

APLINGTON MIDDLE SCHOOL



PARENT and STUDENT HANDBOOK 2011-2012

Building a Foundation for the Future

Aplington Middle School Mission Statement

The Aplington Middle School teachers and staff working with students, parents, and community members are committed to the following goals:

- To promote a safe and secure learning environment
- To provide a school and structure that allows all students the opportunity to develop strong basic skills
- To nurture all students to develop their unique talents and to reach their highest potential
- To encourage responsibility, cooperation, collaboration and good citizenship
- To foster life-long learning

This parent/student handbook is a reference tool for finding information that you may need at some point during the year. The office is always willing to help you in any way. Please come in at any time or phone (946-2519) if you have any questions.

Note to parents and students

Please keep in mind that we must make decisions for the good of all our students and not just one individual or special group. Many of the events and situations that will arise during the school year are covered in this handbook. Everyone should be aware, however that the handbook is not all inclusive. Many situations will arise that may require special interpretations or the implementation of common sense rules to deal with situations. This handbook is, however, designed to serve as a guide for both student behavior and administrative decisions. Please contact us if any questions, problems, or concerns arise. The administration, faculty and staff are here to help you have an enjoyable and productive school year.

We expect you, as parents and students, to read the handbook and understand the rules and regulations contained within. You are the most important part of our school, so prepare yourself to work and be the best you can possibly be.

Please visit <http://polo222.org/dist/dssbpolidx.html> online to access the district board policies.

Aplington Middle School Staff

Mr. Andy Faivre - Principal
Mrs. Buskohl- School Secretary

Sixth Grade Teaching Team

Ms. Martin--Science and Classroom Applications
Mrs. Douglass--Language Arts
Mr. McKinley--Social Studies and Math

Seventh Grade Teaching Team

Mr. Messer--Math and Social Studies
Mr. Hofer--Language Arts
Ms. Fitzgerald--Science and Classroom Applications

Eighth Grade Teaching Team

Mr. Jones--Math and Classroom Applications
Mrs. Schlegel--Language Arts
Mr. Alston-- Science and Social Studies

Specials Teachers/Staff

Mrs. Smith--Study skills, Life Science, Global Issues
Mr. Sands--Physical Education
Mrs. Harmon--Art
Mrs. Wetzel—Resource
Ms. Neubauer--Resource
Mrs. Davis--Music/Chorus
Mr. James--Band
Mrs. Nelson—Health Aide
Mrs. Wood--Librarian
Mrs. Rothermel—Librarian Aide
Mrs. Deets—Office Aide
Mr. Jenkins—Activities Director

Middle School Curriculum

Sixth Grade: Language Arts, Social Studies, Science, Computer Applications, Math, Physical Education, Study Skills

Seventh Grade: Language Arts, Social Studies, Science, Classroom Applications, Math, Physical Education, Life Science/Art

Eighth Grade: Language Arts, Social Studies, Science, Classroom Applications, Math, Physical Education, Global Issues/Geography, Health

Academics/Grading

Aplington Middle School is a learning community with high expectations. We feel by setting higher expectations and providing a challenging curriculum, Aplington students will be prepared for high school and beyond.

In order for students to have a successful academic experience there must be communication between the following; school, students and parents. Parents are encouraged to seek the progress of their student at any time during the school year. Parents may also request a parent/teacher conference or a team conference at any time during the school year. Teachers will keep students informed of their academic performance on a regular basis. If ever there are any concerns please contact the office at (946-2519).

Parents have the opportunity to access grades, attendance, and discipline online anytime through the district's student management system. Please contact the Aplington office for information.

Midterm progress reports are sent home and/or available after approximately four to five weeks into each grading period.

Report Cards are issued at the end of each nine-week grading period. At the conclusion of the nine-week grading period each student will receive a letter grade. The letter grade represents a numerical percentage according to the scale below.

90--100% = A	<i>Excellent-Superior</i>
80--89% = B	<i>Good</i>
70--79% = C	<i>Average</i>
60--69% = D	<i>Poor-but passing</i>
00--59% = F	<i>Failing</i>

The final grade for the year for each student will be the average of the numerical percentages earned over the four grading periods. The Principal has the final say on student grades.

Honor Roll

Grades 6, 7 and 8 have an honor roll. All grades on the report card are included in determining a student's grade point average. An average of "B" or better is required for making the Honor Roll. Students who have a "B" average but also receive a letter grade of "D" or lower in one class will not be eligible for the honor roll. High honors will be designated for students who have an equal or greater number of "A" grades with no grade of "C" or below. Straight A honor roll represents those students who have achieved an "A" grade for all of their classes.

Awards

The following awards are available for those students who represent the characteristics required for that particular award. The awards will be presented during an Aplington recognition assembly.

- Extracurricular Awards for Band, Chorus, Athletics, Math Counts, and Academic Team
- Perfect Attendance
- Honor Roll
- Good Citizen of the Month
- Presidential Academic
- Illinois Principals Association Leadership Award
- American Legion Award
- Natalie Powell Achievement Award

Good Citizen Award

The selection of students for the "Good Citizen" award originates from the teacher and or administration recommendations. The "Good Citizen" award is given to a student who demonstrates outstanding school citizenship, courtesy, and cooperation with students, teachers, staff and administration throughout the entire school setting. The recommendation for the "Good Citizen" can also be made for the following reasons:

- Outstanding consistent student achievement and extra work within the classroom.
- Positive leadership
- Cooperation with teachers and administration in helping prevent the breaking of school rules and regulations.
- Assistance in the turning in of lost and/or stolen property
- The most improved student

Good Citizen Award guidelines

- One student per grade level will be eligible each month to receive the award.
- The "Good Citizen" award recipient will receive a U.S. Saving Bond.
- Grade level teacher and the principal will make the final selection.

- A pupil is eligible to receive the award for more than one month at the grade level if there are no other eligible students.
- There will be no co-winners for a grade level for a month.

Extra-Curricular Activities

The following extra-curricular activities are offered at Aplington Middle School:

- Academic Team
- Math Counts
- Girls Volleyball
- Girls Basketball
- Boys Basketball
- Wrestling
- Track
- Cheerleading
- Student Council

Eligibility and participation requirements are outlined for each sport and activity. To participate in inter-scholastic athletics, a student must have a valid health examination, must display proper effort and sportsmanship, maintain passing grades and abide by the regulations established by the Head Coach of the sport.

A fee of \$20.00 is charged for each sport in which the pupil participates, to a maximum of \$50.00 per student for the school year and the annual maximum charge per family of \$100.00. There is no refund after the first practice.

Aplington Middle School Eligibility Policy

All Aplington Middle School students are encouraged to participate in extra-curricular activities. All students must meet the following criteria to participate in extra-curricular/interscholastic events at the middle school:

- Age appropriate requirements
- Grade appropriate requirements
- Criteria for the Route 72 Conference Rules
- Valid health physical on file in the office
- Fee payment
- Rules and regulations per sport signed by parent/guardian
- Academic requirement

Academic eligibility requirement:

1. Begins the first day of practice
2. Any student failing any two classes will be unable to participate in any competitive event for that week.
3. Eligibility is determined by grades being due in the office by the end of the day on Wednesday. Ineligibility will be the following week.
4. Academic ineligibility allows the student to practice but not participate in the competitive event for that week.
5. If any student has four weeks of consecutive ineligibility he/she will be dropped from the extra-curricular activity.
6. Ineligible students may not attend away events.
7. Student grades are used the first two weeks of every quarter to determine eligibility for the new nine weeks.

The principal will make the final determination for eligibility.

Activity Code

(Applies to any student involved in any extra-curricular activity)

Any student guilty of violating the Activity Code and involved in extra-curricular activities will be suspended from the activities as follows:

	<u>Tobacco</u>	<u>Alcohol</u>	<u>Other Illegal Drugs</u>
1st Offense	2 wks. Or 9 wks.	3 wks. Or 12 wks.	4 wks. Or 18 wks.
2nd Offense	1 calendar year	1 calendar year	1 calendar year
3rd Offense	career	career	career

Note: The first number indicates the amount of time suspended from competition or participation within the activity if the student chooses counseling. If the student does not choose counseling, the second number applies.

After the first violation in any category, a second violation in any category will be considered a second offense.

Administering Medications

Students needing medicine during the school day to remain in daily attendance, for comfort, or as a necessity shall be required to comply with the following guidelines:

1. Written orders are to be provided to the school from a physician detailing the name of the drug, dosage, and the time interval in which the medication is to be taken.
2. All medications must be administered by the school nurse or through the office.
3. All School Board policy guidelines must be followed.
4. The school shall not administer aspirin, acetaminophen, vitamin tablets, or other types of medicine unless the above guidelines have been followed.

Bus Permits

Visitors wishing to ride with you on the school bus must request permission from the principal by presenting a note from the host's parents and a note from the visitor's parents. If the bus is not overcrowded, permission will be granted.

Classroom Expectations

The following expectations apply to all students for each class at Aplington Middle School.

1. Bring textbook, notebook paper, pen or pencil, and other necessary materials to class. Coming to class unprepared may result in a *minor*.
2. Be an active participant in the classroom by taking notes, listening well, and taking part in discussions.
3. When provided study time, use this time effectively and understand the assignment before leaving the class.
4. Keep your student planner up to date and bring it to class daily.

Attendance-Absences-Excuses

Attendance at school is mandatory and is vital for the success of any student. If a student is to be absent for a pre-planned doctor/dentist/etc. appointment, please notify the office before it occurs. When a student must leave school for any reason, and the parent is not transporting the student, a note or phone call explaining who is transporting the student is required. If a student comes to school after 9:10 am, the student is considered absent for a half day.

Illness

If a student is ill and cannot attend school, please call the office (946-2519) before 9:00am. If we do not hear from you, someone from the office will phone home and/or work to find the student and cause of absence. The student is required to bring to the office a satisfactory explanation from the parent or guardian upon returning to school after an absence. *Beginning with the sixth day of absence in a class (or the sixth school day whichever comes first) in a semester, the student will be expected to provide written verification of the illness by a medical doctor and/or the school nurse.* If this written verification is not provided the future absences will be considered unexcused.

Chronic Absence

Students who are chronically absent without satisfactory explanations for those absences, and those students who have unexcused absences may receive a visit from the truancy professional or administrator to address the problem. Parents will be contacted immediately regarding their student's chronic and unexcused absences.

Make-Up Work/Special Permission Absences

Students absent because of illness or family emergencies may make up their class work. The time allotted shall be equal to the number of days absent plus one-day. The student should contact his/her teachers as soon as possible to make arrangements for making up class work. Credit may not be given for truancy absences or unexcused absences and/or for work turned in after the allowance for each day absent plus one provision. With long term assignments such as projects or book reports, students are required to meet deadlines regardless of absences. Teachers and/or the principal may grant extensions in special cases.

With prior approval, special permission may be granted for a student to be absent for family vacations (at least one parent must accompany the pupil on vacation). Provisions will also be made for Religious observances. The student will be permitted to work ahead on assignments that will be missed.

Cutting / Skipping Class

Being absent from a class or classes without permission is an **unexcused absence** and an **act of truancy**. There is no legitimate reason for cutting or skipping. Cutting class is a cause for at least one of the following: loss of academic points, failing grade, detention, suspension or expulsion. Severity of the discipline will depend on the record of the student and frequency of the offense.

Emergency Absence

Occasionally a family emergency develops at the last moment and it becomes imperative that a student stays at home to help out. The emergency may exist for only an hour, for a half day or perhaps for all day. In any event the parent should call the principal at his/her earliest opportunity to explain the emergency. The principal may waive all regulations concerning "student absences" when in his judgment the urgency of the absences justifies special consideration. The key word will be "emergency" rather than the "convenience" of the situation. When in the opinion of the school authorities a student's emergency absences become excessive, a parent conference will be required with the principal and/or Board of Education.

Excused Absences

1. Personal illness.
2. Medical or dental appointments.
3. Serious illness or death in the immediate family.
4. Authorized religious holidays.
5. Other absences which may receive prior approval of the principal.

Unexcused Absences

Unexcused absences are absences such as but not limited to:

1. Shopping trips
2. Gainful employment
3. Missed the bus
4. Baby sitting
5. Non-family vacations
6. Hunting or fishing trips
7. Car trouble
8. Over slept

Truancy

- A. This district considers a student to be truant who is absent without valid cause for a school day or portion thereof, as defined in Section 26-a of the Illinois School Code.
- B. Examples of truancy, but not limited to, as listed below:
 1. Skips school or a class
 2. Leaves school without signing out in the proper office
 3. Leaves school during lunch without a pass (elementary students)
Exception: elementary/middle students (grades 1-8) living in town and going home for lunch
 4. Is absent from class without permission
 5. Obtains a pass to go to a certain place and does not report there
 6. Becomes ill and goes home or stays in the restroom instead of reporting to the office
 7. Goes home for lunch, becomes ill and remains there without having a parent or guardian call
 8. Comes to school but does not attend class

Hearing Procedure

A student and/or a parent may appeal a student's grade reduction and/or no credit status and request a hearing with the principal. If the parties are not satisfied with the principal's action, they may request a hearing with the superintendent. If they are not satisfied with the superintendent's action they may request a hearing before the Board of Education whose decision shall be final.

The Hearing Officer shall be in complete charge of the hearing. The decision of the Hearing Officer shall be reduced to writing within two working days and provided to both parties.

Medical Documentation

Under certain circumstances, schools may require parents or guardians to present medical documentation of physical or emotional conditions causing a student's absence. Beginning with the sixth day of absence during the school year the student will be expected to provide written verification of the illness by a medical doctor and/or the school nurse within two school days. If this written verification is not provided, the future absences will be considered unexcused.

Special Permission Absences

Family vacation shall be interpreted to mean that at least one parent, grandparent or guardian must accompany the student on the vacation. A student is limited to five excused vacation days per school year. Students will be allowed one planned absence per year with principal approval. This form must be completed and turned into the principal 24 hours prior to the planned absence

Book Rental/Book Fees

Books are rented to students through the book fee collected during registration. Books should be returned in basically the same condition as when loaned at the beginning of the year with an allowance for normal use. Students will be expected to pay the replacement cost of any book that is damaged or lost.

Cafeteria

Aplington Middle School is considered a closed campus. Students are expected to eat lunch in the high school cafeteria unless special permission is granted otherwise. If a student lives in town and is going to his/her own home for lunch, a written note from the parent/guardian is required. A student may not go home with another student for lunch. Students who qualify for free/reduced should fill that form out at registration.

Lockers

Each student will be issued a hall locker. Do not attach signs, posters, or decorations on the outside of lockers without office permission. A student should use only his/her locker and not allow another student to use that locker. Any locker damage should be reported to the office immediately.

All lockers are the property of the school and students should not have an expectation of privacy in school lockers. Lockers are subject to random search at any time by school officials. Any contents contrary to school regulation or school welfare will be confiscated.

General Policies

1. Students will not use **electronic devices** in school during school hours unless required by a teacher for class.
2. Cell phones must be turned **off** during the regular school day. Cell phones are not to be carried on students during the school day. **They must be kept in student lockers.**
3. **Knives, guns, other weapons**, or any look-alikes are not permitted on the school premises at any time without written permission from the principal.
4. Water guns are prohibited.
5. Pupils damaging school property will be required to pay the cost of repair and/or replacement.
6. Hazing is illegal and may result in suspension.
7. Only water will be allowed during the school day for students. Juices will be allowed to be purchased and consumed during lunch time only. All food shall be consumed in the lunch room. Pop will be sold after school at 3:10 p.m.

Student Behavior/Discipline

One of the non-academic goals we have at Aplington is the development of young adults into respectful and responsible citizens. Students are representatives of Aplington Middle School and the community of Polo and should behave in such a way at all times. Appropriate conduct and good behavior is a conscious choice of the students whether it be on the bus, in the classroom, in the hallway, in the cafeteria, at assemblies, or at extra-curricular activities. Teachers have specific classroom rules that students will be expected to follow:

1. Students will not be allowed to interrupt the learning atmosphere through misbehavior.
2. Bullying of students, inappropriate physical contact, malicious mischief, insubordination, and violence are all considered inappropriate behaviors and will not be tolerated. Continued misbehavior will result in loss of privileges and the development of an individual behavior management plan.

Students should be aware of the following rules:

1. All Polo School Board Policies will be enforced.
2. All teachers, substitute teachers, supervisors, office personnel, custodians, bus drivers and fellow students are to be treated with respect. Disrespect is considered insubordination. Students who violate this policy will receive one of the following punishments depending upon the severity of the insubordination: detentions, in-school suspension, out of school suspension, or expulsion.
3. Good manners are expected of students at all times. This includes proper language.
4. Good grooming is expected of all students. Please see the school board dress code policy.
5. Chewing gum and eating candy are not permitted at Aplington Middle School. Special permission from a teacher and/or supervisor can be granted.
6. Bicycles are to be parked in the bicycle rack behind the school at all times.
7. Skateboard, rollerblades, walkmans, boom boxes, and other noise making devices are not needed at school and should be left at home.
8. Students responsible for theft or damaging school/personal property will be required to pay the cost of repair or replacement. Students will also face suspension or expulsion.
9. Physical contact between students will result in out of school suspension.
10. Students will not disrupt the learning opportunities of other students.

Sexual Harassment

It is the policy of Polo School District #222 to provide its employees and students an employment and educational environment free from unwelcome sexual advances by employees and students of the district.

An employee, student, or other individual who feels he/she is a victim of sexual harassment should report it to the building principal.

Bullying

Students will not use any form of aggressive behavior that does physical or psychological harm to anyone else. Also, they will not urge other students to engage in such conduct. Prohibited aggressive behavior includes, but is not limited to, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

Discipline Steps

Minor/Parent contact

A minor will be issued to any student engaging in an incident deemed by a teacher, staff member or administrator to be mildly distracting from the academic environment. A single minor will not warrant parent notification. An accumulation of five minors will result in the issuance of one major; the resulting consequence will be detention. Parents will be notified regarding the issuance of a detention.

Major/Detention

A major, which results in an automatic detention, will be issued to an individual for any of the following reasons:

- The student accumulates five minors during the course of a semester.
- The student continues to engage in negative behavior following issuance of minor(s) for the behavior.
- The student engages in an incident deemed by a teacher, staff member or administrator to be greater than mildly distracting from the academic environment.

The teacher assigning a detention will notify the parent(s) of the detention. If a major is issued and sent to the office for follow-up, the administrator will be responsible for notifying the parent(s) of the detention and/or any other disciplinary action.

Principal Referral

If a problem continues or if a detention is not served, the student will be referred to the principal. At that time, the principal will determine the appropriate action.

Consequences

1. Behavioral infractions will include verbal/written warnings, detentions, ISS (in school suspension), loss of school privileges, and OSS (out of school suspension).
2. Students may be placed on a "No Privilege List" for a period of time. The NPL prohibits students from attending or participating in any school extra curricular event or activity that is not deemed essential by the principal or teachers for a set period of time.
3. **Parents are responsible for their student/ transportation home from detention.** If transportation is an issue, arrangements should be made with the teacher prior to the date of detention.

Gross disobedience or misconduct may result in an expulsion recommendation. The Board of Education shall retain sole and exclusive authority to invoke expulsion as a disciplinary measure.

Student Incident Reporting System (SIRS)

Information will be reported to the State Board of Education and local police for the following incidents:

1. Battery to a staff member
2. Firearm
3. Drug-related incidents

Criminal Acts

The commission of, or participation in, criminal acts can result in report to, or involvement of, law enforcement or other outside authorities. Certified personnel have the right to use sufficient force to prevent personal violence, injury and/or property damage. All disciplinary policies shall be in force at all school activities, home and away. Students may be disciplined for off-campus conduct if the student behavior is reasonably connected to school interests.

Expulsion

The Polo Board of Education has the authority to expel students following expulsion procedures.

The following reasons for expulsion of a student include, but are not limited:

1. Truancy
2. Defiance of school rules and regulations after having been warned or conferences between student, teachers, parents, administrators, guidance counselor, and service personnel
3. Immoral conduct or illegal activity on the school campus
4. Defiance or disobedience to school personnel
5. Extortion or intimidation of other students
6. Physical attack on any school employee
7. Continued acts of conduct which effect the welfare and/or protection of the student or staff subsequent to the student being warned about his course of conduct.
8. Weapons (a student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years.
9. Sale or delivery of illegal drugs
10. Repeated occurrences of lack of academic progress

Administrative Discretion

It is recognized that not all disciplinary problems and situations can be identified by the “general” guidelines. The Administration reserves the right to act appropriately at its discretion in any situation not specifically stated, or it can call for additional disciplinary measures to overrule or suspend the guidelines due to a unique set of circumstances. Any such change or ruling by the administrator is not deemed to be policy or precedent setting.

Due Process

In accordance with the School Code, Section 10.22.6, a written notice of out-of-school suspension and/or recommendation for expulsion shall be sent to the parent, guardian, or student. This notice shall include information explaining the right to appeal a decision and the right to a due process hearing.

Behavior Interventions

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

The Polo School District recognizes that appropriate interventions are necessary for all students, disabled or non-disabled whose behavior is unacceptable. The school district further acknowledges that administrators, teachers, and other school personnel who work with disabled students require training and guidance in the use of behavior interventions.

A goal of this policy and procedure is to make available training and guidance to administrators and teachers of students with disabilities who require behavior interventions that provide ways for working successfully with said students, in order to provide an environment in which said students can learn. The policy recognizes that the use of positive or non-aversive interventions is generally most consistent with the educational goals of promoting students’ academic, social and personal growth. Therefore, non-aversive or positive desirable interventions designed to develop and strengthen desirable behaviors should be used to the extent possible and are generally preferable to the use of aversive or more restrictive procedures. While positive approaches alone may not always succeed in controlling inappropriate behavior, the use of more restrictive procedures may be necessary and should be utilized as provided in the policy.

The OCEC Director, with the advice of the behavioral intervention committee, is authorized to develop procedures that take into consideration the Guidelines on the use of behavioral interventions for students with disabilities as developed by the Illinois State Board of Education.

Grooming Guidelines

The Board of Education, the Administration and the Faculty believe the students of our school district possess the good judgment, personal integrity and respect for themselves and their school to dress appropriately and maintain appropriate hygiene. Much of the responsibility for their proper attire should rest upon them and their parents. We recognize the possibility that upon occasion an individual may need guidance regarding proper dress.

Dress Code

In general, students are required to dress in a way that does not distract or disrupt the educational environment of the school and also in a way that will not compromise the individual safety of the student.

1. The following are examples, but not limited to, wearing apparel considered unacceptable or inappropriate for dress in a school classroom setting:

halter tops	cut shirts	see through blouses
tank tops	cut offs	short mini skirts
mesh jersey	short shorts	swimsuits
P.E. shorts		
2. Hats, scarves, bandanas, kerchiefs, hoods or other head coverings are not to be worn in the building during the day. **Any hat or head covering worn in the building during the day will be confiscated and not returned until the end of the school year.**
3. No student shall wear clothing or practice grooming which is unsafe, unsanitary, distracting to others, or is destructive to property.
4. Language or pictures on clothing, such as obscenities or terms relating to sex, violence, alcohol, drugs, or tobacco can not be worn.

Any student who does not comply with the dress and grooming regulations may be sent home to change, result in the notification of parents to bring appropriate clothes, or receive other disciplinary action deemed appropriate by the principal.

Tardies

Students who are late to school will receive a tardy. Consequences will be as follows:

- 3rd tardy: Detention
- 6th tardy: Detention
- 9th tardy: Saturday detention
- 12th tardy: Saturday detention
- 13 or more: Suspension

*Depending on circumstances, consequences may be issued for any tardy after the 9th

Cell Phones

Cell Phones are not to be turned on during the school day from 8:10-3:10. Students may keep their cell phones in their locker, but may not have them on their person during the day. Digital camera cell phones are not to be used during the school day! AMS is not responsible for lost or stolen cell phones. Cellular radio devices, lap top computers, walkie-talkies, Ipods, MP3 players and devices that incorporate voice communication or can function as a cellular phone are not allowed *without special permission from the office*. The use of Personal Assistant devices and lap top computers for instructional purposes is generally permitted, but the administration and/or the classroom teacher may limit their use.

Consequences for cell phones:

1. 1st Violation: Removal of cell phone/electronic device, detention and parent notification
2. 2nd Violation: Removal of cell phone/electronic device, 2 detentions and parent meeting before being returned
3. 3rd Violation: Removal of cell phone/electronic device, loss of privilege to have at school, parent meeting and OSS.

Safety Drills and Emergencies

Fire and disaster drills will be scheduled throughout the school year. Teachers and signs will indicate the route to be taken from various rooms to the designated areas. It is imperative that students follow directions, behave in an orderly manner, and maintain quiet in case instructions must be given.

Student Accidents

The student is responsible for reporting accidents at school to the teacher or coach in charge at the time of the occurrence. Accident reports will need to be filed in the school office.

Student Valuables and Lost and Found

Students are cautioned not to bring large amounts of money or other valuables to school. Students, not the school, are responsible for their personal property. On occasion, students may request to leave money or other valuables in the office for safekeeping. Any article found on school property should be brought to the school office. If a student has lost or misplaced an item, he/she should check in the office.

Telephone Calls

Student use of the office telephone will be for emergencies only. Cell phones may not be used during school hours. (See General Policies #2 for further details.)

Visiting Aplington

Aplington Middle School is open to visitors at all times. We welcome community members, parents and grandparents to our school. We are proud of our students and of what we are accomplishing at Aplington. When you visit please use the front doors of the building and sign in at the office.

The Polo School Board expects parents/guardians to act in an appropriate manner when visiting AMS and to not disrupt the learning environment in any way. If a parent/guardian does act inappropriately, they will then be informed by letter that they can no longer enter the building unless approved in advance with the building principal.

Students who would like a school-age friend to visit may do so for a half-day with prior permission from the office. A note or phone call from an Aplington Parent to the office would be appropriate to begin the permission process. All visitors are subject to Principal approval.

School Hours

- 7:15 am. Office Opens
- 8:00 am Doors Open
- 8:00 am. Students enter building
- 8:10 am. Classes Begin
- 3:10 pm. Classes End
- 3:45 pm. Office Closes

Withdrawal/Transfer from School

- The parent/guardian shall notify the office for transfer information.
- The student will return all textbooks and pay fees if necessary.

Special Education Services

The Polo School District ensures that a free appropriate public education (FAPE) is available to each child with a disability who is between the ages of 3 and 21 (inclusive), resides in the state and is a resident of the district, and requires special education and related services to address the

adverse effect of the disability on his or her education. The special education and related services must be provided according to the child's Individualized Education Program (IEP) at no cost to the parent and in accordance with the state regulations. This school district is bound by this requirement, and children with disabilities attending this school district and their parents retain the right to services if deemed necessary.

The Polo School District provides special education services as part of the required continuum of service options for special education. The district strives to provide the necessary supports to educate all students in their home district. However, if a student needs service to receive an appropriate education beyond what this school can provide, the district will seek support from the Ogle County Educational Cooperative (OCEC). As a member of the OCEC, students in this district with disabilities can receive programming and support services from the OCEC if appropriate. The services and programs provided by the OCEC comprise one or more parts of the continuum of special education service options for a local district. The OCEC operates and administers a number of special education instructional programs and related services.

For further information on special education services in this district as well as the OCEC, please see the building administrator. As part of the district responsibility for Special Education Child Find, the district requires all requests for special education evaluations and services be put in writing and addressed to the building Principal where your child attends.

Electronic Network User Agreement

I understand and will abide by the Authorization for Electronic Network Access. I understand that the district and/or its agents may access and monitor my use of the Internet, including my E-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privilege may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the district's electronic network and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claim and damages arising from my use of, or inability to use the Internet.

Notice of Electronic Recording on School Buses

Electronic video and audio recordings are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They are also viewed at random. Viewing and/or listening to electronic video and/or recordings is limited to individuals having a legitimate educational or administrative purpose. A written log will be kept of those individuals viewing the video recordings stating the time, name of individual viewing, and the date unless it is needed for any educational or administrative purpose.

Student Records

Each student will have two files at Polo Community School District. The first file is the student's permanent record. This file consists of basic identifying information, grades, attendance record and other basic information. The permanent record shall be kept in the school office for at least sixty years after graduation or withdrawal.

The second file is the student's temporary record. This temporary record consists of all information not required to be in the student permanent record, including family background information, test scores, psychological evaluation, health record, teacher anecdotal records, and disciplinary information. The temporary record will be destroyed entirely within six years after graduation or withdrawal.

Polo School District complies with the Public Law commonly referred to as the Family Educational Rights and Privacy Act of 1974 and the Ill. rev. Stat., 1985.

Note:

Student directory information will be released without prior consent unless the parent or eligible student has notified the school district on or before *October 1, 2010*, that they do **not** want the information released. For further information contact the office.

- "Federal law permits the school district to disclose personally identifiable information in the student's education records to 'school officials with legitimate educational interests.' School officials include persons employed by the district as an administrator, supervisor, teacher, or support staff member (including by not limited to... transportation personnel...); or a person, agency, or company with whom the District has contracted, or otherwise arranged to perform a special task or service... Such individuals have a legitimate educational interest if he needs to review an education record in order to fulfill his or her professional and/or official responsibility.

A legitimate educational interest also exists where the staff member or other individual works directly with students and needs to review education records to increase his/her awareness of steps necessary for the safety and welfare of students and staff members."

Sex Equity

The Board of Education and the District are committed to insuring that the District's female students and employees achieve equality with male students and employees.

Aplington Middle School will complete a system-wide sex equity evaluation at least once every 4 years that includes an examination of course enrollment data to identify any instances of disproportionate enrollment on the basis of sex and where discrimination may have contribute to such disproportionality, the sex equity plan shall seek to redress any such disproportionality identified.

Disclaimer

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. Board policies are available to the public at the District Office. Furthermore, this handbook is not considered the only resource for all district policy, procedures, or regulations. The Polo School District #222 Board of Education Policies and Procedures Manual and the School Code of Illinois are also included as resources, copies of which are kept in the administrative office. We invite your input as we continue to update and improve this document each year. Direct such considerations to the school principal.