

Big Hollow
Middle School
Student Handbook
2011-2012

Be a
Safe,
Responsible,
Respectful
learner!



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BIG HOLLOW SCHOOL DISTRICT #38 MISSION STATEMENT

The Mission of Big Hollow School is to provide a strong educational foundation that empowers students to excel and instills the desire for life-long learning.

Big Hollow District #38 Beliefs:

- ❖ The District will develop in students the ability to apply problem-solving skills in their daily lives.
- ❖ The District will have open, honest, effective communication that creates a strong bond between school, home, and community.
- ❖ The District will meet the individual education needs of all students.
- ❖ The District will develop students with a respect for self, others, and the environment.
- ❖ The District will develop students with a passion for learning.

BIG HOLLOW MIDDLE SCHOOL EXPECTATIONS

It is necessary to establish specific guidelines and rules of conduct, so that all students understand what is expected of them. The following expectations are designed to create a safe and nurturing environment at Big Hollow Middle School. It is our goal that all students, teachers, support staff, administrators, and parents promote and take an active role in creating a school of which we can all be proud.

- 1. *We will BE learners.***
- 2. *We will BE responsible.***
- 3. *We will BE respectful.***
- 4. *We will BE safe.***

C H A R A C T E R C O U N T S at B H M S

TRUSTWORTHINESS

RESPECT

RESPONSIBILITY

FAIRNESS

CARING

CITIZENSHIP

Big Hollow Middle School
2011-2012 Normal Bell Schedule

First Bell	7:50
1 st Period	8:00 – 8:42
2 nd Period	8:45 – 9:27
3 rd Period	9:30 – 10:12
4 th Period	10:15 – 10:57
5 th Period	11:00 – 11:42
6 th Period	11:45 – 12:27
7 th Period	12:30 – 1:12
8 th Period	1:15 – 1:57
9 th Period	2:00 – 2:45

Big Hollow Middle School
2011-2012 Homeroom Bell Schedule

First Bell	7:50
1 st Period	8:00 – 8:42
2 nd Period	8:45 – 9:27
3 rd Period	9:30 – 10:12
4 th Period	10:15 – 10:56
5 th Period	10:59 – 11:40
6 th Period	11:43 – 12:24
7 th Period	12:27 – 1:08
8 th Period	1:11 – 1:52
9 th Period	1:55 – 2:36
Homeroom	2:39 – 2:45

BIG HOLLOW MIDDLE SCHOOL BEHAVIOR MATRIX

Expectations	Be Safe	Be Responsible	Be Respectful	Be A Learner
Arrival Dismissal	<ul style="list-style-type: none"> Exit the bus or car and proceed directly into the building Place your bicycle in the appropriate location and lock it Obey drop off and pick up points 	<ul style="list-style-type: none"> Arrive between 7:40 and 7:55 and report immediately to your assigned location Turn off your cell phone or place it in your locker If not riding the bus home, wait in the designated area to be dismissed Report immediately and remain in designated area for after school activities Clean up after yourself 	<ul style="list-style-type: none"> Listen to and acknowledge supervisors Respect others personal space Use appropriate language Use quiet voices Keep moving to eliminate congestion 	<ul style="list-style-type: none"> Bring necessary books, materials, supplies, and assignment notebook to and from school Check assignment notebook before leaving Be in class and seated by 8:00
Hallways, Lockers, and Stairwells	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Refrain from physical contact or personal display of affections Keep locker locked 	<ul style="list-style-type: none"> Stay to the Right Use assigned stairwells Keep locker orderly and pick up items that fall out Keep locker locked 	<ul style="list-style-type: none"> Keep these areas clean Respect others personal space Use quiet voices Hold door open for others behind you Follow adult directions Use appropriate language 	<ul style="list-style-type: none"> Be in class on time Bring necessary books, materials, supplies, and assignment notebook to class Go to lockers at assigned times only
Restroom	<ul style="list-style-type: none"> Wash hands with soap and water Dispose of materials properly Report unsafe conditions 	<ul style="list-style-type: none"> Keep restroom clean Promptly return to assigned location (class) 	<ul style="list-style-type: none"> Respect privacy of others Flush after use 	<ul style="list-style-type: none"> Use a pass if out during class Return to class promptly
Cafeteria	<ul style="list-style-type: none"> Walk to your assigned table Walk in the cafeteria Get adult help for spills or accidents 	<ul style="list-style-type: none"> Wait to be released to enter the lunch line Get all utensils and condiments first time through the line Follow all directions from cafeteria staff Keep area clean 	<ul style="list-style-type: none"> Treat all cafeteria staff with kindness and respect Use quiet voices Patiently wait your turn Use appropriate table manners Be respectful of others' food Follow adult directions Use appropriate language 	<ul style="list-style-type: none"> Locate your lunch ticket Know your food order Be prepared with money Eat a healthy lunch
Assemblies	<ul style="list-style-type: none"> Keep hands, feet, and objects to self Stay with your group 	<ul style="list-style-type: none"> Sit in assigned seats Follow directions 	<ul style="list-style-type: none"> Follow directions of adults Clap/laugh at appropriate times Be polite, Listen quietly Use quiet voices Use appropriate language 	<ul style="list-style-type: none"> Participate appropriately Face the speaker Bring appropriate materials Listen

BIG HOLLOW MIDDLE SCHOOL BEHAVIOR MATRIX

Bus	<ul style="list-style-type: none"> ● Use a quiet voice ● Stand up and exit after the bus has stopped ● Keep aisles clear ● Eat or drink only in designated school area or at home 	<ul style="list-style-type: none"> ● Enter and exit in orderly manner and move directly to your seat ● Ride your assigned bus ● Keep body parts and objects inside the bus ● Eat or drink only in designated school area or at home 	<ul style="list-style-type: none"> ● Follow directions of the bus driver ● Keep the bus clean and undamaged ● Use appropriate language ● Use quiet voice 	<ul style="list-style-type: none"> ● Enter and exit the bus with all materials
Recess	<ul style="list-style-type: none"> ● Keep hands, feet and object to self ● Follow rules of the game ● Ask for adult assistance to gather out of bounds equipment ● Ask for adult assistance to settle disputes 	<ul style="list-style-type: none"> ● Follow directions of supervisors ● Dress for the weather ● Use the restroom before exiting outside ● Return equipment to proper location 	<ul style="list-style-type: none"> ● Refrain from screaming ● Wait your turn ● Report any damaged equipment ● Use appropriate language ● Line up when the whistle blows 	
Locker room	<ul style="list-style-type: none"> ● Follow directions of supervisors ● Wear appropriate footwear 	<ul style="list-style-type: none"> ● Only wear uniform you purchased ● Keep your locker locked 	<ul style="list-style-type: none"> ● Only use space in front of your locker ● Respect others' privacy ● Promptly change and move to the gym ● Report any damage of school property 	
Library	<ul style="list-style-type: none"> ● Enter and Exit through designated doors ● Keep chair legs on the floor 	<ul style="list-style-type: none"> ● Follow directions of adults ● Sit in assigned seat 	<ul style="list-style-type: none"> ● Use quiet voice ● Place books that are not checked out back in proper location ● Return books in condition they were checked out ● Return books prior to due date ● Push in chair ● Pay fines promptly 	<ul style="list-style-type: none"> ● Ask for assistance to locate material ● Read material checked out

2011-2012 Big Hollow School District Calendar

22 MS Meet & Greet 4 to 6
 23 P&E Meet & Greet 4to 6
 24 1st Day Grades 1-8
 25 1st Day Kindergarten

AUGUST '11						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER '11						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 Labor Day

10 Columbus Day

OCTOBER '11						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER '11						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

9 ½ Day School K-8
 (AM Kindergarten
 attend ONLY --- NO PM
 Kindergarten attend)
 Afternoon P/T Confer
 10 P/T Conference
 11 Veteran's Day
 24 Thanksgiving
 25 No School

21-31 Winter Break

DECEMBER '11						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY '12						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2-3 Winter Break
 16 M.L. King Jr. Day

16 ½ Day School K-8 (PM
 Kindergarten ONLY
 attend in AM - - - NO
 AM Kindergarten
 Attend)
 17 P/T Conference
 20 President's Day

FEBRUARY '12						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH '12						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5 Casimir Pulaski
 26- 30 Spring Break

5 T/I
 6 No School

APRIL '12						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY '12						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

25 Teacher Institute
 28 Memorial Day

8 Last Day of School
 (includes 5 snow days)

JUNE '12						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY '12						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

~ Have a Fun &
 Safe Summer ~

AFTER SCHOOL ACADEMIC ASSISTANCE
P.A.S.S (Providing Academic Support for Students)

During the 2011-2012 school year, Big Hollow Middle School will begin to utilize P.A.S.S (Providing Academic Support for Students) after school, for grades 6-8, on a trial basis. P.A.S.S. will meet on Tuesday and Thursday from 2:45 until 4:00. Any student within the building that would like extra help with subject matter is encouraged to sign up for help. Also, students that are failing two classes will be requested to be in attendance until his/her grades have reached the passing level. Parents will be responsible for transportation of students from school to home at 4:00 PM. The initial meeting date will be determined by school administration and communicated with parents.

P.A.S.S. will have two different components in order to best assist students:

VOLUNTARY ATTENDANCE: None offered at this time, but may become available at a later date.

Students who wish to stay after school in a supervised setting to complete homework may do so by having their parents complete a P.A.S.S. permission slip. P.A.S.S. permission slips are available in the Middle School office.

MANDATORY ATTENDANCE

Students who are failing two or more classes will be mandated to attend P.A.S.S. pending parental consent. The administration will contact parents to arrange placement in mandatory P.A.S.S.

BACKPACKS

Backpacks, or any bag that is used to carry books, are to be kept in the student's lockers. Students are not allowed to bring them to class. Students are permitted to visit their lockers between classes.

**BEHAVIOR AT ASSEMBLIES, PLAYS, SPORTING EVENTS, AND
FIELD TRIPS**

- Students should participate appropriately at all school events.
- Students will be engaged at all events and demonstrate appropriate behavior throughout each event.
- Students will be polite and listen quietly to all speakers that are brought into the school.
- Students will use appropriate language and tone at all school events.
- Students will be respectful to all visiting teams, fans, students, officials, and schools.
- Once students arrive at a school activity they are not allowed to leave the building until a parent arrives to pick them up.

BIKE RIDERS

Students who arrive by bicycle to school must go directly to the bicycle rack and lock their bicycle. Students may not ride their bicycles around the parking lot or the playground. Bicycles are to be left alone throughout the school day; they may not be ridden during lunch or at any other time. Students must leave the school grounds immediately after getting their bike from the rack. Students who violate these rules will not be permitted to ride a bicycle to school.

BIKE AND WALK NOTES

Students who wish to ride a bicycle or walk to and from school must have their parent/guardian fill out a form indicating permission. The form is kept on file in the Middle School office. Occasional walkers and riders who do not have a permission form on file must bring a **dated** note, signed by the parent, stating where the child is walking/biking to and how long this should be in effect.

BUS RULES AND CONDUCT

Students traveling on school buses, and at bus stops, are under the jurisdiction of the school district. In the interest of safety, it is necessary for each student to cooperate with the bus driver who is responsible for the safety of the passengers. The bus driver has the authority to report any misbehavior to the office. The school reserves the right to deny the use of the bus to any student whose conduct places other riders in jeopardy as provided for in Section 10-22.6 of the Illinois State School Code. Improper conduct on the bus will result in the loss of the bus riding privilege. Upon the suspension of the bus riding privilege, parents are responsible for transportation to and from school. All school rules pertaining to student conduct are applicable when riding the school buses.

Each child is assigned to a bus and must ride that assigned bus as scheduled. We are NOT able to transport students to friend's homes. A student may be dropped off at a different stop on his/her assigned route, provided the office receives a signed parental note early in the school day.

SCHOOL BUS GUIDELINES

1. Please be on time to the designated bus stop.
2. Ensure that the bus has completely stopped moving before attempting to board.
3. Stay off the road at all times while waiting for the bus at the designated stop.
4. All students are required to sit in their assigned seats.
5. Do not leave your seat while the bus is in motion.
6. Remain in the bus in the event of a road emergency until instructions are given by the driver or an on-site official.
7. Keep hands and head inside the bus at all times.
8. Do not throw anything out of the windows.
9. Loud talking or unnecessary movement is not allowed because it could divert the driver's attention and result in an accident.

10. Be absolutely quiet when approaching a railroad crossing.
11. Never tamper with the bus or any of its equipment.
12. Assist in keeping the bus safe and sanitary at all times. No eating, drinking or gum chewing is allowed on the bus.
13. Animals are not permitted on the bus.
14. Keep books, packages, coats and all other objects out of the walking area.
15. 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.
16. Observe all safety precautions at bus stops. Where it is necessary to cross the highway, proceed to a point 10 feet in front of the bus on the right shoulder of the highway where traffic may be, then wait for a signal from the bus driver permitting you to cross.
17. Students who miss their bus after school must immediately report to the office.

CHARACTER EDUCATION

Big Hollow Middle School will begin implementing the Character Counts program during the 2011-2012 school year. The following are the character education themes that we will be focusing on during the school year.

August/September	Respect – Yellow
October/November	Responsibility – Green
December/January	Caring – Red
February	Trustworthiness – Blue
March/April	Citizenship – Purple
May/June	Fairness – Orange

CLASSROOM BEHAVIOR

Students are expected to be attentive and cooperative in the classroom. It is the responsibility of each student to follow the classroom rules that have been developed to ensure a positive learning environment. Students are responsible for bringing supplies, including paper, pens, pencils, or other items needed to complete class work. Students are required to have an assignment notebook to bring to each class on a daily basis. Students are also expected to complete their assigned work and bring it to class.

Students who consistently violate classroom rules will be subject to disciplinary actions by the teacher. Teacher-assigned consequences may include student/teacher conferences, parent phone calls, parent conferences, behavior improvement assignments, loss of classroom privileges, and/or a Step One detention.

If a student's conduct disrupts the learning process to the extent that the teacher is unable to conduct class, an office referral will be made. Consequences for such behavior will be determined by the administration in consultation with the teacher.

DISMISSAL RULES

Upon dismissal each day, students are to report to their assigned school bus. **Parents who occasionally pick up their child must park, enter the building, and sign their child out. Daily pick up in the middle school may have a permission form signed and on file allowing the student to walk to the car at dismissal. ALL BUSES MUST LEAVE BEFORE ANY CARS, BIKE RIDERS, OR WALKERS CAN EXIT THE SCHOOL**

DRESS AND GROOMING GUIDELINES

We believe that parents are responsible for student dress and appearance. School officials will enforce a dress standard if disruption of school or activity is caused. It is expected that every student will practice good citizenship and comply with the following guidelines:

1. Shoes are to be worn at all times. Heelies are **NOT** allowed.
2. Hats, jackets, or sunglasses are **NOT** to be worn in school or class.
3. Shorts and skirts must be an appropriate length. (They must be at least finger tip length and preferably 2 inches above the knee.)
4. Halter, midriff, mesh tops, spaghetti straps, or inappropriate tank tops are **NOT** to be worn.
5. Sexually suggestive clothing is **NOT** acceptable.
6. Vulgar or profane writing or symbols on clothing is **NOT** acceptable.
7. Writing on arms, legs, any visible body part, and clothing is **NOT** allowed.
8. Any clothing referencing alcohol and/or drugs, tobacco, or any gang-related symbols will **NOT** be permitted.
9. Any clothing or articles of jewelry that are a distraction or diversion to the educational process will not be permitted.
10. Inappropriate jewelry or other adornment will **NOT** be permitted. (This includes chains, safety pins, etc.)
11. Midriff skin **CANNOT** be showing.
12. Undergarments should **NOT** be visible.
13. No head coverings (bandanas, sweatbands, hats, dew rags etc.) are allowed in school.

Students not in compliance with these guidelines will be asked to change their clothing. Repeated violations will result in further disciplinary actions.

END OF QUARTER DATES

First Quarter	October 25
Second Quarter	January 12
Third Quarter	March 16
Fourth Quarter	May 29

EXTRACURRICULAR GUIDELINES

Extracurricular activities include: after school activities, dances, and clubs. Compliance with the student discipline policy is expected. Disciplinary consequences which are in effect during the regular school day will be issued. In addition, the following rules will apply:

1. Students who receive a detention, an in-school or out-of –school suspension will not be able to attend any after school activities for the duration of the detention/suspension.
2. Students must be supervised by a teacher, parent, or activity sponsor in order to remain after school.
3. Students who are staying after school must report directly to the area in which the event is to be held. Students will not be permitted to go in classrooms or locker areas. Coats, books, and other materials which will be taken home, must be brought to the activity. **Loitering on the school grounds or in the building is not permitted.**
4. If a student should choose to leave an event held within the school building before the activity has ended, and the student's parents are not present to provide proper supervision, they will be notified to pick up their child.

EXTRACURRICULAR RULES & REGULATIONS

All extracurricular activities and intramural/interscholastic sports, at Big Hollow Middle School, are available in a manner that ensures that all students are treated equally and provided with identical aid, benefits and services regardless of gender. It is toward the accomplishment of these objectives that the following rules and regulations are outlined.

Student Participation

1. Middle School students represent their school and their community on and off the playing field at home and away. They are to display good sportsmanship and exemplary behavior.
2. Student academic eligibility evaluations will be sent to the appropriate teachers on Thursday. Specific guidelines for eligibility are found in this handbook as an addendum. The coach/sponsor will contact the parent about the unsatisfactory report.
3. The use of drugs, alcohol or tobacco by any student will result in immediate removal from the activity and/or loss of eligibility for a period of time determined by the sponsor and principal. Disciplinary consequences will also apply.
4. Students cannot attend a practice or participate in any contest the day a detention, an in-school isolation, or an out-of school suspension has been served.

Rules Specific To Athletic Participation:

- A. Each student **must provide documentation that he/she has had a current physical examination (by a physician) in order to participate or practice in interscholastic athletics.** Physicals are valid for one year from the date they are given.
- B. On the day of an athletic contest each participating student must attend school for at least one-half day. Students must attend school for at least 186 minutes for attendance to be considered a half-day.
- C. Students must dress and participate in physical education classes in order to take part in after-school sports. (EXCEPTION: Unless a student is absent during his/her scheduled physical education class).
- D. Athletes are expected to attend all practices and games. Unexcused absences may result in suspension from the squad for a minimum of one game. Other disciplinary action will be left to the discretion of the coach.
- E. Team members are responsible for any equipment issued to them while participating in athletics. Failure to return equipment in acceptable condition will result in replacement of damaged or lost articles by the students or their parents.
- F. Failure to comply with any of the above-stated rules may result in athletic ineligibility or dismissal from the team.

The supervising teacher, coach or sponsor may, at anytime deemed necessary, remove a student for disciplinary reasons. It is necessary, however, that administration be informed of any situation that is occurring which could be detrimental to the school or athletic program.

FRIDAY FOLDERS

Students within the middle school will no longer receive a Friday Folder. Instead, parents will be emailed documents with information about events occurring within the school. Any parent that wishes to continue receiving hard copies of fliers or does not have access to email can contact the building principal, Ms. Miller, at (847)-740-5322.

GRADING SCALE

The following grading scale will be used for all Big Hollow Middle School courses:

100% - 90%	A
89% - 80%	B
79% - 70%	C
69% - 64%	D
63% - 0%	F

GUM, CANDY, FOOD

Students are not permitted to bring food or beverages out of the cafeteria. Students should not bring more food than can be consumed during their lunch period. *A Teacher who asks a student to bring food to school will have cleared this with the office.* **Gum chewing is prohibited.** Students should not bring gum,

mints, or candy to school. Failure to abide by this rule may result in a disciplinary action including but not limited to a Step One detention.

HALL CONDUCT

- Students will keep hands, feet, and objects to themselves.
- Students will have no physical contact with one another.
- Students will walk in hallways and stairwells.

HALLWAY PASSES

NO STUDENT IS ALLOWED IN THE HALLWAY DURING CLASS TIME WITHOUT A PASS. A pass will be issued to students by the classroom teacher. Students are to go **DIRECTLY** to the place they have been assigned. Students who fail to report to the designated area on the pass within a reasonable length of time may have the privilege of using a hall pass denied or some other disciplinary action.

HOMEWORK POLICY

Students may receive homework each day from one or more academic classes. Students are expected to turn-in their homework on the date it is due. Homework turned-in after the due date will receive a grade reduction based on each teacher's respective homework policy. Teachers will make their expectations clear to students and parents at the beginning of the school year.

HONOR ROLL

At the end of each nine-week grading period, students have the opportunity to qualify for the honor roll or high honor roll by meeting the following criteria:

- High Honors – All A's for the quarter (4.0 grade point average)
- Honors – All A's and B's for the quarter (3.16-3.83 grade point average)

LOCKER CARE

Students are responsible for the care of their assigned locker. Students whose lockers are damaged by others must report the problem to the school office immediately.

Any person caught tampering with, opening, or removing items from any locker other than his or her own will face disciplinary action.

All hallway lockers are equipped with a lock and 6-8 students are issued a lock for their gym locker. **Only school issued locks may be used.** *Students must not tell anyone their private combination.* The following locker guidelines should be followed:

- **NEVER LEAVE YOUR LOCKER WITHOUT MAKING SURE YOU HAVE LOCKED IT.**

- Big Hollow Middle School is not responsible for any lost or stolen items from lockers with combinations that have been shared with others.
- Students are not permitted to share lockers, except under special circumstances.
- All belongings are to be kept in a neat and orderly manner.
- The school district has the right to inspect any locker for just cause.

LUNCHROOM GUIDELINES

Compliance with school guidelines is always expected. These additional guidelines will help to create a safe lunchroom environment.

1. Students will treat all cafeteria staff with kindness and respect.
2. Students will follow all directions from cafeteria staff.
3. Students will use appropriate table manners.
4. Students will keep their area clean.
5. Students will wait patiently for their turn and eat a healthy lunch.
6. Students will use appropriate language and tone.
7. Students will eat all of their lunch only in the lunchroom.

LUNCHROOM PROCEDURES

1. Students should enter the lunchroom in a safe, orderly manner.
2. Students should immediately be seated at their lunch table.
3. Students should wait for a lunch supervisor to direct him/her to enter the line to receive their lunch.
4. Students should stay seated for the duration of lunch.
5. Students will dispose of trash after the lunch supervisors have instructed them to do so.
6. Students should wait to be dismissed by the lunch supervisors.

The procedure for lunchroom violations is as follows:

1. The lunch supervisors will document violations and prescribe appropriate consequences.
2. Severe disciplinary discretions will be determined by a building administrator.

MAKE-UP WORK

Students who are absent are responsible for contacting the teachers of the classes missed and determining what assignments are to be made up and the time limit for having them completed. You may call to request a list of missed assignments for the day(s) your child is ill before 9:00 AM and they will be ready to be picked-up at the office after 3:00 PM. 847-740-5322 ext 5000. Work missed while absent, and not turned in by the date required by the class teacher, will be recorded as zero and so averaged in the student's quarterly grade. **Don't forget you can check the website link to middle school and link homework at www.bighollow.us . Daily items are posted by 4:00 p.m**

MIDDLE SCHOOL REWARDS SYSTEM

Students at the Middle School have many opportunities to receive rewards for appropriate behavior and good citizenship while at school. Some of these rewards include:

1. Quarterly Recognition – Students will be recognized for attaining academic high honors and honors. During the 2011-2012 school year, Big Hollow Middle School will adopt and implement the Character Counts program. A committee will be formed and will decide a manner in which to recognize students that demonstrate the character traits each quarter. Further information will be forthcoming throughout the school year.
2. Individual Grade Levels - Additionally each teacher/grade level has a system of positive rewards that children may attain by following the classroom rules and being good citizens.
3. Free Friday - Appropriate and excellent lunchroom and recess behavior during the week may result in a “Free Friday,” which allows the students to sit at any table in the lunchroom.

PARENT NOTIFICATION SLIPS

Parent notification slips may be sent home if students do not have their homework or supplies for class. (6th, 7th, and 8th grade students are expected to be responsible in this area) This form is to be signed by the parent and returned to the classroom teacher the next day. If a student accumulates a significant number of parent notification slips over a period of time, then a conference with the student and parent may be arranged.

PLAYGROUND GUIDELINES

1. Students will keep hands, feet, and objects to themselves.
2. Students will follow the directions of the playground supervisors.
3. Students will ask for adult assistance to gather out of bounds equipment.
4. Middle School students are not to leave the designated playground area.
5. Students will dress appropriately for the weather.
6. Students are not to play in or near mud or water.
7. Students must use playground equipment in an appropriate manner.
8. Students will use appropriate language and tone.
9. Students will use the restroom before exiting outside.

COMPLIANCE WITH ALL THE GUIDELINES IS EXPECTED OF ALL OUR STUDENTS

The procedure for playground violations is as follows:

1. The playground supervisors will document violations and prescribe appropriate consequences.
2. Severe disciplinary discretions will be determined by a building administrator.

PROGRESS REPORTS

This school year, Big Hollow Middle School, grades six through eight, will no longer be utilizing progress reports. Parents will use home logic to assess their child's academic progress. Student grades will be updated on the second and fourth Friday of each month by 5 pm.

PUBLIC DISPLAY OF AFFECTION

Inappropriate behavior such as: hugging, kissing, or any actions of a sexual nature are not allowed anywhere on school ground, on buses, at bus stops, or at any school sponsored event. Students who violate this rule will be subject to a disciplinary consequence which may include a detention, in-school suspension, or out-of-school suspension.

REPORT CARDS

Report cards will be issued following each nine-week grading period. Under no circumstances will report cards be made available to students or parent/guardians before the designated distribution.

RESTROOM EXPECTATIONS

Student washrooms are to be used for the purpose they are designed. Washrooms are not designed for meeting areas where students can loiter. All students using the restroom during class must sign in and out of the classroom. Disciplinary action will be taken against students who are found loitering in the washroom.

SCHOOL SAFETY DRILLS

The School Safety Drill Act (105 ILCS 128/1 et seq.) requires that during each academic year, each school building must conduct a minimum of:

- Three school evacuation drills
- One bus evacuation drill
- One severe weather drill
- One law enforcement drill

There may be other drills at the direction of the administration. Drills shall not be preceded by a warning to the students.

SPORTS ELIGIBILITY

GRADES

A student athlete, manager or statistician shall have a "C" average with no more than 1 "F". This will be calculated by using a 4 point scale in which an A = 4, B = 3, C = 2, D = 1, F = 0. The student must maintain a "C" average and the "F" is included in the average. Eligibility will start two weeks before the first game.

Teachers will be responsible for putting either a numerical grade or a letter grade on the eligibility sheets they receive on Wednesday morning each week. These grades include all cumulative work from the beginning of the quarter. Late work and missing work will be graded at the discretion of the individual teacher. The coaches must receive the sports eligibility sheets by the end of school on Thursday and the grades may not be changed on Friday.

Coaches are responsible for letting athletes, managers, statisticians and parents know about ineligible students no later than 8:00 p.m. Saturday before the week of ineligibility. If the coach cannot reach the parents by phone, then the coach will document the call and if possible will leave a voice message. Students are ineligible from Monday through Sunday of the following week. Students will not be ineligible if the coach has not attempted to call the parents.

Ineligible student/athletes may be present at practice, but they may only participate in half of the practice while the other half of practice is used for class work or to receive extra help from teachers.

Athletes, managers, and statisticians will not be allowed to attend home and away games during the week they are ineligible. The purpose of this rule is for the ineligible student to focus on improving their grades. If an ineligible student attends a game they will receive a one game suspension. If a student athlete is academically ineligible for three (consecutive or non-consecutive) weeks, they will be removed from the team.

BEHAVIOR: All school rules in the student handbook apply.

Continual behavior that is inappropriate or disruptive to the team will result in disciplinary action by the coach ranging from lack of playing time to removal from the team. A student may not use or be in possession of tobacco products, alcohol or illegal drugs at any time. This will result in immediate removal from the team.

INTERNET USAGE:

A student may not post pictures of themselves or teammates taken on school property or at school activities. Inappropriate activities may also be reprimanded. School property includes school buildings, buses and while representing our school at school activities.

EXCUSED ABSENCES FROM PRACTICE:

A student must submit a signed note from the parent stating the reason for the missed practice. This note must be given to the coach either before, or on the next day following the absences in order for it to be an excused absence.

UNEXCUSED ABSENCES FROM PRACTICE:

A student athlete, manager or statistician that has a detention or suspension will not be allowed at practices or games during that time period. Students who miss practice without a signed note from the parent stating the reason for the absence is one unexcused absence. ISS counts as 2 unexcused absences and an OSS counts as 3 unexcused absences. Four unexcused absences will result in removal from the team.

Excused and unexcused absences may result in practice and game playing time adjustments.

STUDENT ATTENDANCE

School Absences

Students that frequently attend school have a greater opportunity for educational growth and success. While some absences from school are legitimate and necessary, excessive absences from school for any reason will not be tolerated. Chapter 105, Article 26, of the Illinois School Code states, "Any child between the ages of 7 and 17 years shall attend a public or private school in the district where the child resides." If a student is found to be missing the equivalent of ten percent of the school days in a year, a letter will be mailed home to the parent(s) or guardian(s) indicating that too many absences have occurred. Failure to comply with the request within the first letter will result in a second notification. Further failure will result in a request from school administration to meet to develop an attendance contract between student, parent(s)/guardian(s), and school. If the chronic absences persist, the student will be referred to Project PASS of the Lake County Regional Office of Education.

Any student that arrives after 8:40 AM or leaves before 2:00 PM will be considered absent for half of the school day. Chapter 105, Article 18, of the Illinois School Code mandates that all students in grades 2 through 12, must attend a minimum of five clock hours (300 minutes) of instruction under the direct supervision of a certified teacher. Also, any student that misses three consecutive days of school due to illness will be required to present documentation from a doctor. Failure to do so will result in the absences being counted as unexcused. Excused absences or tardies are given to students who are late to or absent from school because of unavoidable emergencies or professional medical appointments.

School Tardies

In order to preserve the learning environment within each classroom, it is imperative that students arrive to school and are in class by 8:00 AM. Students who come late to class cause unnecessary interruptions and waste the time of their classmates and teachers, as well as their own time. The first bell at Big Hollow Middle School rings at 7:50 AM allowing students ten minutes to prepare for the day. The failure of students to be in class promptly at 8:00 AM will result in the issuing of a tardy from the office. Three tardies within one quarter will result in the student receiving a detention. If the student receives five tardies within one quarter a meeting may be requested between the student, parent(s)/guardian(s), and school administration to develop procedures to rectify the frequent tardiness.

Additional resources to help combat truancy and excessive tardiness are available at:

http://www.lake.k12.il.us/pass_gen/ParentResources.htm

http://www.lake.k12.il.us/pass_resources/StudentResources.htm

STUDENT BEHAVIOR CODE

It is the policy of the Board of Education to expect the teaching staff, the administration and staff to maintain student behavior which is respectful of all other students, adults and staff.

The students shall be governed by this code in the school building, on the school grounds, on field trips, at any school activity, at the bus stops and while on the school bus. At any time, students may be counseled by a teacher or administrator regarding inappropriate behavior.

Student Discipline Board of Education Policy 7:190

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana).
 - b. Any anabolic steroid not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instruction.
 - d. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - e. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. Using or possessing an electronic paging device, using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules.
6. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be turned off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, and /or rules and regulations governing student conduct.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
10. Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying hazing, or other comparable conduct.
11. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
12. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
13. Being involved with any "secret society", by:
 - Being a member;
 - Promising to join;
 - Pledging to become a member; or
 - Soliciting any other person to join, promise to join, or be pledged to become a member.
14. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
16. Engaging in any activity, on or off campus, that: (a) poses a threat or danger to the safety of other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a schools' student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

1. On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if: (a) the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, (b) the conduct may reasonably be considered to be an interference with school purposes or an educational function.

Disciplinary Measures

Disciplinary measures include:

1. Disciplinary conference.
2. Withholding of privileges.

3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time [period not to exceed 2 calendar years] provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
8. Notification of parent(s)/guardian(s).
9. Removal from classroom.
10. Alternative school day assignment for a period not to exceed 5 school days. The Building Principal or a designee shall ensure that the student is properly supervised.
11. Detention or Saturday school provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or a designee.
12. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent(s)/guardian(s) the choice.

A student who is subject to expulsion may be eligible for a transfer to an alternative school program.

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

Weapons

A student, who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, can be expelled for at least one calendar year, but no more than two calendar years. The School Board may modify the expulsion period, on a case-by-case basis. A "weapon" as defined by Section 921 of Title 18, United States Code firearm as defined in Section 1.1 of the firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code: (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe bottle lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm.

STUDENT BEHAVIOR CONSEQUENCES

A Step System of consequences is used with Big Hollow Middle School students. The Step System is not necessarily linear; steps may be skipped in order to deal with more serious offenses. (Ref. 105 ILCS 5/24-24 and 23 Ill. Admin. Code § 1.280)

The Step System is as follows:

- STEP ONE: Before school detention.
- STEP TWO: In-school Isolation.
- STEP THREE: Out-of-school suspension.
- EXPULSION: Requires formal action by the School Board in accordance with due process requirements.

These steps are explained as follows:

STEP 1 – BEFORE SCHOOL DETENTION

Students will receive a Step One disciplinary notice describing the nature of the infraction. The parents will be contacted by phone or e-mail to notify them of the detention and when it will be served. If further clarification of the situation is needed, parents are encouraged to contact the staff member who issued the Step One. A copy of the form will be kept in the office disciplinary file.

Upon receiving their first detention, students will have the following policy in place for the duration of 45 days, beginning at the date of the detention. After the conclusion of the 45 day period, the cycle will be cleared and students will begin as though they have no previous detentions.

Students that receive one through five detentions in a 45 day period will serve a before school detention. Students that are issued detentions six and seven must attend a three hour Saturday detention. Any student that receives between eight and ten detentions in this period will serve an In-School Isolation. Students that are issued eleven or more detentions in a forty-five day period will be issued an Out-of-School Suspension for every detention.

Detentions- Middle School Detentions are held from 7:15 AM to 7:55 AM on Tuesdays and Thursdays. Saturday detentions will be from 8:00 AM to 9:30 AM and also 9:30 AM to 11:00 AM. (Generally the 2nd and 4th Saturday of the month) Please note: the building doors for Saturday detentions will be closed and locked at 8:00 AM sharp; students will not be admitted after 8:00 AM. The student will be required to complete a written behavior reflection given by the supervising educator. The written assignment may ask the student to create a plan to prevent this infraction from happening again. The student will also spend time discussing steps that can be taken to deter him/her from engaging in the negative behavior again. Further, students will be required to complete homework that was provided or read a book. Failure to attend a before school detention will result in the issuing of a Saturday detention. Any student that serves a detention on the day of a school dance will be unable to attend the dance.

Middle School students and parents will be responsible for transportation to detention.

Step One will be issued for, but not limited to, the following misbehaviors:

1. Disrespect towards a staff member.
2. Verbally harassing, provoking, or threatening another student.
3. Pushing, shoving, hitting, play-fighting.
4. Using profanity, vulgarity, obscenity.

5. Forging or misusing any document or note.
6. Repeated bus misbehavior; misbehaviors at lunch or recess.
7. Accumulation of unexcused tardies.

STEP 2 - IN-SCHOOL ISOLATION (Ref. 105 ILCS 5/10-22.6)

An In-school Isolation consists of a school day spent by the student in the office. The student is responsible for all classroom assignments and will be required to complete a written assignment, which asks the student to create a plan to prevent the respective infraction from happening again. This day will be considered a day of attendance. Any student that receives an in-school isolation during the week of a dance will be unable to attend the dance.

A phone or “in person” conference will be held with the parent to discuss the infraction and outline prevention strategies. A report of this conference will be indicated on the Step Two form. A copy of the form will be given to the parents and one copy will be kept in the office disciplinary file.

Step Two will be issued for, but not limited to, the following:

1. Involved in fighting – regardless of who “started” the fight.
2. Severe verbal harassment, provocation, or threatening behavior directed towards any employee of the Big Hollow School District.
3. Behavior deemed detrimental to the health, welfare and education of the student, staff and/or school environment.

STEP Three - OUT-OF-SCHOOL SUSPENSION (Ref. 105 ILCS 5/10-22.6)

Step 3 does not have to be preceded by any other disciplinary action. During an out-of-school suspension, the student is not permitted on or near school grounds for the duration of the suspension. Any student that receives an out-of-school suspension during the week of a dance will be unable to attend the dance.

A Step Three will be issued for, but not limited to, the following:

1. Three Step Two notices in a semester.
2. Committing an act of gross disobedience or misconduct, this could make the student’s presence a continuing danger to persons, property, and/or academic programs on the school bus or the school grounds.
3. Vandalizing school property or the property of individuals at school.

School work will be furnished upon the student’s return. The number of days suspended is the number of days to make up work.

After one out-of-school suspension (for accumulated detentions and in-school suspensions only) the student and parent(s) may be required to meet with the team of teachers and the principal.

EXPULSION (Ref. 105 ILCS 5/10-22.6)

This action does not have to be preceded by previous disciplinary actions.

A conference will be held with the parent, student and administrator to discuss the incident. Notification will be sent to the parent informing them of the time and date for their appearance before the School Board.

An expulsion requires formal action by the School Board in accordance with due process requirements.

Students will be considered for expulsion for, but not limited to, the following reasons:

1. Threatening or actual physical harm to students or staff members.
2. Flagrant damage or destruction of school district property.
3. Possession, usage or trafficking of drugs, alcohol, or tobacco.
4. Possession or use of a weapon.

DISCIPLINE FOR STUDENTS WITH AN I.E.P. (Ref. 105 ILCS 5/14-8.05)

All students who are serviced with an Individual Education Plan (IEP) will be disciplined consistent with the Big Hollow Middle School Code of Conduct and their IEP. However, no child shall be punished for a behavior which is related to his/her disability without a Manifestation Determination meeting. At the Manifestation Determination meeting, a decision will be made to determine the most appropriate course of action with regard to the infraction of the Code of Conduct.

STUDENT RIGHTS AND RESPONSIBILITIES

EXPRESSIONS OF CONCERN – Students have both the right and responsibility to express school-related concerns and grievances to staff members or principal. These concerns must be expressed in a manner which is not slanderous, obscene, likely to disrupt class work, or causes substantial disorder to the learning environment of the school. Expression of these concerns may be made in writing or in person to a staff member or the principal.

DUE PROCESS – Prior to a suspension from school, a student has the right to conference with the principal. During this conference the student will be informed of the complaint against him/her and given an opportunity to respond.

If a student receives an out-of-school suspension, the parents or legal guardians have the right to appeal the suspension to the Superintendent and School Board.

VACATIONS

Per the Illinois School code, removing a child from school for the purpose of taking a family vacation is not a “valid cause” for absence. Therefore, teachers will not be responsible for preparing assignments prior to the vacation, and all make-up work must be completed within five (5) school days of the student’s return.

Big Hollow Middle School
Anti-Bullying Pledge – Students & Parents/Guardians
2011 – 2012

We, the students and parents of Big Hollow Middle School, agree to join together to prevent bullying at our school.

We believe that everyone should enjoy our school equally, and feel safe, secure and accepted regardless of the differences that exist amongst us.

Bullying causes pain and stress to victims and is never justifiable as “kids just being kids”, “just teasing”, or any other rationalization. The victim is never responsible for being a target of bullying.

Student Pledge

By signing this pledge, I agree to:

1. Value student differences and treat others with respect.
2. Not be a bully or ignore any bullying I witness.
3. Report honestly and immediately all incidents of bullying to an adult.
4. Support students who have been or are subjected to bullying.
5. Talk to teachers or adults about concerns regarding bullying.
6. Work with other students and staff to help combat school bullying.
7. Promote a positive school centered on acceptance of differences.

I will work to the best of my ability to uphold the pledge that I have accepted.

Print Name (Student) _____ Date: _____

Signed Name (Student) _____

Parent/Guardian Pledge

By signing this pledge, (I/We), agree to:

1. Work to encourage positive student behavior that accepts and values the differences amongst students.
2. Form a partnership with the school to oppose bullying.
3. Alter school faculty if any instances of bullying may have occurred.

I will work to the best of my ability to uphold the pledge that I have accepted.

Printed Name (Parent/Guardian) _____ Date: _____

Signed Name (Parent/Guardian) _____

DISCLAIMER

The school rules and regulations published in this handbook are subject to change to ensure continued compliance with federal and state laws or school district policies and are subject to review and alteration as becomes necessary for the routine operation of the school.

MIDDLE SCHOOL

Our signatures affixed to this page, indicates that we have read the Middle School Student Handbook and that we understand and will abide by its contents.

Parent/Guardian Signature

Date

Student Signature

Date

Grade

Homeroom Teacher