

Margaret Mead Junior High



“Home of the Mustangs”

Parent and Student Handbook 2017-2018

Margaret Mead Junior High
1765 Biesterfield Rd.
Elk Grove, IL 60007

Office: (847) 357-6000
Absence Telephone: (847) 357-6002
School Nurse: (847) 357-6016
FAX: 847-357-6001

Principal: Mr. David Szwed
Assistant Principal: Mr. Edward Garza

Front Office: Mrs. Betty Caby, Mrs. Karen Marlega, Mrs. Sherry Scheel



MARGARET MEAD MISSION

It is the mission of Mead to ensure the academic success and social-emotional growth of all of our students.

MARGARET MEAD VISION

Parents and Community

Community members (parents, residents, businesses, government, etc.) partner with the school to support student learning and positive behavior. The Mead community will:

- use various forms of communication to share information.
- encourage and provide opportunities for volunteers and partnerships with the school.

Climate

Mead establishes and supports a safe and positive climate. The Mead community will:

- treat everyone as a valued member.
- celebrate achievements and accomplishments.
- maintain an environment conducive to learning.
- treat everyone with courtesy, dignity, and respect, while maintaining all necessary confidences.

Professional Learning Community

All staff members continually and collaboratively work for the benefit of the students. All Mead staff will:

- be dedicated to continuous learning and student achievement.
- commit to continuous improvement with knowledge, purpose, and efficiency.
- come together for the benefit of the students.
- seek appropriate resources and support.

Curriculum, Instruction, Assessment

Students are provided a common and viable curriculum with a variety of interventions/enrichment to meet their needs. The Mead staff will:

- utilize data to drive instruction.
- set high expectations identified in essential outcomes.
- be knowledgeable about best practices of instruction and assessment.
- foster culturally responsible and responsive students.

Student Learning:

Mead differentiates instruction to meet the needs of each student. Mead students will:

- create, reflect, and revise achievement goals.
- participate in regular and timely interventions.
- be safe, respectful, and responsible.
- strive to meet high expectations.

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Welcome from the Principal and Assistant Principal

Dear Parents and Students,

Welcome to another exciting year of learning at Margaret Mead Junior High. Our school is committed to educating children academically, emotionally, and socially.

Strong academic achievement is a priority for the entire Margaret Mead learning community. Our students are exposed to a number of learning opportunities and a wide range of extracurricular activities to encourage the development of well-rounded students. Mead Junior High sponsors more than two dozen clubs/activities, which help enhance our students' school experiences.

In order to promote a learning partnership between the Mead staff and community, our PTA provides many entertaining and exciting events for the students including Pizza Tuesdays, Hot Lunch Thursdays, motivational speakers, dances, and special events. Additionally, the Mead PTA organizes Teacher Appreciation Week for our staff and puts on a number of other events in the morning or at night for parents and students to be involved.

As you read through this handbook, you will learn about the Margaret Mead Junior High educational program and the expectations we have for all students. We are proud of our students, staff, and school and we look forward to celebrating our successes throughout the school year!

Sincerely,

Mr. David Szwed
Principal

Mr. Edward Garza
Assistant Principal

**Schaumburg Community Consolidated School District 54
School Calendar for August 2017 – June 2018**

AUGUST

17 Full-day Institute Day – NO SCHOOL
18 Full-day Institute Day – NO SCHOOL
21 First day of classes for regular and special education students in grades 1-8
28 First full day of attendance for kindergarten students

SEPTEMBER

4 Labor Day Holiday– NO SCHOOL
20 Half-day In-service Day – NO SCHOOL IN AFTERNOON

OCTOBER

5 Half-day Parent-Teacher Conferences – NO SCHOOL IN AFTERNOON
6 Full-day Parent-Teacher Conferences - NO SCHOOL ALL DAY
9 Columbus Day Holiday – NO SCHOOL

NOVEMBER

10 End of first trimester
22 Student and Staff Non-attendance Day – NO SCHOOL
23 Thanksgiving Break – NO SCHOOL
24 Thanksgiving Break – NO SCHOOL

DECEMBER

21 Winter break begins at end of day

JANUARY

8 School resumes
15 Martin Luther King, Jr. Day Holiday – NO SCHOOL

FEBRUARY

15 Half-day Parent-Teacher Conferences – NO SCHOOL IN AFTERNOON
16 Full-day Parent-Teacher Conferences – NO SCHOOL ALL DAY
19 Presidents Day Holiday – NO SCHOOL

MARCH

2 End of the second trimester
7 Half-day In-service Day – NO SCHOOL IN AFTERNOON
20 Student and Staff Non-attendance Day – NO SCHOOL
23 Spring Break begins at end of day

APRIL

2 School resumes
20 Third mid-trimester

MAY

2 Half-day In-service Day – NO SCHOOL IN AFTERNOON
28 Memorial Day Holiday – NO SCHOOL
30 End of the third trimester
30 Last day of school (if no emergency days are used) Please note this is a full day of school
31 Student Non-attendance Day – NO SCHOOL
Emergency Days – May 31 through June 6 will serve as emergency days in the event district schools are closed

PLEASE NOTE: Beginning August 23, 2017, every Wednesday is designated for staff development. Students are dismissed 30 minutes early. Also, on all half-days, early childhood classes are canceled.

SCHOOL HOURS & ARRIVAL/DISMISSAL PROCEDURES

School Hours

Monday, Tuesday, Thursday, Friday:

1st Bell.....7:30 a.m.
School Begins.....7:38 a.m.
Lunches.....10:00 a.m.-12:49 p.m.
School Ends.....2:15 p.m.

Wednesday:

1st Bell.....7:30 a.m.
School Begins.....7:38 a.m.
Lunches.....9:30 a.m.-12:11
School Ends.....1:45 p.m.

School Closings

If school is closed due to weather, District 54 will email and call parents and employees. We also notify the media and post closings on our website, social media and on school closing websites (www.cancellations.com and www.emergencyclosings.com). If you would like to receive a text message from District 54 for snow days and other districtwide emergency situations, text the word YES to the number 68453. If there is no information on the website, school is open. For more information on communications related to school closings, and to sign up for text messaging, visit <http://sd54.org/schoolcancellations>.

Wind Chill Warning

A wind chill warning indicates that life-threatening conditions and a risk to safety exist. Measures should be taken to safeguard life and property immediately. A wind chill warning is typically issued when the wind chill will be -30 degrees Fahrenheit or colder OR the actual air temperature is -15°F.

- Classes will be cancelled.
- Extracurricular activities will be suspended.
- The announcement will be made by 6:30 a.m. at the latest. District 54 often waits until the morning to cancel school, because the weather in the Chicagoland area is constantly changing. We wait to make the decision with the hope that we can have children in school.
- All notification systems will be leveraged to send school cancellation communications to families including emails, our websites, social media and – for parents who have signed up for it - phone calls and text messaging.
- If you have not yet signed up to receive a phone call or a text message on a snow day, visit <http://sd54.org/schoolcancellations> for instructions.

Wind Chill Advisory

A wind chill advisory is issued when conditions do not meet the wind chill warning criteria but still cause significant inconvenience. The weather during a wind chill advisory is not life-threatening but presents conditions that may result in inconveniences or pose moderate risk to safety. A wind chill advisory is typically issued when the wind chill is -20 degrees Fahrenheit or colder.

- Schools will be open. However, students will not be penalized should parents choose to keep their children home.
- Extracurricular activities may be suspended if conditions persist. Updates will be posted on school websites and parents will receive an email if after-school activities are cancelled.
- All field trips will be cancelled.
- All outside activities will be suspended, including recess and outdoor physical education.

Note: The National Weather Service (NWS) will be the meteorological source District 54 uses to determine and declare a wind chill warning or wind chill advisory. <http://www.weather.gov>.

Reminder to consider what kind of alternative child care arrangements need to be made for your children should our school be closed for inclement weather or other related emergencies. Though District 54 makes every effort to keep our schools open and operational, circumstances beyond our control oftentimes dictate school closings

Arrival

Students are allowed in the building beginning at 7:00 am if they have the appropriate morning pass. Students are to report directly to their appointment or morning help classroom without stopping at their locker.

Bus Passes & Bus Transportation

Students can only ride the bus assigned to him/her and must carry their bus pass at all times. Students are not allowed to ride another student's bus. This is an important district policy and will be followed by all District 54 students. No exceptions to this policy will be made. Written request by parents will not be honored. Students must also show their bus pass each day as they get on the morning and after-school bus. If a bus pass is lost, students can purchase a new one from the main office.

If your child is assigned a bus route and they stay after-school for an extra-curricular activity, then they are eligible to ride the late activity bus. Students will need to present their bus pass to be allowed entry on to the bus. The late-run buses depart Mead at 4:00 p.m.

Note: Students may only ride the activity bus after staying for a school-sponsored event or activity. Students may not leave campus and return to take the activity bus home. All school and district regulations and policies are in effect during the transport of students to/from school.

Student Pick Up/Drop off

The following are procedures which have been established because student safety is our primary concern. We understand that some procedures may inconvenience you, but as stated above, safety is our primary concern.

- There is no adult supervision prior to the 7:30 a.m. bell. Therefore, students should arrive at school no earlier than 7:25 a.m. (unless coming early with an authorized morning pass provided by a teacher).
- Students being *dropped off by car* on Biesterfield or *walking to school* will assemble by the main entrance, door 1, until the 7:30 a.m. bell. Please be careful where you park and drop off your children. Parking too close to a crosswalk can restrict pedestrian visibility and result in a ticket. All students should exit cars from the passenger side of the car only. All students should cross the street only at the crosswalk.
- On dangerously cold winter days, students who arrive before the 7:30 a.m. bell will be let into the school immediately upon arrival before the 7:30 a.m. bell. In case of extreme snow, students will need to be dropped off at the crosswalk in order to safely enter the building. Cars cannot block the driveway to let students off.
- Students *taking a bus* will be kept on their bus until the 7:30 a.m. bell after which they are to come directly into the school either through main entrance door 1 or entrance door 3 (also on the north end of the building).
- State law requires bus drivers to use their stop signs when children are entering and leaving the bus. Driving through the stop sign can result in a ticket. This also holds true when students are exiting buses in the Mead parking lot. No cars should be moving when the buses are loading and unloading students in the Mead parking lot.
- For safety reasons when busses are present, the Mead parking lot is CLOSED for car drop off during arrival 7:15-7:35 and for car pick up during dismissal 2:00-2:20 p.m.

Student safety is our top concern. By following all posted signs and driving regulations we can keep our children safe and help you avoid unnecessary tickets. The police do patrol our area and they do issue tickets. The entire Mead staff appreciates your patience and cooperation as we strive to provide a safe environment for our students.

Leaving School

Students are not authorized to leave school property during regular school hours unless they are signed out by a parent or other authorized person. A parent must come to the school office to sign out his/her student and may be asked to provide identification. **Students will be dismissed through the office and only to adults who are listed as an emergency contact.**

Emergency Contacts

Please notify the school office if any important contact information changes during the year. Current home and work telephone numbers, addresses, and emergency contacts are essential

ATTENDANCE

To create a successful school year for students and teachers, attendance and punctuality are very important. Students who are absent miss a great deal of classroom instruction. Regular, daily attendance is a key factor for school success and is required by law. Unnecessary absence from school may have a negative effect on a student's attitude, work habits, and progress. However, students who are ill should not be sent to school for their own good and the welfare of others.

Please call 847-357-6002 by 8:00 a.m. each day your student will be absent. Please make every effort to schedule vacations and medical appointments around the school calendar.

Any student absences not reported will be marked as unexcused. Excessive unexcused absences will be considered truant behavior. Students and/or parents may check the Mead website at mead.sd54.org for homework, email a teacher or leave a message for a teacher through voicemail. The Parent Portal is also available for checking missing assignments, attendance and tardies. The link can be found on our Mead website. Additionally, students can access the calendars of his/her individual Google Classrooms and find information about the day's lesson and assignments.

Students and parents should be prepared to spend extra time outside of class to make up learning missed due to an absence.

PARENT/VISITOR PROCEDURES

We welcome your visit to our school. For security purposes, all exterior doors to the building are locked at all times. You must enter the building through the main entrance. Please ring the doorbell to the right of the front set of doors. A bell rings inside the office and a staff member will ask for visitor's name before releasing the door lock. When you hear the click, you will be able to open the door, enter the building, and report to the office.

All visitors must enter the office, sign in, and wear an identification badge while in the building during regular school hours. There are different sign-in books in the office. If you are having a meeting with a staff member, please sign in the "guest" notebook located on the front counter.

Mead visitors are welcome to use the washrooms located in the main hallway area. Please ask personnel in the main office to direct you to them should you need one. Items for students such as lunches, notes, messages, instruments, or homework will be delivered to students during lunch or after school from the office. Please do not take items directly to classrooms.

CONTACTING STAFF MEMBERS

During school hours, 7:30-2:15, you may leave a message on a staff member's voice mail. If your phone call requires immediate attention, please press 0 during the message or call the main office.

Each staff member also has an email address. You can obtain their email and direct phone number by going to our website at <https://mead.sd54.org/staff>.

Additionally, district staff contact information can be found by visiting the district website at <https://sd54.org/>.

PARENT CONFERENCES

Parent conferences may be initiated at any time by parents or staff members. In addition, an opportunity is provided in mid-October and mid-February for student goal-setting conferences. Parents will be able to sign-up for student goal-setting conferences at Information Day. Parents can contact teachers via phone or email at any time.

GRADES & REPORT CARDS

Infinite Campus/Parent Portal

District 54 provides portal access for students and parents, this portal is Infinite Campus. The District 54 Campus Portal is a safe, secure web-based communications tool that allows parents/guardians to participate more directly in their students' learning and school lives. The portal provides online access to student grades, assignments, immunizations, test scores, demographic information and more. Parents and guardians will see information related to any student they are authorized to view. Students will only be able to access their own information.

Students receive access to the portal starting in the fourth grade. If the student enters the district after the fourth grade, they receive access upon arrival. If a parent would like to receive access to the portal they may contact the Mead Main Office for more information. Information about Parent Portal and the link to the site can be found at <https://sd54.org/resources/school-district-54-infinite-campus-parentstudent-portal-agreement/>.

Report Cards

Report cards will be sent home shortly after the end of each trimester. Schools will notify parents of the exact dates of distribution each year. Grades and attendance information on the report card become a part of a student's permanent record.

Achievement Grades

Achievement grades are determined based on assessment data (tests, quizzes, and homework). Teachers use an average when determining a student's achievement grade. Achievement grade scale:

A	90--100%
B	80--89%
C	70--79%
D	60--69%
F	Below 60%

Standard Mastery Grades

Standard grades for English/Language Arts, Mathematics, Science/Health, and Social Studies provide specific information on student progress related to the Common Core State Standards. Each standard is evaluated using a 1-4 scale. Cumulative Standards Mastery Grades are given for each content area based on an average. Standards Mastery Grade Scale:

4	Working Beyond Standards	Student's academic performance consistently demonstrates extension of standards. Student produces high quality work
3.0-3.9	Achieving Standards	Student's academic performance regularly meets grade-

		level standards. Student's work is consistently thorough and generally accurate.
2.0-2.9	Progressing Toward Standards	Student's academic performance indicates partial mastery of grade level standards. Student is progressing, but mastery is dependent upon adult support.
1.0-1.9	Working Below Standards	Student's academic performance is consistently below grade-level standards. More time, practice, and assistance are needed at school and home to meet standards.

STANDARDIZED TESTING CALENDAR

Standardized testing provides valuable information about a student's academic achievement level. Scores may be used to monitor a student's progress throughout his/her schooling.

No single test can provide a complete picture of a student's achievement! Classroom performance, teacher observation, and other tests help provide additional information about your child. Questions about your child's test results should be directed to your child's content area teacher or the school administration.

The specific dates of the assessment administrations will be communicated to parents and students as they become available.

MAP Testing

MAP is an adaptive assessment assessing reading and math. All students in will take the MAP tests in the fall, winter, and spring. Teachers will use MAP scores throughout the year to measure student growth in reading and math, and score reports will be sent home to parents following each administration. Students will work with their teachers to set growth goals on these assessments and reflect regularly upon their progress towards these goals. MAP assessments are research-based tools that are reliable and valid, and which provide immediate feedback as to how students are progressing over time. They help our teachers plan effective instruction based on the individual needs of the student.

PARCC Testing

Each spring Illinois students participate in the Partnership for Assessment of Readiness for College and Careers (PARCC), in English/language arts and math. The PARCC exam asks students to demonstrate and apply their knowledge and skills. The test is aligned with the updated Illinois Learning Standards and measures students' problem-solving, critical-thinking and writing skills, which are abilities all students need to stay on track for college and career readiness after high school.

CHROMEBOOKS

Chromebooks are a valuable instructional tool to facilitate student learning. Every student will be issued a district-owned Chromebook. It is the student's responsibility to appropriately maintain their Chromebook. Daily expectations of students using Chromebooks are listed below:

- Take the Chromebook home every night.
- Charge the Chromebook every night.
- Bring the charged Chromebook back to school every day.
- Bring the Chromebook with you to classes as instructed by your teacher.

Chromebook handling and management expectations are listed below:

- Case should be used for transporting device. No other objects (including charger) should be in the case with the Chromebook as they damage easily.
- Chromebook should remain in case when not in use.
- If a Chromebook has been lost or damaged/ destroyed, an appropriate replacement cost or repair charge will be determined. All students share in the responsibility of maintaining our school materials.

Acceptable Chromebook use expectations are listed below:

- Chromebooks should never be in the bathroom.
- Chromebooks should never be in the gym or locker room.
- Chromebooks should not be near the water fountains or any liquids.
- Chromebooks should be on your desk/workspace, in your lap, in you backpack, or in your locked locker. They do not belong on the floor.
- Backpack should never be left unattended when the Chromebook is inside. It should be with you or in your locked locker.

Student security with Chromebooks is critical. Student passwords will be created for each student and should NEVER be shared with other students. The student passwords protect each student's assignments, student's tests and communications with their teachers. Students are responsible for internet searches and all Chromebook usage done under the student's ID and password.

LOCKERS

Each student will be assigned their own locker on the first day of school. Students will also be assigned a PE locker. Student assistance in keeping lockers and surrounding floor areas clean is expected and appreciated. Students should not give their locker combinations to other students! Valuables or large sums of money should not be kept in school. The school reserves the right to inspect lockers and remove anything in violation of school rules or considered detrimental to the safety of the school and/ or other students. There will be NO locker decorations permitted at any time.

LUNCHES

Students should bring their own lunch to school. There is no cafeteria service. Students can purchase water, refreshments, and healthy snacks from the vending machines in the cafeteria. Please encourage your student to be responsible and bring their own lunch to school every day. When lunches are brought to school after the students arrive, it can be disruptive. The Interact Club and PTA sponsor special days when hot lunches may be purchased in advance

STUDENT BEHAVIOR EXPECTATIONS

The Mead staff has developed three short rules that we expect everyone in the Mead community to abide by.

They are:

BE RESPECTFUL

BE RESPONSIBLE

BE SAFE

It is our goal to make the understanding of these expectations as clear and easy for the students as possible. The behavior matrix included shows you the actual rules for various places in the school and on the school grounds. In a positive manner, the matrix tells students what to do and how to behave in order to abide by these three rules in the various areas of our school. The matrix is posted in each student's assignment notebook, classroom, and in areas around the school.

NOTE: These expectations are in place during school day and apply to all after-school/extra-curricular events and activities that our students attend.

Please take time to go over and review this matrix with your student(s).

Mead Behavioral Matrix --- See Matrix at the back of the booklet

Student Dress Guidelines

We believe that students at Margaret Mead Junior High should take pride in their appearance, and dress in such a way that they are positive representatives of our school. Appropriate clothing should be conducive to learning and compatible with a productive educational environment.

Keep in mind, the way we dress conveys a message. What message do you want your student to send?

Based on these beliefs, the following are inappropriate during school hours at a junior high:

- Revealing clothing such as bare midriffs, bare backs, spaghetti straps;
- Pants and shorts that cannot be worn at or above the hips. No excessively baggy pants;
- See-through fabrics, low-cut tops, low-riding pants, short shorts, or short skirts;
- Outdoor clothing such as coats, jackets, and vests;
- Headwear such as hats and bandanas (except headwear worn due to religious/cultural purposes);
- Clothing with inappropriate slogans or pictures such as depictions of drugs, alcohol, tobacco, gangs, vulgar language, or violence;

In summary, students should come dressed for school in clothing that is modest, suitable for school activities, and reasonable for the purposes of maintaining health, reducing distractibility, and increasing safety in the school. Suitability of clothing for school is subject to the judgment and discretion of school administration.

Thank you for your support in helping our students develop a sense of responsibility for dressing appropriately!

Bicycles, Skateboards, Scooters, In-line Skates

Our primary concern is for the safety of ALL students.

- Students are not permitted to ride bicycles, skateboards, roller blades, roller skates, scooters, or other wheeled devices on school property between the hours of 7:15 a.m. and 4:30 p.m.

- Students using one of these items to come to school must remember they cannot ride these on the school property.
- If your child chooses to ride something to school, please note that bicycles should be locked in the rack on the south end of the school; however, there is no secure place to store any other wheeled devices at our school. Since these items are valuable, we encourage you to talk with your child, and decide together whether or not you wish to assume the risk of having such items here at school. Should storage of wheeled devices other than bicycles become a problem, the school reserves the right to suspend this privilege at a future date.

Valuable Personal Items

Students are strongly encouraged not to bring valuable or treasured items to school. This includes cell phones, Ipods/MP3 players, Ipads, computer games, flash drives, electronic games, or other electronic devices as well as special mementos such as jewelry, cash, coin collections, souvenirs, card collections, or other prized possessions. We cannot be responsible for such costly or irreplaceable items.

We are unable to secure student's personal items while at school. Parents should not allow their students to bring these items to school. When in doubt, leave it at home.

Students should not buy, sell, or trade any items among themselves. This avoids any questions about ownership and helps protect student property. Several lost-and-found locations are located in the school and individual classrooms. The tables outside of the main office and gym serve as the primary lost-and-found locations. Please feel free to check them for any missing articles when you are in the building.

Electronic Devices

Students are not permitted to use electronic devices in school. Any device brought to school must be kept off **and** in the student's locker.

Electronic devices include, but are not limited to:

- Cell phones
- Tablets/Computers
- MP3 players (iPods, etc.)
- Gaming devices

Kindle and E-Reader – type devices may be used appropriately and at appropriate times at school and with teacher approval.

District 54 Board of Education policy states:

“Student possession or use of cellular telephones, laser pointers or ~~of~~ electronic, communication or entertainment devices is prohibited in the schools, on District property or on District-provided transportation unless the use or possession of such a device has first been expressly authorized by the building principal or the Superintendent/designee.”

Tardiness to Class/School

Student must be in their assigned classrooms on time. Referrals for tardies will be issued by office/classroom teacher for each tardy. Parents will be notified by the administrator if a student's tardies

are deemed excessive. If the student's tardies are excessive, the student will be assigned lunch detention or after-school detention(s).

Hall Passes

Any student without a hall pass will be returned to class immediately. Students are required to sign out each time he/she leaves the classroom and must carry with them a lanyard/written pass.

Morning Pass: used to enter the building before the 7:30 a.m. bell for academic help or CICO

Rules:

- Students must enter before 7:20 a.m. Students will not be allowed to enter after 7:20 a.m. (except CICO or 1st period math students).
- Upon entering, students must show teacher specific morning pass to the office staff.
- Students are not allowed to go to their lockers; they must report directly to their classroom.
- Students who come in for morning help should remain in the designated classroom until 7:25 a.m.
- Students wandering the hallways in the morning should be sent to the office.

Guidance Pass: used to visit the guidance department

Rules:

- If a student is issued a guidance pass, he or she must check in with his or her teacher, present the pass to be signed, then go to the guidance office

Red Pass: Used and authorized by classroom teachers to allow a student to go to their locker/water fountain only.

Green Pass: Used and authorized by classroom teachers to allow a student to go to the restroom only.

Written Universal Pass (gold): Used and authorized by staff to allow a student to visit the LRC, Guidance Department, Nurse, or Main Office.

Book Bags/Backpacks

Students are required to store their book bags/backpacks in their lockers when they report to school at the beginning of the day. No book bags/back packs are to be carried from class to class. At the end of the day, students may use their book bags/back packs to take books home. Students may not use purses/lightweight drawstring bags as book bags.

Students will be issued a Chromebook case for the transport and protection of the device. Students are prohibited from using these cases as backpacks for carrying other school supplies and/or personal belongings.

HOMEWORK GUIDELINES

Research provides strong evidence that, when used appropriately, homework benefits student

achievement. The purpose of homework is to enrich or extend school instruction, and to give our students opportunities to maintain new learning through independent practice. At Mead Junior High, homework will be utilized to emphasize the importance of learning in settings other than a classroom. Students are asked to do their personal best on all work in a timely manner.

Students will be held accountable for all assignments. A zero will not be given on any assignment provided the assignment is satisfactorily completed in a timely manner. Late work will be accepted and graded for no less than 50% of the total grade. In addition, modifications and adaptations to homework will also be made at a teacher's and/or team's discretion as necessary.

As always, please feel free to contact your student's teacher(s) if there is a specific concern.

What is Round-up?

The Mustang Homework Round-Up is a homework accountability program. Any student who has three or more missing assignments will be provided a letter on Friday morning stating that they are required to participate in the Round-Up. Students with outstanding assignments will report to specific classrooms during his/her assigned lunch period in order to complete the missing work.

Listed below is the weekly process that Mead will utilize to make students accountable:

1. **Teacher enters incomplete assignments as "missing" in Gradebook.**
2. **Friday 1st Period:** Students with three or more missing assignments are provided a Round-Up invitation letter. Please note, that we will be running these reports every Thursday afternoon. If a student turns in a late assignment on Thursday, there is a possibility that they will still receive a missing assignment letter due to the fact that the teacher may not have had time during the day to update the report.
3. **Weekend:** Students are responsible for completing their missing assignments from the teacher(s) listed on the Round-Up letter.
4. **Monday Lunch Period:** Student must complete ALL of the missing homework assignments listed on their letter. Students are required to turn them into the Round-Up Supervisor in Room at the beginning of their Lunch period if they want to avoid being in the Round-Up for the week. Once a student receives a notice, all assignments **must** be turned into the **Round-Up staff**. Additionally, staff may sign off on the missing assignment notice indicating that the assignment has been turned in to them.
5. **Monday-Friday Lunch Period:** If a student fails to turn in all of their missing assignments on Monday, they will be in the Round-Up during their lunch period starting Monday and every day until all missing assignments are adequately completed and turned in to their Round-Up Supervisor.
6. **Tuesday and Thursday After-School:** If students fail to complete their missing assignments by the end of the Round-Up on Tuesday, they must serve a mandatory after-school detention on Tuesday afternoon in order to finish their missing work. If students are still in Round-Up and fail to complete their missing assignments by the end of the Lunch Round-Up on Tuesday, they must serve another mandatory after-school detention on

Thursday afternoon in order to finish their missing work or to get ahead on upcoming assignments.

This cycle will repeat weekly. If a student finds there was an error on their homework report, the student needs to discuss this issue with the specific content area teacher by the end of 9th period on Friday. If you have any questions about the program, please let us know. Students' missing assignments can be checked daily on the Parent Portal.

PBIS COMPONENTS

Cool Tools

Lesson plans used to teach the behavior expectations One of the most important parts of the PBIS system is that behavioral skills and expectations are taught directly to the students. The lessons will teach all the students what is expected of them and how they are to behave. During the school year, new lessons will be taught every Wednesday during our Social Emotional Learning Period (Advocacy) to all the students. All students will be taught Cool Tools that will impact our school and are based upon the needs of our students. The first opportunity to review appropriate behavior will happen the first day of school when we host our "Camp Mead" where students will travel through the key areas of the school to review the Mead expectations and what that looks like in those key areas.

Green Tickets -A Reward System

Another part of the PBIS system is the use of consistent positive reinforcement of appropriate behavior. All staff members who observe students following the Mead expectations will issue Tickets. Students should be randomly receiving Tickets for demonstrating appropriate behavior. Students can earn Tickets in all areas of the school (classroom, cafeteria, hallway, etc.) and from all staff members. Research shows us that positive reinforcement is one of the best ways to not only change poor behavior, but also to maintain appropriate behavior. The Mead staff is committed to making sure that students who demonstrate positive behaviors will receive Tickets. Ask your child about Mead's PBIS store and other ways to use their earned Tickets!

Building Discipline

Emphasis at Mead Junior High School is for students to practice self-discipline and accept more responsibility for their behavior. Behavior that is disruptive to the education process and infringes upon the rights of others will not be tolerated. Students displaying significantly inappropriate behavior will receive an office discipline referral. Parents will be notified by the school administrator following an office discipline referral.

PBIS Data Collection

Unfortunately, even with teaching our expectations and offering pre-corrections, some students will still demonstrate inappropriate behavior. Statistics show that this is a small percentage of a school's population, less than 20%. For those instances, there is an Office Discipline Referral Form. The form will help teachers be more consistent not only with enforcing our Mead expectations, but also in taking corrective action when students have demonstrated a misunderstanding of our expectations. We will also use this document and data to track where our students could benefit from re-teaching and reminders of the Mead expectations.

Examples of student actions that would result in an office referral would include: fighting; insubordination; serious verbal abuse or use of profanity or obscenity; acts that jeopardize the

health, safety, and welfare of another; repeated and willful behavior that constitutes disregard for the rules and regulations of the school; and chronic behaviors involving tardies, absences, classroom disruptions, inappropriate language, and missing assignments.

1. Speak to your child about his/her behavior. (Please remember that your child may or may not tell you the entire story)
2. If you continue to have concerns after speaking with your child we ask that you contact the staff member who issued the consequence.

Our goal is to teach students positive behaviors, so that all students can work in a school environment that is safe, fun, free from distraction, and conducive to maximum learning potential.

PBIS Tier II Interventions

Used to teach and reward appropriate behavior.

- **Check-In, Check-Out (CICO):** Students check in and out with an assigned staff member at the same time at the beginning and end of each day. During the day, after each class period, students touch base with their teacher and discuss the student's behavior during the class period. Teachers rate the student's behavior according to their Daily Progress Report (DPR) card and provide feedback to the student in addition to possibly re-teaching appropriate behavior expectations. CICO with individualized features is similar to the standard CICO procedures with one or more of the following changes: change location or time of Check-In and/or Check-Out; change Check-In, Check Out person that the student meets with; individualize student expectations/goals beyond the regular school-wide behavior expectations.
- **Social/Academic Instructional Groups (SAIG):** Students are supported in a small group for direct instruction of appropriate behaviors, structured practice, and feedback from adults and other students in the group. Members of the Guidance Department (social workers, school psychologist) facilitate these particular groups. The following are areas that are generally addressed with SAIG:
 - **Academic Behaviors**
 - **Problem-Solving**
 - **Pro-Social Skills**

NURSE'S OFFICE & HEALTH ISSUES

A registered nurse is at Mead Junior High every day from 7:30 am to 2:20 pm. Parent communication will be made by the nurse's office if a student is ill and needs to go home. Any questions you have about immunizations, physicals, medications, or special health concerns should be directed to the nurse at 847-357-6016.

Use of Water Bottles

Students are allowed to bring a water bottle with them to school and are allowed to bring water bottles with them throughout the day, including in classrooms. Please ensure your child's water bottle has a secure lid and is transparent or semi-transparent to allow us to see the beverage inside the water bottle. Student beverages are limited to water. No juice, soft drinks, or other beverages are to be consumed outside of the cafeteria or at times outside of the designated lunch period.

Medication Policy

Medications will be given to your child in accordance with Board of Education policy requiring:

- a District 54 consent form signed by the parent;
- a District 54 form completed by the physician; and
- medication in a prescription container (*this includes all over-the-counter medications*)

Bus Procedures for Students on Crutches

A doctor's note is necessary for a student to use crutches in school. If your child rides the bus to school and is on crutches, please contact the school nurse at 847-357-6016 as soon as possible. The nurse will provide you with "Request for Medical Busing" forms. Parent/Guardian and physician must complete these forms before a child on crutches will be allowed to ride the bus to and from school. Once the school nurse receives the completed forms and the doctor indicates the student can climb stairs, arrangements will be made for a representative from First Student to come to school and observe the child's ability to safely navigate the stairs on the bus. Parents will be notified by the school nurse of the outcome.

Physical Examinations

State law requires students to have an updated physical examinations and all required immunizations on file. If a student has hopes of participating in an interscholastic sport or intramural (i.e. poms, soccer club, any intramural), then they must have an updated physical examination on file in the nurse's office and a signed permission form. This form will provide information on the updated concussion policies followed by District 54 to ensure the safety and well-being of our students. If you have any questions about your child's physical, please call the school nurse.

Should I send my student to school?

The reasons that may constitute a student being sick and unable to attend school include fever, vomiting, diarrhea, contagious disease and rash of an unknown origin. Regarding a student having a fever, your student should be fever-free without medicine for 24 hours before returning to school. Students who are ill should not be sent to school for their own good and the welfare of others.

GUIDANCE DEPARTMENT

Mead offers a support system for all students, staff, and parents. A full time psychologist and two social workers are available. Each member of this department will be a counseling resource to allow that students, staff and parents have consistent support when needs arise. Counseling is available to all students for academic, behavior, social/ emotional, or personal issues.

PHYSICAL EDUCATION

Generally, we assume that students well enough to attend school are also well enough to participate in Physical Education related activities. An exemption to participating in PE requires a doctor's excuse. Every day that a student-athlete is medically exempt from participating in Physical Education, he/she is not allowed to participate in intramurals, interscholastic sports practice or scheduled games that afternoon/evening. Students are required to change into their PE uniform each day. Sweatshirts and sweatpants can be left in student's gym lockers so they are prepared for going outside in the colder weather.

INTERSCHOLASTIC SPORTS/EXTRA-CURRICULAR ACTIVITIES

It is the philosophy of Mead's interscholastic sports and extracurricular activities program to provide a variety of opportunities to teach values in a competitive and/or fun atmosphere while enhancing character through organized activities. Mead believes that participation in interscholastic sports and extracurricular activities is an integral part of the educational process and allows for the development of skills in both group and individual experiences. Mead believes that participation is a privilege and that students participating in sports and/or clubs will uphold Mead's behavioral expectations of respect, responsibility, and safety during their school hours and in their community at large. A student must be present in school for at least half the day in order to participate in any extracurricular or after school sports, intramurals or clubs. If a student is not able to maintain these behavioral expectations, the Mead faculty reserves the right to suspend/remove a student from the sport or club. Students not participating in Physical Education are not eligible to participate in Intramural and Interscholastic sports.

Activity Bus

If your child is assigned a bus route and they stay after-school for an extra-curricular activity, then they are eligible to ride the late activity bus. Students will need to present their bus pass to be allowed entry on to the bus. The late-run buses depart Mead at 4:00 p.m.

Note:

Students may only ride the activity bus after staying for a school-sponsored event or activity. Students may not leave campus and return to take the activity bus home.

Eligibility

Academic eligibility from the District 54 Interscholastic Sports Manual:

- To be academically eligible for the following week, a student may not be failing any class or have a "D" in more than one class.
- Students not meeting academic requirements will attend a study session during practice time supervised by the coach and will be ineligible for practice and competition that week.
- At the start of the second week of ineligibility, the student may be removed from the team at the discretion of the principal and coach.

MEAD PTA

The Parent Teacher Association (PTA) is a membership organization. We rely on our members to contribute their time and skills to our school. Every person who joins the PTA is giving something special to his or her child but also the entire school community benefits as well. We are dedicated to providing programs and events that strengthen the Mead school community.

The PTA consists of an executive board of elected officers in addition to volunteer chairpersons of a number of committees, which include:

- Cultural Arts
- Scholarships
- 8th grade Dance
- Pizza Tuesdays & Hot Lunch Thursdays
- Membership
- PTA Reflections
- Volunteers

Everyone is invited to attend PTA meetings held on the second Tuesday evening of each month, August through May at 7 p.m. A teacher representative is present at each PTA meeting and shares the many happenings of each grade level. Also, the Principal and Assistant Principal attend the meetings and parents receive vital information concerning our school.

The Mead PTA encourages a community spirit among parents, teachers and students. Our members coordinate many programs that are enjoyed by our students throughout the school year to support education and promote parental involvement. Parents and teachers are urged to join this volunteer organization and participate in its activities.

STAY CONNECTED - A Guide for Communication in District 54

District 54's mission of ensuring student success cannot be accomplished without the support of the families we serve. We are committed to delivering accurate and timely information to all families, so that you may support your child. District 54 uses a variety of methods to communicate with you. Please familiarize yourself with the following.

District 54's award-winning website — <http://sd54.org>

In addition to information about the district, you will also find a website for each of our 28 schools, a link to the District 54 Education Foundation and PTA websites, agendas and minutes from the School Board meetings, and our Virtual Backpack with flyers from nonprofit community groups.

Online Event Calendar

The District 54 online calendar is located at <http://sd54.org/calendar> and can be subscribed to through Google. Each school also maintains its own calendar on its website.

Infinite Campus Parent Portal

The Infinite Campus Parent Portal is a website where parents and guardians can log in and view their children's report cards, grades, assignments, immunizations and test scores. You can also use the portal to register and pay fees online. The Parent Portal can be found under Popular Links at <http://sd54.org>. If you haven't registered, contact your child's school to obtain log-in information.

Social Media

You can follow District 54 online at Facebook.com/D54schools, Twitter.com/D54schools. We are also launching an Instagram account this year at Instagram.com/SchaumburgD54Schools.

District 54 Visions Enewsletter

If you are interested in receiving our district newsletter in your email inbox after each School Board meeting, sign up at <http://sd54.org/email-signup>.

Schaumburg Community Consolidated School District 54

524 E. Schaumburg Road
Schaumburg, Illinois 60194
(847) 357-6000

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