



Handbook Receipt

Students and parents are responsible for the contents of this handbook. Fill out the information below and return this page to your child's third period teacher.

Student Name: _____

Grade Level: _____

Team Leader: _____

We have read and understand both the 2011-2012 Parent/Student Handbook, and the Kirby School District School Calendar and Parent/Student Handbook and agree to abide by the rules, procedures, and requirements established by School District 140 Board of Education and Prairie View Middle School Administration.

Parent/Guardian's Signature: _____

Student's Signature: _____

Date: _____

PURPOSE

This student planner has been prepared to give our students and their parents information about the procedures, rules, activities and organization of Prairie View Middle School. Our goal is to provide quality education in a safe and supportive school atmosphere. Our teachers are committed to excellence in instruction. We want our students and families to share in the educational process by being committed to learning. That is why it is very important that our students review this planner with their parents. If everyone understands the contents of this handbook, the likelihood of policy violation due to lack of information is reduced.

Prairie View Middle School is organized in accordance with a middle-school philosophy, which focuses on the needs of each student more intently than a conventional high school-type scheduled day. Our student planner answers questions that often concern students so that their school experience will be more comfortable. If your understandings of some concepts in this student planner are unclear, please ask a school official for further explanation.

Cooperation and communication between the home and school are needed to assure the best education for each child. We are proud of Prairie View Middle School, and we hope that our students and their parents will take pride in their association with our school!

BUILDING SCHEDULE

(Students may enter the building at 8:35 a.m.)

8:45-9:30.....	1 st period
9:33-10:18.....	2 nd period
10:21-11:09.....	3 rd period
11:12-11:57.....	4 th period
12:00-12:45.....	5 th period
12:48-1:33.....	6 th period
1:36-2:21.....	7 th period
2:24-3:09.....	8 th period
3:09-3:15.....	Student Dismissal
3:20-4:05.....	Activity

- There is a 3-minute passing time between classes.
- Students should not arrive at school before 8:35 a.m. each morning.
- Student lunch periods will fall within either 4th, 5th or 6th periods.

ATTENDANCE

Regular school attendance is essential to learning. It is important for you to be prompt for all your classes. Successful students are seldom absent or tardy. Students must attend school if they wish to participate in after school or evening activities.

Absence

When you are ill or if you need to miss school because of a visit to a doctor, your parents should call school at 532-8540 between 7:45 a.m. and 8:30 a.m. Parents may also call during non-business hours, the night before and leave the school a message regarding a student's absence. If you are absent for three or more days, parents may request assignments, which may be picked up at the school office between 3:15 – 4:05 p.m. Additionally, a doctor's note should be submitted documenting the illness. Students who seek an excused absence for religious ceremonies or holidays that are normal school days will have such days counted as an absent day. It is the student's responsibility to ask teachers for any work missed due to absence.

Planned absence

Vacations should be planned to coincide with the regularly scheduled school breaks, which are identified on the school calendar. If your family chooses to take a vacation at another time, the school office must be notified in writing and district policy regarding vacations will apply.

Tardiness

A late arrival to school requires an explanation. If you arrive late for school, you must immediately report to the office with a note or phone call of explanation from a parent, doctor or dentist. You must also arrive on time for all classes during the day. If you are late, you must have a pass to gain entry to a class. Chronic tardies may result in disciplinary actions being taken by the administration.

Truancy

A truant is defined as a child who is absent without valid cause. A chronic truant is defined as one who is absent without valid cause for 10% or more of the previous 180 regular attendance days. (Weekends and holidays do not count in this 180 day period.) When it is determined that a child is truant, the parents or guardians are informed of their legal responsibilities, and the school will take appropriate disciplinary action.

EMERGENCY PROCEDURES

Building Evacuation

In the event of a utility failure, fire-related damage, or structural damage, students will be immediately evacuated

to the parking lot of PVMS. They will first be transported to St. Stephen's Church, which is across the street. Once transportation has been arranged, the students will be driven to Grissom Middle School, 17000 S. 80th Avenue, 429-3030, where students will be housed for the remainder of the day.

Fire/Lockdown/Tornado

In the event of an emergency, either a fire alarm will be sounded or an announcement will be made. During this time, absolute silence is necessary so that everyone can hear and obey orders. Each classroom teacher will give specific instructions either to evacuate the building or to go to a designated area of the classroom or hallway. Throughout the school year, drills will be conducted so that students are familiar with these procedures.

Emergency Closing of School

Due to severe weather during the winter months, it may be necessary to close school. The Chicago area broadcast stations have joined together to provide emergency closing information via a centralized computer system.

The stations that will serve our District on AM radio are WGN 720, WBBM 780 and WLS 890. Television stations include: WMAQ-TV Channel 5, WGN-TV Channel 9, FOX 32, and CLTV NEWS. In addition, members of the school community who register with the Xpedite system will be notified via telephone of any school closing. Information is also available through the Emergency Closing Center online at: <http://www.emergencyclosings.com>

Visitors/Security

Prairie View Middle School has a closed campus plan for the safety of our students. School doors will be closed and locked during school hours and entry may be gained only through the doors in the front vestibule. Visitors must push the security button located near the door. A parent or a parent-designee in the office must sign out students who are to be dismissed early. Any visitors in the building (including parents) must sign in and out through the office and must wear a visitor's badge if they leave the office area to travel within the building. Also, anyone coming in contact with the students must complete a Volunteer/Non-Employee Acknowledgment of Non-Criminal Background form and attach a photo I.D.

Telephones

Students may be granted special permission to use the school phone in the event of a health or safety problem to contact a parent or guardian. However, students should not be placing phone calls during the school day unless a teacher or adult staff member gives them permission.

Cellular Telecommunication Devices

Students **may not** use any cellular radio telecommunication devices, including, but not limited to, cellular telephones, on school property during school hours unless an emergent situation were to arise. Kirby School District #140 is NOT responsible for any lost or stolen devices. Students may not at any time use a cellular communication device, camera or video camera for videotaping purposes on school premises during school hours or extracurricular activities without the expressed permission of building administration.

HEALTH INFORMATION

Accidents

During the school day, all accidents are reported directly to the school office. Prompt attention will be given to any student injured during school hours. An accident report will accompany all injuries, and every attempt will be made to notify parents at home or work to obtain specific instructions. However, if the emergency requires medical response, the student will be taken to an area hospital. Parents are responsible for the cost of medical transportation.

Dental Requirement

The Illinois School Code now requires a dental examination for all children in kindergarten, second, and sixth grade. The dental examination form is to be completed by May 15th of the grade requirement. This law became effective on July 1, 2005 and applies to all public, private, and parochial schools in Illinois.

Emergency Information

The office will keep on file emergency information for each student, which should contain information regarding the person(s) the school should contact in case of an emergency. This information will be collected during Parent Information Day in August. **Emergency information should be updated to reflect any changes that may occur.**

Illness at School

If a student becomes ill while in school, he/she must obtain a pass from the classroom teacher and then report to the nurse's office. Parents will be contacted if the illness

seems serious or if it is accompanied by a noticeable fever.

Insurance

School District 140 does not carry health or accident insurance on students. If students are not covered on your family's private health insurance plan, parents may obtain a student insurance plan. Information about student insurance is available through our district office and contained in the 2011-2012 registration packet.

Medicine at School

Students who have conditions that require medication must have a form in the school office that includes both the parent consent and the physician's order. Medication must be in the original container from the pharmacy.

Vision Screening

Please be aware that the vision screening provided by the district is not a substitute for a complete eye and vision evaluation by an eye doctor. Children are not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

PROPERTY SEARCHES

School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lot, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, and other illegal or dangerous substances or materials. This procedure may include the use of specially trained dogs.

STUDENT RESPONSIBILITIES

The majority of our middle school students are able to function on a daily basis in a spirit of cooperation and mutual respect for others. However, rules must be established for those few individuals who are unable to behave themselves in an appropriate manner. The following section of this handbook is designed to establish guidelines of student conduct and dress. The disciplinary measures that will be applied, should these guidelines not be followed, are listed in this section.

Standard of Conduct

Mutual respect is expected between all members of this school. Students are expected to be respectful to all members of the staff (teacher, administrator, substitute teacher, secretary, custodian, teacher-aide, lunchroom personnel, student teacher or visitor) and to each of their classmates.

Learning is the focus of an effective school program. Purposeful disruption of the teaching-learning process prevents the rights of other students to learn. Any disruptions will not be tolerated.

Students are not permitted to leave their assigned classroom without permission from a school staff or faculty member. All students must possess a hall pass when in the hallways during class hours.

The 3-minute passing time between classes allows adequate time to move between classrooms. Students are expected to be seated in the classrooms prior to the tardy bell.

Students are expected to walk on the right side of the hallway at all times. Students must never jeopardize the safety and well being of others. Pushing, shoving, tripping or throwing objects are not allowed at any time.

Assembly Conduct

Assemblies are provided to entertain, inform, and recognize students. The guidelines for school conduct are to be observed during these assemblies. When an assembly is scheduled, students are to report to their scheduled class and wait for their class to be called to the assembly. Students will proceed with their class to the assembly and sit in their assigned spot with their teacher. After the assembly, students should remain in their seats until they are dismissed.

Bus Conduct

While riding on the school buses, students are required to conduct themselves in a proper and orderly manner. A detailed list of rules will be given to each rider. These rules are designed to ensure safe travel for all riders:

- No food or beverages may be consumed on the bus.
- Students must obey the instructions of the bus driver at all times.
- Students must remain seated and facing forward.
- Students are not allowed to make loud or distracting noises.

- Students should not push, move about or annoy others.
- Students will be assigned a seat on the bus.

Our office does not have the authority to permit bus riders to transfer from their assigned bus to another bus even if there is a signed note from a parent. Bus riders must remain with their assigned bus. Students are not permitted to “switch” buses from their original district bus assignments. Students who walk do not have permission to ride the daily buses at anytime.

Lunch Conduct

- Each student must remain seated at his/her assigned table for the entire lunch period.
- Students should raise their hand for permission to use the washroom during lunch period.
- If a student would like to study during lunch period, books and notes may be brought to lunch. Students will not be allowed to leave lunch to go back to their lockers.
- Students should clean their table and floor area when they are finished eating.
- The lunchroom supervisors should be obeyed at all times.
- Glass bottles are not allowed.
- All food and drink must stay in the Commons.
- Fountain drinks are not permitted in the Commons and are not to be dropped off at the office with lunches.
- Lunches dropped off should be labeled and placed in the student’s team bin, which is located in the waiting room.

Standards of Dress

Since school is a place for business, a student’s general appearance should not distract or be unreasonable, immodest, or unkempt. Parents are asked to monitor student appearance so that it will comply with state health and safety standards. Dress standards should be observed at any school or district sponsored event.

- All clothing should be clean and appropriate.
- Articles of clothing which display obscene or suggestive phrases may not be worn. Spandex may not be worn as outerwear.

- Clothing which shows disrespect for any race, creed, color or nationality is not permitted.
- Clothing that displays antisocial, immoral or illegal behavior is not permitted.
- Halter-tops, tank tops, tube tops, strapless, or low-cut clothing may not be worn.
- Bare midribs are not permitted due to short tops and low pants.
- Undergarments should not be visible.
- Clothing with holes, rips, or tears, as a fashion statement is not permitted.
- Clothing or accessories which promote alcohol, drugs, tobacco products or which promote violence or death may not be worn.
- Headwear or outerwear may not be worn inside the building. Exceptions will be made for religious purposes.
- Students should not wear jewelry or clothing that presents a safety or health hazard.
- Occult (Satanic/devil worship) clothing, gang symbols or other related items may not be worn.
- Oversized clothing (baggy clothing) that may endanger student safety is not permitted.
- Clothing or accessories that disrupt the educational process is not permitted.
- Shorts and skirts must be appropriate and modest. (Fingertip length is a reasonable guide.)
- Students may not wear any clothing, accessories, jewelry, or any particular colors that imply “gang” affiliation.

DISCIPLINARY MEASURES

Violation of the standards of conduct and dress may be subject to a form of disciplinary action. These actions include written assignments, detentions, suspensions or expulsions.

Detention

A detention is normally not the first line of correction. The teachers on the student’s team may use verbal warnings or other intervention strategies. Our goal is to correct any problems and help the child realize that actions have consequences when a student disregards guidelines.

Detentions may be issued for the following reasons:

- Academic misconduct
- Class disruptions
- Disrespect
- Excessive tardiness
- Offensive language
- Physical abuse

- Vandalism
- Verbal intimidation
- Violation of safety

Teaching teams may assign detentions for continued, repeated acts of irresponsibility, such as chewing gum, coming to class unprepared, or other lesser actions which evolve into a disregard for authority, whether it be in the classroom, lunchroom, field trip, or assembly.

Detentions may take the following forms, depending upon the circumstances surrounding the incident and the student's overall record of cooperation:

- a written assignment which focuses on the problem
- a before- school extra session of study
- an after- school extra session of study
- a "time-out" session within the child's school day, such as during lunchtime or during times of student options

Suspensions

A student may be suspended, following due process, from classes, and all associated activities for serious misconduct or repeated acts of misbehavior. Such acts include but are not limited to the following:

- Bullying another student.
- Fighting, or serious, intentional physical abuse or harm to others.
- Gambling.
- Gang symbols or other gang related items.
- Insubordination or disrespect towards an adult.
- Possession, use, or display of any dangerous weapon either real or an imitation.
- Profanity or profane gestures.
- Pulling a fire alarm or tampering with fire safety equipment.
- Repeated acts of misconduct or misbehavior, which may or may not merit a suspension, but which illustrate the student's disregard for regulations.
- Repeated interference with the educational process.
- Serious insubordination or disrespect of an adult authority.
- Theft or vandalism of property belonging to the school, school personnel or others.

- Trafficking or advertising any unknown or otherwise harmless substance as a drug.
- Use, possession, sale, or distribution of alcoholic beverages.
- Use, possession, sale, or distribution of any drug, narcotic, illegal substance or related device.
- Use or possession of fireworks or explosive devices or look-alike objects.
- Use, possession, sale, or distribution of tobacco.
- Possession, distribution, and/or the attempt to obtain pornography.
- Use of any cellular radio telecommunication device (e.g. cellular phone) on school property during school hours, except in the event of an emergency.
- Verbal intimidation, which may include, but is not limited to slurs of a religious, ethnic, racial or sexual nature.

After a suspension, the student may, at the principal's discretion, be excluded from certain extra-curricular activities.

Expulsion

Expulsion is the exclusion from school for a period of time greater than 10 days. Only the Board of Education may exercise this serious disciplinary action.

Firearms

District 140 has a strict policy regarding students who bring firearms to school or have firearms in their possession while in school. This also includes look-alike weapons or objects used as a weapon. These students are subject to severe penalties, including expulsion.

GENERAL INFORMATION

Student I.D.'S

Each student will be issued a photo I.D. card for the current school year. This I.D. is the property of Kirby School District #140 and is initially given free of charge. The I.D. may not be defaced or damaged on either side, which includes writing, holes, pictures, stickers, trimming, cutting etc. In the event of loss or mutilation, a temporary I.D. will be issued until a replacement is reissued at the cost of \$2.00 to the student. Each student will be allowed issuance of a temporary I.D. 2 times per quarter without disciplinary consequences. A student must carry their I.D. and it must be produced and/or surrendered upon the request of any teacher, bus driver or staff member for identification purposes at all times throughout

the school day and at all extracurricular activities sponsored by Kirby School District #140.

Backpacks

Students are allowed to bring backpacks to school. However, they are to be placed in the locker throughout the day. Students are not allowed to use them during passing periods. Please use caution in purchasing backpacks. They must be able to fit within the locker.

Bicycles

Bicycle racks are located at the front of the building. All bikes must be parked in the racks and locked. Students assume responsibility for their own bicycles. The school cannot be held responsible for bikes that are damaged or stolen. Bikes must be walked while on school grounds.

Gum/Candy/Food

Gum is strictly prohibited from the school building. All other food is restricted to the Commons area.

Hallways

When in the hallway, always stay to the right. Students are cautioned to walk, not run, and to refrain from bumping and shoving others. Before school, students are to sit on the floor by their lockers until instructed to open them.

Personal Possessions

Students should not bring radios, electronic equipment, cameras, lasers, roller blades, baseball bats or other valuable items to school. These items are a distraction and are often lost or stolen.

Skateboards

Skateboards are not to be brought to school. Skateboarding on school grounds at anytime is prohibited.

Student Lockers

Lockers are the property of the school district. Combination locks must be used. Students will be assigned a hall locker and a gym locker. The school reserves the right to inspect lockers. Students should memorize their combinations and give the combinations to their teachers. Lockers, which are damaged beyond normal wear, will be the financial responsibility of the student's family. Teaching teams may designate locker visits. Locker decorations of any kind are prohibited. The

school is not responsible for lost or stolen property.

School Supplies

Students are required to buy the school supplies that their teachers determine necessary for their successful completion of classes. These supplies include, but are not limited to the following: student planner, pens, marking pens, pencils, notebook paper, spiral notebooks and folders. Students must bring these supplies to class each day.

ACADEMICS

Contests

The building principal will permit contests sponsored by outside organizations, provided such contests clearly serve to advance the educational aims of the school. Only those contests specifically recommended by the building principal and designated by the superintendent shall be allowed

Textbooks

Teachers will issue textbooks to each student in their class. Students are responsible for these books and their condition for the entire year. As soon as you receive your books, cover the textbook and write your name inside the front cover. Each student will be responsible for the condition of their textbooks and must return them at the end of the year. Fines will be charged when textbooks are lost or damaged.

In-School Work Habits

- Students must report to class on time with all textbooks and supplies.
- Students are to have completed all assigned homework before class begins.
- Students arriving to class with a late pass are to enter the classroom quietly in order not to disturb class activities.

Homework

Homework is a necessary part of our instructional program. Individual teachers will assign homework in varied quantities. The amount of homework given will be based upon the need of the particular class or student.

At Home Study Guidelines

School responsibilities and learning do not stop at the dismissal bell. To offer you an idea of how to successfully manage your home study time, try following these guidelines:

- Study in a quiet, well-lit room.
- Pick a time to study when you are most alert. For some, it is best to study right after school; for

others the best study time is just after dinner in the evening. Find the right time for you and use it every day.

- Have all materials (books, pens, paper, etc.) ready before you begin to study.
- Study in short blocks of time (20-30 minutes) with five-minute breaks between study blocks.
- Complete study tasks and then review or proofread your work.
- Check your assignment book to make sure that you have completed all of your homework and study requirements.
- When you have completed your homework, place it in a folder or notebook where it will not be misplaced.
- Be sure to submit all of your homework on time to receive full credit for your efforts.

Grading Scale

Assignments, quizzes, and tests will be evaluated using the district grading standards:

A= 100-92
B= 91-85
C= 84-72
D= 71-65
F= 64 and below
P= Passing
I= Incomplete

(Teachers may adjust this scale based upon the abilities of the students in any particular class or subject.)

As in the past, parents will have access to grades on-line for the school year 2011-2012. Below is the website. Once you enter your student's activation code, directions will be given for the access process.

The website is:

<https://sds.ksd140.org/parentconnect>

Rtl

In response to Federal and State mandates contained in the Individuals with Disabilities Act (2004 reauthorization) and the No Child Left Behind Act (NCLB), Kirby School District 140 has instituted a Response to Intervention (Rtl) program. This

mandate requires school districts to provide early intervention support to struggling learners.

All students will be screened three times throughout the school year. The screening device is called AIMS web, and it will identify students in need of academic support. Students identified as needing support in Reading and/or Math will work with a District 140 staff member for 45 minutes of Reading and/or Math intervention in lieu of their assignment to an Enrichment or Life Skills class. During this time, interventions and scientifically based teaching materials will be utilized in order to address skill deficiencies. Students in these instructional groups will receive this support in addition to their regularly scheduled time spent with a classroom teacher during the Reading and/or Math portion of an academic day.

Parents of students identified as in need of assistance in Reading and/or Math will be notified of an assignment to an Rtl tier. Regular monitoring will be conducted in order to determine the duration of the intervention period as well as documentation of student progress.

Report Cards

Report cards are issued at the end of each quarter. This evaluation of the student's progress takes into account individual characteristics, abilities, and effort. If parents or students have questions about a report card grade, please contact the classroom teacher for clarification.

Parent/Teacher Conferences

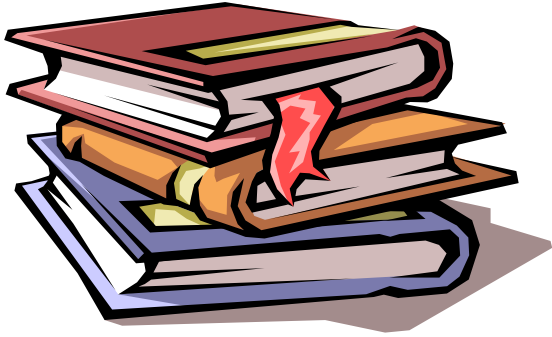
After the end of the first marking period, a parent/teacher conference day may be scheduled. Conferences will be scheduled to accommodate working parents who wish to attend. At other times throughout the year, conferences may be arranged between parents and teachers.

Honor Roll

An honor roll is published at the end of each quarter. To be included on the honor roll, an overall grade point average of 3.50-4.00 is required. A grade point average of 3.75 or higher is considered high honors.

Honor Roll status will not be awarded to any student who receives less than a C grade in any subject. Plus and minus grades appear on report cards, but they will not enter into determination of the grade point average. The following letter grades and their corresponding numerical value are listed below:

A = 4.0
B = 3.0
C = 2.0
D = 1.0
F = 0.0



SOUTHWEST INTERSCHOLASTIC CONFERENCE (SWIC)

Prairie View Middle School is a member of the SWIC which offers many competitive activities, including the following: boys' and girls' softball, boys' and girls' cross country, girls' and boys' basketball, girls' and boys' volleyball, girls' and boys' track, Mathletes, speech, as well as Band and Choral Programs.

Prairie View Middle School provides a broad and varied program of extracurricular activities designed to meet the needs and interests of our students. Students who represent Prairie View in extracurricular activities must maintain good academic and disciplinary status in order to remain eligible for these programs. Student eligibility is determined by their teachers, based on the student's schoolwork and behavior. Any team member who receives an "F" in any subject is temporarily suspended from competition for one week, or until academic improvement is noted. At the coach's discretion, students who are on activity suspension may practice but not play in SWIC sanctioned games or events until a passing grade or progress is made toward improving their academic performance.

STUDENT ACTIVITIES

We encourage our students to become part of extracurricular activities because we believe that they are a vital part of the middle school experience. Various clubs operate throughout the year. It is expected that each club participant will maintain passing grades and appropriate behavior. Attendance during regular school hours is required in order to participate in after school activities.

8TH GRADE CLASS ACTIVITIES

Eighth grade students enjoy certain privileges and activities, many of which are scheduled at the end of the year. Eighth graders must demonstrate basic responsibilities, appropriate attitudes and academic success before they are allowed to participate in these activities. It is up to the discretion of building Administration to revoke a student's privilege to participate in these extracurricular events.

Activities

- Attending the Class trip to Great America
- Attending the Eighth Grade Dance
- Attending TBA end of the year events
- Participating in the formal Graduation Ceremony. This participation involves the purchase of cap and gown, paying the necessary fees, being seated with the Class of Graduates at the Ceremony, and walking on stage to receive the diploma.

Requirements

- Students must earn a cumulative grade point average of at least 1.0 (D).
- Students must demonstrate appropriate behavior throughout the school year as supported by behavioral records and staff recommendations.
- Students must show respect and cooperation toward adults and fellow classmates.

Reasons for Exclusion from Activities

- A cumulative grade point average below 1.0 (D).
- Severe or repeated misconduct or misbehavior problems as documented through conduct referral forms, detentions, suspensions, and teachers' or administrative notations.

