

**HAMPSHIRE
MIDDLE
SCHOOL**

STUDENT HANDBOOK

2010-2011

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GENERAL INFORMATION

HISTORY OF HAMPSHIRE MIDDLE SCHOOL

Hampshire Middle/High School began as a log cabin built in 1838 and moved to a four room two story building constructed at a cost of \$3,500.00 in 1876. It was here that the first high school graduation took place in 1886 with two graduates. This step, as great as it seemed, was just the first in a series of several building projects that took place as the Village of Hampshire grew and school enrollment increased. In 1886 a building was constructed on the corner of Jackson and Warner as the home of Hampshire Grade and High School and in the spring of 1897 seven seniors became the first to graduate from that new school building.

A change in the organization and administration of the schools came in 1948 with the consolidation of the Dundee, Algonquin, and Hampshire schools to form Community Unit School District 300. This was closely followed by the construction of the present building which at that time housed a K-12 school. The move and separation from the Hampshire Elementary School came in 1951 and the current building became a 6-12 middle/high school. Since that time many additions to the present building have been made. In 1976-77, an addition more than doubled the building capacity to 830 students. In 2002 another addition to the school increased the student capacity to 1,100 students. In 2008 -2009, a new high school was completed and the building was renovated and became a middle school only.

MIDDLE SCHOOL PHILOSOPHY

Middle school education in Community Unit School District 300 is a set of unique experiences designed to serve a truly transitional function from childhood to adolescence. The middle school program fosters growth from childhood dependence toward a high degree of self-sufficiency necessary for the high school years. In reflecting knowledge of student development, the Community Unit School District 300 Middle schools are institutions which:

1. Provide smooth transition from elementary school to middle school to high school while allowing for the physical and emotional changes taking place during developmental years.
2. Provide for reinforcement and continuation of basic skills introduced at elementary school level.
3. Provide a variety of opportunities for students with varying academic abilities resulting in successful experiences, which stimulate and nurture intellectual development.
4. Provide a variety of instructional approaches and techniques, which put the students in an active rather than a passive role in school.
5. Provide the widest possible range of exploratory experiences designed to stimulate, broaden and reflect student interests.
6. Provide opportunities to acquire attitudes, values, skills, knowledge, and behaviors essential for wholesome interpersonal relationships and a positive self-concept.
7. Provide a guidance program which is organized and an integral part of the teaching-learning process.
8. Provide experiences to foster aesthetic appreciation and to stimulate creative expression.
9. Provide instruction related to the growth and development of the human body.
10. Provide clear expectations for student academic performance and social interaction

HOME-SCHOOL COOPERATION

Your child will spend a large part of his/her adolescent years in middle school. The middle school deals with the student during the crucial years when he/she is rapidly becoming an adult, when new stresses and strains are operating, when his/her social interests are at their peak, and when he/she is feeling the need to break away from adult control and stand on his/her own two feet. We are dealing with an emerging adult who must achieve independence, and who in the process, must be intelligently and sympathetically helped and guided. This is not always an easy task, and requires full understanding and cooperation among the student, the parent, and the school.

The desired cooperation between our school and your home can perhaps be better understood if we outline briefly what the parent has a right to expect of the school and what the school should be able to expect of the parent.

WHAT A PARENT CAN EXPECT FROM THE SCHOOL

1. The middle school will be operated in a businesslike and responsible manner with reasonable requirements and regulations administered in an impartial manner.
2. A reasonable regimen of work will be established for all students and that progress in academic areas will be given a first priority on the resources of the school
3. Parent inquiries, visits, and concerns will receive prompt and courteous attention and the school's response to these inquiries or concerns reflect a constructive and helpful attitude directed toward the best interests of the youth.
4. Teacher's grading will be fair and impartial and that the basis for grading will be understood by the students and parents.

WHAT THE MIDDLE SCHOOL EXPECTS FROM THE PARENT

1. Student attendance will be regular and punctual.
2. Parents will expect their student to be successful by requiring a regular routine of home study.
3. Parents inquiries are welcome and may be registered with the principal, assistant principal, teacher, or guidance counselor
4. Parents will help promote a positive attitude toward the school. A negative home climate toward the school can damage the student's outlook and affect his/her behavior and success.

ATTENDANCE AND TRUANCY POLICIES

Introduction

Regular student attendance is essential for maximum academic achievement. Students who are frequently absent do not receive all necessary instructions to be successful in school. Similarly, students who are chronically tardy to class miss essential instruction and disrupt other students' learning.

Parents are responsible for their children's attendance. Article 26-1 of the School Code of Illinois requires that any person who has custody or control of a child enrolled in the public school shall cause such child to attend the school for the entire time it is in session during the regular term. The regular term is established each year by the Board of Education.

Truancy

Truancy is a result of unexcused absences from school without valid cause. A "chronic or habitual truant" means a child subject to compulsory school attendance who is absent without valid cause from such attendance for 10% or more of the previous 180 regular attendance days. Some students do not meet the requirements for "chronic" truancy but exhibit an irregular pattern of attendance. Absence from school on Mondays or Fridays or a gradual accumulation of numerous days of absence are examples of an irregular pattern of attendance.

Absences

Notify The School - A student who is absent from school must have his parent call (847)792-3220 on the morning of the absence. If it is impossible for the parent to call, the student must have a note to present at the middle school office upon returning to school. Absences without a phone call or note will be unexcused.

Makeup Privileges - Makeup assignments will be provided for work missed during all absences. It is the student's responsibility to request such work from teachers. It should also be understood that some work, such as labs, oral presentations, class discussions, films, etc., cannot be made up. Work should be made up promptly. The amount of time allowed will be two days for each day of absence. Each middle school grade level team has the daily homework assignments posted on the Hampshire Middle School website.

School Activities – Students absent for more than a half day of school may not participate in school activities that day. Examples of exceptions include orthodontist appointments, eye appointments, funerals, etc.

Excused Absences

Medical Appointments - Students requesting to receive an excused absence for a medical appointment must bring a note to the middle school office upon arrival to school. Notes should include the time of the appointment, the doctor or dentist's name and phone number, and the signature of the parent. Parents are requested to make medical appointments for students outside school hours when possible.

(Excused Absences Cont'd)

Funerals/Weddings/Religious Holidays - Parents should contact the school if there is an absence due to a death in the family, wedding, or religious holiday.

Illness – Parents may excuse their child for illness by calling the attendance phone number (847) 792-3220 the day of the illness. Consecutive absences due to illness that exceed five days require a doctor's note to be excused. Accumulated absences due to illness of 10% of the required attendance days must have a doctor's note to be excused.

Unexcused Absences

Absences without a phone call or note will be unexcused. Absences for reasons other than those mentioned above are unexcused. Extended absences and/or vacations during the school year are discouraged and considered an unexcused absence. If an extended absence during the school year is unavoidable, the parent/guardian and student are responsible for following the Extended Absence Policy established by District 300 which states:

“Parents/guardians must provide a written request at least one week in advance. The principal/designee must then review the request and communicate with the parent/guardian. If no review of the request and communication with the principal/designee takes place the student’s enrollment will be dropped after the 10th consecutive absence. The student may reenroll upon his/her return. All assignments given to the student prior to his/her extended absence are due the day the student returns.”

Class Cuts

A student who is at school but absent from class should have a pass to justify the absence. If the student does not have a pass, the absence will be recorded as an unexcused class cut. Classes missed when a student leaves the campus without authorization by school officials also are class cut. Class cuts may result in disciplinary action including in or out of school suspension.

Tardy Policy

To School

Tardiness to school causes students to miss classroom opportunities and is disruptive to other students. Students tardy to school must report to the main office on arrival. The District 300 tardy policy reads: *“All tardies to school are considered unexcused. If a student arrives late and has a valid excuse they will be marked as a late arrival. A valid excuse is a doctor’s note, administrative decision, court appearance or other state mandated excuses or extenuating circumstances”.*

To Class

Students must be in their seats when the bell rings or they will be marked tardy to class. Repeated tardiness is a serious offense. Tardiness is dealt with on a nine week term basis. Students start fresh at the beginning of each new nine week term. See the Student Conduct section for discipline related to tardies.

STUDENT CONDUCT

Introduction

The Board of Education for District 300 has established a parent handbook stating policies regarding the control, discipline, suspension, and expulsion of students which in its judgment and discretion are necessary and desirable. The responsibility and necessary authority to affect the Board's policies with respect to student discipline are delegated to the Superintendent, the administrators, and the professional staff.

Parents and students should refer to the District 300 Student/Parent Handbook as well as the Hampshire Middle School Student Handbook regarding expectations for student behavior and the student discipline rules regarding detentions, in school suspensions, out of school suspensions, and expulsions.

PBIS

Hampshire Middle School implemented a PBIS system in 2009-2010.

PBIS stands for **Positive Behavior Interventions and Support**. PBIS is a proactive approach using individualized strategies for teaching important social and learning behaviors. Rather than dealing with problem behaviors on a case by case basis, Hampshire Middle School is focusing on becoming proactive and teaching proper behaviors and expected social reactions. The acronym PAWS has been established to help the students identify appropriate behaviors. PAWS stand for:

Peers

Academics

World

Self

A PBIS Behavioral Expectation Matrix with behavioral expectations for students can be found in the Appendix. Students who meet these expectations on a regular basis will receive rewards and incentives.

For minor behavioral violations teachers will use a three strike policy. Students will be referred to the office on the third strike after two intervention attempts have been made. For major behavioral violations students will be referred to the office immediately. A list of the minor and major behaviors and their definitions are listed in the Appendix.

Administrator/Teacher Assigned Detentions

Administrators and teachers may assign before or after school detentions for the purpose of providing an additional behavior intervention or academic guidance. Parents must be notified at least 24 hours in advance on all detentions that occur **before or after** school. Detentions occurring during the school day (example: a lunch detention) do not require the parent to be notified 24 hours in advance.

In-School Supervision (ISS)

Administrators may assign In-School Supervision instead of Out-of-School suspension. During In-School Supervision students are expected to complete all homework and class work due that day. Students may also meet with the counselor or social worker or administrator to target a particular problem and come up with ways to change the behavior.

The following rules and regulations apply to students assigned an In-School Supervision:

- No food and drink are allowed except at lunch.
- Lunch will be eaten in the In-School Supervision Room.
- Quiet must be maintained at all times.
- Students are required to complete school work before reading their own books or magazines.
- Students will not be allowed to sleep or put their head down on the desk.
- Students will receive full credit for homework.
- No electronic devices are permitted.
- Infractions of the In-School Supervision rules will result in an Out-of-School suspension and loss of in school supervision as a discipline option for the student.

Out-of-School Suspension (OSS)

Administrators may assign an Out-of-School suspension to a student. Students will receive full credit for homework missed due to an Out-of-School suspension.

Bullying

Bullying is defined as a student asserting physical or psychological power, or being cruel to another student. Our PBIS, (Positive Behavior Intervention System) Team for Hampshire Middle School has implemented a three step process to address **major** bullying problems that occur throughout the school year. A list of the three step procedure for major bullying issues has been listed below.

(Bullying Cont'd)

Step One: A meeting that will take place with the student, an administrator, counselor and or social worker. If it is determined that bullying occurred the student will sign a warning letter acknowledging the incident and warning of future consequences. The warning letter will be sent to the parents.

Step Two: A one day Out-of-School Suspension will be assigned. Before the student returns to school a meeting with an administrator, student and parent must be held.

Step Three: A minimum two day Out-of-School Suspension will be assigned. A meeting with an administrator, student and parent will occur and the student will be placed on Disciplinary Warning. A referral to the District 300 Disciplinary Review Committee may occur.

Closed Campus

All students must remain on the school campus for their entire day after arrival unless excused by the building administrator. Students violating the rule of closed campus will be treated as truants.

Tardy to Class

Students must be in their seats when the bell rings or they will be marked tardy to class. Repeated tardiness is a serious offense. Tardiness is dealt with on a nine week term basis. Students start fresh at the beginning of each new nine week term.

The Following Discipline Steps are used for Tardiness:

Third Tardy – The student will receive an office referral. A phone call will be made by the teachers to the parent/guardian.

Sixth Tardy – The student will be assigned a one day In-School Supervision. The parent will be notified by an administrator. During the In-School Supervision the student may meet with the school counselor, social worker, and/or administrator to discuss what behavioral changes are needed to assist the student in getting to class on time

Twelfth Tardy - An Out of School Suspension will be assigned. The parent/guardian will be notified by an administrator.

Additional Tardies After Twelve - An Out of School Suspension will be assigned. The parent/guardian will be notified by an administrator.

Student Dress

No article of dress is to have liquor, drug or sexual references, or other things that may be considered as being improper in an educational setting. No clothing signifying any gang affiliation is allowed such as particular colors, symbols, or rubber-banding pant legs. Pants and shorts must be pulled up to the waist and not be worn low enough to show under garments. Hats, coats, and jackets are not to be worn during the

school day. Any article of clothing or jewelry that could potentially be used as a weapon or used to inflict injury like spiked bracelets, collars, necklaces, excessively long chains that hang from the belt, rings that cover more than one finger, etc., are not to be worn. Students are not to wear clothing that is excessively revealing. Examples are halter and backless tops, bare midriff and tube tops, low cut clothing, **shorts or skirts that are shorter than finger tip length**. Failure to comply with the dress policy may lead to disciplinary action. **Students may not be allowed in the classroom if dressed inappropriately.**

Electronic Communication Devices:

(Cell Phones, Radios, Headsets, iPods, Mp3's, Etc.)

Cell phones must be **"turned off and be out of sight"** from 8:35am until 3:30 p.m. Students with an emergency must receive permission from an administrator or the office to use their cell phone or school phone to make a call to their parents. Students are strongly discouraged from bringing radios, headsets, Ipod's, Mp3's, etc. to school. These devices must also be **"turned off and out of sight"** from 8:35 am and until 3:30 pm.

If a student brings one of these items to school he/she must understand that the school cannot be held responsible for it if it is misplaced or stolen. Students bring these devices at their own risk.

Between 8:35am and 3:30pm all staff members have the responsibility to confiscate any electronic device that is "turned on or in plain sight" and turn all electronic devices into the office.

Discipline for violation of the electronic devise policy will be:

First Offense: Students will have the cell phone or electronic device taken and the parent will be called from the office by the student to come to the office and pick it up.

Additional Offenses: Students will receive a one day In-School Supervision. Students will have their cell phone or electronic device taken away and the parent will be called by an administrator and have to come to the office to pick it up.

Students should remember the simple rule "keep electronic devices turned off and out of sight"

Bicycles

Bicycles may be brought to school but at the student's own risk. You must have a lock and obey all traffic regulations. Bicycles must be walked on school property.

Skateboards

Skateboards are not allowed on school property.

Cameras, Video Cameras, Cell Phone Cameras

Cameras, Video Cameras, and Cell Phone Cameras cannot be used in the school building during school hours without permission from an administrator. This is an important rule because of the possibility of pictures being taken during school and placed on internet sites without the student's permission. There are no exceptions to this rule.

Nutrition

Students are not permitted to bring soda drinks or energy drinks to school. Students may bring sport drinks (like Gatorade), juice drinks, and water. Vending machines available to students will not have soda products available.

Gum

Chewing gum is not allowed in the building between 8:35am and 3:30pm. Students caught chewing gum in the building will be sent to the office and will be assigned a lunch detention. Multiple incidences may result in further disciplinary action.

Fire, Disaster, Lock-Down Procedures

Specific information regarding fire, storm, and disaster procedures are found posted in each classroom and on the main bulletin boards. In general, if you hear a fire alarm you should leave the school in a rapid, orderly manner by the nearest exit and go at least 100 feet from the building. Remain there until the regular bell rings which means you should return to classes.

In case of a storm or disaster warning, proceed in an orderly manner to the nearest area marked on the map posted in each room. Be as quiet as possible so that directions and information can be given by the teacher. Don't panic if the lights go out since this can be expected. Remain calm and listen.

The lock-down emergency procedure will be explained to students during the first few days of school. In the unlikely event that we have an unwelcome intruder inside the school or a danger from outside the school, we will go to our lock-down procedure that includes all students remaining in the classrooms with their teachers until notified to move. The classrooms are to remain locked and precautions will be taken by the teachers to secure the rooms. Administrators and other staff will act quickly to identify the problem and take appropriate steps to insure student safety including notifying the police and fire departments, notifying the central office, and moving students to safe areas when appropriate.

Hall Passes

Students are not to be in the halls during a class period without a pass. Passes must be obtained from a staff member, teacher, or administrator. Students entering class without a pass are to be considered tardy.

Leaving School

No student may leave the school building without permission from the Principal, Asst. Principal, or Nurse.

Lockers

All students must use the lockers assigned to them. If for any reason the locker cannot be used, the student must report this to the office. Lockers are to be kept locked and combinations should not be shared with others. The school cannot assume responsibility for lost or stolen articles.

Public Display of Affection

Public displays of affection are not appropriate and not allowed in the school.

TRANSPORTATION

All bus riders will be expected to follow the following rules:

- 1. Students are only to ride the bus they are assigned to ride.**
2. Be on time at the designated bus stop to help keep the bus on schedule - 5 minutes before arrival time.
3. Stay off the road at all times while waiting for the bus.
4. Keep hands and head inside the bus at all times after entering or until leaving the bus.
5. Assist in keeping the bus safe and sanitary at all times - no eating on the bus.
6. Remember that loud talking or laughing or unnecessary noise is confusing and diverts the drivers' attention- and may- result in a serious accident.
7. Do not throw anything out of the bus window.
8. Do not leave your seat while the bus is in motion.
9. Be absolutely quiet when approaching a railroad crossing stop.
10. Do not ask the driver to stop at places other than the regular bus stop; he/she is not permitted to do this except by proper authorization from a school official.
11. Follow the instructions of the driver at all times. Your safety depends on your cooperation with the driver.

(Transportation Cont'd)

In the event of serious or repeated instances of student misconduct a "Bus Conduct Notice" will be completed by the bus driver and given to an administrator who will meet with the student as soon as possible. The outcome of this meeting will be reported to the parents and to the transportation office. Administrators may suspend a student from the bus for serious infractions of school bus rules for up to ten school days. A student may also be expelled from the bus for the school year by the Board of Education.

ACADEMIC/STUDENT SERVICES

Messages & Telephones

Please do not ask the secretaries to leave a message for a student unless it is an absolute emergency. If a student needs to call a parent and the reason is considered an emergency they should ask an administrator or the office for permission. Students may not use their cell phones during the school day without first receiving permission from an administrator or the office.

Student Arrival/Drop Off & Pick Up

Parents should drop off and pick up students at Door # 1 and Door # 14 before and after school. Door #11 by the Main Office is to be used **only by the buses** before and after school. Door#11 by the Main Office should be used during school hours when there are no buses are present. Students should plan to arrive at school no earlier than 8:15am. At 8:15am the doors are unlocked and students may sit and wait in the cafeteria until 8:35am. At 8:35am students may leave the cafeteria and enter the hallways. Students should leave school at 3:30pm unless they are under the direct supervision of a faculty member or staying for an after school event.

Bell Schedule

	6 th grade	8 th grade	7 th grade
1 st	8:45 – 9:29	8:45 – 9:29	8:45 – 9:29
2 nd	9:33 – 10:15	9:33 – 10:15	9:33 – 10:15
3 rd	10:19 – 11:01	10:19 – 11:01	10:19 – 11:01
4 th	11:05 – 11:47	Lunch 11:05 – 11:35	4 th 11:05 – 11:47
Lunch	11:51 – 12:21	4 th 11:39 – 12:21	5 th 11:51 – 12:33
5 th	12:25 – 1:07	5 th 12:25 – 1:07	Lunch 12:37 – 1:07
6 th	1:11 – 1:53	1:11 – 1:53	1:11 – 1:53
7 th	1:57 – 2:39	1:57 – 2:39	1:57 – 2:39
8 th	2:43 – 3:30	2:43 – 3:30	2:43 – 3:30

Visitors

All visitors must register at the Main Office which is located at Door #11. Individuals other than students and parents/guardians are not permitted to follow students during any part of the school day.

Homework

Homework is a vital part of the learning process in the schools of District #300. The broad goal of homework is the quest for quality education. Properly planned and given, homework can bring the school, the student and the parents closer together in that quest. It enables the parent to see what the student is doing in school, gives teachers another view of the student's abilities, and opens up avenues of communication between parent and child. Parental involvement in their child's school work provides encouragement and positive reinforcement. The education process is a continuing activity, which extends beyond the classroom and effects many aspects of the student's life. The student's effort outside the classroom is necessary for satisfactory advancement and well regulated home study increases student productivity. It increases the school's expectations from students and the time spent learning. With high expectations and appropriate assignments, students can be more successful. If teachers and parents insist on full productivity in keeping with the student's ability, both at school and at home, academic achievement will improve.

Homework assignments are required of all students at all grade levels. The stress should be on quality rather than quantity. Homework should be given on a regular basis, but never as work for work's sake. It should be reasonable in length, challenging and intelligently planned in order to serve a real learning purpose. Home study should be individualized whenever possible. This allows for additional practice in skill areas and enables students to pursue study in areas of personal interest.

Assignments are given because they are a continuation and reinforcement of classroom work. The right combination of class work and home study can develop in student's broader knowledge, good work habits and a sense of responsibility which will benefit students throughout their entire lives.

Parents' Responsibilities Regarding Homework

1. Provide a well-lit distraction free study area where the student can comfortably read and write.
2. Be positive and provide encouragement and make sure assignments are completed on time.
3. Assist the student with budgeting his or her time.
4. Provide a specific time period for daily study.
5. Supervise homework. Make sure that the student understands directions and works carefully and neatly.
6. Talk with the teacher about any concerns or problems regarding homework.
7. Help find materials and resources needed to complete homework.
8. If your child is having difficulty completing homework, check his/her study habits. Moving lips when reading, writing slowly or unclearly or using poor study skills are signs your child may have problems that reduce his/her ability to get homework done. Your child could be having personal problems unrelated to the school work. If so, help him/her deal with these distractions.
9. Encourage your student to take responsibility for keeping track of school materials and assignments.

Students' Responsibilities Regarding Homework

1. Listen carefully and follow directions provided by your teacher.
2. Use study aids and materials provided by your teacher and parents.
3. Use your time efficiently. Plan ahead. Don't wait until the last minute to do long-range assignments.
4. Complete your part of an assignment that involves the cooperation of one or more of your classmates.
5. Study in a well-lit, distraction free area.
6. Study at a specific time daily.
7. Discuss your homework assignments with your parents.
8. Talk with your teacher if you have problems-completing your homework.
9. Be neat, be organized and keep track of school materials and assignments.

Honor Roll

The honor roll is determined by a point system an A = 4, B = 3, and C = 2 for all classes which meet every day. **The honor roll is based on an individual's grades for each term. The honor roll is posted at the end of each term and is based on the students cumulative grades through the term just completed. The end of the year honor roll used for student recognition at the honors assembly is based upon the combined grade point average for the first three terms.**

Super Honor Roll	3.66 - 4.00
Honor Roll	3.33 - 3.66
Honorable Mention	3.00 - 3.33

Reporting and Grading

Students receive an official report card at the conclusion of each nine week term for all courses. Students receive a progress report at the midpoint of each nine week term.

Parents of students who are doing failing or incomplete work are notified as soon as possible. Parents of students doing unsatisfactory work are urged to meet with the teacher and the student's counselor.

The following is an explanation of the grading scale used on our report cards:

A – A superior grade indicating exceptional or outstanding work in both quantity and/or quality.

B – A commendable grade indicating an above average degree of accuracy and knowledge of the subject.

C – An average grade indicating an adequate and satisfactory performance.

D – A passing grade indicating below average work.

F – A failing grade.

I - The designation for incomplete. This is given when a student has not completed work due to an extended absence.

(Reporting and Grading Cont'd)

A grading standard determines the assignment of a letter grade based on a point spread. The district-wide grading standard eliminates the possibility of students receiving different letter grades based on the same raw score. District 300 uses the traditional grading system of:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

50-59 = F

Grading Rubrics for Core Classes, Music Classes, Exploratory Classes, and PE Classes are located in the Appendix.

Library

The Library Media Center (LMC) provides a rich variety of materials intended to help students with their studies. Students from lunch may use the library if they present a teacher pass to the lunchroom supervisor and report directly to the library. Students may not leave the library unless they receive permission from the library staff. This is your library. Please keep it neat; throw away your waste paper, put away materials and push in chairs when done. Please check materials before removing them from the LMC.

- Books may be checked out for two weeks and renewed as often as you need. Fines are five cents a day for overdue books. Turn in your overdue books even if you don't have the fine money at the time. Maximum fines are \$5.00 per hardbound book.
- Students are responsible for any lost or damaged materials. Prices will be based on replacement cost. Materials not turned in within one month or by the end of the year will be assumed lost.
- Reference books may not be removed from the LMC. However, students can make copies at a cost of ten cents per page.

The LMC is open for students at 8:15 a.m. and closes 4:15 p.m.

Special Education

Referrals for possible special education services may be made by the teacher, parent/guardian or by the student. Specific questions regarding the referral procedure should be directed to the counselor or building principal. Copies of parent's rights are available upon request.

Announcements

Announcements will be read at the end of each day during 8th period. Copies of the announcements are typed and posted on the bulletin boards as soon as possible for reference. It is important that all students hear and/or read the announcements every day in order to keep informed. Students wishing to make an announcement are required to secure the approval of the sponsor of the event being announced to prevent conflicts in dates, time or place. Announcements are placed on the web site each day. Parents can also go on the web site and request to have the announcements automatically e-mailed to them.

Cafeteria

The cafeteria serves food at reasonable prices and offers a well-balanced luncheon as well as ala carte selections. Students must eat in the lunchroom.

1. All litter is to be deposited in waste baskets.
2. Food must not be taken from the cafeteria.
3. At no time during the lunch hour are students to use the corridors without permission from the lunch supervisor. Students are required to remain in the cafeteria until dismissed.
4. Students are expected to follow the lunchroom rules established by the lunchroom supervisor.
5. **Students bringing sack lunches may not bring soda and/or energy drinks.**

Health Services

Whenever a student feels ill he or she should report to the nurse in the main office as soon as possible.

Student's who will be taking a prescription medication (including inhalers) during the school year must have a completed doctor's form on file in the office by the first day of school.

Students who need a non-prescription medication such as aspirin, ibuprofen, Tylenol, etc., must turn the medication into the nurse and have a parent fill out a medication form.

School Closings/Snow Days

Occasionally District 300 closes school due to excessive snow or very cold temperatures. Unless the superintendent determines the weather presents a grave danger to students and staff, school will be in session.

Textbooks

Students pay a book rental fee that entitles each student to receive a book or books for each class. Students are responsible for all books issued to them and will be charged for any damaged or lost books. They will be asked to sign for the condition of the book when it is issued.

Lost and Found

All articles found should be turned in to the office. If a student loses something he/she should first check the table outside the main office and second inquire with the secretary in the main office to see if the article has been turned in.

Student Records

As stated in Public Act 79-1108, parents, guardians, and/or students may review the student's school records. A copy of the school policy regarding student records is available upon request.

Vending Machines

Vending machines are available for student use in the commons and cafeteria areas before and after school. Vending machines offer sport drinks, juice, and water. No soda products are sold to students in the vending machines. Anyone losing money in a vending machine should contact the secretary in the main office.

Work Permits

The Main Office issues work permits and age certificates for the State Bureau of Women's and Children's Employment. Students who are 14 may work part time at certain duties but most employment is limited to those over 16. For part time work during the school year or full time during vacations, a permit is required in order that your employer may be sure he is obeying the state laws. If he is not, his insurance does not cover you, and he may have difficulty with state authorities. Students under 16 may not work as waitresses, ushers in theaters, gas station attendants, etc. To secure a work permit you must bring a letter from the employer stating that he is hiring you and giving the nature of the work and the working hours and days. A birth certificate will also be required for proof of age, a current physical within one year of application, and your social security card. Also bring a note from your parents/guardian giving approval to work for that employer. The permit will be made out and you will sign all three copies. One copy will be taken by you to your employer, one will be mailed to the state, and the other kept in your school file.

ATHLETICS AND ACTIVITIES

Philosophy and Participation

District 300 officials, coaches of athletic teams and sponsors of student activities believe that those students who are selected for the privilege of membership on teams, squads, performing groups and other school organizations should conduct themselves as responsible representatives of their school. In order to assure this conduct, coaches and sponsors enforce guidelines for student behavior and specific rules for participation. Members of teams and organizations must always serve as exemplars of high ethical character, which is expected, from all students. The behavior of members during season or out season, in uniform or out of uniform, is monitored by coaches, sponsors, and other school officials. Members of teams and organizations who fail to abide by the rules for participation are subject to disciplinary action.

1. District 300 has as its primary goal the academic education of all students. Therefore, each coach or sponsor has the obligation to encourage students to perform within reasonable academic standards.
2. District 300 encourages students/athletes to maintain regular school attendance. We strongly disapprove of students staying home on a school day to rest for a school event that day or night. The administration reserves the right to limit the participation of students in cases of non-attendance at school.
3. All use of tobacco products, alcoholic beverages, or possession/use of non-prescription drugs by a participant in any school activity will subject the violator to disciplinary action.

4. Students suspended from school will not be allowed to participate in activities or athletics while they are on suspension and are subject to other restrictions resulting from the violation of school rules and regulations.
5. Team squad, club, or organization rules:
 - a) Each coach or sponsor has the prerogative to establish additional rules pertaining to the activity supervised. These rules may include attendance at practice, detention, curfew, dress, and general conduct of participants during practices, contests, and trips.
 - b) Violations pertaining to infractions of these regulations are handled by the coach or sponsor of the activity. If the coach or sponsor feels that the nature of the violation requires suspension, appropriate school personnel must be notified.

Athletic Policy

Interscholastic athletics are a vital part of the total program of a school. Therefore, the behavior of the athlete on and off the school field is very important. Participants in sports shall maintain standards, which will cause all students and parents to be proud of their athletic representatives. A copy of the Athletic Policy, which must be signed by all students participating in interscholastic athletics and their parents, is available in the main office.

Eligibility

All students participating in interscholastic athletics must meet the academic eligibility standard established by the Middle School athletic Board of Control. No student may participate in any contest during the week he/she is doing "D" work in two or more classes or doing "F" work in one class. All students will be eligible upon successfully raising his/her grades to meet the established criteria and after missing participation in the next scheduled contest that week. Students participating in interscholastic athletics must meet academic standards weekly. Eligibility will be determined on Monday throughout the school district.

After School Activities

Any student who is involved in an after school club or activity should report to the area of that activity immediately after school and remain in the area until dismissal by the supervisor. All other students should be out of the building by 3:45 P.M..

1. Students attending after school activities may leave coats, purses and other belongings in their locker while attending these activities. However, except in an emergency, students who attend these activities are expected to remain the full time and will not be allowed to go to lockers until it is time to leave.
2. During practice sessions of basketball or other groups, only participants may be present. No onlookers or spectators will be allowed except for parents.
3. During basketball games students are to remain seated until half-time. Washroom visits are restricted to halftime and between games.
4. Sportsmanship is important. Cheering for your team is an important part of the game. Negative comments and disrespectful behavior towards the opposing team or officials is unacceptable.

5. Students are to refrain from running about, going under bleachers, etc.
6. Common rules of courtesy and behavior apply.
7. Students are expected to leave the building promptly when the activity ends.

Athletic Teams

Seventh and eighth grade interscholastic competition is occurs in the following sports:

FallGirls Volleyball, Boys and Girls Cross Country

WinterBoys' Basketball, Girls' Basketball, Cheerleading, Pom Poms, Boys Wrestling

SpringBoys and Girls Track

Band/Orchestra/Chorus

The organization of the Hampshire Middle School music program is such that any student who so desires has the opportunity to participate in the instrumental/vocal classes or perform in organizations according to hi/her level of ability. The prime objectives of the Hampshire music programs are cultural, educational, service and recreational. Specific activities include concerts and on and off-campus appearances.

Beta Club

Beta Club is a scholastic/service organization for seventh and eighth grade students. Members are selected based on their scholastic record and citizenship.

Dances

Dances are intended for the social development of all students. No "dating" is encouraged or required at any school activity. Usual school rules are in effect at all middle school functions. All middle school dances are for H.M.S. students only. Once a student leaves the dance he/she may not return. **Students may not leave dances early unless picked-up by a parent.**

Sponsorship of Activities

No event shall be an official school sponsored event that does not have the express prior written approval of the superintendent. No district funds, property or facilities may be used for any event that is not so approved by the superintendent. District personnel are forbidden to represent that an event is sponsored by the school district unless such approval is obtained. Since many events may otherwise inadvertently appear to be school sponsored, all parents and students are urged to contact the school prior to participation to determine whether an event is sponsored by the school district. The school district cannot be responsible or liable for any non-school sponsored eve

Student Council

The purposes of the Student Council are:

1. Provide for the expression of the student body's opinions.
2. Promote and encourage a spirit of good will in the school and community as well as between the faculty and students.
3. Act as a service organization to the students, faculty, and administration of the school.
4. Foster the virtues of self control, courtesy, cooperation, and above all, leadership.
5. Inform the Student Body of the activities of the Council and involve the students in those activities.

Clubs

Several clubs meet after school. These clubs usually last from 1-4 weeks and sign-up for clubs will be posted during the year. Examples of clubs in past years are: Art Club, Ski Trip Club, Skateboard Trip Club, Wii Club, Recycling Club, Environmental Club, etc.