CALVIN COOLIDGE MIDDLE SCHOOL

HOME OF THE “RAIDERS”

Parent/Student Handbook
2020-2021

2708 West Rohmann Avenue
West Peoria, Il 61604
(309) 672-6506
Mr. Mick Swanson, Principal
MISSION STATEMENT
Our mission at Calvin Coolidge Middle School is to create a safe, nurturing environment for learning. This environment will provide students from diverse backgrounds with a variety of learning styles. It will allow students to reach their potential, physically, socially, emotionally, and intellectually.

All students will be afforded the opportunity to develop their unique talents through authentic life experiences and curriculum, which challenge them to think critically and creatively. As a result of these efforts, our students will acquire the skills necessary to be life-long learners and pursue appropriate career pathways.

GOALS FOR STUDENTS TO ACHIEVE

• Have increased pride in themselves and in their school
• Strive to become good citizens in school, classrooms, community and country.
• Follow directives from all adults within the school building
• Take responsibility for behavior and accepting the consequences for not following the expectations
• Put forth maximum effort for each task and strive to reach potential
• Demonstrate respect for themselves and others
• Conduct themselves appropriately in and outside of school

WHAT YOU NEED TO KNOW ABOUT CALVIN COOLIDGE MIDDLE
SCHOOL:

OFFICE HOURS: The school’s front office is open from 7:00 AM to 3:15 PM. Please try to conduct school business during these hours.

SCHOOL HOURS: School hours for the students at Calvin Coolidge Middle School are 7:30 AM to 2:30 PM. The school is opened at 7:15 AM each morning. Students should not be on the school grounds before this time. There is no supervision until 7:15 AM. Exceptions to this time would be for make-up work, extra curricular activities, or special meetings. Students are not to be in the building before or after school unless supervised by staff members. Students are instructed to wait for parents outside if being picked up after school. Students should be picked up promptly after school. Please plan ahead of time. Students that choose not to follow school rules while waiting for rides will be disciplined.

SERVICE PERSONNEL: In order to serve the students and families in the best way possible, we have the following service personnel:

- Principal/Assistant Principal
- Secretary
- Speech Pathologists
- Nurse
- Psychologists
- Interventionists
- Family Core Family School Liaison
- Social Workers
- Teachers
- Teacher Assistants
- Library Manager
- Counselor
- Instructional Coach

ACTIVITY HOURS: Extra curricular activities, club meetings, practice sessions, and academic assistance may take place as early as 7:00 AM and as late as 6:00 PM. Some competitive activities may extend well beyond these times. Athletic schedules in the newsletters indicate dates and start times for each.

ENTERING/EXITING SCHOOL: We will have designated doors for entering and exiting the building. All students should enter on the west side of the building. Teachers will escort grade levels to different doors to enter. For the safety of our students, all doors except the front will be locked from the outside after 8:00 a.m. After doors are locked, students and parents will need to push button on the left side of the front doors. Parents and other visitors to the school are to enter through the front doors only. Parents who wish to talk to their children's teachers are to schedule appointments. All visitors to Calvin Coolidge must report to the office for a visitor’s pass before proceeding to any other part of the building. It is important that students, who are transported to and from the school and from school by car, be dropped off and picked up on the west side (gym) of the building. Students, please remember to exit from your designated door and walk to the gym entrance when being picked up after school. Always exit from your designated door.

LEAVING SCHOOL: Students are not permitted to leave school without permission once they have arrived. Students are not to leave the school grounds at recess or lunch unless they have permission from the principal. In the event a student becomes ill, has forgotten something, or has a “problem,” permission to leave must be obtained from the office. Permission must first be obtained from the teacher to leave the classroom. Teachers are instructed to NOT allow students to leave their classrooms for any reasons except for extreme emergencies or when requested by school office personnel. When students are in the hallways, they are away from formal instructional time.

PARKING: We request that all visitors adhere to parking in designated areas.
ACCESS TO SCHOOL BUILDING: Under Section 10-22.10 of the Illinois School Code, the Board is charged with the responsibility of control and supervision of school buildings and school grounds. Any person may have access to school buildings and school grounds upon the following conditions:

- Persons other than a student or an employee of the District may enter school buildings and grounds after securing permission of the building principal or person in charge of the school facility. The term “student” is defined as any person of school age, enrolled in the particular school and in good standing.
- Teachers and other employees of the District may request that any person who has entered a school building or is upon school grounds to identify himself/herself and the purpose of entry.
- No person who has entered a school building or grounds with permission shall refuse to depart after being given verbal notice to do so by any employee of the District.
- No person shall enter upon school property or grounds after having received a written notice that he/she is forbidden to do so.

Disruptive behavior, including threats by any person, will not be tolerated and is subject to any or all of the following:

- Removal from the building
- A notice not to return to the premises except under certain conditions.
- General prosecution

High school students visiting Calvin Coolidge Middle School must be accompanied by their parents.

ATTENDANCE
BECAUSE WE CARE!
ATTENDANCE COUNTS!
every student, every class, every day!

- We care about your student!
- We want your student to be successful! Coming to school makes a difference with student success, grades, graduation, and future achievement.
- All absences matter both excused and unexcused.
- Get your student to school every day on time.
- Expect your student to be in class on time, no late arrivals.
- Provide the school with medical documentation of illnesses/medical appointments upon request.
- Contact the school in the morning before 9AM if your child will be absent from school and provide the reason for the absence.
- 5 or more unexcused absences will result in a referral to Project TARGET.
- Excused absences are illnesses, doctor appointments, curt appointments or funerals. Running errands, staying home to babysit, etc. are not excused absences. Exceptions may be made as per arrangements with the parent and principal.

- ABSENCE: When a student is to be out of school, parents MUST SEND A NOTE. Please give us the reason and the homeroom teacher’s name. If it is an illness that will keep him/her out for an extended period of time, please let us know, and a daily call will not be necessary. We will follow the District’s Attendance Plan.

We are concerned for the safety and well-being of all our students and want parents to be aware if
their sons/daughters are absent without permission. Therefore, the computerized “Phone master” will contact the home of each student whose parent or guardian has not contacted us by 8:00 AM about an absence.

**It is the responsibility of our students and their parents/guardians to keep the emergency contact number in our file up-to-date. Please keep us informed of home and/or work phone number changes.** If parents/guardians are employed outside the home, the phone number of grandparents, aunts and uncles, and/or neighbors can be better alternatives for “Phone master” to contact.

The secretary will advise the teachers of all absences, excused and unexcused on a daily basis.

**Requesting Student Work due to School Absence:** Occasionally students are required by their parents to miss school for a prolonged length of time due to a death in the family, extended trip, special visits, etc. Students are allowed to make up the work if the following conditions are met:

- Notify the Principal in writing at least 2 days in advance of the day of departure.
- Teachers will provide a list of homework to be completed during the absence.
- All homework must be completed and turned in on the day the student returns to school.
- It is the student’s responsibility to complete the assignments and turn them in.

An excused absence will permit the missed assignments to be made up with full credit. A student will be permitted one day for each one day missed to achieve make up credit. Students are responsible for collecting and completing assigned work for excused absences.

**LATE TO SCHOOL:** When a student is going to be tardy, a phone call to the school should be made. Please give us the reason, the homeroom teacher’s name, and the approximate arrival time.

Tardy students must report to the office upon arrival to school and receive a pass to class. They must have a written note with a legitimate excuse for an excused tardy. The office will determine if the tardy is excused or unexcused. Any unexcused tardy may result in a lunch or after school detention. Parent/guardian must sign student in upon arrival.

The teacher of each particular class will handle unexcused tardiness in his/her own manner. Students with excessive tardiness before and during classes may be assigned a teacher conference and/or referred to the principal. In order for a student to make up work, he/she must bring a note from the parent/guardian excusing the absence on the day he/she returns to school. Students will be given a brief grace period to allow them to get familiar with opening their lockers and adjusting to their new schedules. Teachers will decide what a reasonable amount of adjustment time is. The State of Illinois mandate allows 18 tardies and/or unexcused absences before the student may be dropped from school because of truancy.

**ILLNESS:** If a student is too ill to attend school, the parents should make that decision at home in the morning and call the school. Please don’t send your son or daughter to school if he or she is ill. If a student becomes ill at school, the teacher will send the student to the office. Students will not be sent home without parent knowledge. A parent/guardian must come into the school to sign the student out. At no time will a student be allowed to walk home from school when he/she is ill without parent/guardian notification.
GENERAL INFORMATION

DRESS CODE: Appropriate clothing is to be worn at all times.

DRESS CODE & UNIFORM EXPECTATIONS

On school days, students must remain in uniform at all times on school grounds and while on the bus. This includes after-school events, unless performance attire is required.

Use the guidelines below to ensure proper adherence to the uniform policy at Calvin Coolidge.

Administration reserves the right to make additional requests in order to maintain a positive and productive educational environment.

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Tops

- Must fit appropriately.
- Must have a collar.
- Must be solid color - navy blue, light blue, red, grey, Kelly green, or white, black.
- Brand logos may be no larger than 1 square inch.
- Undershirts (short or long-sleeve) must be solid uniform color and should not show at the waist.
- College tee shirts can be worn.
- Calvin Coolidge spirit wear without hoods.

Bottoms

- Must fit appropriately and sit at the waist.
- Must be uniform pants/shorts/skirts.
- Must be solid color - navy blue, black, or khaki.
- Shorts/skirts/jumpers must extend below the fingertips of the student’s extended arm.

Additional Information

- All footwear must be closed-back or have an ankle strap. Proper shoes must be worn; no high heels, open toe sandals or “flip flops” (backless) shoes can be worn.
- Socks should be a matching pair.
- Solid uniform-color sweatshirts/sweaters may be worn over the collared uniform shirt. Sweatshirts/sweaters must not have hoods. Sweaters may be pullover or cardigan style.
- Any clothing or jewelry containing insignias, sayings or symbols of gangs/drugs/alcohol/weapons are not permitted.
- Purses and bags are to remain in lockers for the entire school day.
- Coats, jackets, and vests are to remain in lockers for the entire school day.

Sweatshirts or Sweaters

- No hoodies may be worn inside the school

General Clothing Guidelines/Buy Out Day:
The following items are not permitted:

- Any clothing or jewelry containing insignias, sayings or symbols of gangs/drugs/alcohol/weapons
- Clothing sagging below the buttocks or well below the waistline
- Coats, purses and book bags are not allowed in the classrooms
- Hats, headwear nor sunglasses are not to be worn in the school
- Shorts need to be long enough to cover the student properly. Simple test: Stand straight up, arms down by sides – are shorts’ lengths below fingertips?
- **Tops should not be so short that the stomach shows when the hands are raised or when the student moves naturally**
  - No spaghetti-strap tops can be worn without a cardigan, blouse, or shirt covering the top.
  - Bare shoulders are NOT allowed
  - Oversized pants must be belted or worn with suspenders to hold pants at the waist
  - Proper shoes must be worn; no high heels, open toe sandals or “flip flops” (backless) shoes can be worn
  - Pants with holes or ripped are not permitted
  - Hats, bandanas, etc. are not permitted

**Students dressed inappropriately will be allowed to call home for appropriate clothing. Action may be taken for those that choose not to follow dress code.**

**HALL PASSES:** To ensure that all students are in the halls for teacher-directed reasons, any student in the hallways must have a current pass with him/her at all times. Someone in authority should issue this pass. Students without passes will be held accountable.

**CALVIN COOLIDGE CONDUCT EXPECTATIONS**

- Students will go to their lockers at times designated by their grade level team.
- Students will walk quietly and with purpose during passing times.
- Students will demonstrate “line basics” when traveling with their class.
- Students will arrive to class on time.
- Students will follow teacher directions.
- Students will speak with permission and use appropriate language.
- Students will allow their teachers to teach and their classmates to learn.
- Students will treat others with respect and kindness.
- Students will remain in their seat and in their classroom.
- Students will contribute to a safe and comfortable learning environment at school.

**CALVIN COOLIDGE EFFORT EXPECTATIONS**

- Students will listen and pay attention in class.
- Students will participate in their learning. This includes asking/answering questions and participating in class discussions.
- Students will contribute to partner/group tasks.
- Students will carry their planner with them at all times and use it appropriately.
Students will bring all necessary supplies to each class.
Students will complete all work, both in and out of the classroom.
Students will involve their parent/guardian as part of their educational team.
Students will give their best effort on all required assessments.

**HOMEWORK INFORMATION**

The staff at Calvin Coolidge Middle School believes that homework is a valuable tool for extending learning beyond the classroom.

Homework serves multiple purposes:
- Reinforcing what has been taught during class time.
- Promoting self-discipline and responsibility.
- Developing good study habits.
- Allowing parents/guardians to be involved in their student’s learning.

Homework assignments may vary in duration, from 30 minutes to 1 hour, and format including but not limited to:
- Completing work that was started during class time.
- Practicing skills in different subjects.
- Studying and reviewing for assessments.
- Enrichment activities.
- Special projects.
- Independent reading.

More information will be provided from your student’s teachers concerning their homework assignments and policies.

**FIELD TRIPS:** Individual notices/permission slips will only be sent home for those trips that were not included on the Schedule of Events in the monthly newsletters. If you have any questions regarding this policy, please call the office during regular office hours, 7:00 AM to 3:15 PM, 672-6506.

**EIGHTH GRADE TRIP:** Calvin Coolidge organizes an eighth-grade trip for eighth graders, being promoted, near the end of the school year. This trip is a privilege not a right. Any eighth grader who receives an out-of-school suspension during second semester may not be permitted to participate/attend this trip. This trip is self-funded by the students. Money will be collected in March. Finally, the student must be in good academic standing to qualify for the field trip.

**INCLEMENT WEATHER:** When the outside temperature is below 20° F, we will not send students outside for lunch/recess. However, each student should have hat, coat, gloves, boots, etc. to wear outside at lunch recess on days when it is snowy, cold, wet, etc. These items are also required for regular PE class that may be outside for a short time during inclement weather. Fresh air helps get more oxygen to the brain to allow for better study. We also ask that you not send students to school early during inclement weather as we do not have early supervision.

**INSURANCE:** Each year student accident insurance is offered to everyone. For those families that need it, it is a good investment. Others may have sufficient coverage. A brochure explaining the insurance will go home with every student, if it has not already been sent home with your child. Please return the envelope properly marked for the plan you desire.

If you purchase the insurance, please keep the policy pages for your reference. This insurance may be purchased at any time during the school year. However, we recommend it be purchased the first week for a full year’s coverage.

**LOST AND FOUND:** Items that are found by students should be put in the “Lost and Found” box.
If you have lost clothing articles, check with office. If you have lost other types of items (i.e., rings, watches, books, cell phones, etc.) check in the front office. Smaller items are usually turned into the office. The school is NOT responsible for any items brought to school and then lost. Bring those items needed for school purposes only.

**Note: Students should never bring more money to school than is necessary for that day’s expenses.**

**MEDICATION:** When a doctor certifies that medication is required to be given during school hours, administering of medication shall be under the proper restraints as recommended by the AMA and the Illinois Association of School Nurses.

Parents must obtain the proper form from the school office and have it completed by the doctor. The medication must be provided in an appropriate container labeled by the pharmacy or physician. A new form is necessary at the beginning of each year. Medication is not to be sent to school without the above procedure. Also, medication is not to be sent in containers other than those outlined above. School personnel shall not provide medication of any type to any student regardless of the situation. This includes Tylenol/aspirin, cough drops! Over the Counter medication needs to have the proper form completed by the doctor and must be kept with the nurse.

**PARENT’S CLUB:** The Calvin Coolidge Middle School Parent Teacher Organization (PTO) welcomes participation by any and all parents/guardians. This organization is of tremendous help throughout the school year. It provides help with dances, graduation, special purchases, and other school functions. Many parents have special skills, knowledge and information that can be useful to the school, and we encourage you to be a part of this very active organization.

**PERSONAL ITEMS:** Students are not to bring electronic equipment (i.e.: headphones, hand-held video games, etc.) to school. If a student is caught with electronic equipment, the device(s) will be confiscated. Repeated offenses will cause the device to be held in the office for the remainder of the school year. Additional consequences may be given to students who refuse to turn over such personal items. The school will assume NO responsibility for electronic devices (including cell phones, tablets, phone watches) that are lost, stolen or damaged at school.

Please do not bring personal items (i.e., jewelry, phones, game cartridges, etc.) to school. Calvin Coolidge Middle School is NOT responsible for any article that is lost, stolen or damaged at school. Students should carry a minimal amount of money with them (i.e.: phone money, lunch money, and snack money). Unless money is needed for a specific purpose, please do not bring excessive cash to school. Again, if any item or cash is lost, stolen or damaged, the school accepts NO responsibility or liability for the item.

**CELLULAR PHONE USE:** We will continue to follow School Board Policy in regards to cellular phone use. Students that choose to bring them in school MUST turn them off during the school day and the phones MUST be put away out of sight or placed in their locker. Students that choose to use cell phones during any part of the school day for phone calls, text messaging, etc. will have their phones confiscated. Further disciplinary action may be taken due to misuse of cellular phones. Students who routinely use their cell phones could be suspended from school.

**PUBLIC DISPLAYS OF AFFECTION:** Public displays of affection (i.e., holding hands, hugging, kissing, etc.) are not acceptable behavior while at Calvin Coolidge. These actions will not be tolerated in the classroom, hallways, playground, lunchroom, etc.

**SCHOOL NEWSLETTER:** The school newsletter will be posted on the Calvin Coolidge website. Please watch for it! The daily lunch menu, athletic schedules, honor rolls, PTO information, fine arts presentations, important dates, field trip information, and all the other appropriate activities will
Newsletters, along with the District 150 calendar and this handbook, should keep you well informed of your school’s activities and as well as your child’s activities and accomplishments. If for some reason you do not receive your newsletter regularly, please contact the school office, 672-6506, during regularly scheduled office hours, 7:00 AM to 3:15 PM.

**TELEPHONE:** The office phone is for school business only. Students are not to use the office phone for last minute arrangements that should have been made at home that morning or the night before. Emergency use is permissible, with permission of the principal or the secretary. Students are not to be excused from class to make phone calls, or take phone calls unless, of course, it is an emergency. Please plan ahead.

**VISITORS:** Parents are always welcome, providing their intent is positive. We ask that all visitors check in at the office for permission to visit. Classroom visits should be arranged a day or more in advance with the teacher. Visits to discuss problems with teachers should also be arranged in advance to eliminate classroom interruptions. All visitors must enter the front door, which faces Rohmann Avenue. The other doors will be locked to the outside.

**BIRTHDAYS:** We do not allow treats in the classrooms unless it is set up with a classroom teacher prior to the day treats are brought in.

**RECORDS**

**CHANGE OF ADDRESS OR PHONE NUMBERS:** Please report any and all changes of either your address or phone number to the school office immediately following the change in order that we can maintain accurate and up-to-date records. This is vital in the case of an emergency. If addresses change, we will need proof of new address.

**STUDENT RECORD INFORMATION:** In accordance with the current “Privacy Laws” and the rules and regulations currently in force involving student records, each child’s “School Records” are both maintained and updated throughout the year. If at any time you wish to look at your child’s cumulative folder/records, you may make an appointment and one of our staff members will be happy to go over these records with you. You may also access information through Family Access. (Due to the fact that some of these records, such as test scores, may need some specialized interpretation, access to these records will not always be immediate.) If at any time you have any questions concerning these records, please feel free to ask. **NOTE:** All information that we possess on any current or former student (or the family of same) is always confidential and thus cannot be shared with anyone but the immediate family.

**STUDENT RECORDS REMOVAL OF TEMPORARY INFORMATION:** Student temporary records are subject to review for purposes of removing all information that is out-of-date, inaccurate or irrelevant. You are entitled to copies of these records prior to their destruction. Please be advised that these records will be destroyed in May, close to the end of each school year.

**PARENT’S ACCESS TO STUDENT RECORDS:** A request for access to a student’s records needs to be made in writing by the “parent not having legal custody” information will be released unless a copy of a court order giving access to only one parent or other guardian is on file at the school. District must comply with request to inspect/copy within 15 school day. If needing copies there is a fee of $5.00 payable to Peoria Public Schools.

**TRANSFERRING OF STUDENTS:** If your child will be going to another District #150 School,
records will be sent to new school after receiving notification of registration. If the transfer is to be to a school outside of the city, no books will be sent. All student records will be sent directly to the new school following our receiving a release of records, which you, the parent/guardian, have signed at the new school. This process will avoid any lost or damaged personal student records.

**LOCKERS/BOOKBAGS**

**LOCKERS/LOCKS:** All students’ desks and lockers are the property of the Peoria Public Schools and school personnel reserve the right to inspect these lockers at any time. In addition, since the security of each student’s material is always of prime concern, the sharing of locker combinations is prohibited. Do not share your locker combination with any other student. **Only locks furnished by the school can be used** a lock is provided if lost the cost is **$5.00** for replacement. Students should have lock on lockers at all time. At the end of the year students are required to turn in locks or pay $5.00 for lost on last day of school or they will not participate in end of year activities.

**LOCKER SEARCHES:** *Per District 150 policy:* Students’ desks, computers/streams and lockers are property of the Peoria Public Schools, and school personnel reserve the right to inspect these desks, computers/streams and lockers at any time, with or without the presence of the student.

**BOOKBAGS:** All book bags, purses and fanny packs must be kept in students’ lockers. They are not to be carried between classes or brought to any classroom. Book bags, purses and fanny packs may be searched with or without the student present.

**CURRICULUM**

Students in 5th through 8th Grades will have the following subjects for a required amount of time each day/week:

- ELA (English Language Arts)
- Math
- STEAM
- Science
- History
- Geography
- Art
- Choir
- Physical Education
- Computer Lab
- Library
- Orchestra
- Band

**TEXTBOOKS:** Textbooks will be issued to each student the first day of school. Textbook rental fee is **$ 55.00** for the year. Any books that are lost or damaged must be paid for at the full purchase price; consequently, it behooves every student to be very responsible for the textbooks. Books should not be marked in any places other than the name and year at the front. Students should be very cautious about losing books, leaving them on the playground or on the tops of lockers, or loaning them. Each student is responsible for his/her books. Parents will be billed for lost or damaged books.

**SUPPLIES:** In order for students to be successful and for the day’s events to move at the necessary pace, it is important for students to have the necessary supplies:

- Textbooks
- Binder
- Musical Instrument
- Paper/Pencils/Pens
- Folders/Notebooks
- Clorox Wipes
- Erasers
- Gym shoes
- Kleenex
- Colored Pencils
- Art Supplies
- Calculator
- Markers
- Ruler
Teachers may require additional items for their classrooms and/or projects throughout the year. Textbooks are considered a supply. They are the responsibility of the student. Students will be charged for lost or damaged textbooks.

**PROGRESS REPORTS:** Progress Reports will be given out at the midway point of each grading period. Parents should monitor the progress being made by their children. These reports serve as an excellent tool to help identify potential problems before it is too late to raise the grade. Parents who wish to speak to a specific teacher are asked to make an appointment with the office so classrooms are not disrupted. Dates for distribution of Progress Reports will be published in the School Newsletter.

**HONOR ROLL:** The Academic Honor Roll is attainable each quarter by meeting the following criteria:

- A Honor Roll: All “As”
- A – B Honor Roll: All “Bs” - or better
- A/B/one C Honor Roll

**DISTRICT-WIDE TESTING PROGRAM:** Calvin Coolidge Middle School participates in a wide variety of District #150 sponsored testing programs to help evaluate the progress of our students. The testing program evaluates the many different aspects of our educational program that directly affect our student population.

In the fall of each year, District #150 offers achievement testing to all of our students. Results and explanations of all these tests are sent home with the students’ report cards.

State testing will also be done during the spring for 5th, 6th, 7th and 8th graders. The State’s testing tools will assess students in all academic areas. We feel that these testing programs are very complete and will provide both the student and the school with an accurate report on the student’s strengths and weaknesses. With this knowledge, it is hoped that both the school and the student can work together to insure the very best possible educational opportunity for the student.

**PLEASE WATCH THE NEWSLETTERS’ CALENDAR OF EVENTS SECTION TO KNOW THE EXACT DATES OF TESTING. HELP YOUR CHILD DO BETTER BY MAKING HIS/HER TESTING DAY MORNINGS ENJOYABLE … AND NUTRITIONAL!**

**PHYSICAL EDUCATION:** Students are required to participate in physical education class unless a doctor’s request to exclude is presented (This may be short-term or long-term exclusion).

**PROPER GYM SHOES MUST BE WORN DURING P.E.** Students’ grades depend upon participation in PE. If a student refuses to wear gym shoes or participate in class, disciplinary actions will be taken.

**PBIS**

Students will work to follow school expectations established through our PBIS program that includes incentives for meeting those expectations. Positive behavior Interventions and Supports (PBIS) is a proactive systems approach for establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success. Establishes clear expectations for behavior that are taught, modeled, and reinforced across all settings of the school and by all staff. The principles and practices of PBIS are consistent with federal education mandates and Individuals with Disabilities Education Act of 2004 (IDEA 2004).
Elements of PBIS include: 1) Outcomes: Academic and behavior targets that are endorsed and emphasized by students, families, and educators. 2) Practices: Curricula, instruction, interventions, and strategies that are evidence-based. 3) Data: Information that is used to identify students and areas needed for change and effects of interventions. 4) Systems: Supports that are needed to enable the accurate and durable practices of PBIS.

Goals of PBIS: 1) Increase data-based decision making about behavior and academic instruction and reinforcement across all school settings. 2) Increase consistent use and effect of research-based behavioral and academic instructional strategies among all school staff at school-wide, classroom, and individual student levels. 3) Reduce use of reactive discipline measures in schools (example, office discipline referrals, detentions, suspensions, expulsions) for all students. 4) Increase academic achievement levels of students. 5) Implement effective intervention plans for students with the most comprehensive behavioral/emotional needs that support and evaluate their success across home, school, and community. 6) Increase capacity of general education settings to successfully educate students with disabilities and prevent academic/social failures of all students.

**DISTRICT DISCIPLINE PLAN**

Calvin Coolidge Middle School follows the district discipline handbook in all discipline related matters. The district discipline handbook can be found by visiting www.peoripublicschools.org/discipline. “The policies and procedures outlined in this Student Handbook are subject to change for the 2019-2020 school year. If any changes are made, they will be posted on the school’s and district’s websites.”

The next page is a list of 25 Things that can get you Suspended or Expelled from school.
25 THINGS THAT CAN GET YOU SUSPENDED OR EXPelled FROM SCHOOL
(The Condensed Version*** of the Student Behavior Code)

1) Tobacco products, including electronic cigarettes.
2) Alcohol
3) Drugs, using or possessing, including:
   - "Controlled substances", marijuana, "medical marijuana",
   - Anabolic steroids.
   - Performance-enhancing substances.
   - Somebody else’s prescription medicine OR prescription medicine prescribed for you by your doctor for a condition, but being used for something other than that condition.
   - Stuff that is inhaled in order to "get high".
   - Fake drugs or things that look like drugs.
   - Drug paraphernalia.
4) Non-prescription medicines, if you give or sell them to others.
5) Weapons, both real and "look alike" (fake) weapons.
6) Cell phones or other wireless electronic device used without permission unless a real (not fake) emergency.
7) Using a laser pointer without permission.
8) Disobedience to your Teachers, the Principal, other School Staff Members, or District Staff Members.
9) Cheating or helping others to cheat.
10) Bullying, hazing, aggressive behavior like fighting, making loud or disruptive noises, coercion, threats, intimidation, harassment, extortion, or encouraging or helping others to do these things.
11) Sexual activity like touching or exposure of private body parts, "mooning", and sexual assault.
12) Using violence against another student while on a date.
13) Damaging property—school property or the property of others.
14) Stealing property, trying to steal property, or possessing stolen property.
15) Trespassing: being in a place inside the school building or outside on school property where you aren't supposed to be.
16) Pranks: calling "911", the police or fire department, making a bomb threat, or pulling a fire alarm when unneeded.
17) Cutting school or cutting classes.
18) Being involved in a school fraternity, sorority or secret society.
19) Being involved in a gang, wearing or displaying gang symbols, using gang speech, or recruiting members for a gang.
20) Violating any criminal law.
21) Using the Internet to make threats to your school, a fellow student, or a school employee.
22) Any activity in or out of school that is threatening to others, or to property, or which interferes with the educational process in school.
23) Failing to wear your uniform.
24) Gross disrespect for others, including verbal abuse, threats, and racial or religious slurs.
25) Lying to a School Staff Member

***IMPORTANT***
THIS IS THE CONDENSED VERSION OF THE STUDENT BEHAVIOR CODE
CONTAINED IN SCHOOL BOARD POLICY 7:190.
FOR MORE INFORMATION, GO TO BOARD OF EDUCATION POLICY 7:190
AT WWW.PEORIAPUBLICSCHOOLS.ORG/STUDENTBEHAVIORCODE
LUNCH/ SNACKS/ RECESS

LUNCH: The school Hot Lunch/Breakfast program will begin the first full day of school and will be available every full day of school throughout the year, including the last full day. The only exceptions are the shortened sessions for parent conferences and teachers’ workshops. The menus are published weekly in the local newspaper, as well as given to each student in our school on a monthly basis.

Each class will have a 45-minute lunch period that includes recess or advisory. We have adequate seating and time for everyone. A student may bring a sack lunch or order a hot lunch. We recommend that everyone eats a lunch. Students will not be permitted to go to any local “Fast Food” establishments to eat, nor will they be allowed to order any “Fast Food” for delivery, or call home to get a lunch.

If a student is going to be tardy, a phone call from the parent/guardian before 8:15 AM is necessary to insure the availability of a hot lunch. (See Tardiness) Hot lunches include three or more items and milk.

RECESS: Calvin Coolidge Middle School students have lunch recess /advisory time. This time is intended to give the students a short break for the restroom and relaxation. Students are expected to dress in accordance with the weather. They should bring coats and jackets to the lunchroom and will not be allowed to return to their lockers after eating. Be prepared with hats, mittens, boots, etc. for the cold winter months. Students will go out in the snow unless it is too cold. PLAYGROUND RULES: In general, playground rules will be kept as simple as possible. Students are asked to arrive at school no earlier than 7:20 AM unless they are taking part in a before-school activity.

Calvin Coolidge Middle School will NOT be responsible for bicycles, ball gloves, radios, watches, phones, etc. if they are brought to school. If a student brings these items to school, they are responsible for taking care of them. Each student will be provided with a lock for their locker. (See PERSONAL ITEMS)

- Balls should not be thrown or kicked against or near the building.
- Students are expected to know the proper doors for entrance and exit for each grade level and are expected to use the appropriate routes regularly.
- There will be no running in the hallways, stairwells, or outside near the edges and/or corners of the building.
- Pushing, shoving, hitting, tackling, fighting, kicking, etc., will NOT be tolerated
- Proper language will be enforced.
- Proper manners and respect for other students, school staff and visitors is expected and will be strictly enforced.

In inclement weather and/or outside temperatures below 15°F the students will be permitted to enter the building before school and stay in at lunch recess. The principal will determine when this is appropriate.

BICYCLE RACKS: There are bicycle racks on the west side of the school. Students should not ride their bicycles on the school grounds between 7:20 a.m. and 2:10 p.m. This is for safety reasons. Students riding bicycles to school, should stop before entering the school grounds and walk their bikes to the rack, where they should be locked and left. No one should be near the bicycle racks unless they are arriving or leaving with their own bike. The school will not assume any responsibility for bicycles that are lost, stolen or damaged while at school. Please be sure they are locked with strong locking devices.
ATHLETIC ELIGIBILITY:

- All students participating in sports activities of any kind must have a current sports’ physical on file. Students without the proper medical form on file will not be allowed to participate.

- Academic eligibility must be maintained by each athlete (boys & girls), and by cheerleaders. This progress is monitored on a weekly basis and is not seasonal. A participant must be passing at a checkpoint on a weekly basis. If a student has an “F” in any subject, he/she will not be eligible to participate the following week. The grades must average passing for the year-to-date, not the previous week’s work only.

A participant may participate in practice sessions during a week of ineligibility. A reminder - all student athletes must exhibit good sportsmanship. Any violation will result in disciplinary action by the building principal. Our athletes will represent our school, our community, and our District in a respectful manner.

ATHLETIC RULES/BEHAVIOR: Students participating in Sports/Cheerleading must adhere to the following:

- Conferences/Detentions
  Coaches will provide student and their parent/guardian with expectations in regards to those athletes who fail to follow team rules against school conferences/detentions.

- Suspensions
  A suspension from school automatically removes a student from the team for the remainder of the season.

- Release Slip
  Each extra-curricular athletic activity a child participates in will require the student and parent to sign a 'Rules of Conduct' and concussion form before participating. NO EXCEPTIONS!

ATHLETIC ATTENDANCE: Parents are encouraged to attend and support their son or daughter who is participating in any athletic, choral, band, orchestra, cheerleading or other event at Calvin Coolidge.

All Calvin Coolidge students who are enrolled at Calvin Coolidge may attend any athletic event without their parent as long as their behavior is deemed appropriate by the principal or his designee.

RULES OF CONDUCT AND SPORTSMANSHIP FOR ATHLETIC AND EXTRA-CURRICULAR SCHOOL EVENTS: Reasonable rules of conduct and sportsmanship for athletic and extra-curricular school events are necessary for the orderly operation of athletic and extra-curricular school programs. Any spectator, whether a student or non-student, who violates the rules of conduct established by the Administration, to attend athletic or extra-curricular school programs may be denied admission to school events for not more than one (1) year, provided that a written ten-day notice of the violation is given to such person and a hearing thereon pursuant to Administrative Procedures. Prior to a hearing, a principal may suspend the right of any spectator who violates the rules of conduct established by the Administration for a period of up to 14 calendar days, after discussing the reasons for such suspension with the person and allowing the person an opportunity to rebut such reasons. Any certified employee or security agent of any school may sign complaints as agents of the School District against any persons who are alleged to have violated the rules of conduct at any school sponsored event. The rights of all persons who attend athletic and
EXTRA-CURRICULAR SCHOOL EVENTS: Extra-curricular school events must be respected and protected and the School Board will not permit the disruption of athletic and extra-curricular school events or the interference with the lawful rights of others attending such events. AT ALL ATHLETIC EVENTS (BOYS/GIRLS), NO HIGH SCHOOL STUDENT WILL BE PERMITTED TO ATTEND WITHOUT A PARENT OR GUARDIAN PRESENT FOR THE ENTIRE EVENT.

STUDENT ORGANIZATIONS & ACTIVITIES: The school program is enhanced with many student organizations and activities. Students are encouraged to get involved in these extra-curricular activities to enhance their learning experience.

Band
Baseball
Softball
Boys/Girls Volleyball
Boys/Girls Basketball
Boys/Girls Soccer
Track
Concerts
Cheerleading
Orchestra
PBIS Team
Accelerated Reader
Book Fairs
Spelling Bee
Chorus
Yearbook
Sandy Hook Promise
Young Authors
Honor Rolls
Study Club
Student of the Month
Student Council
Math Counts
Reading Club
Mighty Girls

Others may be organized as need, interest and personnel are available and approved.

EMERGENCY SITUATIONS

DISASTER DRILLS: During the school year, we will have several drills for fire and tornado. The principal and fire department schedule fire drills. The tornado drill occurs only once during the school year, usually in the early spring. Each room has an evacuation route posted. All students should become familiar with the routes in the rooms of their classes.

- During **fire drills**, everyone will evacuate the building to the outside and move away from the building. Teachers will direct each class. All students should stay with their classrooms and be accounted for by the teacher. If you happen to be somewhere else when a drill
begins, exit by the nearest door and join your classroom outside. DO NOT RUN OR PUSH! Stay quietly in line.

- **Tornado Drills** require students to “take shelter” in the building in the prescribed places. The “prone-protective” position will be practiced. During an actual tornado, or in anticipation of one, students will not be dismissed to anyone but parents. In the event the “all clear” is not sounded by dismissal time, students will be NOT be dismissed or allowed to board the buses until the all clear is sounded.
- During **evacuation drills**, students will be directed to evacuate the building, following the teacher to the pre-arranged location. All students will stay will their class in order for an accurate attendance count to be taken.
- **Lock down drills** will direct students and faculty, via PA, to lock doors and remain in the classroom until an all clear is directed.

**SAFE SCHOOL PLAN:** It is our goal to make Calvin Coolidge a safe and educationally strong environment for students and staff. In light of recent current events around the country, Calvin Coolidge has developed a Safe School Plan to be used in the case of an emergency. This plan designates specific procedures for individual staff members in the case of an emergency in the building. Practice drills will be held to familiarize the students with the proper procedures

**INTERNET POLICY**

**DISTRICT AUTHORIZATION FOR INTERNET ACCESS PROCEDURES:** The Internet offers vast, diverse and unique resources. The District’s goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world
- Information from government sources, research institutions and other sources
- Discussion groups
- Many libraries, including the catalog to the Library of Congress and the Educational Resources Information Clearinghouse (ERIC)

With this educational opportunity also comes responsibility. The user should read carefully this Authorization for Internet Access Procedures. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember also that the user is legally responsible for his/her actions. The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Please read carefully the terms and conditions for the Authorization for Internet Access.

**AUTHORIZATION FOR INTERNET ACCESS**

All use of the Internet shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary actions, and/or appropriate legal action.
TERMS AND CONDITIONS

Acceptable Use – Access to the District’s Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.

Privileges – The use of the District’s Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The principal or his/her designee will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time.

Unacceptable Use – the user is responsible for his/her actions and activities involving the Internet network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- Downloading copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Gaining unauthorized access to resources or entities;
- Invading the privacy of individuals;
- Using another user’s account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network while access privileges are suspended or revoked.

Network Etiquette – The Internet user is expected to abide by the generally accepted rules or network etiquette. These include, but are not limited to the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal the personal addresses or telephone numbers of other Internet users.
- Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the proper authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user’s errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.

Security – Network security is a high priority.
• If one can identify a security problem on the Internet, the user must notify the principal or his/her designee.
• Do not demonstrate the problem to other users.
• Keep one’s account and password confidential.
• Do not use another individual’s account without written permission from that individual. Attempts to log-on to the Internet as another individual will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

8TH RECOGNITION CEREMONY

All 8th graders must meet the following requirements in order to participate in the recognition ceremony:

• Pass a minimum 3 of 4 core academic subjects (Math, English, Social Studies, and Science). Passing fewer than 4 core academic subjects may result in retention.
• NOT BE SUSPENDED FROM SCHOOL after contracts are signed (more information will be given closer to ceremony)

While transition from middle school to high school is important, it must be looked at as one more step to the ultimate goal of graduating from high school and moving on to higher education. Students planning to attend the promotion ceremony must pay for all the following before graduation activities and ceremony. No one will be allowed to attend unless all fees are paid.

• Lost or damaged book replacement costs.
• Fines – Library or other late fines.
• Fundraiser bills from all school activities, such as PTO, Chorus, Band, Orchestra, Student Council, Cheerleading, etc.
• Transportation fees
PLEASE SIGN EACH AREA (STUDENT AND/OR PARENT) AS DESIGNED AND HAVE YOUR CHILD RETURN ENTIRE PAGE TO HIS/HER HOMEROOM TEACHER.

HANDBOOK - I/We have (or will) read the Calvin Coolidge Middle School handbook, and I/We understand and agree to follow the contents of the handbook. Please sign and return this page to your homeroom teacher.

_________________________________________________________  ______________________
Signature (Parent Guardian)                                      Date

_________________________________________________________  ______________________
* Signature (Student)                                           Date

INTERNET (WIDE AREA NETWORK) My child and I have read and understand the section about the use of the Internet. I hereby authorize my child to use the Internet and he/she will follow the rules.

_________________________________________________________  ______________________
Signature (Parent Guardian)                                      Date

I have read and understand the section about the use of the Internet. I will follow the rules concerning the use of the Internet. (Do not sign if your parent has not signed)

_________________________________________________________  ______________________
* Signature (Student)                                           Date

FIELD TRIPS I/We have read the Field Trip policy on Page 6 of this handbook. I/We understand permission slips will not be sent home for trips listed in the Calendar of Events in our monthly newsletters – unless parent/student need to be aware of special instructions.

_________________________________________________________  ______________________
Signature (Parent Guardian)                                      Date

PICTURE/INTERVIEW RELEASE FORM From time to time, students are filmed/pictures taken for events and activities that occur at Calvin Coolidge. It will always be our intent to inform you when these occur. Please sign in the space provided so that your child can be included in these exciting releases. I hereby grant permission to include my child in various publications to include, but not limited to, school newsletters, yearbook publication, and other publications/releases.

_________________________________________________________  ______________________
Signature (Parent Guardian)                                      Date