

# Tremont Middle School



Home of the Turks

## Important Dates 2014 – 2015

### SIP Days – School Improvement Dates: 8:00 – 11:30 (No Lunch Served)

Friday, October 10  
Wednesday, November 26  
Friday, December 19  
Friday, February 13

### Grading Periods and Mid-Terms

Friday, September 19	Mid-term	
Friday, October 17	End of 1 <sup>st</sup> Nine Weeks	
Thursday, October 23	Report cards distributed	
Wednesday, November 21	Mid-term	
Tuesday, December 19	End of 2 <sup>nd</sup> Nine Weeks	
Friday, January 9	Report cards distributed	
Friday, February 6	Mid-term	
Friday, March 6	End of 3 <sup>rd</sup> Nine Weeks	
Friday, March 12	Report cards distributed	
Friday, April 17	Mid-term	
Wednesday, May 21	End of 4 <sup>th</sup> Nine Weeks	} Dates tentative depending on use of Snow Days

### No School Day & Holidays

Monday, September 1	Labor Day	
Monday, October 13	Columbus Day	
Friday, October 24	No School...Parent-Teacher Conferences	
Thursday, November 27	Thanksgiving	
Friday, November 28	No School	
December 22 – Jan. 2nd	Christmas Break	
Monday, January 19	Martin Luther King	
Monday, February 16	President's Day	
March 13	No School...Teacher Workshop	
March 30 – April 6	Spring Break	
Thursday, May 22	No School...Teacher Workshop	

End of Year dates tentative depending  
on use of Snow Days

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**Tremont Community Unit School  
District #702  
Philosophy of Education**

Education is a life-long process, which requires that each person continuously strive to reach the maximum of his or her capabilities. The school system is responsible for providing each student the opportunity to develop the essential skills important for success in later life. The primary goal of the Tremont Schools is student achievement, which is defined as the maximum development of the whole child, intellectually, socially, physically, and emotionally. The district intends to reach this goal through a process that involves students in learning situations under the guidance and direction of their teachers and administrators.

**Tremont Community Unit School  
District #702  
Board of Education**

Dr. Volkan Sumer, President  
Mr. Steve Runyon, Vice-President  
Mrs. Renee Kaiser, Secretary  
Mr. Tom Brewer  
Mr. William Hopkins  
Mr. Todd Kilgus  
Mr. Kevin Ulrich

**Check out our web address:**  
[www.tremont702.net/middleschool](http://www.tremont702.net/middleschool)

**Tremont Middle School**  
The Mission of Tremont Middle School is to provide a positive environment incorporating meaningful and challenging activities designed to instill a desire for life long learning.

**Exit Goals**

**We will know that Tremont Schools are meaningful places to be when our students...**

- Demonstrate effective oral and written communication skills.
- Use critical thinking to solve problems, make judgments and integrate learning.
- Develop self-esteem by becoming motivated to achieve their individual potential.
- Demonstrate proficiency in the basic skills by applying them to real life situations.
- Are responsible and involved citizens with high ethical standards.
- Are self-directed achievers who have learned how to learn.
- Use technology to solve problems and achieve goals.
- Appreciate the world and its diverse cultures
- Understand the importance of good physical and mental health.
- Demonstrate the ability to work cooperatively with others.

**General Operational Procedures**

**Grades 5 – 8 Bell Schedule**

There are two morning bells before school to help ensure that students are aware of the time.

7:55 am – 1<sup>st</sup> Bell  
8:00 am – Tardy Bell

**Students Arriving Late**

Any student arriving late to school must check into the office and obtain an admit pass to class.

**Leaving Campus**

**Absolutely no one is to leave campus without permission after 7:40 am.**

Students must “sign out” in the office before leaving the campus.

### Lunch Times

5<sup>th</sup>/6<sup>th</sup> Grades: 11:40-12:10

7<sup>th</sup>/ 8<sup>th</sup> Grades: 12:00-12:30

Specific lunch guidelines will be explained to each group. General guidelines include:

- Student privileges will be based on the cooperation extended by students during lunch.
- Food is not to be taken out of the cafeteria unless by principal's discretion.
- The administration will restrict access to parts of the building during lunch.
- Students will be expected to demonstrate respect for cafeteria workers at all times.

### Lunch Payment

1. Hot lunch tray price is \$2.50 which includes an entrée, two sides, and milk
2. Ala carte prices range from \$ .40 – \$ 1.75
3. Place money into envelope (not provided) with name, grade, and the amount. Place into Middle school office money box before 10:15 am.
4. If student lunch accounts are negative \$10.00 or more, students are only allowed a hot lunch tray. Students are not allowed to purchase ala carte until balance is paid in full.
5. Parents/guardians have access to Parent Portal to check daily balances on lunch account. Stop by office if you need an account set up.
6. If you have any questions, please contact the Food Service Director at 925-2051 extension 212 from 7:00 – 1:30.

### Fees and Insurance

Students should pay their book rental fee at the time of registration. Students

may also be charged fees for consumable or rental supplies used in some classes such as physical education and technology.

Accident insurance is required for all students participating in sports unless parents submit proof of adequate coverage. Consent and Release Forms are available in the office and should be filled out during registration. Insurance may be purchased during registration.

### Lockers

All lockers made available for student use on school premises, whether in the hallway, classroom, or locker room, are the property of the school district.

**Keep your locker locked at all times and do not use any locker other than the one assigned to you. Do not share your combination with anyone. Never leave articles of value or money in your locker. Please remember that the school is not responsible for any article stored in your locker, including your books.**

Your locker is school property and is not to be abused in any way. Periodic locker checks may be made during the school year. You will be responsible for any negligence or damage to your locker.

**The school retains the right to inspect the locker and its contents** to ensure that the locker is being used in accordance with its intended purpose and to eliminate fire and health hazards, maintain sanitary conditions, and attempt to locate lost or stolen materials.

### **MESSAGES**

Please make every effort to arrange appointments, rides, and other family scheduling issues in advance. The school cannot guarantee that messages of this nature will be delivered to your child.

### **Visitors**

Student visitors are not allowed on campus unless pre-arranged with the principal or dean. Parents wishing to visit the school, have a conference with a teacher, or meet with the principal are requested to make an appointment in advance.

***All visitors, including parents, are required to sign-in at the office.***

### **Medical / Parental P.E. Excuse**

If a student needs to be excused from P.E. activity because of illness or injury you must present a request signed by your doctor stating how long the student is to avoid activity. Parents may request up to two days exemption from P.E. as a result of recent illness.

### **Bicycles**

Students who ride bicycles are responsible for riding in a safe manner and for locking their bicycles at the rack during school. The school is not responsible for stolen or damaged bicycles.

### **Internet Use**

Tremont Middle School students will be able to access the internet from the classroom, library, or computer lab.

- A parent signed acceptable use agreement must be on file. Any Internet use that is deemed inappropriate or illegal will be subject to administrative action.

### **Withdrawal Procedures**

If a student is withdrawing from school for any reason, he or she should contact the counselor or principal's secretary as soon as possible prior to the withdrawal date.

### **Emergency Drills**

Emergency fire, bus evacuation, lockdown, and tornado drills are routinely practiced at Tremont Middle

School. Fire drills will be signaled via the fire alarm and disaster drills will be signaled over the P.A. Each classroom teacher will have specific instructions posted.

### **Health Services**

If a student becomes ill at school, has an accident, or experiences some other emergency, the office should be contacted immediately. The school nurse, secretary, or administrator will assess the injury or illness and make the necessary arrangements with parents.

Under no circumstances are students to leave school without the proper permission from office personnel.

Parents are asked to give emergency information when registering in the office. Names of other adults who may be contacted in the case of emergency should be included.

### **Treatment / Transportation**

The school is not responsible for the cost of transportation to the hospital or the costs of treatment at the hospital should that be necessary. Students will be transported with permission of parents or in a serious or life-threatening situation.

### **Halls**

- No loitering during class time will be permitted. Passes from a teacher must be visible.
- High School students are not allowed to use the Middle School hallway or Middle School restrooms.

## Attendance

Regular school attendance has many positive effects. Educational research has indicated that attendance is one of the most important variables that lead to good achievement. Additionally, we feel good attendance teaches your people commitment, responsibility, and maturity.

Good attendance has obvious carryover into the work force where employers have, for years, struggled with poor attendance from its workers.

Finally, high attendance figures benefit the citizens of Tremont as it ensures that we will receive our maximum per pupil revenues from the State of Illinois. We ask that parents help us by insuring their son or daughter only be absent for the most serious of reasons.

### Tardies

Punctuality is the foundation for success. A student is considered tardy when he or she violates the classroom tardy guidelines as explained by each teacher. Each teacher will keep track of the dates and the number of tardy incidents per class. They will turn in the violations to the office and the following guidelines apply in each class on a grading period basis:

3 Tardies: 1 lunch detention  
6 Tardies: 2 lunch detentions  
8 or More: In-School Suspension

Occasionally students will be detained in the office and a determination of whether a student is tardy or not will be made by the principal. Lateness due to motor vehicle problems will be accepted one time per year.

## REPORTING ABSENCES

**All student absences must be reported by 9:00 am. If the school does not receive a call by 9:00 am the**

**student will be considered unexcused. (The school phone number is 925-3823, ext. 208)**

### Types of Absences

The following guidelines have been established in an attempt to accomplish our educational objectives, address the attendance mandates of the Illinois School Code, and meet the needs of our students and families:

1. **EXCUSED ABSENCES** - The following are considered excused absences:
  - Personal illness
  - Death or illness in immediate family
  - School related activities
  - Medical/Dental appointment
2. **UNEXCUSED ABSENCES**— The following are considered Unexcused absences:
  - Car trouble
  - Missing the bus
  - Truancy
  - Out of School suspension
  - Working on school work at home
  - Oversleeping

### Dental and Doctor Appointments

It is recommended that to verify a dental or doctor appointment, students should bring in the appointment card or some other means of verification to the office.

### Limited Excused Absences

A special group of absences may be approved by the administration in advance:

Examples include: family vacations, death of a family friend or non-immediate family relative, or family business.

When parents make the decision to utilize a limited excused absence, they do so with the understanding of the following:

- Homework will not generally be available in advance.
- Classroom instruction, projects, simulations, labs, group work, presentations, technology utilization, etc. cannot be replicated.
- Students may be issued alternative assignments that are assessed accordingly. These assignments and assessments may be different from the rest of the class.
- These procedures are not meant to be a punishment. They simply reflect the changing nature of educational practice today and clarify the expectations of the classroom teacher when dealing with a limited excused absence.

#### **Accumulated Limits for Excused Absences**

Limits for excused absences are as follows:

- Fifteen excused absences in a semester or twenty in a school year could result in retention. Serious medical problems excluded.

#### **Accumulated Limits for Unexcused Absences**

Limits for unexcused absences are as follows:

- Four consecutive unexcused school days or seven accumulated unexcused school days will result in suspension or recommendation for expulsion.

#### **TRUANCY**

A letter will be sent home when the number of student absences is affecting school performance. This letter would let the student and family know that the student may be declared **truant** and would be referred to the Regional Office of Education if absences continue.

The Administration reserves the right to determine if the reasons for absences warrant involving the Regional Office of Education.

#### **Making Up Homework After an Absence**

- **Students have sole responsibility** to obtain all make-up work when a class is missed (for any reason, including school sponsored activities) and turn in work to the teacher in the specified period of time.
- **Students have two (2) days for each day of excused absence and one (1) day for each limited excused absence** in which to complete make-up work and return to the teacher. The school is under no obligation to offer make-up work for unexcused absences.
- **Make-up work must be turned in before a student receives a grade or credit for the class.** The student will receive an incomplete (I) on the report card until all work is completed. Any work not turned in within the time limit established may be given a zero.
- **Alternative assignments, modified assignments, or extended deadlines may be determined at the discretion** of the teacher in the event of a long term illness or excused/unexcused absence.

#### **Procedures When returning to school from Absenteeism**

Any student who has not had their absence verified and is unexcused must check in to the office when they return to school. The student must also submit a note to the office from his/her parent.

**General Academic Information**

**GRADES**

Report cards are sent home with students every nine weeks and mid-terms will be mailed every 4 ½ weeks to parents of students who are earning a D or F in a class.

With the Parent Portal in place, parents can access grades using the Parent Portal. Parents may enter the Parent Portal after completing a form which can be picked up in the Middle School office. Once the form is completed and on file you will receive an email with a password and instructions on how to access the site.

**GRADING SCALE AND GRADE POINTS**

The Tremont Middle School grading scale and associated grade points will be as follows:

95% - 100%	A	4.0
93% - 94%	A-	3.67
91% - 92%	B+	3.33
87% - 90%	B	3.0
85% - 86%	B-	2.67
83% - 84%	C+	2.33
79% - 82%	C	2.0
77% - 78%	C-	1.67
75% - 76%	D+	1.33
70% - 74%	D	1.0
65% - 69%	D-	0.67
Below 65%	F	0.00

\*Note: Percentages will round up

**Middle School students** will receive a grade every quarter. No semester grades will be issued. Parents are encouraged to contact the student’s teachers if there are questions or concerns regarding the grades earned.

**Honor Roll**

The cumulative honor roll is computed at the end of the third nine weeks and is used to recognize students who have

attained outstanding academic achievement.

- **High Honors** (Presidential Award): Students who maintain a grade point average of at least 3.9 for the year.
- **Honors**: Students who maintain a grade point average between 3.5 and 3.89.

**Awards Ceremony**

Students earning a least a 3.5 grade point average, as determined by their performance the first three grading periods, will be honored at an awards ceremony in May. Grade point averages are **not** rounded up to determine High Honors or Honors.

**Guidelines for P.E. Class**

7<sup>th</sup> and 8<sup>th</sup> grade students are expected to dress for P.E. in a proper uniform each day. Proper attire includes a gray crew neck T-shirt lettered with Tremont Physical Ed., maroon shorts, sweat socks, and basketball or tennis shoes. Dark soled shoes are strictly prohibited, as are turf shoes, since they inflict substantial damage to the gym floor. 5<sup>th</sup> and 6<sup>th</sup> grade students will not be changing for P.E.

**Tremont School District #702  
GRADING POLICIES**

The administration and professional staff of Tremont School District #702 has established the following system of evaluation and reporting academic achievement to students and their parents or guardians. This system also determines when promotion and graduation requirements have been met.

The decision to promote a student to the next grade level shall be based on



successful completion of the curriculum. A student shall not be promoted based upon age or any other social reason not related to academic performance.

The professional staff will determine remedial assistance for a student who is not promoted. Remedial assistance may include, but not be limited to: a summer program, tutorial sessions, increased or concentrated instructional time, modifications to instructional materials, and retention in grade.

Every teacher shall maintain an evaluation record of progress for each student in the teacher's classroom. These records shall be reported on the student's report card issued each nine weeks.

A District #702 administrator cannot change the final evaluation assigned by the teacher without notifying the teacher. Reasons for changing a student's final evaluation are limited to the following:

- A miscalculation of test scores
- A technical error in assigning a particular evaluation or score
- Teacher agreement to allow the student to do extra work that may impact the evaluation
- An inappropriate evaluation system used.
- An appropriate evaluation based on an inappropriate assignment.

Should an evaluation change be made, the administrator making the change must sign the new record.

#### **Tremont Middle School Indicators of Potential Retention:**

- **Curricular:** Core curricular subjects are defined as Math, Science, Social Studies, and Language Arts. A student failing 25% or more of all core curricular subjects or a student failing three (3)

or more evaluation periods in one core subject area as indicated by report card records.

- **Attendance:** A student missing 15 or more days in one semester or more than 20 days during the school year. Students who exceed these absence guidelines due to a long-term illness and who have completed all required make-up work at a satisfactory level may be exempt from these criteria.
- **Additional:** A student not passing state mandated Constitution tests in 8<sup>th</sup> Grade.

Students who have not demonstrated satisfactory competency in one or more of these areas will be evaluated in a retention / remediation meeting to determine promotion, retention, or further remediation options.

The meeting will be a conference with the multi-disciplinary team of parent(s), teacher(s), principal or assistant principal, and other professional staff members.

#### **Middle School Intervention Options**

Intervention strategies will be used as specific needs are identified throughout the year. Options available may include, but are not limited to, the following:

- Extra help from the teacher
- Other tutorial assistance such as teacher or peer
- Problem Solving Team (Rtl)
- Teacher Team conferences
- Parent notification and involvement
- Testing to determine special needs
- Curriculum modifications based on extenuating circumstances or special needs

### **How does Tremont Middle School implement Rtl with students?**

For 5<sup>th</sup> graders, TMS implements Rtl through what is called "BOOST." Students are assessed in reading fluency, reading comprehension, math calculations and math concepts/applications three times per school year (Fall, Winter, Spring). This data, along with ISAT data and teacher recommendations, are examined and utilized to place students in appropriate groups. TMS has three types of BOOST groups: intervention, reinforcement and enrichment. Based on what each student needs, they are placed in a group, with a teacher, to receive services every other day for 25 minutes. If a student is in an intervention group for reading or math, they will be assessed at least monthly to monitor their progress. Decisions can then be made about continuing, changing or dismissing a student from receiving interventions. If a student that is receiving interventions through the BOOST program is not making adequate progress or gains, more intensive individual problem-solving will occur. 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students needing interventions will be pulled from Social Studies class.

### **Tremont District #702 Special Education Service**

In accordance with Federal and State mandates, Tremont District #702 provides special education services to student and parents. Tremont #702 is required to identify and provide appropriate educational programs for students 3-21 years old residing in the district who require these services.

#### **Special Education Referral Request Procedures**

1. A request may be made by a parent of a child, or an employee of a State Educational agency, another State agency, a local educational agency, or a community service agency.
2. The person making the request must contact Andrea Snyder, the district's special education coordinator by phone (925-3823 ext. 207), e-mail: **AndreaS@tremont702.org**, or mail at 400 W. Pearl St., Tremont, IL 61568
3. Information needed is the child's name,

relationship to the child, and the specific concerns. The special education coordinator will complete the necessary paperwork for the referral.

4. To determine whether the child requires an evaluation, the district may utilize screening data and conduct preliminary procedures such as; an observation of the child, assessment for instructional purposes, consultation with the teacher or other individual making the request, and a conference with the child.
5. Within 14 school days after receiving the request for an evaluation, the sp. Ed. Evaluation staff will determine whether an evaluation is warranted and the special educational coordinator will submit this in writing to the individual requesting the evaluation.
6. If an evaluation is warranted, the parents will be advised of their Procedural Safeguards, and the consent will be obtained before prior to conducting the evaluation.
7. If an evaluation is not warranted, parents will be notified in writing and also by a phone call from the special education coordinator, as to the reasons. Parents will be advised of their Procedural Safeguards.

#### **Behavioral Intervention Guidelines**

Public Act 87-1103 requires behavior intervention policies and procedures for students with disabilities be adopted and implemented by school boards by January 1, 1996. The guidelines will be distributed 15 days after policy adoption, and each school year thereafter. These guidelines and procedures apply only to those students who are experiencing serious behavior problems, and require restrictive behavioral interventions.

#### **Section 504 of the Rehabilitation Act of 1973**

The District will identify, evaluate and provide an appropriate public education to students who are handicapped within the meaning of Section 504 of the Rehabilitation Act of 1973.

**Access to Student Records**

Tremont School District shall provide parents, guardians, or eligible students access to the education records of the student. Access rights shall consist of:

- The right to inspect and review the content of educational records.
- The right to obtain at minimal cost a copy of the educational record.
- The right to a response from the school district to reasonable requests for explanation and interpretation of the education records.
- The right to an opportunity for a hearing to challenge the content of those records.
- The rights to bring a lawyer or parent advocate to review an education record.

**Procedure for Gaining Access to Records**

A parent or eligible student seeking access to education records may make a request by telephone or in person. Access to the education records shall be granted as soon as possible but not later than 45 days after the request has been made.

**Release of Records**

Tremont School District shall not permit access or release of education records, or personally identifiable information contained therein, without the written consent of the parent or eligible student. District 702 will make available to other school districts to which a student might transfer the education records of a student after they have been officially requested.

**Philosophy**

The responsibility of the administration and staff of Tremont Middle School is to provide a safe and healthy school environment that is conducive to learning. Students, teachers, staff, and administrators have the right to expect mutual courtesy, to be treated fairly and equitably, and to be informed of their rights and responsibilities.

One of the goals of TMS is to assist students in developing the ability for self-direction and self-discipline, providing the opportunity for positive decision-making. Students who infringe upon the rights of others or who violate school policies shall be subject to corrective action.

Recent school research emphasizes that safe, orderly environments characterize the most effective schools. This section of the handbook discusses the various procedures utilized by the school officials to maintain a positive educational environment for all students.

**The Rights and Responsibilities of Students**

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities.

Parents, teachers, and administrators have a responsibility, indeed a duty, to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process.

The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community.

Responsibilities of students as citizens in the school community include:

- To become informed of and adhere to rules and regulations established by the Board of Education.
- To respect the rights and individuality of other students, school administrators, and teachers.
- To refrain from libel, slanderous remarks, and unnecessary obscenity in verbal and written expression.
- To dress and groom in a manner that meets a reasonable standard of modesty, health, cleanliness, and safety.
- To be punctual and present in the regular or assigned school program.
- To refrain from gross disobedience, misconduct, or behavior that materially and substantially disrupts the educational process.
- To maintain the best possible level of academic achievement.
- To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

### **Due Process Rights of Students**

Individual rights granted by the Constitution of the United States are granted to all people regardless of age, sex, color or creed. Students have rights as individuals. The school disciplinary procedures should not violate those rights.

#### **The essential rights involved in disciplinary procedures stem from the concept of *due process*.**

A student is entitled to:

- Know the rules and regulations expected of students.
- Know what charges are brought against him or her.
- Present his or her point of view and/or evidence about the charge.

- Have a notice of and hearing on the charges.
- Have counsel.
- Appeal a decision regarding the charges to a higher level
- Have the charges or penalties removed from the record if the evidence demonstrates his or her innocence or non-involvement.

In the administration of the discipline procedures outlined in this handbook, the student should be made to feel that his or her value as a person is not questioned, although his or her behaviors are.

### **Referrals**

Whenever a student is referred to the office for disciplinary matters that occur in the classroom, hallways, cafeteria, restroom, Learning Center, parking lot, transportation to or from school, or anywhere on school property during school hours or for school related events, the following procedures will be utilized:

1. A conference with the student will be initiated in an attempt to end the incident with counseling whenever possible. It may be that minor disciplinary action will be taken such as recording the incident or assigning a detention. In most cases, unless otherwise requested, the student will be given the opportunity to resolve the problem before the parents need to be contacted.
2. If the student tends to repeatedly be involved in disciplinary incidents, a conference will be held that may include all or some of the following; student, teacher, parent, counselor, and principal.

3. If no behavioral change becomes apparent, the student and his or her parents will be informed that the school authorities will take one of the following courses of action:

- Additional counseling
- Suspension from class
- In-school intervention assigned
- Suspension from school
- Suspension of privileges or suspension from activity
- Recommend expulsion

The principal or dean of students reserves the right to determine when a student is in need of disciplinary action. However, a student has the right to a hearing with the principal and/or superintendent if he wishes to appeal the action taken.

for accumulating four demerits and/or other discipline issues.

- Parents will be notified by mail when the student receives a detention.
- Each detention earned by the student on a given grading period equals one hour or 2 lunch detentions.

Teachers may also require students to stay in their rooms until 3:30 for various infractions of classroom policy. Incomplete homework or other academic problems may be addressed at this time as well.

### **Failure to Attend Lunch Detentions**

If a student fails to attend a detention he or she will be **subject to an In-School Suspension**.

## **Description of Consequences**

### **Reprimand, Counseling, Clean-up**

- Students may be reprimanded for their actions, referred to a counselor, or required to clean-up any mess made as part of the disciplinary procedures at TMS.

### **Demerits**

- Demerits are for minor disciplinary infractions which disrupt the learning environment or violate classroom expectations.
- Four (4) demerits earned in school or at school-sponsored events over the course of a nine-week period, will result in the assignment of a detention.

### **Lunch Detentions**

- Lunch Detentions will be assigned as needed. Lunch Detentions are a consequence

### **Status Yellow**

Students obtain Status Yellow when they receive three (3) detentions during a nine-week grading period. The administration reserves the right to deny privileges to students on Status Yellow at their discretion.

If a student receives 4 detentions during a nine-week grading period an In-school suspension will be issued.

### **In-School Suspension**

In School Suspension will be used as an option for disciplinary consequences either if a student has reached 4 detentions in a grading period or in situations where the administration deems an out of school suspension inappropriate.

Students receiving an ISS will be given homework, projects, and other classroom activities to complete.

Students will be escorted to and from the cafeteria to obtain their lunch.

### **Status Red**

Status Red is a serious discipline situation. Students suspended out of school will automatically obtain this discipline level. Status Red will be imposed on any student who has earned five (5) detentions in a nine-week period.

The administration reserves the right to determine which privileges will be denied students on this status. In addition, students will be denied the opportunity to participate in all extra-curricular activities. These include athletics, fine arts participation not associated with class requirements, scholastic competition, and student council.

While on Status Red, students will not be allowed on the MS/HS campus for any reason outside the normal school day. Status Red will last 15 attendance days beginning on the first day back from a suspension (if applicable).

### **Out of School Suspension**

This is a very serious consequence and will be used in major disciplinary issues or after repeated failures of other intervention strategies. Suspension from school means that students are not permitted on school property nor can a student participate in or attend any type of school related activity.

Additionally, suspension is considered an unexcused absence. Out of school suspensions are used only in the most serious of cases and are instituted to protect the rights of others, to alleviate a potentially volatile situation, or to protect the safety and well being of the school.

### **Expulsion**

Students who commit a very serious action or have had repeated behavioral problems, may be recommended to the Board of Education for expulsion from school. The length of which is at the discretion of the Board.

### **Academic Honesty and Integrity**

Intellectual honesty is at the heart of any academic undertaking, and Tremont Middle School students are expected to assure the originality of their academic work. Students are responsible for refraining from the following infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aid others in such infractions.

#### **Infractions of Academic Integrity**

##### **DEFINITIONS:**

- **Cheating**

Intentionally and knowingly using, or attempting to use unauthorized materials, information, study aides, or electronic data in any academic exercise.

During examinations, students should assume that external assistance (e.g., books, notes, calculators, conversations with others) is prohibited unless specifically authorized by the instructor.

Substantial portions of the same academic work may not be submitted for credit more than once without authorization.

- **Fabrication**

Intentional or unauthorized falsification or invention of any information or citation in an academic endeavor.

- **Facilitating Infractions of Academic Integrity**

Intentionally or knowingly helping or attempting to help another commit an infraction of academic integrity.

Knowingly allowing another to copy from one's work during an examination constitutes a breach of academic integrity.

Taking an exam by proxy for someone is an infraction of academic integrity on the part of both the student enrolled in the course and the proxy or substitute

- **Plagiarism**

Intentionally, or knowingly representing the words or ideas of another as one's own in any academic endeavor.

Direct quotation: Every direct quotation must be identified by quotation marks or by an appropriate indentation and must be promptly acknowledged in the text or in a footnote.

- **Paraphrase**

Prompt acknowledgement is required when material from another source is paraphrased or summarized in whole or in part in one's own words.

Paraphrases should be identified as such promptly (e.g., introduced with such language as, "To paraphrase Locke..."), and accompanied by a footnote identifying the source.

Acknowledgement of a directly quoted statement does not suffice to notify the reader of any preceding or succeeding paraphrased material.

- **Borrowed Facts or Information**

Information obtained from reading or research that is not common knowledge should be acknowledged. Examples of common knowledge might include the names of leaders or prominent nations, basic scientific laws, etc.

- **Bribes, Favors, Threats**

Bribing or attempting to bribe, promising favors to, and making threats against any person with the intention of affecting a record of a grade or evaluation of academic performance constitutes infractions of academic integrity. This includes a student

conspiring with another person who then takes the action on behalf of the student.

- **Academic Interference and Computer-Related Infractions**

Depriving students of fair access to, and reasonable use of, educational resources, (such as computer facilities, electronic data, required/reserved readings, or reference works).

Tampering with, altering, circumventing, or destroying electronic resources or data used for student projects.

Computer-related infractions defined by the Tremont District #702 Internet User Agreement, lab policies, federal laws, state statutes, or contracts with the district (such as unauthorized use of computer licensees, copyrighted materials, intellectual property, or trade secrets).

### **Infractions of Academic Integrity— Disciplinary Action:**

An instructor who believes a student is guilty of one or more infractions of academic integrity shall:

- Notify the student of the basis for the belief and then allow the student a reasonable time to respond to the allegation
- If the instructor concludes that the student is guilty of such an infraction, a report shall be forwarded to the Principal. The Principal will review the evidence and authorize disciplinary action.

### **Penalties for violations of academic integrity are:**

- **1<sup>st</sup> Offense:**

The student will receive a detention. Also, the assignment will have to be re-done and re-scored based on the merits of the assignment.

- **2<sup>nd</sup> Offense:**

An in-school suspension assigned to the student. The assignment will have to be

re-done and re-scored based on the merits of the assignment.

- **3<sup>rd</sup> Offense:**

The student will be suspended out of school for one day. The assignment will have to be re-done and re-scored based on the merits of the assignment.

- **4<sup>th</sup> Offense:**

The student will appear before an expulsion hearing convened with the Board of Education. The assignment will have to be re-done and re-scored based on the merits of the assignment.

***NOTE: Infractions of academic dishonesty are cumulative during a student's career in each building.***

### **Specific Disciplinary Consequences**

This section of the handbook informs of the consequences that will result from various forms of misbehavior.

It is impossible to list all discipline issues that may arise. The administration attempts to be fair and consistent dealing with each situation separately congruent with promoting the positive educational environment the community expects.

There may be cases where the use of administrative discretion is necessary.

### **Personal Media Devices**

Personal Media Devices are potentially conducive or disruptive to the educational environment and could contain inappropriate material not conducive for a school setting.

Inappropriate or disruptive use of these devices may result in confiscation of the electronic device.

The classroom teacher will determine whether or not these devices may be used in the classroom. Students may face punishment based on the material used.

### **Cell Phones**

Cell phone use is a **privilege** at Tremont Middle School. Cell phones are to be used when the privilege is granted, responsibly. Cell phones are not to be used or seen at TMS during academic times unless the teacher has given permission. If cell phones are not used when appropriate the following consequences are:

**1<sup>st</sup> Offense:** Warning—phone needs to be put away

**2<sup>nd</sup> Offense:** Phone will be confiscated until the end of the school day and 2 demerits will be issued.

**3<sup>rd</sup> Offense:** One detention assigned and phone must be dropped off in the office when student arrives and picked up at the end of the school day.

These consequences are per class and cumulative for the school year.

### **Inappropriate Display of Public Affection**

Any display of affection beyond handholding is considered inappropriate at school or school related functions. Such things as arms around one another, kissing, sitting on each other's laps, or other situations that could be construed to be inappropriate will result in the following:

**1<sup>st</sup> Offense:** Verbal warning

**2<sup>nd</sup> Offense:** 2 demerits and parent contact

**3<sup>rd</sup> Offense:** Lunch Detentions



## Student Dress Code

Appropriate student dress is important to the learning environment for all students in attendance at Tremont Middle School. Students must present a neat appearance reflecting favorable upon themselves, their school and the community.

### **Guidelines for proper attire:**

- Skirts, dresses, shorts and any combination thereof must be of appropriate length (mid-thigh will be general guideline).
- Clothing that displays vulgar language, satanic symbols, gang symbols, drug symbols and/or paraphernalia, alcohol and/or cigarette advertisements and sexual or suggestive language will be strictly prohibited.
- Holes or cuts in pants above the knee are prohibited.
- Any shirt, blouse or top that does not adequately cover the stomach and upper torso is prohibited. (No tank tops, spaghetti straps, muscle shirts, and low cut tops).

With ever-changing clothing styles, it is difficult to address all attire issues when “new” fads are yet to be designed.

With that in mind the basic components of the policy are that the body will be properly clothed (covered), there will be no illicit or suggestive advertisements being displayed on clothing, and the student is dressed appropriately for “work.”

***The fundamental measure of being dressed appropriately is “the body will be covered from mid thigh to the top of the shoulder***

Clothing should not be a distraction to the learning environment, present a health or safety hazard, or be disruptive to the school climate. The school principal or his

designee will make judgments about appropriateness of a student’s attire based on the student’s age, size, and physical development.

Teachers are to send all students whose clothing or grooming is in violation of the dress code to the office. These infractions are to be reported whether they are observed in the teacher’s teaching space, restrooms, or hallways. All restrictions will be enforced throughout the entire school day. Students violating the dress code will be subject to the following consequences:

### **1<sup>st</sup> offense:**

Warning and issuance of school purchased, appropriate attire.

### **2<sup>nd</sup> offense:**

1 detention and above

### **3<sup>rd</sup> offense:**

1 detention and sent home to change with unexcused absence.

Extreme violation in Dress Code Policy will result in an immediate request to correct the situation.

## **Other Disruptive Offenses**

It would be impossible to list all the possible disruptive offenses that could be committed in the school setting. However, the following should be added to the list in consideration thereof:

- Vulgar language
- Running in the halls
- Non-cooperation
- Lying and/or deceit
- Non-payment of fees or fines
- Repeated minor violations

The administration reserves the right to assess penalties or logical consequences as a result of committing or being involved in various behavioral situations.

**Serious Misbehavior or Gross Disobedience**

Conduct, which materially and substantially interferes with the educational process, is prohibited and will result in suspension and /or expulsion:

- 1st Offense** - Suspension and/or possible recommendation for expulsion
- 2nd Offense** - Recommendation for expulsion

**Insubordination**

(Defying staff direction)

- 1st Offense** – 2 demerits or Lunch Detentions
- 2nd Offense** – Multiple Lunch Detentions or In School Suspension
- 3rd Offense** – In-School Suspension (1-5 days)

**Gross Insubordination**

(Talking back to staff member after failing to follow directions)

- 1st Offense** - Lunch Detentions.
- 2nd Offense** – Multiple Lunch Detentions or In- School Suspension
- 3rd Offense** - Out of School Suspension

**Vandalism / Theft**

Out of School Suspension: 1-10 days. The administration reserves the right to refer matter to the Police and recommend expulsion to the Board of Education.

**Damage to School Property**

Payment for damaged property, possible suspension and/or expulsion; and possible prosecution

**Fighting on School Property / Bus / or at School Sponsored Events**

Fighting will not be tolerated on school grounds or at school sponsored events. Participants will receive a minimum of three (3) days out of school suspension.

- 1st Offense** - Out of School Suspension 3-5 days
- 2nd Offense** - Out of School Suspension 3-10 days
- 3rd Offense** – Expulsion Hearing

**Altercation**

An altercation is defined as a heated and/or angry dispute between students. These are inappropriate in an educational setting and will be handled individually based on the circumstances.

Possible administrative action may include, but are not limited to the following: referral to the counselor, parent notifications, demerits, detentions, or suspensions.

**Unauthorized Possession of School Forms / Forgery**

- 1st Offense** - 1 Saturday Detention
- 2nd Offense** – 2 or 3 Hour Saturday detention
- 3rd Offense** – In-School Suspension

**Smoking, Handling, Exchanging, or Displaying Cigarettes, or other smoking Materials or chewing Tobacco at School or School Sponsored Events**

- 1st Offense** - Out of School Suspension 5 days
- 2nd Offense** - Out of School Suspension 5-10 days
- 3rd Offense** - Out of School Suspension 10 days, recommendation for expulsion

### **Bullying, Hazing, or Using Language that Threatens Students, Staff, or School Environment**

Tremont Middle School is committed to providing a caring, friendly, and safe environment for all students so they can learn in a relaxed and secure environment.

#### **Bullying defined**

Bullying is defined by stopbullying.gov as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated over time. In order to be considered bullying, the behavior must be aggressive and include:

- An imbalance of power: kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

When incidents occur, we expect all students who witness or are victims of bullying behavior to report negative behavior.

Reports will be treated confidentially and will be promptly addressed.

#### **Bullying can be:**

- **Emotional** – being unfriendly, excluding, or tormenting.
- **Physical** – pushing, kicking, punching, or any use of violence.
- **Racist** – racial taunts, graffiti, or gestures.

- **Sexual** – unwanted physical comments or sexually abusive comments.
- **Verbal** – name-calling, sarcasm, spreading rumors, teasing

#### **What Can You Do If You Are A Witness to Bullying**

Witnesses can make a difference by:

- Intervening on behalf of the victim as bullying occurs.
- Letting the bully know the behavior is unacceptable.
- Reporting the incident to an adult you trust as soon as possible.
- Making an anonymous report.
- Offering support and friendship to the victim – encourage the seeking of help.

#### **What Can You Do If You Are Bullied:**

- Remain calm.
- Try not to react – you do not want to become a more interesting target.
- Discuss the incident with your friends or family.
- Leave the area.
- Avoid high-risk places and times.
- **Report the incident!** The bully relies on you being silent! Talk to your teachers, counselors, or administrators!

### **Sexual Harassment**

The School Board interprets the definition of sexual harassment to include (but not be limited to) the following behavior:

- Unwanted sexual behavior; touching; verbal comments; sexual name-calling; spreading sexual rumors; gestures; jokes; pictures; lies; overly personal conversation.

Sexual harassment perpetrated by one student against another will not be

condoned or tolerated. Allegations by one student against another shall be reported to the building principal or dean of students.

Complaints and investigations will be handled with appropriate confidentiality.

**1<sup>st</sup> Offense** - In School Suspension.

**2<sup>nd</sup> Offense** - Out-of-school suspension, parent conference

**3<sup>rd</sup> Offense** - Ten-day out-of-school suspension

### **Drugs and Alcohol**

Students may not at any time while on school property or while attending school sponsored events be in possession of or under the influence of any dangerous, mood altering, or illegal substance. Furthermore, possession of drug paraphernalia, drug “look alike” or related materials will result in swift and immediate action.

**1<sup>st</sup> Offense** - Three to ten day suspension and parent conference

**Multiple Offenses** - Ten-day suspension, parent conference and recommendation for expulsion

### **Selling, transmitting and/or distributing drugs or alcohol at school or school sponsored events**

1<sup>st</sup> offense—10-day suspension, referral to the police, and recommendation for expulsion

### **Misuse of Medication**

Students should not be in possession of medication of any kind without the approval of the building principal. Parents must inform the office in writing of any medication consumed at school. Possession of medication without administrative consent may result in a detention.

Under no circumstances are students to distribute prescription or non-prescription medication at Tremont Middle School. This includes, but is not limited to: aspirin, and other over the counter pain relievers, cold/allergy medication, cough suppressants, etc. Students distributing or using medication inappropriately could face detentions, suspensions, and/or expulsion.

### **Students Suspected of Being Under the Influence**

Any student suspected to be under the influence of alcohol, drugs, or other mood altering substance will be subjected to a urinalysis in accordance to the substance abuse policy listed below. Parents will be contacted.

Examples of situations that would cause us to require tests include, but are not limited to, the following

- Smelling alcohol on student’s breath
- Dilated pupils
- Strange or bizarre behavior, slurred speech, etc.

### **Substance Abuse Testing Procedures**

The Board of Education believes that the use of prohibited substances: alcohol, tobacco, or illegal drugs by students present a hazard to the health, safety and welfare of all students enrolled at Tremont Middle School. Because students that use illegal drugs affect their learning potential as well as other students learning environment the Board is adopting these procedures to deter the illegal use and consumption of prohibited substances.

The purpose of these procedures is threefold:

- To provide for the health and safety of all students.

- To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal substances.
- To encourage students and their parents to seek help when needed.

**Definitions: Substance Abuse Policy:**

**Students**

Any student who is enrolled at Tremont Middle School.

**Alcohol**

Any liquor, wine, beer, other drink containing alcohol or any other alcoholic liquor as defined under the Illinois Liquor Control Act.

**Illegal Drugs**

Any substance considered illegal under the Illinois Cannabis Control Act and the Illinois Controlled Substances Act.

**Tobacco**

Any tobacco product including but not limited to cigarettes, cigars, smokeless tobacco, or pipe tobacco.

**Testing Organization**

Organization selected by the Board of Education to conduct drug, alcohol and/or tobacco testing and all related activities and/or tasks.

**Testing Procedures**

Drug, alcohol and/or tobacco testing may be performed by breath alcohol testing, urinalysis, and/or blood testing.

Upon being selected for breath alcohol testing, a student must provide an adequate amount of breath so that the measuring device can measure any alcohol concentration in the breath.

Upon being selected for a urinalysis test, the student shall provide a sample of “fresh” urine according to the quality control standards and policy of the collection facility conducting the urinalysis.

**Test Results (Drugs):**

The Forensics laboratory will notify the testing organization of a positive test that shows the drug residues are in the student’s system after using at least two different types of analyses.

The Medical Review Officer (MRO) a physician - of the testing organization will notify the student’s parent/guardian of the results of a possible positive drug screen.

The student or his/her parent/guardian may submit any documented prescription or explanation of a positive test result.

The MRO will discuss any possible physical/medical history with the parent/guardian. If such a condition/history exist, within the physician’s guidelines, he will deem the drug screen positive. The drug screen will be given to the school district’s designated confidential contact.

The high school principal or designee will notify the student and his/her parent/guardian of the confirmed test results.

If the testing organization and MRO is unable to reach the parent/guardian after three documented attempts, the school district’s confidential contact will be notified to have the parent/guardian call to speak with the Medical Review Officer to complete the verification of the positive screen.

### **Test Result-Breath Alcohol**

A Breath Alcohol positive test will be confirmed at the time of the testing with a second test. Results are given immediately to the school designated contact.

### **Behavioral Characteristics Associated with Substance Abuse**

- Abrupt changes in work or school attendance, quality of work, work output, grades, discipline.
- Unusual flare-ups or outbreaks of temper
- Withdrawal from responsibility.
- General changes in overall attitude.
- Deterioration of physical appearance and grooming.
- Wearing of sunglasses at inappropriate times.
- Association with known substance abusers.
- Unusual borrowing of money from friends or parents.
- Stealing small items from employer, home or school

### **Program Detail**

#### **School Day**

1. Any student displaying one or more of the behavioral characteristics associated with substance abuse will be referred to the school counselor. The referral may be made by the building principal, student assistance team, staff member or parent. Parents will be notified of such referral.
2. Any student who continues to display one or more of the Behavioral Characteristics, following the conference with the counselor, will be contacted by the building principal. Parents will be contacted and a meeting with the principal and parents will be scheduled. During

the meeting the principal will provide the parent information relevant to the suspicion of illegal substance abuse by the student. The parent will be encouraged to have their child tested. The parent has the right to refuse such test.

### **Disciplinary Consequences (Referral)**

1. No disciplinary action for regular school day attendance or extra-curricular activities will be taken following referral to the counselor.
2. If the parent consents to the testing of their child and the results are positive; no disciplinary action will be taken if the student receives and completes a substance assessment and/or counseling. Following the initial testing, students will be required to submit to random testing for a minimum of one calendar year following an initial positive test. If additional tests are positive subsequent disciplinary action, as defined in the student handbook, will be administered.

### **Discipline Consequences (Under Influence)**

1. Any student, in the opinion of the building principal, who is under the influence of or in possession of, an illegal substance will, following contact with parents be immediately removed from school. Subsequent disciplinary action, as defined in the student handbook, will be administered. Drug test will be required for re-admittance. If the drug of suspicion is alcohol then trained personnel may administer a Breathalyzer test. If testing is refused, the student will be recommended for expulsion to the board of education.
2. Any student, who is found to be under the influence or in possession

of an illegal substance, following disciplinary action, will be required to submit to random drug testing for a minimum of one calendar year. If additional tests are positive subsequent disciplinary action, as defined in the student handbook, will be administered. If testing is refused the student will be recommended for expulsion to the board of education.

### **School Sponsored Activities**

Any student attending school sponsored extra-curricular events and/or activities will, upon suspicion of being under the influence of any illegal substance, be subject to the previously mentioned procedures.

### **Disciplinary Consequences**

#### **Positive Test**

School personnel will attempt to immediately contact the student's parent and/or guardian. If the parent/guardian cannot be reached the local police will be contacted. The student will be subject to disciplinary consequences as defined in the student handbook.

#### **Financial Responsibility**

1. Under this policy, the school district will pay for all initial tests and all "follow up" drug tests, requested by the district.
2. A request for another test of a "positive" urine specimen is the financial responsibility of the student's parent/guardian.
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student's parent/guardian.

#### **Enforcement**

The provisions of this policy are considered an addition to all other rules and regulations governing student conduct.

## **GANG ACTIVITY**

Gang activity is prohibited on or about school grounds, school buses, or off school grounds at any school activity. A gang is any group of two (2) or more persons whose purpose includes the commission of illegal acts.

### ***Gang activity includes, but is not limited to any individual:***

- Wearing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that evidence gang affiliation.
- Any verbal or non-verbal act showing affiliation with gangs.

Students engaged in gang related activity will be subject to one or more of the following:

Conference with parents  
Referral to law agency  
Suspension up to ten (10) days  
Expulsion for remainder of school year

### **Possession of Weapons**

Any instrument that is defined by law as a weapon; can be construed to be a weapon in the time of conflict; that is used to inflict bodily harm, or threaten such harm is strictly prohibited.

### **Violations will result in suspension or possible expulsion.**

## BUS REGULATIONS

Students who live a distance of at least 1½ miles from the high school will be transported at no cost. The bus driver has total responsibility for conduct upon the bus. Any students who cause disruptions or vandalize the bus will be subject to temporary or permanent loss of bus privileges. The following behavioral guidelines should be followed when riding the bus:

- No profanity
- Students are to remain seated
- No shouting
- Arms, legs, and head should remain in the bus – not out window
- Pupils are expected to be on time
- No talking at railroad crossings
- Students should cross the road at least 10 feet in front of the bus obeying the driver's signal.
- Food and drink is not allowed
- Students should dispose properly all garbage
- Insubordination is not tolerated

Failure to conduct yourself properly on the school bus will result in the loss or suspension of bus privileges

### **Lost or Damaged Textbooks, Workbooks, Library Books, Etc.**

If a student loses or damages rental books, library books and other school property or causes damage to another student's property he or she will be charged for damage or replacement at full cost. Books that are slightly damaged will be pro-rated from full replacement costs at teachers' discretion.

### **Police or DCFS Requests to Interview a student**

There have been occasions when police officers or DCFS workers have asked to question MS/HS students during the school day.

Administrators do not have the right or the authority to prevent or delay police or DCFS workers from questioning students prior to contacting parents. With the concurrence of the police or DCFS, the school will attempt to contact parents. Parents may:

- ask the principal or other school authority to sit in with the student during the interview.
- request that the police officer or DCFS worker delay the interview until later in the day when either or both parents can be present.
- Approve the police or DCFS worker's request with no restrictions.

The administration and Board of Education believes it imperative that we cooperate with local police authorities and representatives from the Department of Children and Family Services (DCFS).

## Extra-Curricular Activities

### **PHILOSOPHY:**

At Tremont Middle School, extra-curricular activities are considered to be an important part of the total school experience.

The intent of the various programs is to give students the opportunity to develop a cooperative attitude, leadership skills, and good sportsmanship. It is, however, the responsibility of the student and his or her parents to monitor the amount of extra-curricular involvement so that the student's academic progress is not hindered, the following policies pertain to extra-curricular activities:



### Extra-Curricular Eligibility

- A student must be passing in all subjects to participate in inter-scholastic competition. Passing is defined as a grade higher than “F.”
- Eligibility is determined weekly after the third week of the grading period. Students receiving an “F” on their report card will be ineligible for 4½ weeks. If students are passing at the 4½ week mark, they will regain their eligibility.
- Any student who is ineligible for the first time, may not participate in any contests, but may attend practice at the discretion of the coach. However, students who are ineligible two or more times during the season will not be allowed to practice with the team or attend the games until they have regained their eligibility.
- A coach or sponsor may drop a participant from the squad if the individual continues to be ineligible for at least one-half of the season. Coaches may replace the dropped player with someone else if they wish to do so.
- Teachers complete the eligibility report by Friday of each week. Participants on the report will be declared ineligible for the following week – Monday through Saturday.

### Participation in Extra-Curricular Activities at Tremont Middle School

- All students must have a current physical exam and be properly insured before they will be allowed to practice or participate athletically.
- At the middle school, students may not participate in any extra-curricular event if they are absent from school for the entire day without prior approval from the principal. Students in school for at least ½ the school day may participate if they are well

enough to do so in the opinion of the coach or sponsor.

- Participants in all activities at Tremont Middle School are expected to represent their school and community in a positive manner.
- Coaches and sponsors may have additional behavior and participant expectations for each program.

### Tremont Middle School Extra-Curricular Activity Code

#### **PURPOSE**

This activity code is an attempt to state the district’s expectations and to influence the positive behavior in those individuals who are choosing to represent Tremont District #702.

The administration and staff of District #702 understand that responsible behavior rests with the individual. However, it is also the position of District #702 that participating in extra-curricular activities is a privilege. Thus, certain additional responsibilities are expected of those who receive the benefits provided by these extra school activities. This activity code applies to all students who choose to represent Tremont District #702 including athletics, fine arts, student council, scholastic bowl, speech, plays and any other type of activity that involves interscholastic competition, public performance or other public meetings in which the school is represented.

This code is in effect **year round** and begins anew for high school students the first day following promotion from eighth grade.

#### Activity Code Requirements

Participants in extra-curricular activities at Tremont Schools will be subjected to the stated consequences and

disciplinary actions if they violate any of the rules listed below:

- Students at Tremont Middle School will be prohibited from activities involving, but not limited to, possession, smoking, or chewing tobacco.
- Students at Tremont Middle School will be prohibited from activities involving, but not limited to, illegal possession, consumption, sale, delivering or transporting of alcohol or present during activity.
- Students at Tremont Middle School will be prohibited from activities involving, but not limited to, possession, consumption, sale, delivering or transporting of drugs, look-alike drugs, or any mind-altering substances.
- Students at Tremont Middle School will be prohibited from attending events involving, but not limited to, possession, smoking, chewing, consumption, sale, delivering or transporting of tobacco, alcohol, drugs, look-alike drugs or mind-altering substances.
- Students at Tremont Middle School will not engage in any illegal activities in or out of school, which bring discredit to the students, parents, community, school district or their team.

### **Procedures**

All reported alleged violations will be thoroughly investigated by the principal, athletic director and appropriate coach or sponsor. The investigation process will include but not be limited to:

1. Questioning each student involved or thought to be involved.
2. Using tickets issued or information gathered from law enforcement

during the investigation to question other students

3. After information has been gathered, a determination will be made in regards to the violation and the penalty to be assigned as a result of the violation.

### **Sequence of Communication**

The following is a sequence of the communication process that begins once an investigation of a possible Activity Code violation takes place.

1. Students who may have been involved with a violation are questioned.
2. Parents of students who were questioned are called to discuss the results of the investigation.
3. If students are found to be in violation, a letter is sent to the parents to outline the violation, the penalty, and the date of possible reinstatement.

### **Consequences**

Consequences for the violations of these rules include, but are not limited to, the following:

#### **Attendance Only: First and Second Offense:**

Suspension from all regularly scheduled activities for a designated time at the discretion of the coach/sponsor and administration.

\* Students attending an event where illegal activity has occurred

\*\* Any offense attendance or otherwise will count towards the athletes total number of offenses.

### Activity Code Violation Consequences

**FIRST OFFENSE:** Suspension from all activities for one half of the regularly scheduled events; or, one-third of the regular events and twenty hours of service to be monitored by the school. Penalties are assigned at the point when a student is participating in a sport or activity.

**SECOND OFFENSE:** Suspension from all contests and activities for one calendar year from the date of the penalty assessment.

**THIRD OFFENSE:** Suspension from all activities for a minimum of two calendar years.

Students who violate the terms of the penalty established for the violation of the activity code will be subjected to more severe penalties.

### Exception to the Established Penalties

#### **FELONIES:**

Students involved with felony activity may be assigned additional consequences that take into consideration the seriousness of their offense as determined by the administration.

#### **DEPENDENCY PROBLEM:**

Any student who is experiencing a chemical dependency problem and comes forward desiring help in seeking treatment before the administration or appropriate coaching staff is aware of specific violation of the activity code, may not be required to face the activity code process; but will receive counseling and treatment restrictions, as well as participation limits, as part of his or her rehabilitation process.

### **MIDDLE SCHOOL TRANSITION INTO HIGH SCHOOL:**

This activity code will be applied to middle school students; however, these students will start over with clean slates upon becoming high school students.

Middle School students are considered to become high school students immediately following their eighth grade promotion ceremony.

Violations in the summer between eighth grade and the start of high school will be considered high school violations.

### **PETITION FOR REINSTATEMENT**

A student who has been suspended for a second offense and has served at least ninety days counting student attendance days and/or athletic season attendance days may petition for reinstatement. A student may only apply for reinstatement one time in a high school career. Reinstatement may occur if the student:

- **Demonstrates a changed behavior**
- **Sought and completed a counseling program**
- **Maintained acceptable academic standards**

Penalties may be reduced by 2/3 vote of the Activity Council

### **ACTIVITY COUNCIL:**

2 Students  
1 Community Leader  
2 Teachers  
2 Coaches  
Principal  
Athletic Director

### **PRINCIPAL, ATHLETIC DIRECTOR AND APPLICABLE COACHES ROLE:**

- Investigate incidents
- Present information
- Communicate with students and parents.

- Determine violation and assign consequences.
- Serve on Activity Council

**ACTIVITY COUNCIL ROLE**

**Petition for Reinstatement—**

Determine student’s effort to seek counseling, as well as the reduction in penalty, if any, based on evidence of changed behavior.

**APPEALS CONCERNING LENGTH OF PENALTY**

Appeals concerning the length of penalty may be made if there are extenuating circumstances. The activity council will listen to the students and determine if the penalty should be reduced, based on extenuating circumstances involved.

**DUE PROCESS:**

If a student does not agree with the decision made in regard to the violation and/or suspension, the student may appeal to the Superintendent and Board of Education within ten days of the decision.

**APPROVED COUNSELING PROGRAMS**

The administration and parents will work together to determine appropriate counseling programs.

**ACTIVITIES AND ATHLETICS GOVERNED BY THE ACTIVITY CODE**

**Activities:**

- |                    |                   |
|--------------------|-------------------|
| School Play        | Yearbook          |
| Band Contests      | School Clubs      |
| Chorus Contests    | Student Council   |
| Scholastic Bowl    | Circle of Friends |
| Lego League        |                   |
| Community Builders |                   |
| Speech Competition |                   |

**Athletics:**

- |              |               |
|--------------|---------------|
| Baseball     | Basketball    |
| Cheerleading | Cross Country |
| Softball     | Volleyball    |
| Wrestling    | Track         |

\*Or any Interscholastic Athletic Team affiliated with Tremont Middle School.

**Coach’s and Sponsor’s rules and Guidelines**

Coaches and sponsors may establish general and specific team rules above and beyond the Activity Code (provided these rules are deemed appropriate by the principal and/or athletic director). The rules will include the consequences for failure to comply with these guidelines. These rules should be given out at the mandatory pre-season meeting prior to participation.

**Final Note**

The administration and Board of Education reserve the right to waive, alter or modify any penalties or guidelines as necessary due to extenuating circumstances.

**Crowd Expectation for Home and Away Contests**

Extra curricular activities have always enjoyed an enthusiastic following at TMS. The following expectations have been established for our crowds:

- Be enthusiastic in a positive manner
- Cheer *for* Tremont not against other schools
- Vulgarity or obscene language or gestures will not be tolerated
- Conduct yourself in a way that represents the school and community positively.

Failure to follow guidelines may result in a removal from activity.

**Tremont Middle  
School Dance Policies**

Only students who attend school at Tremont Middle School will be allowed to attend our dances or school parties. Students must be in school the day of the dance or party in order to attend.

Once at the dance, you are to remain there until it is over or your parents come into the gym or cafetorium to take you home.

Phones will not be available and rides must be pre-arranged. When students leave, they will be expected to leave school grounds.

**Tremont Middle School Handbook:  
A Final Note**

The provisions in this handbook are not to be considered as irrevocable, contractual commitments between the school and the student. Rather, the provisions reflect the current status of rules, practices, and procedures as currently practiced and are subject to change without prior notification.

Furthermore, this handbook is not considered the only resource for all District policy, procedures, or regulations. The Tremont Board of Education Policy Manual and the Illinois School Code document are available in the District office.

We invite your input as we continue to update and improve this document and our policies each year.