

Rochelle Middle School is a safe, student-centered environment in which respect, responsibility and excellence are expected from everyone. $R.M.S. = R^2 + E^3$

R.M.S. Mission

Rochelle Middle School will provide educational experiences that promote learning for all through the following:

- A caring and highly qualified, professional staff
- The support of family and community
- A physically and emotionally secure environment

As a result, all Rochelle Middle School students will have the opportunity to build a strong foundation for secondary education, to become productive citizens and enjoy success in the future.

Contacting R.M.S.

Address: 111 School Avenue, Rochelle, Illinois 61068

Phone: 815-562-7997 **Fax:** 815-562-8527

E-mail: All staff members are connected to the Internet through the District #231 server and are available by e-mail. Staff e-mail addresses consist of the individual's first initial and last name @d231.rochelle.net. Example: jrand@d231.rochelle.net

R.M.S. SCHOOL HOURS

8:00 a.m.	Doors Open	10:56-11:26	6 th grade lunch
8:05 a.m.	Breakfast	11:43-12:13	7 th grade lunch
8:10 a.m.	Students may be on school grounds	12:30-1:00	8 th grade lunch
8:23 a.m.	Students Enter		
8:30 a.m.	Classes Begin		
3:13 p.m.	End of School Day		

Visitors to R.M.S. should check in at the office. They will be issued a visitor’s pass/badge that will be visible to all people while they are in the building.

R.M.S. COURSE REQUIREMENTS

6th Grade	7th Grade	8th Grade
Mathematics	Mathematics	Mathematics
Science	Science	Science
Social Studies	Social Studies	Social Studies
Literature	Literature	Literature
Communication Skills	Communication Skills	Communication Skills
Physical Education	Physical Education / Health	Physical Education / Health
Music / Computer Applications Art / Technology Lab	Shop / Computer Applications Art / Technology Lab	Shop / Computer Applications Art / Technology Lab
Individual Band Lessons (not required)	*Band or Chorus	*Band or Chorus
	*During 7 th and 8 th grades: Chorus or Band may be taken in place of Shop, Technology Lab, Art, and Computer Lab	

Schedule changes need to be directed by parents to the middle school counselors and should coordinate with the end of the quarter.

ABSENCES / ATTENDANCE

Parents should call the Rochelle Middle School office prior to 9:00 a.m. when their child is going to be absent from school. An answering machine is used from 4:00 p.m. – 8:00 a.m. for calls received after or before office hours. A student returning to school after an absence does not need to present a note if the parent has called the school to excuse the absence.

A pupil who requests permission to leave school because of illness must check with the office or the nurse. Students will be allowed to go home only if parents are contacted and arrange transportation.

An absence from school cannot be made up. Regular school attendance and promptness are necessary for good academic progress. A doctor's return permit is required if a child has had a contagious disease. Excessive tardiness and absenteeism will be discouraged by having students make up time and possible referral to the county truancy office. State law states that a full day of attendance consists of 300 instructional minutes, and a half day of attendance consists of 150 instructional minutes. Any student who attends school for 151-299 instructional minutes will be counted as ½ day absent. Any student who attends school for less than 150 instructional minutes will be counted absent for a full day. Students who attend for 300 instructional minutes or more will not be counted absent.

Release from Class

It may be necessary for a student to be released from class periodically in order to attend an appointment. Parents may call the school office just as they do for absences with the time and reason for release, or the parent may send a written note with the student, which explains the reason for the release and the time that the student should be released from class. The student should present the note to the office before classes begin in the morning. The office personnel will issue a release slip to the student to give to the appropriate teacher. The student should then sign out at the time he/she is leaving and will sign in again when he/she returns to school. The student will receive a pass to the class currently in progress.

Vacation Policy

We do not advise students to miss school. If a parent chooses to take their child out of school for a vacation, notification must be made at least two (2) days in advance to the school. Family trips/vacations will be excused for a maximum of five (5) days per school year. More than five (5) days will be considered unexcused. If homework is requested, the office will notify teachers of the student's leave, and homework be given to the child. If homework is requested prior to the vacation, it must be returned complete immediately upon the student's return to school. All other class work, homework, quizzes and tests missed as a result of the vacation must be completed within five days of the student's return to school.

STUDENT ATTENDANCE GUIDELINES

Student Absence:

School attendance is a responsibility that is shared by student, parent and school. Absences for "valid cause" are defined by Board Policy 7:70 and section 122-26-2A of the Illinois School Code as being absent due to:

1. Illness of the pupil
2. Family emergency or death in the family
3. Doctor or dentist appointment
4. Observance of a religious holiday
5. Whenever the principal considers the exemption from attendance to be in the best interest of the student.

If no parent explanation is provided within 24 hours of an absence, the absence will be considered unexcused. A doctor's statement may be required to explain excessive absenteeism when deemed necessary by the building principal or his designee.

School Responsibility:

1. The attendance of all students will be monitored on a daily basis. If we have not received a call by 10 A.M., we will attempt to notify the parent of the child's absence.
2. After 10 excused absences, a doctor's note may be required.
3. The principal or his designee may also meet with any student experiencing attendance problems to discuss the effect attendance has on school performance.
4. When deemed appropriate, the principal will initiate legal referral under terms of the Illinois School Code Section 5-26-2A. The referral will be made in writing to the Truancy Intervention Program. Five unexcused absences will result in a truancy referral.

Student Responsibility:

1. Students are required to attend all of their scheduled classes. Students must also accept responsibility for being on time for each class.
2. Students should notify the office in advance of family vacations or other planned absences so arrangements can be made for make-up work. It is the responsibility of the student to make sure all make-up work is completed and turned in on time.
3. When students leave the school, between 8:30 AM and 3:13 P.M., they must sign out in the office. The student must also sign in upon returning to the building and receive a written pass to class.
4. Students are expected to complete make-up work that is a result of being absent as soon as possible. As a general rule, the student will receive two days for each day that he or she missed school. The exception to this policy is in the case of absences because of a vacation.

Parent Responsibility:

1. Parents should contact the school by telephone between the hours of 7:45 - 9 AM when student absence occurs.
2. Parents may be required to provide a doctor's statement to explain excessive absenteeism when deemed necessary by the building principal or his designee.
3. Parents will attend conferences as requested by the principal or his designee to discuss problems related to absence and tardiness.

Teacher Responsibility:

1. Teachers will emphasize the importance of classroom attendance and request parental conferences for students whose academic success is being affected by absence from school.
2. Teachers will provide the opportunity for students to make-up assignments missed during periods of absence. Students may be required to complete make-up work before or after regular school hours.

Discretion in Interpretation of Attendance Guidelines:

1. The building principal or his designee is responsible for making the determination if an absence is excused or unexcused.
2. The building principal or his designee has authority to waive aspects of these guidelines where exceptional circumstances explain absences that would otherwise be considered unexcused.

Perfect Attendance Awards Guidelines:

1. A student who is absent on any school day will not be considered for any “perfect” attendance award. A student who is tardy to school for any reason will not be considered for any "perfect" attendance awards unless excused for an appointment.

TARDY POLICY

A.M. Tardies:

We realize emergencies will arise occasionally that will result in a student being late to school. Because it can be distracting to others when a tardy student enters the classroom, it is very important that every effort be made to arrive at school and class on time. Three (3) un-excused tardies will equal one un-excused absence. Students with excessive tardies or absences will be referred to the Truancy Intervention / Prevention Program. When a student is late for school, he or she must check in at the office. Counselors will keep track of the time a student arrives each time he or she is tardy. Once that student accumulates a total of 44 minutes of unexcused tardiness, he or she will receive an after-school detention.

Class Period Tardies:

A student is considered tardy when he or she is not in the classroom with the period is scheduled to begin. Records for classroom tardies will be maintained by individual teachers. The following policy applies to each class period:

Tardies 1-2:	Teacher warning and reminder.
Tardy # 3:	One teacher assigned noon hour detention.
Tardy 4:	Two teacher assigned noon hour detentions
Tardies 5-9:	Administrator assigned after-school detention.
Tardies 10+:	Out-of-school suspension for non-compliance

Detention forms for tardies will be completed promptly by individual teachers and turned in to the office to help maintain an accurate record of each student’s tardies. The detention should include the date that the tardy occurred and the number of the tardy so far that quarter. Tardies will be reset at the beginning of each quarter.

ACADEMICS

Homework

Homework is a means of enriching school activities started in the classroom. Homework will supplement and reinforce what has been taught and practiced previously. Some students may need added practice in the skills that are taught. R.M.S. teachers will communicate their grade-level homework policies and expectations to students and families. As a standard R.M.S. practice, our intention is to not allow zeros or late assignments on academic work (except when students are found to have cheated on their homework). It is expected to be complete and turned in on time. If these conditions are not met, homework interventions will be administered by teams/assistant principal.

If a student is absent for two or more consecutive school days, the parents may call school to request homework assignments. Those homework assignments and study materials can be picked up in the office by 3:45 p.m. The homework request should be made at the time the parent calls school to report the student’s absence. Students will be allowed two days to make up homework for each day of absence.

Usually the student will find that homework assigned at the middle school can be done, on the average, in 60 minutes or less per evening. If the student finds that he/she is consistently having large amounts of homework, he/she should re-examine his/her study habits at school. The student can also get advice and help from the counselor and/or teacher.

Textbooks

Textbooks are furnished on a rental basis. Textbook fees include use of books for mathematics, English, science, literature, spelling, health, social studies, dictionary, an assignment notebook, and art supplies. Fines will be assessed by classroom teachers for lost or damaged textbooks.

Progress Reports:

Progress reports are sent to parents mid-way through each quarter grading period. This gives the student one-half of the quarter to improve grades. Student grades and progress may be obtained by referring to School Master on the R.M.S. Web-site using the following steps:

1. Go to www.d231.rochelle.net.
2. From the district's web-site, choose "R.M.S. SM Pass"
3. On the School Master Pass screen, enter the student's ID number and pin. (the ID number is found on the student's schedule, and the pin is the first three digits of the ID number)
4. Click on Schedule / Progress to view the student's current academic progress

The process of printing report cards from School Master affects the teacher's ability to update grades in School Master at the beginning of each quarter.

Royal Rewards

The R.M.S. Royal Rewards program focuses on improving overall performance of all students. Award incentives are available for outstanding academic performance, grade improvement, perfect or improved attendance and/or outstanding contribution to the middle school.

Report Cards:

Report cards are issued following each nine-week period. Grades are "A", "B", "C", "D", and "F." "I" for "incomplete" may be given in place of a grade when unavoidable absences make this necessary. Work must be made up in a reasonable amount of time or the grade will become an "F." The middle school grading scale is as follows:

93-100 = A	1st Quarter Ends: October 16, 2009
83-92 = B	2nd Quarter Ends: December 18, 2009
73-82 = C	3rd Quarter Ends: March 12, 2010
63-72 = D	4th Quarter Ends: May 24, 2010
0-62 = F	

Honor Roll Requirements

1. Students will earn letter grades in all subjects, and all subjects will count for grade point average.
2. Grades are published quarterly.
3. Report cards will be sent home quarterly in an envelope, which parents will be required to sign and return to school with their child.
4. Students who receive a grade of "D" or "F" in any subject will not be considered for honor roll.
5. Grades will be based on a 4-point system; pluses and minuses are not used to compute G.P.A.
6. To achieve High Honor Roll, students must have a Grade Point Average of 3.5 - 4.0.
7. To achieve Honor Roll, students must have a Grade Point Average of 3.0 - 3.4.

Honor Roll Awards

Honor Roll awards are presented at the Royal Rewards night in May of each year. R.M.S. uses a cumulative system for determining honor roll award recipients. A student who makes the honor roll for

three quarters of any year they are enrolled at R.M.S. will be recognized at the Royal Reward Ceremony. Eighth grade students who maintain a minimum grade point average of 3.5 for 11 quarters will be given special recognition at the promotion ceremony. 8th grade students who maintain a minimum 3.0 grade point average will also be verbally recognized at the ceremony.

R.T.I., Response to Intervention:

“Response to Intervention” is the problem-solving process through which school personnel examine and provide for the individual learning and behavior (if data warrants) needs of students. As part of this process, all students receive a universal screening of reading and math skills.

After this screening, a classroom teacher may realize there is an area of concern affecting a student’s performance. There are a variety of methods a teacher may choose to accomplish this result.

If the student continues to have difficulty, the classroom teacher meets with other staff to discuss the child’s needs, consider other interventions, and outline a method to carefully monitor the student’s progress. This team - often referred to as the “Intervention Team” - uses the insight and expertise of several different school staff members.

Promotion & Retention Guidelines

R.M.S. uses the following guidelines for the purpose of determining which students should be promoted and which students should be retained.

1. Students failing three or more core subjects: language arts, mathematics, communication skills, science, and social studies will be retained. The average of the four quarter grades will determine the grade to be used.
2. Students failing in two or more core subjects listed above will be considered for retention based on a review of the grade in all of the subjects taken during the year.
3. By state law, all eighth grade students must have passed both the Illinois and United States Constitution tests.
4. Ideally, promotion or retention should be a joint decision involving the student, parents, and representatives of the school.

Our school attempts to keep parents continually informed of pupil progress by means of student report cards, deficiency reports and by teacher/parent conferences. If a conference is requested with a certain teacher, that individual teacher should be contacted with at least 24 hours notice.

Field Trips

Students will have the opportunity to attend field trips throughout the year. Field trips are a privilege that students must earn. Each team will determine the criteria that must be met for the student to attend. These criteria could include behavioral expectations, attendance expectations and academic expectations. Students who have not met the expectations will not be allowed to attend. Field trips are school activities; therefore, cell phones will not be permitted, unless [cleared by teams in advance](#).

HEALTH OFFICE

School Nurse

The Health Aide is at the school daily. The School Nurse is at school one or two days a week, and she can be called to the building whenever necessary. There is a health office at the school for use by students who are injured or ill. To use the health office, the student should check in with his / her current teacher. All students who are ill and wish to go home need to check out with the health office before leaving the school. Ill students may not walk home, but must arrange for proper transportation.

If your child experiences a serious illness, surgery, injury, lengthy illness or you anticipate a hospitalization; please provide information to the health office at your school. A doctor’s note is required

for your student to return to school. A doctor's note may also be required for any student absence from school for more than three consecutive days. The health office staff will be glad to assist you to arrange a smooth re-entrance back into school.

Physical/Dental Exams

According to state law, all students entering kindergarten and 6th grade or any student transferring into our school district must present evidence of a physical, including a complete immunization record. A dental examination is also required to be completed by no later than May 15th 2009.

Communicable Diseases

It is the parents' responsibility to report all diagnosed or suspected cases of communicable diseases, such as chicken pox, three-day measles, mumps, scarlet fever, strep throat, pink eye, impetigo, lice, ringworm, etc., to the school nurse immediately. A doctor's written permission to return to school is required on all but three-day measles, mumps, and chicken pox. If parents have any questions on the isolation period, please contact your doctor.

Lice Policy

Rochelle District 231 supports a "No-nit" policy when dealing with head lice. When a nit or head lice is detected on a student, the following steps will be followed:

Day one:

The student is to be sent home immediately, and the parent is to be provided with a copy of a letter explaining the problem. The parent is also to be directed to and instructed in the treatment regimen as established by medical professionals. School personnel are not responsible for the removal of nits, but will help parents identify the best procedure for removal

Day two:

When the student returns to school, the students need to be checked by school personnel and found to be free of lice and nits before he/she may return to class. Students may be checked for re-admittance no more than twice in one day. If the student has not returned to school or still is not free of lice/nits, the school shall consider the student subject to the unexcused absence policies.

Since lice have a 30 day life cycle, the student with known head lice will be checked weekly by school personnel. If head lice are found again, the above steps will be followed. We encourage parents to check their child frequently for evidence of infestation. If you need help identifying head lice or nits, please contact RMS health office.

Student Insurance

Student insurance applications are available to all parents at registration or at any time during the school year. The student insurance company offers various plans to suit individual needs. If the parent does not wish to take student insurance, it is understood that the student will be covered by the parent's own policy.

Administering Medicines to Students

With the exception of certified school nurses, teachers and other non-administrative school staff shall not be required to administer medication to students. It is expected that in most instances, a student's necessary medication should be administered at home by a parent or guardian. Therefore, the administration of medication during school hours or during school-related activities will be done only if it is necessary for the critical health and well-being of the student. All medications, whether they are over the counter or prescribed by a M.D., must be accompanied by a doctor's note to be administered at school. When medication must be administered at school, the school nurse should be contacted for the proper procedures. All students participating in extra-curriculars and have prescribed inhalers for breathing problems must have a second inhaler with them during their activities (games also). There is no

access to the nurse's office after school hours. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

SCHOOL DRESS CODE

One way in which students reflect their attitude toward school is in their dress. Clothing that is inappropriate or disruptive detracts from the learning process. Students who wear unacceptable clothing will be required to call home and get a change of clothes or.. may be required to wear their PE uniform if accommodations cannot be secured from home. The appropriateness of clothing will be judged by the school principal or his designee. The following guidelines will apply to all school activities.

The following types of clothing will **not** be permitted, but not limited to:

1. Any clothing which show undergarments.
2. Spaghetti straps, tank tops, halter tops, or backless tops
3. Tops that expose most of the shoulder or chest area
4. Short skirts or shorts – Both skirts / shorts must extend past the fingers when your arms are at your sides
5. Bare midriff tops - shirts must extend to the bottom of the belt loop area of the pants.
Inappropriate t-shirts. Examples would include shirts that contain advertisements for liquor, drugs or tobacco, obscene or suggestive sayings or pictures, and anything that might be “gang related”.
Hats / head coverings are not to be worn within the building at any time.
6. Any accessory that is either attached to a chain or is, itself, a chain should not be worn
7. Exemptions may be determined for specific events or causes as determined by the building Principal or his designee.
8. No coats **or gloves** may be worn in the classrooms during the school day, *unless* teacher gives permission.
9. Pants that have holes, rips or tears in the front, back and above the knees.
10. **Sunglasses are not allowed during school hours, 8:30 – 3:13.**

SCHOOL GUIDANCE COUNSELORS

Rochelle Middle School counselors are dedicated to helping students to be successful in life areas. Assistance is available to enhance academic performance, study habits, and attendance. The counselors are also available to help students to reduce behavior problems, mediate peer conflicts, and to assist with social/emotional and family concerns. Please feel free to contact your child's counselor with questions and concerns. Students can sign up to see their counselor in the main office.

LOCKERS

A combination lock for a hall locker and a physical education locker are furnished to all pupils without cost. If pupils exercise care in the protection of their combinations and in the use of their lockers, their possessions will be safe at school. Students **should not** share lockers or combinations with other students. The school is not responsible for lost or stolen articles. Students who lose or damage padlocks will be required to pay the replacement cost before receiving a new padlock. Lockers are the property of the school district.

PHYSICAL EDUCATION CLASSES

All students have daily physical education class. A locker and padlock are furnished to the student for use throughout the entire year. Padlock fees are charged only if the padlock is lost. Students must wear a required physical education uniform, which is purchased through the physical education department at the beginning of the school year. The required physical education uniform consists of a

reversible purple and gold shirt, purple shorts, athletic socks and appropriate shoes. Unless it is lost or damaged, a physical education uniform may be worn year after year. Any visible jewelry that is considered unsafe for activity is not permitted. If there is a reason why the appropriate uniform cannot be worn, a loaner uniform will be substituted in its place. Loaner uniforms are washed after each use.

Students who need to, for a medical reason, be excused from participating in physical education class may bring an excuse note from a parent or a doctor. A parental note is valid for 2 days, and a doctor's note must be used for excusal for more than two days. All notes must be delivered to the nurse or health aide before school for processing. Students excused from participation in physical education will not be allowed to participate in extra-curricular sports, intramural or other extra-curricular activities on the day of the excuse.

FOOD SERVICE PROGRAM

Breakfast

Breakfast is provided daily for all students. The cost is \$0.85 per meal, and breakfast tickets must be purchased in the office prior to entering the cafeteria. Breakfast is served starting at 8:05 a.m. and ends at 8:20 a.m. This price is subject to change. Free and reduced breakfast / lunch application forms are available in the office.

Lunch/Lunchroom Rules

Hot lunches are provided daily for all students. The cost is \$1.50 per meal. Lunch tickets, good for five meals, may be purchased in the office for \$7.50. Milk is available for \$.25 per half-pint. These prices are subject to change. Parents may bring a special lunch for their child, however a special lunch for a group of students is not permitted during the school day.

Free and reduced price breakfast / lunch application forms are available in the office. It is a violation of State law for a student receiving free or reduced lunches to give his tickets to someone else.

- Students are expected to behave appropriately, while in the cafeteria. Students may have their lunchroom privilege suspended for inappropriate behavior. Also, students may be given an assigned seat for violation of lunchroom rules. Repeat offenders could lose the privilege permanently. Students who lose the privilege will be required to eat lunch in our noon detention room.
- Lunchroom rules are posted in the lunchroom and will be followed at all times. There are no glass containers allowed in the lunchroom. When students are dismissed to go to lunch, they shall proceed directly to the lunchroom without delay. Detentions may be assigned for all those in the hallways or bathroom without permission. Anyone who is late to lunch after discussing schoolwork with a teacher must present a pass to a lunchroom supervisor.
- **Any student throwing food in the cafeteria or participating in a "food fight" will be suspended from school and will be referred to the Rochelle Police Department for "vandalism".**

Leaving School Grounds at Noon

The middle school maintains a closed campus. No pupil shall leave the school grounds at noon unless he/she is picked up by a parent. The parent should send a note with the student in the morning and the student should present that note to the office to obtain a permission slip.

EMERGENCY PROCEDURES

School Cancellation

On days when severe winter weather conditions are such that school buses cannot operate safely, school will be cancelled. Information on school closings will be given on the [Alert Now Notification](#)

System or Rochelle Radio Station WRHL (1060 am). If cancellation occurs after school has begun, students will be sent home. Students should be aware of the procedures in case there is no one home if school is dismissed early. Information regarding the closing of school will be on the air by 7 AM and will be repeated several times. Parents should assume there will be school unless word is received otherwise over the radio. **Neither the school nor school personnel** should be called for school closing information.

Storm Drills

If an emergency weather announcement is received from the Illinois State Police Headquarters, the building will follow practiced storm drills. Students will be dismissed either when the storm threat has passed or at the end of the regular school day.

When dismissal is delayed, students will be released to parents. Anyone taking a child from school will be requested to sign a statement accepting responsibility for the child. After a delayed dismissal, buses will make the usual runs.

Building Evacuation

Rochelle Elementary District # 231 has created an emergency evacuation plan for all buildings in conjunction with Rochelle High School, The Rochelle Police Department, The Rochelle Fire Department and the Ogle County Sheriff's. Evacuation sites for students will depend on the reason for the evacuation. Questions about the evacuation plan for the building should be directed to the building Principal.

R.M.S. ATHLETICS

Boys' Sports Girls' Sports

Soccer – Aug.-Oct. Soccer – Aug.-Oct

*Cross Country – Aug. – Oct. *Cross Country – Aug. – Oct.

Basketball – Oct.-Dec. Volleyball – Aug.-Oct.

*Wrestling – Dec. – Mar. Cheerleading / Pom-Poms– Oct.-Dec.

Track & Field – Mar.-May Basketball – Jan.-Mar.

Track & Field – Mar.-May

*(according to North Central Junior Conference guidelines, 6th grade students may participate in cross country and wrestling)

A physical examination by a medical doctor is required before beginning participation in the boys' or girls' sports programs. One physical exam is good for one calendar year of sports. A student who is excused from physical education due to a medical reason may not participate in extra-curricular sports.

North Central Junior Conference Schools

Belvidere Central Middle School

Huntley Middle School - DeKalb

Belvidere South Middle School

Rochelle Middle School

Burlington Central Middle School

Sycamore Middle School

Burlington Prairie Knolls Middle School

Clinton Rosette Middle School - DeKalb

Athletic Eligibility

Participation in extra-curricular activities depends on the student remaining eligible according to the following guidelines. These guidelines will begin once tryouts are complete and practices begin.

1. At the end of each week, all teachers will report weekly grades of all team members to coaches for the duration of the season.
2. Any student athlete who is earning a failing grade at the end of the week will be considered ineligible beginning the following week.
3. For example, a student who has one or more failing grades on Thursday, February 1 should receive notice of their grade on Friday, February 2. He or she will then be ineligible beginning Monday, February 5.
4. Once becoming ineligible, that student remains ineligible throughout following week until he or she raises that grade(s) to a passing level.
5. Any student who is ineligible may practice with his or her team, but may not compete in any games or travel with the team to any away games or meets.
6. Once a coach has received a notice from the teacher that the ineligible student is now passing, he or she will be re-instated.
7. If a student has been declared ineligible for the following week and procures the necessary criteria for re-instatement before the first contest of that next week, it will not be counted against them for the three ineligible maximum. Any student who is ineligible three times throughout an athletic season will be dropped from the team.
8. The use of tobacco, drugs, or alcohol will result in the immediate removal from interscholastic sports for the remainder of the school year.
9. Students who are considered absent for ½ or for a full day will not be allowed to participate in any contests on that day. Exceptions may be made for appointments, funerals or at the discretion of the principal. According to State guidelines, a student may only miss 44 minutes before they have to be counted at least ½ day absent. Therefore, a student must be signed in by 9:22 A.M. to be able to participate in a contest that evening.
10. Scholastic Bowl is an activity that competes against other schools and is subject to eligibility criteria at RMS.

Appearance

Participants will be expected to dress appropriately at all times during the term of involvement in a given program. Coaches and advisors may establish particular dress requirements for their program with respect to contest or performance attire. Always strive to be above reproach in appearance. This includes hair which is to be neat, clean and well groomed.

Interscholastic Sports Philosophy

The R.M.S. Interscholastic sports philosophy is based on the North Central Junior Conference philosophy that was adopted in the 1990-1991 school year. This NCJC philosophy states: "The conference has a strong commitment by all schools to an organization dedicated to sportsmanship, opportunity for participation and skill development that is interest and age appropriate for junior high school girls and boys." Within the context of this philosophy, the extra-curricular activities at R.M.S. will try to accomplish the following goals through competition with other middle school students:

1. To develop a sense of fair play and positive sportsmanship
2. To stress fundamentals of all activities to raise the skill level of all participants
3. To foster a positive team concept and an understanding and appreciation of teamwork
3. To increase the enjoyment of participation in extra-curricular activities
4. To foster the concept of participation and learning over winning and losing

Participation in the games will be determined by the person in the best position to make a fair evaluation - the head coach. The coach will use many factors to help him/her in this decision including: athletic ability, team unity, practice habits, personality, and game situations. Questions concerning

playing time should be addressed from the player to the coach. A player's value to the team and as an individual should never be judged solely by the amount of game time they receive.

Positive behavior and sportsmanship is expected from all athletes and spectators at home and away athletic contests. Examples of positive behavior include:

1. Students must be seated in the bleachers
2. Cheering should be positive and will not include whistling, booing, stomping, etc.
3. All students must pay admission to athletic contests. Student admission for regular season games is \$.50, and NCJC tournament games are \$1.00 for students. Adult and high school students are \$1.00 for regular season games and \$2.00 for NCJC tournament games.

6th – 8th GRADE EXTRA-CURRICULAR ACTIVITIES

Intramurals

Intramural activities are available for all students; specific intramural activities are announced throughout the year. A physical examination by a medical doctor is required before participating in intramurals. One physical exam is good for one school year of participation. A student who is excused from physical education due to a medical reason may not participate in intramurals after school.

Other Extra-curricular activities:

<u>Speech Team</u> Jan.-Mar.	Students meet after school to develop and perform a variety of duet and individual speaking events for competition with other local middle schools.
<u>Math Club</u> Nov.-Feb.	A student club that meets before school to solve math problems from the "Math Counts" organization. Students who are involved in Math Club may also become involved in the competitive Math Counts Team.
<u>Student Council</u> All year	A group of student representatives who are chosen from the student body by means of an election. The Student Council plans several activities throughout the year.
<u>Natural Helpers</u> All year	A group of student representatives who are selected by their peers. They are trained as individuals to help students who are experiencing personal or academic problems while at R.M.S.
<u>Builders Club</u> All year	A student led community service organization sponsored by the local Kiwanis Club. Students will have the opportunity to complete projects which serve both the school and the community.
<u>Orchestra</u> All year	Orchestra is an extra-curricular activity for string instrument players. Orchestra practices after school and performs throughout the school year. Band students may also be selected to participate in the orchestra.
<u>Band / Chorus</u> All year	Band and chorus classes meet during the school day and prepare for several events throughout the school year. A student who is in band or chorus will not have Encore classes as a part of his or her daily schedule.
<u>Scholastic Bowl</u> <u>Jan. – Mar.</u>	Scholastic Bowl is a game played by two teams of five players each who will try to answer a combination of toss-up and bonus questions. Points are scored by the team who buzzes in first and correctly answers the toss-up and bonus questions.

NEW STUDENT REGISTRATION

New students registering at the middle school may begin classes on the school day following registration. This will give the counselor and principal time to determine the student's schedule. All new students are required to provide a legal birth certificate within 30 days of enrollment.

CARE OF SCHOOL PROPERTY

Students marking or damaging school equipment or property in any way will be required to clean the article or pay for damages. The law specifically provides that parents and students are responsible for materials loaned to the student. School Property includes textbooks, lockers, locks, computers, desks, etc.

MEDIA CENTER

Our middle school has an excellent media center with a full time librarian. It is used by students primarily for reference and for book selections. Students using the R.M.S. Media Center will be expected to behave appropriately and follow library regulations. Media Center privileges will be withdrawn from those students who do not follow library regulations. Fines will be assessed for lost or damaged media center books. Late fees will be assessed for overdue materials.

BICYCLES / SCOOTERS / SKATEBOARDS / ROLLER BLADES

Bicycles may be ridden to school. Throughout the day, bikes must be parked in the bike racks that are available at school. The school will not be responsible for stolen or damaged bicycles. Students should always observe the rules of safe bicycle riding. Students who violate these safety rules will not be allowed to ride bikes on school grounds. Riding bicycles on the sidewalk from the bridge to the school parking lot is strictly prohibited.

Scooters, skateboards, roller blades and shoes that contain rollers ("healies") are strictly prohibited from school grounds. Students who violate this policy will have their scooter, skateboard or roller blades confiscated with possible consequences. If confiscated, it will be returned only to the student's parents.

GUIDELINES FOR STUDENT BEHAVIOR

In order to create an atmosphere in which all students are provided with an opportunity for social and academic growth, each student at Rochelle Middle School has a responsibility to demonstrate self-discipline and appropriate conduct. If a student chooses not to comply with certain behavior expectations, then he or she must be willing to accept the appropriate consequences.

Hallway Behavior

Students are expected to follow behavior guidelines outlined in the behavior matrix while in the hallways between classes. In addition, students must have a hall pass to be in the hallway during class. To make the most effective use of the passing periods, students should walk on the right side of the hallways. Students who act inappropriately in the hallways may be subject to disciplinary action from any teacher or staff member, even those not on the student's team.

Restrooms:

Restrooms must be used only with permission; therefore, no one should use a restroom during passing periods. Only one student will be allowed to leave class to use the restroom at a time. If sent to the office by a teacher, students are not permitted to use the restroom on the way to the office. Abusing restroom privileges may result in use restrictions and is up to the discretion of individual teachers, teams or administration.

O.S.C.A.R. / P.B.I.S. BEHAVIOR GUIDELINES

	<i>Act Respectfully</i>	<i>Consider Safety</i>	<i>Take Responsibility</i>
<i>Hallway</i>	<ul style="list-style-type: none"> • Use kind, appropriate language & volume • Close your locker appropriately • Keep the hallway neat & clean • Respect other classes in session • Keep locker neat & organized 	<ul style="list-style-type: none"> • Walk safely on the right • Keep your hands, feet and objects to yourself • Avoid physical contact with others • Keep moving between classes 	<ul style="list-style-type: none"> • Use your own locker & keep your combination to yourself • Get supplies you need from your locker & arrive to class on time • Keep all outerwear, backpacks and electronic devices in your locker during the school day
<i>Library & Computer Lab</i>	<ul style="list-style-type: none"> • Take care of materials • Use school equipment appropriately • Listen to your teacher and librarian • Use quiet voices 	<ul style="list-style-type: none"> • Visit appropriate web sites • Keep all chair legs on the floor • Report any problems to an adult 	<ul style="list-style-type: none"> • Return library materials on time • Sit in your assigned computer lab seat • Keep your work area clean
<i>Cafeteria</i>	<ul style="list-style-type: none"> • Practice good table manners • Follow supervisors' instructions • Sit only on the seats • Use kind, appropriate language & volume • Be kind & courteous to cafeteria personnel 	<ul style="list-style-type: none"> • Walk safely • Keep your hands, feet and objects to yourself • Avoid physical contact with others • Remain seated unless given permission 	<ul style="list-style-type: none"> • Arrive to lunch on time • Keep track of your lunch tickets • Use your lunch money for lunch • Clean up after yourself
<i>Restroom</i>	<ul style="list-style-type: none"> • Use kind, appropriate language & volume • Respect others' space & privacy • Clean up after yourself using proper trash receptacles 	<ul style="list-style-type: none"> • Wash your hands and use proper hygiene • Keep your feet, hands and objects to yourself • Report any problems to an adult 	<ul style="list-style-type: none"> • Use the restroom with adult permission • Return to class quickly • Leave writing utensils in the classroom
<i>Busses & Field Trips</i>	<ul style="list-style-type: none"> • Use kind, appropriate language & volume • Share your seat when needed • Listen to the bus driver • Show respect toward all chaperones • Represent R.M.S. with pride 	<ul style="list-style-type: none"> • Load and unload bus safely • Remain seated & non-disruptive • Keep hands, feet & objects to yourself and inside the bus • Keep the aisle clear 	<ul style="list-style-type: none"> • Be on time • Clean up after yourself when necessary • Obey school rules while on the bus
<i>Classroom</i>	<ul style="list-style-type: none"> • Use kind, appropriate language & volume • Listen to and respect the opinions of others • Do your work neatly & carefully • Allow teachers to teach and other students to learn 	<ul style="list-style-type: none"> • Keep hands, feet & objects to yourself • When appropriate, move carefully around the room • Keep chair legs on the floor • Know emergency procedures 	<ul style="list-style-type: none"> • Be in the classroom when the bell rings • Come to class prepared to learn with proper materials • Follow directions the first time • Stay on task & actively listen • Do your own work & accept ownership of your performance
<i>Outdoor Activity</i>	<ul style="list-style-type: none"> • Use kind, appropriate language • Resolve conflicts peacefully • Treat others like you would like to be treated • Respect others' space and property • Use positive sportsmanship 	<ul style="list-style-type: none"> • Use equipment appropriately • Follow directions of all adults • Report problems to an adult • Avoid physical contact with others • Leave sticks, stones & snow on the ground 	<ul style="list-style-type: none"> • Return all equipment • Leave and enter the building quietly • Dress appropriately for the weather
<i>Assembly</i>	<ul style="list-style-type: none"> • Use kind, appropriate language when speaking is appropriate • Listen respectfully to all directions & speakers • Sit quietly and be considerate of others • Respect others' space 	<ul style="list-style-type: none"> • Keep your hands, feet & objects to yourself • Enter and exit the bleachers in a safe, orderly manner using the stairs 	<ul style="list-style-type: none"> • Sit in the bleachers or on the floor as a class • Show appreciation in an appropriate manner and time
<i>Gym</i>	<ul style="list-style-type: none"> • Respect others' privacy, ability & belongings • Use equipment appropriately • Resolve conflicts peacefully 	<ul style="list-style-type: none"> • Keep your hands, feet & objects to yourself • Lock up your belongings when leaving the locker room • Behave safely during all activities 	<ul style="list-style-type: none"> • Walk to class without cutting through the gym • Do not use equipment without permission • Launder your P.E. uniform weekly

O.S.C.A.R. / P.B.I.S (Positive Behavior Intervention System)

RMS is committed to P.B.I.S., a component of R.T.I. This program focuses on improving our school's ability to teach and support positive behavior of all students. It is a proactive systems approach of prevention and response to classroom and school discipline issues. Emphasis is on developing and maintaining positive school climate and safe environments.

Chronic Unacceptable Behavior

Students who are guilty of chronic misbehavior may be subject to more severe disciplinary consequences than those guilty of an isolated, single event. The following behaviors will be dealt with most severely include: fighting, stealing, damage to school property, disrespect, or any action or statement that disrupts the educational functions of the school.

Fighting

Fighting is the exchange of mutual physical contact such as pushing or hitting, with or without injury. Without clear and convincing evidence that participants in a fight attempted to avoid the confrontation, all parties may be disciplined. Self-defense is not contributing in any way, either physically or verbally, to the start of a conflict. There should be an attempt, however, to retreat or neutralize a hostile situation without escalating it. **The police or law enforcement may become involved regardless of the aggressor.** A student participating in repeated fighting incidents may be suspended for up to 10 days out of school or be recommended for possible expulsion.

Internet Usage

With the educational opportunity of the Internet also comes responsibility. All students must have a signed Acceptable Use Policy on file in the office prior to accessing the Internet for any reason. Inappropriate use of the Internet will result in the loss of privilege to use this resource and may result in other disciplinary action.

Personal Electronic Devices

1. Personal electronic devices such as, but not limited to, cell phones, pagers, musical devices, and handheld games may only be used before or after school outside of the school building. Laser pointers are not permitted at any time on school grounds.
2. [Electronic devices may be prohibited during field trips – must have team approval in advance.](#)
3. Use of these items between 8:30-3:13, including text messaging, will result in the device being confiscated and returned only to the student's parents. All electronics must remain in a student's locker during school.
4. Electronic devices are not encouraged by the school and are brought at the student's own risk. Students are subject to detention or confiscation if used outside of specified times and places.
5. Cell phones with picture-taking capability and/or any picture-taking device are not allowed in the locker rooms or bathrooms at any time. Any phone that is seen or heard during the school day will be confiscated and returned to the parent. The student is subject to disciplinary consequences.

7th & 8th Grade School Dances

Attendance at school dances is a privilege that must be earned. All students must meet the following criteria to attend:

1. Less than 10 noon-hour detentions
2. Less than 5 principal-assigned detentions
3. No out-of-school suspensions
4. No unexcused absences
5. Excessive absenteeism or tardies

Any student who has to be removed from a dance will not be allowed to attend any more dances for the remainder of the school year. Criteria for attending dances are reset following each dance.

Beverage Policy

1. There are no open beverages or food stuffs (containers with consumable contents) of any kind allowed in the hallway or lockers at any time.
2. There shall be no beverages of any kind in classrooms without prior teacher approval.
3. Violation of the above rules will result in confiscation of the beverage. The assistant principal should be notified of any student who repeatedly violates the above guidelines.

Additional Behavior Guidelines

1. Neither gum nor candy are allowed anywhere on school grounds.
2. Cheating and plagiarism on homework, tests, projects, or any school work will not be tolerated. Cheating is defined as knowingly copying another person's work and presenting it as your own. Plagiarism is defined as knowingly using copyrighted material without identifying its source. Both the teacher along with the principal, or his designee, can determine appropriate disciplinary measures when a student inappropriately completes an assignment.
3. Backpacks should remain in the student lockers during the school day.
4. There should not be any body spray or containers with aerosol left in a locker or carried around school.
5. Phone calls may be made from school to notify parents of school related matters. Personal calls may be made from the school office for a cost of \$.25, which will be donated to a local charity. Students must have a teacher's permission prior to coming to the office to make a call.
6. The office is not capable of making change for money transactions in mass requests. Please send student with exact change of required amount for field trips, lunches, other fees etc.,
7. Public displays of affection such as holding hands, kissing or hugging are strictly prohibited on school grounds.

GENERAL PENALTIES

Discipline Procedures

When student disciplinary action is necessary, a teacher will follow the steps listed below prior to sending a student to the principal

- **1st Infraction:** Teacher will have a conference with the student and parents/guardians **may be** notified. Teacher will document the parent contact in School Master or other means.
- **2nd Infraction:** Parents will be notified by phone or email. If a student is removed from class for failure to follow directives of the teacher before the 3rd or 4th infraction, the teacher will contact parents by phone/email.
- **3rd Infraction:** Principal is notified and student receives appropriate disciplinary consequences. Teachers and Assistant Principal will contact parents either by phone or email or detention form will be sent home with student for signature.
- **4th Infraction:** Student is referred to the principal for further disciplinary action.

DETENTIONS

There are three types of detentions used at R.M.S.: noon-hour detentions, teacher-assigned detentions, and after school detentions assigned by a principal. When a detention is warranted, the student will receive at least 24 hours notice. According to the assistant principal's discretion, any un-served detention for what is deemed an unacceptable reason will result in one or more of the following: a noon-hour detention, after-school detention or out-of-school suspension.

Any student who has to be removed from any detention for inappropriate behavior will be issued two after-school detentions OR an out-of-school suspension at the discretion of the assistant principal.

If a student has been removed for behavior reasons/or skips after school detention at any time during the year, on the third (3) occurrence, student will be suspended from school at the discretion of the assistant principal.

Noon-Hour Detentions

A noon-hour detention is served in a designated classroom. A student who is assigned a noon-hour detention should go directly to that room instead of the cafeteria. Lunch will be eaten in the noon-hour room, so the student should bring a sack lunch, a lunch ticket, or money to purchase a lunch.

Teacher-Issued After School Detention

Teachers may issue a detention with him or her for disciplinary reasons. Students and parents will be notified 24 hours in advance of the detention. Students failing to serve a teacher issued detention will be referred to the assistant principal for further disciplinary action.

Principal-Issued After-School Detention

The following procedures and rules will be followed when serving an after school detention assigned by a principal:

1. If student is not in detention room by 3:20, it will be considered a skipped detention.
2. Talking/whispering are not permitted, and there is no eating, drinking or gum chewing allowed.
3. The students' seats will be assigned, they may not leave their seat for any reason and no one will be allowed to leave the detention room.
4. Students are not allowed to have any electronic devices in the detention room.
5. Homework assignments are to be worked on only during allotted time.
6. Student must bring coat, textbooks, and materials to the detention room. No one will be allowed to return to locker during or after detention.
7. In case of illness or absence, the detention will be served upon the return to school.
8. Student is to write out of the handbook for the first half-hour.
9. During the 2nd half-hour student is to work on homework. If student has no homework, he/she continues writing out of handbook. If a sufficient amount and quality of writing is not completed, the student will receive another after-school detention the following day.
10. Failure to serve a school detention may result in detention time being doubled. If doubled detention is skipped, student may be suspended. Additional guidelines will be posted in the detention room which students must follow.

SCHOOL SUSPENSION & EXPULSION

A student may be suspended by the administration or expelled by the Board of Education if his/her conduct is unbecoming a student. Examples, but not all inclusive, are as follows:

1. Destroying school property
2. Disobeying general rules as outlined in handbook
3. Being discourteous and disobedient to school personnel
4. Using profanity, derogatory language, gestures or threats toward a district #231 employee
5. Using obscene language in classrooms, halls or at any school function
6. Pulling a false fire alarm
7. Fighting
8. Possession of or being under the influence of drug paraphernalia, look-a-like drugs/alcohol, alcohol or illegal drugs
9. Possession of weapons or "look-a-like" weapons
10. Possession of or use of tobacco products on school grounds

Suspension

Behavior which impedes the teaching/learning process, gross disrespect and chronic/gross violation of school rules and regulations are behaviors for which a student may be suspended. Suspension is a major penalty that may be caused by a single serious case of misconduct or by repeated cases of misconduct. If a student continues to receive suspension, 3 or more, for acts of misconduct, he/she will be warned in a conference with the principal that future acts of misconduct may result in an expulsion hearing with the board of education.

Upon receiving an out-of-school suspension, makeup work will be given upon the request of the parent. Students receiving out of school suspensions will not be allowed on school property for the duration of the suspension. Suspended students will also be prohibited from attending any school-sponsored activity during the suspension.

Suspensions for drugs, tobacco or alcohol will be referred to outside evaluation at a health facility, community health organization for substance abuse. Parents will be responsible for the expense of such evaluation or treatment.

GROSS DISRESPECT

Students who confront staff members in a defiant manner or make disrespectful gestures or comments, who challenge authority, who defy directives, and who argue with a teacher at any time will be considered acting in a grossly disrespectful manner. Gross disrespect is a serious problem and will be dealt with harshly. Occurrences of this nature may lead to an out-of-school suspension for a number of days to be determined by the principal. A parent conference must be held prior to the student returning to school. All students should follow the directives of staff members. If the student feels he/she has a legitimate complaint, he/she should make an appointment with the principal to discuss the problem.

BULLYING / HARRASSMENT OF STUDENTS

No person, including a district employee or agent, or student, shall bully, harass, or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The school will not tolerate harassing or intimidating conduct, whether verbal, physical, social, or visual that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, use of derogatory slurs, rumor spreading, social isolation, threatening, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

The following R.M.S. Bully-Free Rules will be in effect:

- We will not bully other students.
- We will try to help students who are bullied.
- We will make it a point to include students who are easily left out.
- When we know someone is being bullied, we will tell an adult.

Consequences for Bullying

1st Offense - Referral to Counselor

- Warning Issued
- Help will be offered if necessary and desired

2nd Offense - Referral to assistant principal

- Appropriate discipline consequences will be assigned.

STUDENT GANG POLICY

The Board of Education feels that the presence of gangs or gang activities can cause a substantial disruption of or material interferences with school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this

policy, the Board of Education acts to prohibit existence of gangs and gang activities as listed below. No student on or about school property or at any school activity shall:

1. Wear, possess, use, distribute, display, (write/draw) or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.
2. Commit any act or omissions, or use any speech, either verbal or non-verbal (gestures, hand-shakes, etc.) showing membership or affiliation in a gang.
3. Use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - Solicit others for membership in any gangs
 - Request any person to pay protection, otherwise intimidate or threaten any person
 - Commit any other illegal act or other violation of school district policies
 - Incite other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions, but not limited to:

1. Conference with parent/guardian.
2. Removal from extra-curricular and athletic activities.
3. Suspension for up to 10 days.
4. Referral to appropriate law enforcement agency.
5. Other as needed

The School Board authorizes school administration to employ appropriate disciplinary procedures to carry out and enforce this policy.

STUDENT - SEXUAL HARASSMENT POLICY

The following is policy #7:20 taken from the Board Policy Manual, a copy of which is available in every school office.

“The Board of Education has determined that an educational environment wherein sexual harassment of students is permitted fosters disrespect for fellow students, faculty, and staff, interferes with a student’s performance, and creates an intimidating, hostile educational environment. Accordingly, it is the policy of this Board of Education that sexual harassment of students of the District shall not be permitted.

Sexual harassment is defined as: Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education, (2) submission to or rejection of such conduct by an individual is used as a basis for educational decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual’s educational performances or creating an intimidating, hostile or offensive educational environment.

Students who are the victims of sexual harassment are encouraged to notify the School District through their teacher or, if the teacher has allegedly committed the act or acts of sexual harassment complained of, through the principal or the superintendent. Such report is requested to be made in writing detailing the specifics of the charge and should be submitted within a reasonable time after the incident. The identity of the parties and the events complained of shall remain confidential to the extent feasible. The teacher shall report his information and any recommendation for action to the principal. Acts of sexual harassment depending upon the circumstances of the case may be considered cause for expulsion or such other disciplinary action as is warranted.

When there is sufficient evidence of violation of this policy the Board of Education or its designee shall take appropriate disciplinary action which action may include warning, suspension, expulsion and/or such other disciplinary action as may be warranted. Students shall be informed annually of the sexual harassment policy.”

Policy Adopted 6/14/93

SEARCH & SEIZURE

According to Board Policy #7:140. The superintendent of schools or school personnel authorized by the superintendent of schools will be charged with the responsibility to search a student's person or locker on school property in the event such personnel reasonably suspects the presence of any illegal drug, drug paraphernalia, alcohol, or weapon.

In all cases, there must be a reasonable cause to conduct any search. What is reasonable cause shall be determined by the building principal. And in all cases, a search will be conducted with the interest of the student's privacy respected, and in the presence of another school employee.

Any evidence that may be considered dangerous, harmful, or illegal will be confiscated and may be used as evidence in the event of any hearing or conference.

Any drug or controlled substance that is considered illegal will be confiscated and eventually turned over to the proper law enforcement agency along with the student's name. The parents/guardians will also be contacted.

The Administration may request the assistance of law enforcement officials for the purpose of conducting reasonable searches of school ground and lockers for illegal drugs, including searches conducted through the use of specially trained dogs.

STUDENTS' RIGHTS & RESPONSIBILITIES – DRUG / ALCOHOL ABUSE

The following is taken from the Board Policy Manual #7:190, a copy of which is in every school office.

Non-medical use of drugs is hazardous to the health of students. The illicit use, possession or distribution of alcohol, drugs or look-alike 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 as well as 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. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had drugs in their possession.

Students shall be advised of this policy in a manner deemed appropriate by the building principal. In addition, information concerning the effects and potential dangers involved in the illicit use of drugs shall be included in the curriculum in compliance with the law.

If a staff member finds a student to be illicitly using, possessing, or distributing drugs or look-alike drugs and drug paraphernalia in violation of this policy, the student shall be suspended and/or expelled. Upon completion of suspension, he/she will return to school pending an alcohol/drug assessment by an outside agency at their parents' expense. In addition, parents and juvenile authorities shall be notified promptly. In all cases, parents' cooperation shall be sought. When a substance is determined to be an illicit drug, the identity of the student shall be given to the proper authorities for prosecution.

Electronic signaling devices found on district facilities shall be confiscated by the superintendent or his designee. The presence of such a device may be cause for further search for possession of drugs and appropriate discipline as established by the school board.

Repeat offenders may be recommended to the school board for expulsion.

If there is reason to believe that a student is using drugs illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the student and his parents. 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.

Organizations sponsoring activities on the school's facilities outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures. Failure to do so could result in cancellation of that organization's privilege to use district facilities.

BEHAVIORAL INTERVENTION POLICY (O.C.E.C)

It is the purpose of this policy to comply with P.A. 89-191 of *The School Code* on the use of behavioral interventions for students with disabilities.

The OCEC/District recognizes that appropriate interventions are necessary for all students, disabled or non-disabled, whose behavior is not acceptable, and those administrators, teachers and other school personnel who work with students with disabilities require training and guidance in the use of behavioral interventions. A goal of this policy and procedures (hereafter collectively, "Policy") is to make available training and guidance to administrators and teachers of students with disabilities who require behavioral intervention, that provides ways for working successfully with said students, in order to provide an environment in which said students can learn. The policy recognizes that the use of positive or non-aversive interventions is generally most consistent with the educational goals of promoting students' academic, social and personal growth. Therefore, non-aversive or positive desirable interventions designed to develop and strengthen desirable behaviors should be used to the extent possible and are generally preferable to the use of aversive or more restrictive procedures. While positive approaches alone may not always succeed in controlling inappropriate behavior, the use of more restrictive procedures may be necessary and should be utilized as provided in the Policy.

ROCHELLE SCHOOL VOLUNTEER PROGRAM (RSVP)

All parents are encouraged to volunteer for all the schools in the elementary district. Please contact the RSVP Office at 562-4423 to be eligible to volunteer. All volunteers will need to have a background check done prior to being eligible to volunteer in the schools. This includes all school activities.

R.M.S. PTO

The purpose of the Rochelle Middle School Parent Teacher Organization is to promote a better understanding between home and school and to improve and aid learning for students. Every parent with students attending Rochelle Middle School is considered a member of the PTO. There are no dues and meetings are held the second Wednesday of each month at 6:30 P.M in the Middle School media center. Programs and activities are announced well in advance to allow time for members to plan. We hope many of you will take this opportunity to become involved with the activities of Rochelle Middle School.

SUGGESTIONS FOR HELPING STUDENTS SUCCEED

1. Set aside a scheduled study time and keep it as consistent as possible. Even if there is no homework, that time can be used for reading library books, magazines, newspapers, etc.
2. Set a reasonable time limit for studying. If your child's concentration is weak, he or she may need two or three short periods per night. Every child is different, so adjust times accordingly.
3. Be interested in your child's homework - discuss what's going on in the classroom as part of a conversation, not a quiz!
4. Get students involved with other school activities - dances, sports, music - as a participant or spectator. Outside school activities also help, such as 4-H, scouts, and church groups. A child will feel better about school if he knows he has things in common with other students.
5. Give your child responsibilities where he/she can be successful, and hold them responsible for themselves and what they do.
6. Find the most successful way your child studies and make sure he/she uses it during study time. The most successful way of studying is when your child completes assignments to the best of his/her ability.
7. Provide your child with subject folders, notebooks, extra pencils, and some change (in case he/she needs to buy a pencil or extra milk).
8. Make sure your child is eating a good breakfast. If he/she is fixing it, check to make sure the breakfast is balanced. If your child takes a bag lunch, include sandwich or soup, fruit, a limited amount of chips or dessert.
9. Make sure your child gets a good eight hours of uninterrupted sleep Sunday night through Thursday night.
10. Try to make all doctor appointments after school, and try not to take your child out of school for vacations. If this is unavoidable, make sure your child gets his/her assignments ahead of time and completes them. A child cannot learn if he / she is not there to be taught.
11. Come to school functions with your children even if they are not involved - plays, open house, concerts, etc.
12. Provide your child with a quiet, clean place to do homework.
13. For students with poor organizational skills:
 - Have student keep a daily written list of assignments
 - Check the list when he/she gets home
 - LOOK at the assignment to make sure your child has all materials necessary
 - Make sure your child uses the quiet place you provide
 - Check on your child every 10-15 minutes to make sure he/she is working
 - LOOK at the progress he/she has made in that time
 - Check to see if the homework is being done properly
 - Check to make sure assignments are completed, (look at them, don't just ask your child)
 - When assignments are completed, have your child pack up everything that night and put in a safe place until they leave the next morning
 - Make sure he/she takes his/her books to school
 - You may need to adjust this list depending on the ability and dependability of your child. As your child gets used to the routine, you could start putting more responsibility on him/her to be honest with you about completing homework.
14. Keep teachers informed of home problems that may be affecting your child's work.
15. Find some way every day to encourage your child. Such encouragement could include seemingly insignificant items as hair combed, sitting up straight, busy at homework, five minutes of straight working without stopping, etc.

PESTICIDE APPLICATION

Pesticides are periodically applied on school building and grounds to help control the insect population. The applications are done by a professional exterminator and are only applied when students will be out of the building for at least 48 hours.

PUBLIC PARTICIPATION IN SCHOOL AFFAIRS

The public is invited and encouraged to take an active role in school affairs and to meet and talk with any and all school personnel on school matters. In matters of specific concern, however, parents and citizens should consult first with the person closest to the source of that concern. For example, in a matter involving a student's classroom situation, consult first with that student's teacher and then if necessary with the building principal or next with the superintendent. The concerned person may also present a matter to the Board of Education when the procedure above has been followed and the problem still has not been resolved.

SOLICITING

Students are not allowed to sell ANY materials (food, candy etc.) in school or on school grounds. The only selling permitted is that which has authorization from an R.M.S. group or club and the administration, such as with a school fundraiser.

BOARD OF EDUCATION MEETINGS

Regular meetings of the Board of Education are held in the R.M.S. Media Center on the second Tuesday of each month at 7:00 PM. Special meetings may be called whenever necessary. Notice of these meetings is given to local news media no less than 24 hours prior to the meetings. Most meetings of the Board are open to the public, though the Board may meet in closed session on certain matters outlined by the School Code. All official actions are conducted in open sessions.

Members of the Board Of Education

The Board of Education of District #231 consists of seven members elected by non-partisan ballot for staggered four-year terms. at the general fall election in odd years. By law, no more than five of the members may reside within the corporate limits of Rochelle.

Board Meeting Participation

A person wishing to present a matter to the Board may do so in one of two ways: (1) by addressing the Board at any regular meeting during "recognition of visitors," or (2) by asking to have a matter placed on the agenda for a regular meeting. Those wishing to be placed on the agenda for a meeting should submit a request in writing to the Board President or Superintendent for approval no later than Wednesday afternoon preceding the regular Board meeting on the second Tuesday of the month.

At each regular meeting, agenda time is allotted to recognition of visitors with the time to be divided among those who wish to be recognized to a maximum of five minutes. Persons wishing to be recognized should file a notice of their intent with the Superintendent or Board Secretary prior to the opening of the meeting. Recognition will be in order of filing. Persons addressing the Board at this time are asked to direct their comments and questions to the entire Board, not to any individual member or members, and not to discuss matters of individual personnel at open meetings. After the Board moves into regular agenda items there will be no public participation except on the invitation of the Board itself.

STUDENT RECORDS

Permanent Record

Parents should be aware of information that is included in the student records. A student permanent record contains the following information:

1. Basic identifying information, including student and parent names and addresses, birth date and place, and gender.
2. The academic transcript, including grades, class rank, graduation date, and grade level achieved.
3. The attendance record.
4. Any accident reports and the health record.

5. A record of release of permanent record information.
6. Any honors and awards received.*
7. Information concerning participation in school sponsored activities or athletics, or offices held in school sponsored organizations.*
(*Optional information items which may or may not be included by the district)

The student permanent record will be maintained for a minimum period of 60 years after the student has transferred, graduated or permanently withdrawn from Rochelle Elementary District #231.

Temporary Record

A student temporary record consists of all information not required in the permanent record. It may include:

1. Family background information.
2. Intelligence test scores, group and individual.
3. Aptitude test scores.
4. Reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews.
5. Elementary and secondary achievement level test results.
6. Participation in extra-curricular activities including any offices held in school sponsored clubs or organizations.
7. Honors and awards received.
8. Teacher anecdotal records.
9. Disciplinary information.
10. Special education files including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals.
11. Any verified reports or information from non-educational persons, agencies or organizations.
12. Other verified information of clear relevance to the education of the student.
13. Record or release of temporary record information. The temporary record will be reviewed every one to four years or upon change in attendance centers, whichever occurs first for destruction of out-of-date information and will be entirely destroyed within five years after the student has transferred, graduated or otherwise permanently withdrawn from this district.

Student Directory information

Directory information consists of the following:

1. Identifying information -- name, address, gender, grade level, birth date and place, and parents' names, addresses, and telephone.
2. Academic awards, degrees and honors.
3. Information in relation to school-sponsored activities, organizations and athletics.
4. Specific class assignment.
5. Period of attendance in the school.

Directory information may be released to the general public, unless a parent requests that any or all such information not be released concerning his/her child or children.

Parental Rights Regarding Student Records

Parents/students have the right to inspect and copy:

1. The student permanent record.
2. The student temporary record.
3. Any student record proposed to be destroyed or deleted from the student records.

The cost of copying student records is five cents per page. This fee will be waived for those persons unable to afford such costs.

Parents shall have the right to challenge any entry exclusive of grades in the school student records on the basis of accuracy, relevance, and/or propriety. This right includes the right to challenge the information contained in the student record(s) before the transfer of the record(s) to another district in the event of the child/children's transfer to another school system. The procedures for challenging the contents of student records include the following steps:

1. A request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.
2. An initial informal conference with the parents, within 15 school days of receipt of the request for a hearing.

If the challenge is not resolved by the informal conference, formal procedures shall be initiated:

1. A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the school.
2. The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall both parties of the time and place of the hearing.

At the hearing, each party shall have the following rights:

1. The right to present evidence and to call witnesses.
2. The right to cross-examine witnesses.
3. The right to counsel.
4. The right to a written statement of any decision and the reasons therefore.

A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.

The decision of the hearing officer shall be rendered no later than 10 school days after the conclusion of the hearing and shall be transmitted immediately to the parents and school district. It shall be based solely on the information presented at the hearing and shall be one of the following:

1. To retain the challenged contents of the student record,
2. To remove the challenged contents of the student record, or
3. To change, clarify or add to the challenged contents of the student record.

Any party shall have the right to appeal the decision of the local hearing officer to the Superintendent of the Educational Service Region within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Superintendent of the Educational Service Region. The school may initiate an appeal on its own behalf by the same procedures. Upon receipt of such documents, the Superintendent of the Educational Service Region shall examine the documents and record, make findings, and issue a decision to the parents and the school within 20 days of the receipt of the appeal documents.

The school shall be responsible for implementing the decision of the Superintendent of the Educational Service Region. The final decision may be appealed to the judicial system.

Parents also have the right to insert into their child's student record a statement of reasonable length stating their position concerning any disputed information in the record. This statement will be included whenever the disputed information is released.

Parents have the right to control the release of student records. The release of the records requires the prior, specific, dated written consent of the parent. It also must designate the person to whom the records are released, the reason for the release and the specific records to be released. Parents may limit their consent to specific records or parts of records and request a copy of the released information.

There are persons, agencies, and organizations which have access to student records without parental consent. They include:

1. The records custodian of another school system into which the child/children transfer(s) if parents make no objection within 10 school days, to the contents of the school records listed in the notice to transfer records.
2. Persons authorized, as required by state or federal law. In such cases parents will receive prior written 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 may be given in a local newspaper of general circulation or other publication directed generally to parents.

The school shall grant access to, or release information from, school student records without parental consent or notification:

1. An employee or official of the school or school district or the State Board of Education, provided such employee or official or State Board of Education has a current demonstrable educational or administrative interest in the student and the records are in furtherance of such interest.
2. To any person for the purpose of research statistical reporting, or planning, provided that such person has the permission of the State Superintendent of Education, and no student or parent can be identified from the information released.

Pursuant to a court order, provided that the procedures outlined in IL Rev. Stats. 1975, Ch. 122, Article 50 - 6(a), (5) are observed.

A parent or student may not be forced by any person or agency to release information from the temporary record in order to accrue any right, privilege or benefit, including employment, credit or insurance.

Psychological evaluations, special education files and other information contained in student temporary records (or copies thereof) which may be of continued assistance to the student may be transferred to the custody of the parent or student upon the graduation or permanent withdrawal of a handicapped student. These records may be of some future usefulness to you or your child in some circumstances. They may possibly be helpful in obtaining some types of social security benefits or other benefits for the handicapped from other agencies.

Parents and students are hereby notified that the district will maintain permanent student records for a minimum of 60 years and temporary records for a maximum of five years from the time a student graduates, transfers or permanently withdraws from the school district. Parents/students have the right to request copies of such records at any time prior to their destruction.

Request forms are available at our school offices. Upon graduation from eighth grade, all permanent records, psychological records and Iowa Basic Test scores are sent to the Rochelle High School to be maintained there.

FERPA NOTICE

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

A parent/guardian or eligible student should submit to the Records Custodian, principal, or other appropriate official, written request that identify the records(s) they wish to inspect. The District official will make arrangements for access and notify parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the district has contract (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, S.W.

Washington, D.C. 20202-4605.

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that he does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of

study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational agency or institution attended.

WE HAVE A PROBLEM

A Parent's Guide for Solving Problems at School Rochelle Elementary School District #231 Board of Education

Unfairness, misunderstandings, hurt feelings and conflict are experiences common to us all. When children experience these problems at school, it causes difficulty for everyone; the children, parents, and school staff. How to successfully solve problems at school is what this guide is all about.

1. Take your concern to the person closest to the problem.

No matter where the problem is, take your concern there first. Whether in the classroom, on the bus, or on the practice field, the quickest and easiest solution is usually found with the staff member most directly involved.

It is best if you make time to talk with school personnel regularly, before problems are encountered. Know who your children's teachers, bus drivers, and coaches are and how they may be contacted. Tell them when things are going well, and communicate any concerns you have quickly and openly.

If you call for an appointment to see your child's teacher, why not let them know in advance what the general nature of your concern is? This gives them an opportunity to ask staff members for information that might relate to your problem or concern. If a personal visit is not possible, why not call once to state the problem, and during the conversation, offer to call back at a time when you both can discuss the situation in more detail.

The problem you or your child faces may be the result of an oversight or misunderstanding that can be easily corrected once it is brought to the attention of the staff member most directly involved. Give them the chance to tackle the problem first.

2. Present your concern to the next level.

The principal is responsible for supervision of staff within buildings. The Director of Transportation supervises all school bus drivers. Each one is an example of the next level of school personnel you should contact if the staff member closest to the problem has not been able to satisfactorily resolve the difficulty.

Their ability to help will be improved if you share the steps you've already taken with the staff member closest to the problem, or if you will take time to openly share with them the reasons why you feel uncomfortable dealing directly with the person who is closest to the situation.

Supervisory personnel will rarely have ready access to the information they need to be of immediate assistance and working through them will often require additional time.

3. Talk with the superintendent of schools.

Sometimes all the best intentions cannot solve a problem. When you believe you have worked hard with those closest to the problem, and you've taken the problem to the next level but still haven't achieved a satisfactory outcome, the superintendent of schools is the next place to go.

Keep in mind that the superintendent's day starts early and often ends late in the evening. Part of the superintendent's job requires attendance at area-wide meetings outside the district. As a consequence, a meeting with the superintendent will probably require some advance planning.

4. Contact your school board members.

School board members are elected to represent the interest of all parents and district residents, and you should always feel free to tell them your point of view. School board members do not, however, have direct authority in day-to-day school operations. All authority is the result of official actions by a majority of the board at meetings open to the public.

The board's primary responsibility is to make policies that guide the school district. Any change in policy requires two readings at separate public meetings, a procedure that often takes two or more months. Some policy changes may require substantial public input and consultation with the school district's attorney. These requirements often increase the time required for the board to make a response.

So when should a board member be contacted and what can they do:

- after other means to solve a problem have been tried
- when a policy is being enforced but you believe it results in bad consequences
- when you believe a policy isn't being enforced
- when policies or procedures are not enforced fairly for all

A board member may take one or all of the following actions:

- informally discuss the issue with the superintendent or other administrators to consider whether policies or rules should be changed
- request that the board review the specific policies that relate to the situation
- propose new policies for the board's consideration

DISTRICT DIRECTORY

Superintendent's Office	562-6363	Tilton School	562-6665
Curriculum Director's Office	561-0090	Rochelle Middle School	562-7997
Central School	562-8251	Rochelle Middle School Fax	562-8527
Lincoln School	562-4520	Transportation Supervisor	562-5942
May School	562-6331	State Police Hotline	800-477-0024

AT RISK COMMUNITY RESOURCE LIST

Behavior/Mental Health:

Sinissippi Center Inc.,:
Oregon: 815-732-3157
Dixon: 815-284-6611

Sinissippi Ctr. Inc.:

Rochelle: se habla espanol 815-562-3801
Oregon: 815-732-3157
Dixon: 815-284-6611

Group Youth Home and Family Counseling

Focus House: 815-562-7092

State of Illinois

Parents Too Soon: 1-800-422-5587

Substance Abuse Treatment

Lutheran Social Services of Illinois

Oregon: 815-732-7954
Dixon: 815-288-6655

Health Services

Ogle County Hospice: 815-732-2499
Health Department: 815-732-7330
Rochelle Community Hospital: 815-562-2181

****Contact School Counselors for more resources****

Bus Violation Report

Student(s) Reported _____ School _____ Grade _____
Date of Violation _____ Driver _____ Route # _____ a.m/p.m

Bus Rules and Consequences

A bus driver's job is one of great responsibility. The safety and very lives of all passengers depend on good discipline!

The student will (circle problem area or areas):

- | | |
|--|---|
| 1. Respect and obey the bus driver. | 7. Not put heads, arms, objects out the window |
| 2. Sit in seats assigned by the bus driver. | 8. Not bring animals or eat food on the bus. |
| 3. Respect the rights of others. | 9. Respect bus equipment and people's property. |
| 4. Not fight on the bus. | 10. Not use inappropriate language. |
| 5. Not make loud noises or disturb the driver. | 11. Not throw anything on the bus or out the window |
| 6. Remain seated while the bus is in motion. | |

Consequences:

First Offense Student will meet with the principal. The principal will record the problem; inform the student's parent(s)/guardian(s) by telephone or letter.

Second Offense Principal will contact parent/guardian by phone or letter and student may be refused bus transportation for 3 days. Bus suspension will begin on ___ and continue through ___. The student may begin riding the bus on _____.

Third Offense The student will be suspended from riding the bus for a period of 5 days. Bus suspension will begin and continue through. The student may begin riding the bus on.

Fourth Offense The student is suspended from riding the bus for 10 days beginning and continuing through. During this suspension period, you may request a formal hearing with a committee consisting of the district superintendent, the building principal, the transportation supervisor, the bus driver, the child and his/her parent(s)/guardian(s), and any other legal counsel the parent(s)/guardian(s) may choose to have represent the child. As a result of this hearing, the student's bus riding privileges may be suspended for up to 90 school days. If you do not request the hearing by contacting the building principal at (school)(address), (phone), the student's bus riding privileges are automatically suspended for up to 90 school days.

Fifth Offense At the conclusion of any suspension from riding privileges for up to 90 student days, the student's bus rider-ship will resume. In the event the student's behavior merits a fifth bus violation report, that student's bus riding privileges will be suspended until a hearing can be held to discuss the violation. The hearing committee will consist of the district superintendent, the building principal, the transportation supervisor, the bus driver, the child and his/her parent(s)/guardian(s), and any other legal counsel the parent(s)/guardian(s) may choose to have represent their child. If the violation report is found to be essentially accurate, the student's bus riding privileges will be suspended for the remainder of the current school year.

Severe Clause In the case of a serious violation of the above rules, a student may be refused bus transportation until parents and principal can arrange a conference concerning the problem, at which time suspension may be an option.

SCHOOL VISITATION RIGHTS ACT

This letter hereby serves as notification to parents and guardians of the School Visitation Rights Act.

The General Assembly of the State of Illinois finds that the basis of a strong economy is an educational system reliant upon parental involvement. The intent of the Act is to permit employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend.

Under the provisions of the act, an employer must grant an employee leave of up to a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities can not be scheduled during non-work hours; however, no leave may be taken by an employee of the employer that is subject to this Act unless the employee has exhausted all secured vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer.

Nothing in this Act requires the leave be paid.

Upon completion of school visitation rights by a parent or guardian, the school administrator shall provide the parent or guardian documentation of the school visitation. The parent or guardian shall submit such verification to the employer. Failure of a parent or guardian to submit the verification statement from the school to his or her employer within 2 days of the school visitation subjects the employee to the standard disciplinary procedures imposed by the employer for unexcused absences from work.