

STUDENT HANDBOOK

MESSAGE FROM THE PRINCIPALS

MISSION

The Mission of Community Unit School District 95 and Middle School North is to inspire all students to be passionate, continuous learners and to prepare them with the skills to achieve their goals and flourish as responsible, caring citizens in a global community.

CORE VALUES

We believe that:

- All individuals have value.
- People are responsible and accountable for their actions.
- The uniqueness of people strengthens and enriches a community.
- Family relationships are extremely powerful elements in a person's life.
- Successful relationships are built upon mutual honesty, respect, and trust.
- Enthusiasm and high expectations are contagious and yield higher achievement.
- Successful communities are the result of people working in partnership toward common goals.
- The desire to learn and change empowers individuals to thrive.
- All people can learn and they do so at different rates and in different ways.

On behalf of the staff, we welcome you to Middle School North. We sincerely believe that we have created a student-centered environment dedicated to learning. It is our expectation that each student will be challenged to achieve high standards of learning in our school. We also want our students to feel they are an integral part of our community and that their years at North will be filled with success and happiness.

To this end, it is essential that all students read and become familiar with the information contained in this agenda, to clearly understand and adhere to the expectations and procedures at Middle School North. Your teachers will expect that you utilize this agenda daily. Remember that your success will be directly related to your efforts. Plan to be successful and you will be successful.

Best wishes to all of our students. Let's have a great year!



GUIDANCE SERVICES

MSN has counseling services to assist in meeting the academic, social and emotional needs of each individual student. Our counselor works with grade level teams and meets with core teachers on a regular basis to discuss student concerns. Additional services provided by our guidance counselor include:

Individual Counseling – Individual counseling is provided for students who would benefit from one-on-one assistance with life issues. Individual counseling focuses on establishing a rapport with the individual and providing empathy and support in a confidential setting.

Group Counseling – Group counseling sessions are available for students who share similar life challenges, such as interacting positively with peers, making friends, adjusting to changes in family life (birth of a sibling, divorce, death) and having a positive self-image. Group sessions promote an understanding that others share similar experiences and that the child is not alone.

Peer/Student-Teacher Mediation – Our counselor can assist students who are having difficulties with peer relationships and/or interactions with teachers.

Intervention – The counselor is part of the Pupil Services Team which meets to discuss students that teachers express concerns about and to brainstorm strategies to assist both the teacher and the student. Intervention plans are developed with the assistance of classroom teachers, the counselor, social worker and the school psychologist.

ATTENDANCE

It is essential for children to attend school regularly in order to obtain maximum benefit from public school instruction. It is the responsibility of the parents or guardians to see that their child attends school regularly. School starts at Middle School North at 7:30 am. Students should arrive at school no earlier than 7:00 am and should report to the designated supervised area in the cafeteria. Students are dismissed from Middle School North at 2:20 pm.

If, for any reason, a child must be absent from school, parents should call the school attendance number, 719-3663, before 9:00 am the day the child is absent. If the parent has not called the school by 9:00 am, the school will call to verify the absence. Students who have an excused absence, as defined by the district, have two calendar days to make up homework and tests for every school day of excused absence.

Efforts should be made to avoid absences for vacation purposes and other elective/non illness related absences. Experience has shown that it is difficult for teachers to accurately predict homework or for students to properly complete homework on vacation.

Excused absences

An excused absence may be due to illness, death in the family or a religious holiday. The child will receive credit for work that is made-up. After being absent for two days, parents may call the school and request homework assignments for their child. To insure the homework assignments are prepared by the end of the day, (3:00 pm.), the parent needs to call before 10:00 am.

Unexcused absence

An unauthorized absence from school is defined as one without cause, such as truancy. If a student cuts a class or has an unauthorized absence, the student will make up all work that was missed. Students will be required to make up any missed tests/quizzes or report/project. Credit will be given at the discretion of the teacher.

Planned absence

Should a parent decide that a situation or opportunity has arisen which requires the child to be removed from school for several days, the following procedure should be followed:

- The parent should notify the office by written note of the family's plan at least one week in advance. The office will provide the student with a form to take to each teacher.
- The teacher will have the option to provide assignments and general topics that will be addressed in class during the anticipated absence. Any assignments given prior to the absence are due the day the child returns to school.
- Assignments and tests not issued to the student before he/she left will need to be made up upon returning to school.
- The student has two calendar days to make up any homework or tests missed for every day of excused absence.

It is the student's responsibility to see her or his teacher in order to make up all exams, have missed instruction explained, or complete missed work.

Tardy

Students are expected to be in their 1st period class ready for instruction by 7:30. If a student arrives at school too late to report to her or his first period class on time, he/she should report to the main office for an admit slip. The Assistant Principal will keep track of unexcused tardies. Tardies are always considered unexcused when a student is late to school due to oversleeping, missing the bus, or any excuse other than for medical reasons or family emergency.

On the fourth unexcused tardy in the same quarter, the student will receive a detention. The student will also receive a detention for each additional tardy to school for the remainder of that quarter. Students will receive a "clean slate" at the beginning of every quarter.

Early Dismissal

During the school day students are not allowed to leave the school or the school grounds without permission. If a student needs to leave early, a note should be brought to the office and an early dismissal pass will be issued. The parent is asked to come to the office and sign the child out of school.

HEALTH SERVICES

Nurse

A full-time nurse will be available daily. Students who become ill should secure a pass from the teacher to the nurse's office. The nurse will decide what action is needed. Students may not leave the building without authorization.

If a student becomes ill while at school or has a serious accident, parents will be notified immediately. Please be sure that your child's emergency information is updated with accurate phone numbers and emergency contacts.

Medication

Students may not bring medication to school; however, students may carry asthma inhalers, insulin, and Epi-pens if directed by their physician. No medication will be dispensed without a medication release form properly filled out by a parent/guardian and signed by the student's physician.

All other medications will be stored in the nurse's office and students assume responsibility for coming to the office for medication.

All contagious diseases must be reported to the nurse as soon as diagnosed.

ACADEMIC INFORMATION

Grading Scale

The following grading scale will be used for all homework, projects, quizzes, and tests:

100-99 = A+	79.99-78 = C+
98.99-92 = A	77.99-72 = C
91.99-90 = A-	71.99-70 = C-
89.99-88 = B+	69.99-68 = D+
87.99-82 = B	67.99-62 = D
81.99-80 = B-	61.99-60 = D-
	Below 60% = F
3.00 – 3.66 = Honor Roll	
3.67 and Above = High Honor Roll	

Course Syllabus

At the beginning of the school year, students can access a course syllabus listing homework guidelines, as well as curriculum topics and each class grading criteria on each teacher's website. Additionally, curriculum outlines are available on our District website for parent and student inspection. All students will be required to take the core courses listed below.

Core Courses

Mathematics
Literature
Language Arts
Science
Social Studies
Physical Education/Health

Homework Guidelines

Homework is an integral part of continuing and supporting the learning process for Middle School North students. Students are encouraged to complete their homework independently. Periodically, there will be long term assignments or projects which students will work on over a number of days or weeks.

Library Media Center

Library hours are 7:20 a.m. to 3:10 p.m. Monday through Thursday, and 7:20 a.m. to 2:30 p.m. on Friday.

The Library Media Center serves as a resource center for classroom instruction and provides a wide range of materials for individual interests. Books are on loan for a period of two weeks and may be renewed as needed. Students are expected to return materials on time. Overdue charges are assessed at the rate of 5 cents per item per school day; a student who has overdue books and/or fines forfeits checkout privileges until his or her record is cleared. Students are expected to pay the replacement cost for damaged or lost materials. Use of the library and the library computer lab is a privilege; students who come to the library are expected to adhere to the student code of conduct. Food, drinks, gum, and electronic devices are not allowed in the library.

School Store in the Library

School supplies such as flash drives, pencils and lead, pens, note cards, paper, folders, rulers, erasers, and markers are available for purchase in the library throughout the school day.

Lunch

Lunch is served to students in three separate grade-level lunch periods. Students may bring lunch or purchase food from the cafeteria. Students also have the option of prepaying for lunches by purchasing a lunch ticket in the office.

Assigned Seating. Students may choose the table at which to sit during lunch. There is, however, a 10-person limit to the tables, which can be adjusted at the discretion of a lunch supervisor. Students' selected tables become their assigned lunch seat.

Cleanliness and Recycling. Students are responsible for properly disposing of their garbage and for keeping their lunch area clean. Throwing food or objects in the Cafetorium is strictly prohibited, and students violating this rule are subject to a three-hour detention.

Students are also asked to support the school's recycling efforts by emptying plastic bottles and/or cans into the recycling sink and the placing the containers in the recycling collectors.

Tablewashers. Student volunteers assist the custodial staff by wiping down the tables at the end of each lunch period. Tablewashers are given a VIP Pass, which gives them free admission to all MSN sponsored activities, and they are treated to occasional free pizza lunches.

CHARACTER ED / DISCIPLINE

In keeping with a middle school philosophy, it is the goal of MSN to attend to students' social-emotional development as well as their intellectual development.

Character Recognition

MSN recognizes and celebrates students' positive behaviors in a variety of ways. *Howl-outs* are a building wide program to

honor students who are "caught doing something good." *Student-of-the-Month* recognizes students who display positive character and a commitment to academic excellence. *High Honor Roll* and *Honor Roll* recognize students for their excellent academic performance. There are also grade level programs that recognize students for their hard work, team work, improvement, citizenship, etc.

Academic Honesty

It is the expectation of the faculty and administration of Middle School North that students will turn in original work. Students must show their own work on tests and quizzes, and they must refrain from using others' work or providing others with their work. If a student should turn in an assignment that is deemed to have been plagiarized, in whole or in part, the student may receive a reduced grade or credit on that assignment. Students violating these terms may receive academic and behavioral consequences.

School Documents. From time to time students are sent home with official documents (progress reports, grade reports, detention notification forms, information for parents, etc.). It is expected that students deliver the documents to parents/guardians and, when required, return the documents signed by the parent/guardian. Any instance in which the student knowingly withholds documents from parents or attempts to mislead the school about parent communications (for example, forging a parent/guardian's signature) will be subject to discipline.

Bullying/Harassment

It is our expectation and hope that MSN is a safe and welcome environment for all students, and District 95 maintains a strong policy addressing Bullying. We realize that rules and consequences cannot prevent all instances of negative behavior, and we believe that the MSN student body has all

of the essential power to minimize bullying and harassing behavior. Toward that end, we suggest the following action steps for any student who either experiences or witnesses instances of bullying or harassment.

- Clearly communicate to the offending student that you do not approve of the behavior and that you want him/her to stop.
- If the behavior continues, remind the student that you already requested that he/she stop, and then restate your request. Inform the student that if she/he cannot stop on her/his own, you will have to ask for some assistance by informing a teacher or the Principal/Assistant Principal.
- If the behavior continues, inform an adult. This may be the most difficult step, but it is absolutely necessary. Remember, you may not only be helping yourself, you may be helping other people by reporting inappropriate, unkind behavior.

Cell Phones / Electronic Devices

Cell Phones. Students are permitted, by law, to bring cell phones to school. However, cell phones must be kept off and out of sight during the school day. If a ringing phone inadvertently disrupts a class or school activity it will be confiscated and may be picked up by the student at the end of the day. If a student is caught using a cell phone during the school day without authorization, the phone will be confiscated and will only be returned to the student's parent.

Electronic Devices. Students are highly discouraged from bringing other electronic devices to school, which include but are not limited to portable video games, MP3 players, etc., Unless authorized by a faculty member, students may not use any such device during the school day or at school related events.

Detentions

One of the most commonly used forms of disciplinary interventions, detentions are issued to students for a variety of reasons and with different purposes. It is the school's goal to address students' academics and behavior prior to the issuance of a detention. However, in some instances where an established rule or policy is violated, one of several types of detentions may be issued.

Academic Detentions may be issued to a student for reasons related to his or her performance in class, such as missing or late work. The goal of the detention is to provide structure time and access to a teacher to assist the student with her or his work. An academic detention may be served during lunch or after school.

Behavioral Detentions may be issued to a student for violating a school rule or policy. The detention may be issued by and/or served with a teacher or the assistant principal. A behavioral detention may be served during lunch (minor infractions) or after school (more significant). At the discretion of the supervising teacher, students serving a behavioral detention may be restricted from engaging in any academic or leisure activity.

2-4 Hour Detentions may be issued in situations when the behavioral infraction is more severe or unacceptably persistent. This detention is served after school under the supervision of a faculty member.

In order to discourage students from repeated or persistent violations, the school maintains a **detention limit**. On a student's third behavioral detention in the same quarter, she or he will be issued a 3-hour detention. The student then will be granted allowance for two subsequent behavioral detentions before a 4-hour detention is issued. Behavioral detentions issued for lunch (for more minor infractions)

will have a limit of five. On a student's sixth lunch detention, she or he will be issued a 3-hour detention.

Dress Guidelines

It is our goal to create an environment at Middle School North that is conducive to learning, and we believe that proper and modest student attire is an important part of maintaining an academically focused atmosphere. The District's Code of Conduct (included in this handbook) provides specific guidelines for appropriate student attire. Students deemed to be dressed inappropriately will be handled as follows:

- For minor dress code violations, students will be required to make the necessary change to his/her outfit in order to be in compliance. If a student does not have a suitable alternative, it may be necessary to call home. A warning will be issued.
- For major dress code violations, or for repeated violations, students may be subjected to discipline and a conference with parents may be necessary.

Eighth Grade End-of-Year Activities

Eighth grade students must be in good academic and behavioral standing at MSN to attend end-of-year activities. Students failing two or more core academic classes during the second semester are in jeopardy of losing this privilege.

Students who receive disciplinary action for behavioral infractions including, but not limited to, in-school suspensions, out-of-school suspensions, and multiple detentions during the second semester will be in jeopardy of losing the privilege to attend the end-of-the-year activities. Additionally, fees and fines must be paid prior to student attendance at end-of-the-year activities.

FINE AND APPLIED ARTS

The Fine and Applied Arts department consists of Applied Technology, Art, Computers, Drama, Family and Consumer Science, and Music. All sixth and seventh grade students at Middle School North receive a six week rotation in the Fine and Applied Arts each year. In 8th grade, students choose three electives on a twelve week rotation to further explore areas of interest.

Orchestra

The Middle School Orchestra Program consists of two string orchestras, the Chamber Orchestra (grades 7 and 8) and the Intermezzo Orchestra (grade 6). The students are involved in daily rehearsals, weekly small group lessons, and occasional after school rehearsals. The orchestras perform a minimum of three concerts during the school year. Orchestra students will have the opportunity to audition for the Lake Zurich Strolling Strings and /or the IMEA District Honors Orchestra. Other Orchestra activities may include Solo and Ensemble Contest, Organizational Contest, an elementary school tour, and possible field trips. The students perform a variety of string orchestra repertoire, and occasionally add wind and percussion students to perform selected full orchestra works.

Band

The Middle School Band Program consists of three ensembles: the Jazz Band, the 7th & 8th grade Symphonic Band and the 6th grade Cadet Band. Jazz Band is available to the more advanced students and is an after school activity (one rehearsal per week). Cadet Band and Symphonic Band members are involved in daily full band rehearsals, weekly small group lessons, and occasional after school rehearsals and sectionals. All bands perform three concerts during the school year. Band

students participate in the IGSMA Solo and Ensemble and Organizational Contests and have the opportunity to audition for the IMEA District Honors Band. Each group will also participate in occasional off-campus performances.

Choir

Vocal music offers an opportunity for personal growth and enrichment through the study of the human voice. The program is structured to instill positive attitudes and a commitment to excellence. Individual musical growth is the basis for the growth of the entire group. The middle school vocal music program consists of two choruses: the 7th & 8th grade Chorus and the 6th grade Chorus. Chorus members may also participate in IMEA Solo and Ensemble Contest. The students are involved in daily rehearsals and after school rehearsals as needed. All choruses perform a minimum of three concerts during the school year and participate in several field trips. During rehearsals students will sing a variety of music, both traditional and popular, and improve their skills in reading music and vocal techniques.

Theater

All the World's a Stage! There are many opportunities for MSN students to become involved in our after school theatre program. The Theatre Department offers a Fall Play and a Spring Musical. Students must audition to participate in either production. We also offer a Speech and Drama Club, which meets Fall Quarter and competes in areas of monologues, duets, and improvisation. If you enjoy the behind the scenes action, then Stage Crew is for you. Training in sets, lights, costumes, props, sound and running a show.

SPORTS, CLUBS, INTRAMURALS

Lake Zurich Middle Schools seek to expand educational and social opportunities for students through a diverse extra curricular program. The program includes the areas of intramural sports, interscholastic competition, and fine arts performing groups, clubs and activities. The extracurricular program is intended to be comprehensive and is partially determined by student interest. The main goals are to maximize opportunities for student participation and foster positive student self-concept.

Clubs and Activities

Lake Zurich Middle School North provides a variety of after school clubs and activities. Their common goal is to provide an avenue for students to explore different areas of interest and to develop the essential skills related to each activity. There may also be a fee associated with these activities. The types of clubs available at Middle School North may include:

- Adventure Club
- Broadcasting Club
- Garden Club
- Newspaper
- Recycling Club
- Speech and Drama Club
- Yearbook

Intramural Sports

Lake Zurich Middle Schools recognize the student body's desire to be involved in sporting activities. To meet this need, an intramural program is available to students. The goals of the program are to maximize student participation, build team unity, develop skills and promote cooperation, fair play, friendly competition, and the building of friendship. Cost for participation is

dependent upon the activity and the type of equipment or related fees.

IM Volleyball - Fall
IM Basketball – Spring
IM Kickball - Spring

Interscholastic Competition

Lake Zurich Middle Schools are members of the Suburban Middle School Conference and the Illinois Elementary School Association (IESA). It is the philosophy of the Suburban Middle School Conference to provide students with maximum opportunities to participate in a variety of extracurricular activities with schools that share common middle school beliefs. Other members of the Suburban Middle School Conference include Barrington Station, Barrington Prairie, Fox River Grove, Grayslake, Hawthorn North, Hawthorn South, Lake Zurich South, and Wauconda Middle School, and Matthews Middle School.

Some sports have a no-cut policy including cross-country, wrestling and track and field. The sports that have tryouts, and therefore, a cut policy, include: basketball, volleyball, soccer, cheerleading, and softball. The goals of all sports are to promote participation, skill development, team building, healthy competition, and good sportsmanship. In order for a student to participate on an interscholastic team, he or she must remain academically eligible during the season. Eligibility guidelines will be shared with team members prior to the start of the season by the coach of the team and are also available on the school website located under Athletics. The following are available during the year:

Fall Season:

Cross-Country
Girls' Basketball
Boys' Soccer
Pom Poms

Early Winter Season:

Boys' Basketball
Cheerleading

Late Winter Season:

Wrestling
Girls' Volleyball
Boys' Volleyball
Scholastic Bowl

Spring Season:

Boys' Track
Girls' Track
Girls' Softball
Girls' Soccer

Sports Physicals

In order for students to try out and participate in extracurricular sports, they must have a current Sports Physical Form on file with the office. To be current, Sports Physical must have been completed and signed by a physician within one year of the date of the activity.

"Academic" Eligibility

In order for students to participate in extracurricular activities, they must remain in good academic standing for the duration of the activity in which they are participating.

- A grade of C- or above must be maintained in all subject areas.
- **If a student's cumulative to-date grade is a D+, D, or D- in any subject area**, he/she will be on restricted ineligibility for the week and cannot participate in meetings or practices until 3:15.
- **If a student's cumulative to-date grade is an F in any subject area**, he/she is ineligible for the week and is placed on an inactive roster for all practices, rehearsals, games, & meets.

The complete Athletic Eligibility Policy can be found at the school's website.