



Manteno Middle School

STUDENT AND PARENT HANDBOOK

Updated 9/5/25

Please use Ctrl+F (Command+F on a Mac) to search this document

This handbook provides a summary of the school's policies and procedures. The District reserves the right to amend its policies and procedures, and this handbook, at any time and without notice. To the extent of any conflict between this handbook and the District's policies/procedures or applicable law, the policies/procedures or law will control. This handbook is not intended to cover every situation. Situations arising that are not identified herein will be addressed pursuant to Board Policy, State statutes/Illinois School Code, Administrative procedure, or as determined appropriate by the Administration. School administration and staff may have to make decisions (not mentioned in this handbook) to maintain an adequate learning environment.

Please take a moment to review the handbook and discuss it with your children. If you would like a printed copy, please contact the school office.

The current school calendar is available on the district website at www.manteno5.org

Manteno Middle School

250 North Poplar Street
Manteno, IL 60950
(815) 928-7150

<https://mms.manteno5.org>

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General Information

Welcome

Welcome to Manteno Middle School! We are committed to making the experience of our students the best one possible. To that end, we pledge to make each day full of the most challenging and stimulating learning experiences we can. We also believe that all students are capable of success in the classroom when they bring a positive and cooperative attitude with them each day. We look forward to a great year.

In the event of any questions, please contact the school office at (815) 928-7150.

Skyward Family Access

Family Access is a web-based component of Skyward, our student management system that gives parents/guardians unprecedented access to student information. This allows parents to take a much more proactive role in their student's education. Manteno Middle School makes extensive use of this tool in communicating with our students and families. With this system, parent(s)/guardian(s) may access student attendance, assignments, student schedules, food service accounts, grading, student contact information, fees, health information, and absence notifications. Parents may sign-up in the school office.

Google Classroom

Google Classroom is a web-based resource that is utilized daily by students and staff at Manteno Middle School. Staff routinely add instructional materials to their specific Google Classrooms throughout the year. At the beginning of the year, students will gain access to each of their classes and review how to utilize Google Classroom. Parents are encouraged to frequently communicate with their child to be mindful of the materials posted in Google Classroom.

Communication / Grievance Procedure

Please follow the established communication procedure (the "chain of concern") when you have a school-related question or concern:

1. The teacher or sponsor directly involved should be contacted first.
2. If the problem is not resolved, then and only then, should the principal become involved.
3. If the problem is not resolved, the parent then has the option of going to the Superintendent and finally the Board of Education.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors must sign-in using the new electronic ID system. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign-out of the electronic ID system before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. Visitors should identify themselves and inform office personnel of their reason for being at school. A visitor who fails to conduct themselves in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

MMS School Song

Go You Panthers
Let's Have a Victory!
Come On and Fight You Panthers
You're As Good As Good Can Be!
So Now Let's Win You Panthers
We Know That You're the Best!
For the White and Purple Banner Over MMS!

Student Attendance

Arrival and Departure

Students report to classes at 8:05 AM and are dismissed at 2:55 PM. Students should arrive between 7:45-7:55 AM, but the doors will open at 7:30 am for bus riders. Students should clear the building by 3:10 PM. All students are required to sign in and sign out when entering and/or leaving the building during the school day. Please note: the building will not open until 7:30 am.

Attendance and Absence Procedures

Regular attendance at school is a prerequisite for academic success. Frequent absences from school disrupt the continuity of the instructional process. At MMS, we believe that there is a direct, positive correlation between a student's attendance, academic success, and the amount of quality time spent on instruction and learning activities. As a result, the benefit of regular classroom instruction is lost and cannot be entirely regained even by make-up work.

Valid Cause for Absence

Valid causes for absence include:

- Illness of the student;
- Observance of a religious holiday;
- Death in the immediate family;
- Family emergency; and
- Other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety.

The student's parent/guardian must authorize all absences from school and notify the school in advance or at the time of the student's absence. School administrators have the authority to determine whether an absence is excused or unexcused.

Absences Exceeding Ten (10)

After a student is absent for ten (10) days or partial days in one school year, the parent/guardian MUST provide documentation establishing that each subsequent absence is excused. Documentation must be provided within five school days of the absence. For example, if the student is absent due to illness, the parent/guardian must provide documentation from a health care provider confirming the illness. School administrators have the authority to determine the required documentation on a case-by-case basis. Failure to provide the required documentation will result in the absence being unexcused and could result in any of the following consequences:

- Student/Parent Conference
- Placement into Mentoring Advisory
- Lunch Detention
- After-School Detention
- In School Suspension
- Social Probation

Mental/Behavioral Health Absences

In accordance with State law, absence for cause by illness includes the mental or behavioral health of the student for up to 5 days for which the student need not provide a medical note.

To proactively take the burden of asking for help off of students, Manteno CUSD No. 5 will require students to meet with school personnel following their second mental health day absence. This will be done to allow us to make sure we are meeting the needs of the students from a behavioral or social-emotional perspective.

After a student's fourth mental health day has been taken, a meeting with the student, parent/guardian, school administration, and Student Support Specialist or designee will be held. At this meeting, potential or continued supports for the student and family will be discussed.

Absence Reporting Procedures

Parents/guardians must report their student's absence every day the student will be absent. Parents are urged to use our 24-hour hotline (928-7150) to report the absence. At the middle school, if no report is made by 9:30 a.m., an automatic Skyward Systems call will be made to the student's home phone number to verify the absence.

Absences Due to Illness for 5 or More Consecutive Days

If a student is absent 5 or more consecutive days due to illness, a health care provider's note is required for re-entry.

Make-Up Work

When a student is absent from school for excused absences or suspension, the student will be allowed to make up missed work for equivalent academic credit.

Action by Truancy Board

Please note that the Regional Office of Education's Truancy Review Board may impose additional requirements and procedures addressing a student's excused/unexcused absences.

Preadvanced Absences

Students with planned advance absences will need a pre-arranged absence form from the office. Students are responsible for collecting and completing all homework prior to their return (see section on "academic issues"). Any student who has exceeded their 15 day limit is unexcused starting on their eighth 16th day, whether or not the absence was "pre-arranged".

Full Day Attendance Requirement

To be considered present for a full day, the State mandates that students be in an educational setting for 300 minutes. If a student is present for less than 300 minutes but a minimum of 150 minutes, that student will be considered present for ½ day. Since state funding connects with this requirement, we encourage all students to attend full days whenever possible.

Absences and After School Activities

Students that are absent from school on any given day may not be admitted to any after school activities, including dances, banquets, and sporting events. The only exceptions must be approved in advance by the principal.

A student who is absent from school for more than one-half of the school day is ineligible for any activity on that day unless the absence has been approved by the principal. Exceptions may be made by the coach or administration: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more truancies or who has been suspended from school may be suspended from participation in athletic activities by administration. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach/administration.

Leaving Early

To ensure the safety of students leaving early, parent / guardian, or their designee must report to the office and sign the student out. Students will NOT be called out of class until the person picking the student up has arrived in the office. If someone besides the parent/guardian will be picking up the student, a note from the parent/guardian will be required for the student to be released to that person. Students who become ill at school will be allowed to go home ONLY after parents or an emergency contact has been notified.

Tardy Policy

If a student is tardy in the morning but has a written excuse for "valid cause" or is late because of district transportation trouble, he/she will not be penalized. This is considered an "excused tardy". Any other tardy shall be considered "unexcused". Students who arrive late to school must report directly to the office to obtain a tardy slip. Six unexcused tardies per semester shall result in a lunch detention. Chronic tardiness will result in more severe discipline procedures.

Telephone Messages and Emergency Phone Calls

Parent(s)/guardians(s) sometimes need to communicate with their children during school hours. Except in the case of rare emergencies, students will not be called to the telephone. The office secretaries will only deliver important messages to the students. To avoid confusion or misunderstanding and to ensure students will receive private messages, we encourage that parent(s)/guardian(s) deliver written messages to the office for delivery to their children. After-school messages are restricted to emergencies only, although we cannot guarantee delivery of a message for phone calls after 2:00 pm. Students in emergency situations may use the office or classroom phones with permission. Students may not use their own cell phones and/or smart watches to make or accept calls or messages during the school day.

Health and Safety

Suicide Prevention and Mental Health Assistance Information

*NATIONAL SUICIDE PREVENTION LIFELINE: 1-800-273-8255, Web: <https://suicidepreventionlifeline.org/>

The National Suicide Prevention Lifeline is a national network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week in the United States. We're committed to improving crisis services and advancing suicide prevention by empowering individuals, advancing professional best practices, and building awareness.

*SAFE2HELP: Text: (SAFE2 or 72332)
Phone: 1-844-4-SAFEIL

Email: HELP@safe2helpIL.com
Web: www.safe2helpil.com

The Safe2Help program is a confidential helpline. Reporters will be encouraged to provide their name and contact information, but it isn't a requirement. Information received by Safe2Help is exempt from the Freedom of Information Act (FOIA) reporting rules and can only be accessed under limited conditions by a court order.

In an effort to provide improved coordination in the delivery of mental health services to youth, Illinois developed the Screening, Assessment and Support Services (SASS) program for children and adolescents experiencing a mental health crisis.

The SASS initiative is a cooperative partnership between the Department of Children and Family Services (DCFS), the Department of Healthcare and Family Services (HFS) and the Department of Human Services (DHS). The development of the tri-department SASS program created a single, statewide system to serve children experiencing a mental health crisis whose care will require public funding from one of the three agencies. This program features a single point of entry (Crisis And Referral Entry Service, CARES) for all children entering the system and ensures that children receive crisis services in the most appropriate setting.

If you are in need of SASS Services or experiencing a mental health crisis, please contact the CARES crisis line at 1-800-345-9049.

Injury or Sudden Illness to Students or Staff

If a student becomes seriously ill or injured during school, he or she must report to the office. Parents or emergency contacts will be called. If a staff member becomes ill, students are to contact the nearest school staff member for immediate assistance or call 911.

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse: Warning signs of child sexual abuse include the following:

- Physical signs:
 - Sexually transmitted infections (STIs) or other genital infections
 - Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
 - Unusual weight gain or loss
- Behavioral signs:
 - Excessive talk about or knowledge of sexual topics
 - Keeping secrets
 - Not talking as much as usual
 - Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
 - Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
 - Overly compliant behavior
 - Sexual behavior that is inappropriate for the child's age
 - Spending an unusual amount of time alone
 - Trying to avoid removing clothing to change or bathe
- Emotional signs:
 - Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
 - Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
 - Change in mood or personality, such as increased aggression
 - Decrease in confidence or self-image
 - Anxiety, excessive worry, or fearfulness
 - Increase in unexplained health problems such as stomach aches and headaches
 - Loss or decrease in interest in school, activities, and friends
 - Nightmares or fear of being alone at night
 - Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
 - Failing grades
 - Drug or alcohol use

Warning Signs of Grooming Behaviors:

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student.

Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare.

Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

- National Sexual Assault Hotline at 800.656.HOPE (4673)
- National Sexual Abuse Chatline at online.rainn.org
- Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Protective Eyewear

Protective eyewear devices shall be required to be worn by all students, teachers and visitors when participating in or observing dangerous vocational arts and chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids. If you have any questions, ask the teacher immediately.

Art Class Clothing Protection

Students are encouraged to bring a "painting shirt" or other protective garments to protect their clothing from damage of art class materials.

Academics and Curriculum

School Report Cards

Manteno CUSD No. 5 provides access to our School Report Card at <https://illinois.5-essentials.org>. A printed copy of the report card will be sent to parents upon request by phoning (815) 928-7000.

Student Report Cards

Student report cards will be posted on Skyward Family Access. Parents wishing to obtain a printed copy of the report card may contact the Middle School office.

Grading Scale

Grades of A, B, C, and D are passing, while an F is failing. The grading scale follows a traditional 90 – 80 – 70 – 60 scale that follows mathematical rounding:

A = 100.00% - 89.50%

B = 89.49% - 79.50%

C = 79.49% - 69.50%

D = 69.49% – 59.50%

F = 59.49% – 0%

Final Grade Calculation

Final grades are calculated in the following manner:

1. The grade in each quarter is equally weighted
2. The final is calculated by averaging the letter grade from each quarter using the following point totals: A=5, B=4, C=3, D=2, F=1
3. Use the following scale when calculating the final grade:
 - a. A = 5.00-4.50
 - b. B = 4.49-3.50
 - c. C = 3.49-2.50
 - d. D = 2.49 -1.50
 - e. F = 1.49-1.00
4. Incomplete grades cannot be issued a final grade until the incomplete is cleared. After the term has ended, incomplete final grades may be issued the grade available based on work submitted, including a failing grade.

Promotion Ceremony Requirement

After final grade calculation for core academic subjects, any eighth grade student who has earned two or more failing grades will not participate in the Promotion Ceremony. Final grade calculation for eighth grade students will be determined the Friday prior to the Promotion Ceremony.

Daily Classwork Posting

Manteno Middle School believes that students learn best when parents are active partners in their child's learning. To help parents locate and access their child's assignments and class work, MMS teachers utilize Google Classroom for posting daily assignments for all courses.

Classwork and Assignments

Some classwork is completed at home to help students practice what they have learned in the classroom. Homework is teacher assigned educational/academic tasks to be completed outside of the regular classroom setting. These assignments may be graded as to the quality of the work completed and/or as compliance/completion effort.

The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. Homework shall be reasonable, practice-based, and shall not exclusively determine whether or not a child passes or fails a course. Assessments will be the primary source to determine academic progress. Students are responsible for completing all assignments to the best of their abilities. Student achievement increases when students are engaged in meaningful enrichment and extra practice. We expect all students to submit their assignments on-time at the due date established by the teacher:

- For maximum effectiveness, assignments shall be completed prior to the assessments. **Assignments submitted following the assessment shall be lowered by one letter grade (10%), but must be submitted within one week following the assessment.**
- Students who fail to complete their assignments on time might be removed from classes, work in the office before or after school at work sessions, or at lunch, or attend an Extended Detention on Thursday after school to complete the work.
- Students who chose to retake an assessment shall complete all assignments prior to the retake and may be required to complete an Extended Learning Contract with their teacher.
- For quarterly reporting, school-wide cutoff dates shall be followed for teachers to evaluate student assignments. If assignments or assessments are not submitted by these due dates, the report card may indicate that insufficient evidence exists to make fair evaluation of student performance of major expectations. In this case, no credit may be granted until work is submitted and students may fail a course based on insufficient evidence.

Under special circumstances, teachers may use their professional judgment and discretion to meet individual students' needs. Teachers will make multiple attempts to intervene and communicate with the students and/or parents about incomplete work.

Types of Classwork

All classwork may be assessed (graded) for either completion of the assignment (such as in preparation or some practice homework) and/or for the quality of the work (such as some practice and extension homework). This depends on the intent of the homework as determined by the teacher.

1. **Preparation Classwork** – This type of homework helps to prepare students for upcoming lessons or units of study. Examples may include pre-tests of knowledge, vocabulary development, prereading assignments and/or review of previously learned skills/concepts.
2. **Practice Classwork** – This type of homework allows students to use newly acquired skills/concepts to demonstrate/assess to themselves, parents and their teacher, their understanding of the skills/concepts. Examples may include worksheets, series of specific problems, end of chapter questions and drafts of reports or projects.
3. **Extension Classwork** – This type of homework demonstrates/assesses what skills/concepts students have mastered, to themselves, parents and teachers. Extension homework may also allow the student to further develop skills/concepts beyond what is required by the teacher/class curriculum. Examples may include take-home tests, projects, alternative assignments/assessments, final papers/reports and problems of the month.

Purpose of Classwork at Home

Research demonstrates that classwork at home is a valuable tool in the educational process for several reasons:

- Gives the students constructive and timely feedback on their grasp of skills and concepts taught in class.
- Gives teachers feedback on individual and whole group understanding of the specific skills and concepts being taught in class.
- Helps prepare students for future classroom activities.
- Allows students to practice/reinforce acquired skills and concepts.
- Allows students to gain knowledge and/or develop skills not covered in class.
- Allows students to apply skills/concepts learned through extension activities.
- Allows parents to be involved and informed regarding classroom activities, curriculum and the educational partnership needed for students to succeed.

Parent Guidelines for Classwork

Parents play an important role in assisting their children with classwork. The following are suggested guidelines for parents to assist their child in this area:

- Parents need to be available - at some point after school to be able to clarify, explain and problem solve with their child.
- Parents should assist their child in setting up an environment (place, time, time management, needed materials, distraction free area to work and routines) conducive to completing homework.
- Parents need to know resources available to them and their child to assist them in completing the homework. (Homework On-line, parental grade access on-line, textbooks on-line, on-line homework assistance websites) Be aware and review the school, grade level and/or subject area homework expectations. Support the use of and how to use agenda and/or assignment notebooks as a way to organize homework and assist with time management.
- Be supportive of the use of homework as an instructional tool and a necessary part of the learning process and academic success.
- Allow your child to do the work, be a guide for them, but children should turn in their own work.

Academic Dishonesty

Students are expected to complete their own original work. Therefore, credit will only be assigned to those students who submit their own original work. Academic dishonesty is defined as, but not limited to, the following:

- Plagiarism (using AI or another person's ideas, expressions, or writings as one's own)
Students who plagiarize shall redo the assignment with the possibility of full credit on the assignment.
- Cheating includes but is not limited to:
 - Cheat sheets for tests or quizzes.
 - Copying another person's work and turning it in as their own work.
 - Using notes or technology without permission and turning it in as their own work.
 - Telling other students what's on tests or quizzes.
 - Allowing others to copy their own work.
 - Sharing online documents with the intent for a peer to copy the material.
 - Completing an assignment for another student.
- Students who are caught cheating could be subjected to one or more of the following consequences:
 - Students shall redo the assignment and receive the following consequence:
 - 1st offense: Parent contact/Lunch detention and redo the assignment
 - 2nd offense: Parent contact/Academic Detention and redo the assignment
 - 3rd offense: Parent contact/2-hour Detention
 - Conference with parent(s), student, teacher(s), and or administrator.
 - Potential loss of credit (partial or whole) for the work.
 - If a student is found to have cheated or plagiarized on an assessment or project, the consequence will align with the second offense level of the academic dishonesty policy.

Absent / Make-Up Work

When a student is absent from school, the student will receive the same amount of days that they were absent to complete the work. For pre-arranged absences, students are expected to return to school with all work completed. Tests and projects may be taken or turned-in within five school days of the return date. Students are required to make up all of the work missed during an unexcused absence.

Agendas

Students must carry their student agenda with them at all times except lunch. Lost or damaged agendas may be replaced for \$5. These agendas are used for hall passes and assignment notebooks. Vandalized or defaced agendas must be replaced with a new one. Teachers may monitor students' agendas.

FastBridge and Other Assessments

FastBridge Learning helps teachers foster greater learning outcomes with evidence-based classroom assessments in math, reading, and behavior. It provides teachers data and real-time feedback to inform intervention and instruction decisions that are highly targeted to the individual learner. FAST is an online system with both Computer-Adaptive Tests and Curriculum-Based Measurements: a multi-modal, multisource model that generates more precise data about students' strengths and weaknesses and learning growth. FAST includes universal screening (3-5 times per school year) to pinpoint skills strengths/weaknesses, provide a predictor of a student's reading and math abilities, and forecast future performance on high-stakes tests. Benchmark screening is used to identify which students are on target or at risk and thus need supplemental support or intensive intervention as part of a Multi-Tiered System of Support (MTSS) or Response to Intervention (RTI) program. FAST includes ongoing progress monitoring to precisely measure learning growth.

FastBridge assessments, as well as IAR results and other assessments, are administered throughout the year and are used to make placement decisions about your child's classes at middle school and in high school.

Physical Education

Students are no longer required to purchase or wear a specific Manteno PE uniform. However, they must wear appropriate footwear for both PE and Fitness classes.

- All students are required to wear closed-toe gym or tennis shoes. Footwear such as sandals, Crocs, boots, Uggs, or slip-on shoes of any kind are **not permitted**.
- Students' attire should not inhibit their ability to participate in PE and Fitness activities. This is at the discretion of the PE and Fitness teachers and could potentially result in students losing their daily participation points.

Optional Locker Rental

Students who would like to keep a change of clothes or shoes at school may rent a locker for a one-time annual fee of \$5. A lock and locker will be issued, and students may use it to store a spare set of activewear and athletic shoes throughout the school year. Lockers must be cleaned out at the end of the year. If a student chooses to rent again the following school year, a new locker will be assigned.

PE Participation and Medical Exemptions

A written note from a parent/guardian will excuse a student from physical education for up to three days. For more than three days, an excuse must be submitted from a person licensed under the Medical Practice Act. If an excuse is issued from a person licensed under the Medical Practice Act, a release to return to physical activity must also be obtained from a person used under the Medical Practice Act. Special activities in physical education will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

Co-Curricular Music Performances

Students who choose to participate in the music performance groups are required to attend scheduled performances. Future dates for the IESA and the Kan-Will music activities include:

Event	2025-2026
Kan-Will Music Festival	Thursday, October 16, 2025 Mornence
Solo/Ensemble	March 24, 2026
IESA Organization Contest	Saturday, May 2, 2026

Attendance at performances outside the school day is required. When two equivalent school activities are in conflict, an authentic performance task may be assigned to replace the missed performance.

Students enrolled in Band and Chorus may drop the course only at the start of a semester.

Eligibility is checked for IESA interscholastic music events.

Library Services

The school library is dedicated to providing reading and resource materials for students and staff. Students are encouraged to use their student ID cards when checking-out books. Students may borrow up to three books. The checkout period is one month, and overdue fines and damage/replacement fees may be assessed to students. The current rate is 10 cents per school day that the book is late.

Parents are encouraged to collaborate with their children about the kinds of books their children choose to read. Visit the on-line card catalog at <http://web.panthernation.net/mslibrary> to assist your child in this selection. Library books with a reading counts quiz are marked with a green dot on the spine. Books that have content that is suited for grades 6-8, are marked with a "young adult" sticker on the spine of the book. These books are restricted from 5th grade students unless given written permission by parents.

Families who reside within the Manteno School District boundaries are also residents of the Manteno Public Library District. For more information, contact the library at (815) 468-3323 or <https://mantenolibrary.org/>

Sex Abuse Avoidance Education

Parents will be provided written notice relating to sex abuse education not less than 5 days prior to the training. We partner with KC-CASA/Clove Alliance to provide annual training for students in grades 5-8.

Student Support Services

Student Support Specialist and Social Worker Access

Manteno Middle School offers guidance and social worker services. Parents and/or students may arrange an appointment to discuss any academic or social/emotional concerns by contacting the school office. The School District offers counseling and social worker services.

Parents/Guardians and/or students may arrange an appointment to discuss any academic or social issues that they may have with the student support specialist. Students may be referred to the social worker as well. Please visit the District website to find more information at www.manteno5.org.

Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions

Student Based Assistance Team

The Student Based Assistance Team (SBAT) is a problem-solving process that follows the RtI (Response to Intervention) or MTSS (Multi-Tiered System of Supports) model and involves teachers, support staff, administration, and parents working together to assist students in need. The SBAT process looks at teaching methods, student learning styles, materials, the learning environment, and the behavioral and learning needs of the student. Meetings are scheduled to discuss student progress, interventions, data collection, etc.

If a staff member and/or parent have a concern about a student's academic progress or behavior, they contact a member of the SBAT team. After initial contact, paperwork to begin documentation will occur. Once documentation is complete, an initial meeting will be held. At the initial meeting, strategies for success, students strengths, interventions, data collection, and student strengths will be discussed and put in place for implementation. Subsequent meetings will be scheduled to review data, student success with the interventions, next steps, etc.

Recess, Bus Transportation, and Cafeteria Expectations

5th Grade Recess Expectations

Students participating in 5th grade recess shall demonstrate respectful and responsible behaviors to continue participating in recess. Students who do not demonstrate respectful and responsible behaviors during this time may be removed from recess and not allowed to participate in the activities for that day and future days. Students with missing classwork may be required to complete their work during recess.

Bus Transportation

Expectations	All Settings	Before Bus Pickup	After Bus Drop-Off	On Bus
*Be Respectful	*To self *To others *To property *Use appropriate language	*Use only your best behavior while waiting for the bus *Hands & feet to self *Use appropriate language	*Hands & feet to self *Use appropriate language	*Be courteous to fellow students and bus driver *Stay in assigned seat *Hands & feet to self *Use appropriate language
*Be Responsible	*Be prepared *Be on time	*Be at your bus stop prior to pick up time. The bus could be early	*Be on time for boarding the bus to go home *Remember to take your personal belongings before exiting the bus	*Clean up your area *Follow bus rules and directions from the driver
*Be Productive	*Be organized *Be on task	*Walk safely to the bus stop *While waiting, stay away from the street and private property *Stay away from the bus until the doors open	*Walk away from the bus and proceed safely home *To cross the street, go around the bus crossing arm in front of the bus and wait until driver motions for you to cross	*Follow bus rules and directions from the driver *Be a good role model with good bus behavior

Lunch Information

For 2025-2026, MMS hot lunches cost \$3.87 and milk cartons are \$0.35. Students must have money in their account to eat hot lunch. Lunch money can be collected in the front office before school or in the serving line during the student's specific lunch. Parents may also deposit lunch money using a credit card through Family Access. Please pay food service fees with a separate check from your

other school fees with your student's name in the memo line. If you have two or more children, include a note which clearly indicates how much money you want in each child's account.

6th-8th grade students may also choose to purchase cash items from the "a la carte line." 5th grade students may not utilize the "a la carte line" program due to Federal lunch guidelines.

Free and Reduced-Price Food Services; Meal Charge Notifications

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the IL State Board of Education.

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

Cafeteria Rules

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays and other lunch items shall be discarded appropriately by following the procedure established by the lunchroom supervisors.
- No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade or share food.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunchroom supervisor.
- Misbehavior will result in disciplinary action according to the school's disciplinary procedures.
- Students may not use vending machines during school hours.

Student Deliveries and Outside Food/Drink

Students **may not place or receive “take-out” food orders, flowers,** or other deliveries at school except items brought by their parent. The office is not staffed to manage outside deliveries. Students will **not** be called to notify them about lunch deliveries from their parents; students shall be responsible for checking the office prior to lunch for lunches dropped off by their parents. Students may not bring food or beverages into the main gym. Coffee and milk products are not permitted in lockers and classrooms; they should be consumed in the cafeteria. Students may not trade or share food.

Behavioral Expectations

Positive Behavior Interventions and Supports

EXPECTATIONS	All Settings	Hallways	School Yard	Cafeteria	Gym/ Assemblies	Before/ After School	Restroom	Field Trips	Classroom
*BE RESPECTFUL	*to self *to others *to property	*walk *quiet voices *keep clean *close lockers quietly	*hands & feet to self *use appropriate language	*quiet voices *use manners (please, thank you)	*stay seated *stay in assigned areas for seating *sit quietly *hands & feet to self	*enter gym at correct time *sit and talk quietly *walk out of building	*use manners *respect property *wash hands	*quiet voices *polite to others	*Be respectful
*BE RESPONSIBLE	*be prepared *be on time	*close and lock lockers *walk to the right	*keep clean *walk on sidewalks *think safe	*clean up after yourself	*stay in assigned areas *clean up area	*enter at correct times *clean up areas	*use good personal hygiene	*listen to all directions *stay in group	*Be responsible
*BE PRODUCTIVE	*be organized *be on task	*use time wisely *have pass with you	*follow directions of supervisor	*make wise food choices	*listen to the speaker *respond appropriately	*come to school prepared *leave prepared	*choose proper time to use restroom	*be attentive *be neat and clean *complete task	*Be productive

Restorative Justice

Restorative justice is a philosophy based on a set of principles that guide the response to conflict and harm. These principles are based on practices that have been used for centuries throughout various cultures and regions around the world. Restorative justice’s three main goals are:

- **Accountability** - Restorative justice strategies provide opportunities for wrongdoers to be accountable to those they have harmed, and enable them to repair the harm they caused to the extent possible.
- **Community Safety** - Restorative justice recognizes the need to keep the community safe through strategies that build relationships and empower the community to take responsibility for the well-being of its members.
- **Competency Development** - Restorative justice seeks to increase the pro-social skills of those who have harmed others, address underlying factors that lead youth to engage in delinquent behavior, and build on strengths in each young person.

District Statement Regarding Student Rights

Students have asked many questions about their rights regarding locker searches, controlled substances, and other important school issues. This message shall attempt to help students understand their rights and responsibilities in these matters.

First, students should have no expectations of privacy in their school lockers. Lockers are school property, and any school official with reasonable suspicion may search your locker at any time. School officials also have the right to question students, perform other searches with reasonable suspicion, and confiscate found materials. Students who fail to comply with these are subject to discipline for insubordination.

Second, students are not permitted to carry, possess, or distribute contraband at any time. The legal definition of contraband is goods or merchandise, the possession of which is prohibited by State or Federal Law, or by school policy. Contraband includes, but is not limited to the following:

- illegal drugs and look-alike substances
- alcoholic beverages

- tobacco products
- drug paraphernalia
- weapons and look-alike weapons
- toys or other items that could be construed as a weapon
- nude or inappropriate images or media
- any vape products

There have been cases in which students have brought scout knives, pocket knives, pellet guns, plastic toy guns, or similar objects to school to show their friends and classmates. It may seem like most of these things would never be a problem. However, the school is responsible for the safety of all students. The Illinois school code states that students who use or possess “look-alikes” of contraband are subject to the same penalties, including suspension and/or expulsion.

Third, any student found in possession of, or under the influence of, an alcoholic beverage, a controlled substance, narcotic and/or other illegal drug including look-a-like substances, or marijuana, has clearly participated in an illegal act. Students found in possession of, or under the influence of, these mentioned substances by any employee on school grounds or at any school function shall be suspended for up to ten (10) days, with the potential for expulsion from school for up to two (2) calendar years for such offenses.

Finally, students must be careful about the words they use. Any statement that could be perceived as “threatening” cannot be made. Students are responsible for the words they use.

In conclusion, our primary job is to provide a safe and secure environment for students. School officials are working to maintain the best learning environment for everyone. We need your help in making Manteno CUSD #5 the best school district we can be.

Bullying

Bullying is defined by the federal government as “aggressive behavior that is intentional, repeated over time, and involves an imbalance of power or strength.”

Lockers and Book Bags

Student lockers are equipped with a combination lock. Students must close and lock their locker after each visit. The school is not responsible for stolen articles. Book bags will be permitted to be with students only when entering and exiting the building. All book bags should be left in the students' lockers throughout the school day.

Dress Code

Students are expected to present an appearance that:

- reflects a positive image of themselves
- does not disrupt the educational process
- does not interfere with the maintenance of a positive teaching/learning climate.

Dress and/or grooming, which are not in accord with reasonable standards of health, safety, and decency, will be considered inappropriate. The principal or his/her designee shall have final authority for judging the appropriateness of a student's appearance, and whether such appearance is a disruption to the educational process. Teachers also have the responsibility to enforce acceptable dress standards.

Follow these guidelines:

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, weapons, weapon manufacturers, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang, cult, and satanic symbols, ghoulish details, chains, or other symbols that glorify death or mention death. Clothing that displays any insignia or sign, which shows disrespect for any race, creed, color, sex, or nationality is not permitted.
- Hats, hoods, coats, gloves, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day. Heavy coats, or overcoats, will only be allowed when the student is immediately entering or exiting the building
- Blankets, or other accessories not considered clothing, are prohibited in the school
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in laboratories or during physical education.
- All clothing worn on the outside that is designed to be worn as underclothing or sleepwear is not permitted. Examples: thermal underwear, boxer shorts, pajamas, etc.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting by being too small, too tight, too large, too loose, or too exposed by showing skin and/or undergarments may not be worn at school.

- No visible tank tops, spaghetti straps, or muscle shirts may be worn. Sleeveless shirts may be worn as long as they are a fitted style around the arms and neck. Tank top width shall be three fingers wide.
- Appropriate footwear must be worn at all times.
- Students may not write on themselves or on their clothing.
- All visible tattoos and body piercings that cause a disruption to the educational process.
- Book bags should not be carried during the school day unless specific permission by the administration has been given. Students must keep purses locked in lockers.

Unnecessary Items / Contraband

Items deemed to be unnecessary or disruptive to the school environment may be confiscated and returned only to the parent.

Contraband is defined as goods or merchandise, the possession of which is prohibited by State or Federal Law, or by school policy. Contraband includes, but is not limited to illegal drugs and look-alike substances, controlled substances, alcoholic beverages, tobacco products, drug paraphernalia, weapons, prescription drugs not prescribed for the student, anabolic steroids not administered under the care of a physician, and any inhalant per board policy. Students are not permitted to carry, possess, or distribute contraband at any time. In compliance with this policy, toy guns, knives, or any toys that could be construed as a weapon is not permitted at school.

Cell Phones, Smart Watches, and Electronic Devices

Cell phones and/or smart watches shall be turned off and kept in the student's locker during school hours. Students may only use their cell phones and/or smart watches before/after school. Consequence for cell phone and/or smart watch possession may include:

- 1st offense: teacher warning and device returned to the student's locker
- 2nd offense: the device brought to office and returned only to the parent after school
- Repeat offenses will be subject to additional consequences for insubordination.

Students are allowed to use electronic devices in class ONLY with the teacher's permission. Using any device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules is prohibited. Devices that are used not in the accordance of this Board Policy may be confiscated and discipline may result. The District is not responsible for damage, theft or any other loss to student-owned devices.

Electronic Activity and Social Media

Students may not engage in any activity, on or off campus, including without limitation, the use of any computer or other device whether such computer or device is located on- or off-campus, that 1) poses a threat or danger to the safety of other students, staff, or school property; 2) interferes with school purposes or an educational function; or 3) is disruptive to the school environment.

Students shall not make an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

School authorities may require a student or his or her parent or guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Students shall not send group emails, "SPAM" email, joke emails, or other non-academic related emails using their Google PantherNation accounts. Students shall not use cell phones nor any other recording devices to record students and student interactions at school.

Bicycles, Skateboards, Scooters, and Rollerblades

Students who ride bicycles and other transportation to school are to walk their bikes on school property. Bicycles, skateboards, and scooters shall be parked outside at designated bike racks. Bicycles and other transportation need to be secured with locks and chains. Students who do not follow common safety rules or who break municipal traffic laws will have the privilege of riding their bicycles to school suspended.

Bicycles, skateboards, and scooters are not allowed inside the school building. These must be locked on the bike or skateboard racks.

Any bicycles, electric scooters/bicycles, scooters and skateboards brought to events outside of Manteno Middle School need to be parked. Riding these items around school grounds during events causes a hazard for others attending the event. Failure to follow this procedure may result in a student disciplinary action.

Physical Altercation

Any physical altercation between two or more students will be investigated by the principal and/or assistant principal and/or dean. After the investigation is complete the students may or may not be disciplined as a result of the altercation. Any student involved in a physical altercation may be prohibited from attending extracurricular activities that includes but is not limited to dances and sporting events.

At the administrator's discretion, the Manteno PD may be called to arrest students who are involved in violent physical altercations. This is to ensure the safety of our students and staff.

Damage to School Property

The school district will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher
- Failure to complete appropriate coursework
- Behavioral or safety concerns
- Denial of permission from administration
- Other reasons as determined by the school.

Social Probation

Social probation prohibits all participation in or attendance at activities (such as dances, promotion, banquets, athletics, concerts, musicals, plays, clubs, organizations, incentive trips, extra-curricular and co-curricular activities, and field trips) will be forfeited for a period of time to be determined by the administration. Membership or participation in a school-sanctioned activity is a privilege and not a property right. Social probation may be issued for inappropriate behavior. Students that are placed on social probation while participating in athletics may be subject to Code of Ethics violations.

School Dances

Attendance at Manteno Middle School-sponsored dances is a privilege. Only students who attend our school may attend school-sponsored dances, and only those students in the grade levels included in the dance. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Threatening Acts

Making any jokes or statements regarding bombs, shootings, and/or threats to students or any staff member at Manteno CUSD No. 5, on or off school property could be grounds for school/criminal penalties. Written or verbal threats made by a student will be investigated by the administration. Appropriate disciplinary action will then be dispensed based on administrator discretion. At the administrator's discretion, the Manteno po may be called to ensure the safety of our students and staff. Offenses of this nature, verbal or written, can be punishable by up to two years of expulsion.

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

Levels of Misconduct

Level 1 Acts of Misconduct

Level 1 Acts of Misconduct are minor misbehaviors that interrupt the orderly operation of the classroom, school, and/or bus. Such misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel. Level 1 misbehaviors include, but are not restricted to, the following:

- Classroom disturbances
- Dishonesty
- Failure to carry out directions
- Failure to submit required assignments
- Tardiness
- Littering
- Minor hallway behavior
- Substitute teacher behavior
- Minor technology violations
- Bus misconduct
- Other

Level 1 Disciplinary Actions

There is intervention by the staff member who is supervising the student or who observes the misbehavior. When a violation occurs, the staff member will use one of the disciplinary options below. Repeated misbehavior may require a parent/teacher conference or a parent/teacher/administrator conference. The staff member or office maintains a proper and accurate record of the offense and disciplinary action.

DISCIPLINARY OPTIONS

- Verbal reprimand
- Conference with student
- Student Action Journal
- Keep It Clean
- Withdrawal of privileges
- Support staff services
- Detention (lunch and afterschool)
- Consequences as stated by classroom management plan
- Behavior contract
- Notify parent
- Approved classroom management plan

Level 2 Acts of Misconduct

Level 2 Acts of Misconduct involve misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school. Level 2 and repeated acts of Level 1 misbehaviors may require the intervention of personnel on the administrative level. Level 2 misbehaviors include, but are not restricted to, the following:

- Continuation of Level 1 Acts of Misconduct
- Forgery or the use of forged notes or excuses
- Cheating and plagiarism
- Substitute teacher behavior
- Disrespect/insubordination (eg: talking back, inappropriate language, shouting out, etc.)
- Refusal to identify self
- Misrepresenting/lying
- Physical aggression
- Relational aggression
- Loitering
- Verbal abuse
- Stealing (minor)
- Truancy
- Failure to abide by corrective measures for misconduct

Level 2 Disciplinary Actions

The student may be referred to the administration for appropriate disciplinary action. The appropriate authority meets with the student and/or teacher and affects the most appropriate response. A copy of the Disciplinary Referral, which indicates actions taken, will be given to the staff member making the referral. The appropriate authority maintains a proper and accurate record of the offense and disciplinary action.

DISCIPLINARY OPTIONS

- Notify parent
- Conference with student
- Student Action Journal
- Detention (lunch and afterschool)
- Restitution
- Withdrawal of privileges
- Support staff services
- Short-term suspension
- Suspension of bus privileges
- Referral to outside agency
- Change in Educational Placement

Level 3 Acts of Misconduct

Level 3 Acts of Misconduct involve acts directed against person or property but whose consequences do not seriously endanger the health and safety of others in the school. These acts may involve the intervention of law enforcement authorities and action by the Board of Education. These include but are not limited to the following:

- Continuation of Level 2 Acts of Misconduct
- Possession of, or use of, tobacco on, or adjacent to school property
- Possession of prescription and non-prescription medication
- Claiming to have or possessing drugs or look-alike drugs
- Claiming to have or possessing look-a-like weapons, contraband
- Possession, use or under the influence of alcohol
- Possession with intent to deliver or sell a look-alike drug
- Possession of or use of inhalants or any materials intended for use as inhalants.
- Solicitation of a controlled substance/alcohol
- Gambling
- Fighting / threats to others
- Relational aggression, bullying, cyber-bullying, hazing, harassment
- Vandalism
- Extortion
- Trespassing
- Gang related activities (gang talk, symbols, recruitment, or aid to gangs)
- Tampering with computers (hardware, software, network, etc.) in a manner not authorized by school personnel.
- Sexual Harassment

Level 3 Disciplinary Actions

The administrator initiates disciplinary action by investigating the infraction and conferring with staff, the student, and the student's parents about the misconduct and subsequent disciplinary actions to be taken. A copy of the Disciplinary Referral, which indicates actions taken, will be given to the staff member making the referral. The administrator maintains a proper and accurate record of the offense and disciplinary action. School officials contact law enforcement officials when necessary.

DISCIPLINARY OPTIONS

- Temporary removal from class
- Support staff services
- Financial restitution
- Short- or long-term suspension with potential for expulsion
- Referral to outside agency
- Expulsion
- Change in Educational Placement
- Alternative Programs or other appropriate district alternatives

Level 4 Acts of Misconduct

Level 4 Acts of Misconduct involve actions so serious that they always require administrative actions, which may result in temporary removal from school. Level 4 Acts of Misconduct may involve the intervention of law enforcement authorities and action by the Board of Education. These include but are not limited to the following:

- Continuation of Level 3 Acts of Misconduct
- Furnishing or selling controlled substances (drugs)
- Possession with intent to deliver a controlled substance (drugs)
- Possession, use, or verbal threat of a weapon
- Use or possession of a hazardous substance
- Bomb threats
- Setting fires
- Setting false fire alarms/false 911 calls
- Taking property of others with the threat of force or violence
- Possession and/or sale of stolen property
- Other acts of misconduct, which are seriously disruptive and/or create a safety hazard to students, staff, and/or school property.

Level 4 Disciplinary Actions

The administrator verifies the offense, confers with the staff member(s) involved and meets with the student. The student is immediately removed from the school environment and parents are notified. School officials contact law enforcement officials when appropriate. A complete and accurate report is submitted to the superintendent.

DISCIPLINARY OPTIONS

- Short- or long-term suspension with potential for expulsion
- Alternative Programs for disruptive youth
- Homebound instruction
- Other appropriate district alternatives
- Board action, which results in appropriate placement
- Support staff services
- Referral to outside agency
- Expulsion
- Change in Educational Placement

Detention Procedures

Students may be assigned classroom detentions by their teacher. Teachers communicate the expectations and procedures to affected parents.

Students assigned an afterschool office detention will be notified one day in advance and a guardian will be notified by phone/email. Afterschool office detentions are held on Thursdays from 3:00-4:10.

Detentions may be issued for academic purposes such as assignment completion, tutoring, and achievement. These are normally scheduled on Tuesdays from 3:00 – 4:10 and on Thursday from 3:00-4:10 in the Middle School Library depending on the severity of the academic concern.

Students may also be assigned Extended Detentions on Thursday from 3:00-5:10 in the Middle School Library.

If a student is unable to attend an assigned after-school detention, they will be required to serve a **minimum** of three lunch detentions in its place.

If a student fails to attend a scheduled detention, they will be granted one additional opportunity to make it up. Failure to attend the rescheduled detention will result in the assignment of an in-school suspension. Additionally, if a student is removed from detention due to inappropriate behavior, they will receive an in-school suspension.

Extended Detention Policy

1. Students assigned an extended detention need to report to the Middle School Library by 3:00. Students arriving after this time will be sent home and their detention rescheduled for either another extended detention or an In-School Suspension.
2. Absences will be excused for medical emergencies, and/or deaths in the family; however, a doctor's note for the illness must be given to the principal or assistant principal on the day the student returns to school. The student will then serve the detention on the next scheduled Thursday.
3. Students must bring sufficient materials necessary to stay busy for the entire detention. School work, Chromebook, library books, or reference materials are examples of proper material. Final discretion will be left to the supervisor.
4. No gum, candy, food, or drinks are permitted.
5. No sleeping at any time.
6. No talking. A student wishing to communicate with the teacher in charge will raise his/her hand.
7. Students must adhere to all school rules outlined in the student handbook.
8. Cell phones are NOT allowed.
9. Students will be warned once for violations 4-8. Further violations will result in removal. Removal from detention will result in an additional extended detention being assigned and/or an in-school suspension.
10. Students are responsible for their own transportation from school at the conclusion of the extended detention.
11. The school reserves the right to reschedule extended detentions if situations (such as anticipated weather emergencies) warrant.
12. A student that misses an extended detention will receive one day of ISS and placed on social probation for the remainder of the quarter. Students on social probation are not allowed to attend any after school activities at any District building until the conclusion of their social probation.

Suspension Procedures

School officials will make all reasonable efforts to resolve the threat and/or disruption. They will suspend students only after all other available behavioral and disciplinary interventions have been exhausted, and the student's continuing presence would be detrimental to the learning environment or safety of the school and students. Suspensions will be categorized as either Short Term (1-3 days) or Long Term (4-10 days).

- Short Term Suspensions may be used if a student's continued presence at school would pose a threat to school safety or a disruption to other students' learning opportunities.
- Long Term Suspensions may be used if a student's continued presence at school would pose a threat to the safety of other students, staff or the school community or substantially disrupt, impede, or interfere with the operation of the school.

Short Term Suspension (1-3 Days)

These are examples of short-term suspensions:

- Insubordination directed toward a faculty or staff member
- Disrespect directed toward a faculty or staff member
- Verbal or physical threat to a student
- Destroying/Damaging school property
- Bullying (1st Offense)
- Student protest
- Disrespect with bad language directed toward a faculty or staff member
- Tobacco- Use or sale of cigarettes, cigar, smokeless tobacco or electronic cigarettes
- Theft
- Sexual harassment towards another individual
- Racial harassment toward another individual
- Altering, tampering, changing, or destroying school technology (computers)

Long Term Suspensions (4-10 Days)

These are examples of long-term suspensions:

- Physical Altercation
- Vandalism
- Bullying (2nd Offense or severe)
- Under the influence of, possession, sale or distribution of alcohol
- Arson
- Threatening Acts
- False report of a school fire

- False report of a bomb
- Jokes/statements regarding shootings or bombs
- Written or verbal threats to students or staff
- Gang- related activities
- Possession, use, sale or distribution of any dangerous substance or weapon (including lookalikes)
- Under the influence of, possession, sale or distribution of drugs or drug paraphernalia (including lookalikes)

Completion of Classwork during Suspension

Students who receive a suspension will have the opportunity to complete the classwork they missed during their suspension.

Awards Programs

American Legion Award

The American Legion Award is given to one boy and one girl in the 8th grade at Manteno Middle School. Teachers nominate students based upon their demonstration of citizenship and leadership during their middle school years.

Illinois Principals Association Student Recognition Breakfast

Two eighth grade students may be chosen by their principal for recognition by the Illinois Principals Association.

IESA Scholar Attitude Award

The IESA Scholar Attitude Award honors those students who have maintained a high-academic standard while pursuing participation in their school community through IESA activities.

Panthers Exhibit Outstanding Leadership, Effort, and Pride

This award is given to one 8th grade student at Manteno Middle School. Interested students must complete and turn-in an application form. Teachers select the award recipient based upon the following criteria:

- Citizenship: community involvement through volunteer work in a club, church, or civic organization.
- Leadership: the holding of a leadership position within the school or community (such as student government, school clubs, community or civic organizations).
- Scholarship: performance in the classroom indicative of the desire to achieve academically.
- Sportsmanship: display characteristics of good sportsmanship, whether it be through participation in or support of the school's extra-curricular activities.

Honor Roll

For the quarterly honor roll, all subjects on the report card for which a letter grade is given are included.

- **High Honors** = all A's in all classes
- **Honor Roll** = only A's and B's in all classes

For 5th grade Specials (P.E., Music, and Art), E's (a grade of Excellent) must be obtained in order to earn high honor roll.

Students of the Quarter

Each quarter, students may be selected as "Student of the Quarter". These students will be recognized by the administrative team.

Extra-Curricular and Co-Curricular Activities

Purpose

Students of Manteno CUSD #5 who take part in any extra-curricular activity represent our school and the community of Manteno by their actions and conduct. The administration, coaches, teachers, sponsors, and parents of the District take pride in our student body; therefore, we require that they demonstrate behavior that meets our expectations. Participation in any extracurricular activity is an honor and a privilege but not a right. This privilege may be suspended or revoked when their actions or behavior are in violation of this Code of Ethics.

Conflicts between School Activities

Coaches, sponsors, and other school activity leaders shall work together to avoid and resolve scheduling conflicts. When conflicts arise, school leaders shall work towards a sharing arrangement or other reasonable accommodations.

In general, if two equivalent events conflict -- such as a school game and a school concert -- the student may choose which event to attend at no penalty from either activity. If two inequivalent events conflict -- such as a school practice and a school concert /or/ a school rehearsal and a school game -- the student shall attend the event with the highest weighting (in this example, the school concert /or/ the school game).

Code of Ethics

See Board Policy 7:240

Application and Enforcement

The Code of Ethics applies year round and it is understood that the consequences delineated below are the minimum penalties you may expect. The coach/sponsor may recommend more severe measures depending on unique circumstances, the student's attitude, and the student's cooperation. It is the responsibility of the school administration and/or disciplinary board to enforce the disciplinary measures outlined in the Code of Ethics. Should the suspension not be completed by the end of the current sport/activity, the remainder of the suspension will be completed in the student's next sport/activity. On returning from a suspension, the student has no guarantee that they will have the same position.

Disciplinary Board

The disciplinary board will consist of the building principal and/or the building assistant principal, building athletic director, a fine arts sponsor, a student council or class sponsor, a coach from a men's athletic team, and a coach from a women's athletic team.

Reporting of Incidents

Based upon information from school personnel, law enforcement authorities, students, parents, community members, or other sources, the School District may initiate investigations of Athletic Code of Conduct violations that occur on school grounds, at school activities, or off school grounds.

Violations and Consequences

The consequences defined below apply to participants in sports and show choir. The disciplinary board will determine consequences for violators in all other extracurricular activities.

CATEGORY ONE VIOLATIONS

Behavioral misconduct by student-athletes will not be tolerated. Behavioral misconduct shall include but shall not be limited to:

- Insubordination; or
- Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- Any behavior which disrupts the appropriate conduct of a school program or activity; or
- Hazing, bullying, or harassment of any kind; or
- Use of profanity; or
- Exhibition of bad sportsmanship; or
- Violation of any school rules or regulations or law

First Offense Consequences

- Counsel student, and
- Notify parents and coach/sponsor with meeting held, and
- Documentation, and
- Suspension from 10% of contests for that season (minimum of 1 contest) to be carried over to future season, and
- Continued attendance at team practice required.

Second Offense Consequences

- Counsel student, and
- Notify parents and coach/sponsor with meeting held, and
- Documentation, and
- Suspension from 40% of contests for that season (minimum of 1 contest) to be carried over to future season, and
- Continued attendance at team practice required

Third Offense Consequences

- Counsel student, and
- Notify parents and coach/sponsor with meeting held, and
- Documentation, and
- Suspension from all extracurricular contests for one calendar year (365 days)

CATEGORY TWO VIOLATIONS

- Use or possession of any tobacco substance
- Use or possession of any vape product

First Offense Consequences

- Counsel student, and
- Notify parents and coach/sponsor. Meeting will be held to discuss consequences and substance abuse opportunities, and
- Documentation, and
- Suspension from 25% of contests for that season to be carried over to the next sport/season, and
- Continued attendance at team practice required

Second Offense Consequences

- Counsel student, and
- Notify parents and coach/sponsor. Meeting will be held to discuss consequences and substance abuse opportunities, and
- Documentation, and
- Suspension from 100% of contests for that season to be carried over to the next sport/season, and
- Continued attendance at team practice required

Third Offense Consequences

- Counsel student, and
- Notify parents and coach/sponsor. Meeting will be held to discuss consequences and substance abuse opportunities, and
- Documentation, and
- Suspension from all extracurricular activities for one calendar year (365 days)

CATEGORY THREE VIOLATIONS

- Attendance at parties or other activities where under-age drinking of alcoholic beverages and/or illegal drugs are present.
- In a car where alcoholic beverages and/or illegal drugs are being illegally transported.
- Use or possession of a controlled substance.
- Use or possession of an alcoholic beverage.
- Gross Misbehavior (any conduct of a student that results in an out-of-school suspension and other conduct not falling under any other Violation of the Code of Ethics)

The disciplinary board will meet to determine the consequences for a Category Three Violation. They will vote on the consequences that are listed below based on the severity of the action by the student with the building principal having the tie-breaking vote if needed.

Consequences

- Counsel student, and
- Notify parents and coach/sponsor with a meeting held, and
- Documentation, and
- Suspension from a percentage of contests to be determined by the disciplinary board.

Team Rules

The High School varsity coach/sponsor will be responsible for overseeing the entire program in that extracurricular activity (K-12), and will establish rules and regulations for every level of their activity. The athletic director and varsity coach/sponsor will organize a mandatory meeting for the participants and their parent(s) to explain the team rules and this Code of Ethics. If a student and a parent are not able to attend the specific activity meeting, they must meet with the coach/sponsor and/or athletic director. All rules established by coaches must be in writing and approved by the athletic director, with a copy given to the principal, each student and parent.

Right of Appeal

Each discipline situation is unique and will be dealt with on an individual basis. There is an established procedure, which provides for the appeal of disciplinary action as follows:

1. The complainant shall first bring said complaint to the coach/sponsor concerned.
2. If the problem cannot be resolved, it should be brought to the attention of the athletic director.
3. If the problem still cannot be resolved, it should be brought to the attention of the principal.
4. The complainant may refer the issue to the Superintendent by requesting an appointment in writing for a review and decision.
5. If the above steps do not resolve the concern of the complainant, he or she may request a review by the board appointed hearing officer.

Scholastic Eligibility at MMS

Scholastic eligibility applies to any extracurricular activity in which interscholastic competition takes place. This also includes activities sponsored by the IESA and the Kan-Will Conference which require scholastic eligibility. To remain academically eligible at Manteno Middle School, a student must be passing all subjects cumulatively each week.

- A grade of A, B, C, or D will be recognized as a passing grade.
- The athletic director will check eligibility each week.
- Any student that is marked scholastically ineligible for 3 consecutive weeks will be dismissed from the activity.

Eligibility shall be checked weekly on Friday to govern eligibility for the following Monday through Saturday. The eligibility check shall be the same day each week except when school is not in session; then it must be taken on the last weekday of student attendance.

The administration shall establish a calendar for each sport and activity defining the start of the season and the start of eligibility checks. At the beginning of a new term, teachers shall have recorded five grades before eligibility shall be marked for that course.

Sunday Activities

Student activities, games, or practices shall not be scheduled on Sunday. Any exception to this policy must be approved in advance by the Superintendent or the Board of Education.

IESA Guidelines

Eligibility - For most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Athletic Code. In the case of a conflict between IESA and this Code of Conduct, the most stringent rule will be enforced.

Ejections - If a player, coach, or fan is ejected there are stringent penalties including fines from the IESA.

- Player ejection penalty (first offense)
 - Must serve a 2 game suspension
 - The suspension must be served at the contest level at which the ejection occurred
 - Must complete the NFHS Sportsmanship Course (online)
- Player ejection penalty (second offense)
 - Must serve a 5 game suspension
 - The suspension must be served at the contest level at which the ejection occurred
 - The school will be fined \$100
- Coach ejection penalty (first offense)
 - Must serve a 2 game suspension
 - The school will be fined \$100
 - Must complete the NFHS Sportsmanship Course (online)
- Coach ejection penalty (second offense)
 - Must serve a 5 game suspension
 - The school will be fined \$250
- Fan ejection penalty
 - Must complete the NFHS Sportsmanship Course (online) before attending another contest

In order to return to an activity:

- The full suspension must be served
- Any fine must be paid with a school check and must be received in the IESA office before the player or coach can return after serving their suspension.
- The NFHS Sportsmanship Course completion certificate must be submitted by the school to the IESA office for credit to be given.

Absence from School on Day of Activity

All students absent from school for more than one-half of the school day on the day of an activity, are ineligible for any activity on that day unless the absence has been approved by the principal. Exceptions may be made by the coach or administration: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more truanancies or who has been suspended from school may be suspended from participation in athletic activities by administration. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

Travel

Students may ride home only with their own parents. The parent shall submit written permission to the coach, usually on a sign-out clipboard. Parents requesting permission for their child to travel home with another parent must provide written permission to the coach/administration the day prior to the event being held. If the student needs to ride to the event with his/her parent, the parent shall submit a written request to the coach and the building principal for consideration and approval.

Web Sites and Safety

Parents and students are hereby notified of the existence of non-district websites that highlight student athletes, extra-curricular participants, and display game/activity schedules. These sites may even highlight individual schools or post photographs for display or sale. These third-party sites are not under the ownership nor are they under direct control of the district. Therefore students should not post personal contact information (home phone number, personal cell phone number, personal email address, home mailing address, parent names, and parent contact information) on these sites. Many of these sites are used by other schools and news outlets wherein videotaped games or performances may be placed on the internet without notification to the school, the district, or the student. Therefore students participating in extra-curricular activities shall/must have their parents sign and agree to the District's media release form. Students whose families do not agree to the media release form shall not be allowed to participate in extracurricular activities.

Chromebook Procedures

Students will take their Chromebooks home during the first few weeks of school. With your permission, your child will be allowed to carry their Chromebook back-and-forth between school and home. Your child will leave their AC charger cord at home, recharging their Chromebook every night just like "homework". We will provide a protective, zipped case with an ID tag. We expect students to use these cases at all times.

These devices are assigned to individual students, similar to textbooks and other supplies. Though the student may have possession of the device, it remains school property. While the student/parent/guardian is not required to purchase the device, there is an expectation of reasonable care and responsibility as there is with any district property provided to or used by a student. We would expect every student to take proper care of the device and return it in the same condition in which it was received, with reasonable wear & tear excepted. However, if a device is damaged, lost or stolen, charges will be assessed to the student based on the following schedule. These charges are NOT considered "fees" and will be assessed regardless of any fee waivers that may be in place.

When a Chromebook is broken or not functioning correctly, a student will turn that Chromebook into the Middle School Library and will be issued a new Chromebook. This does not include Chromebooks that are not functioning or dead due to an uncharged battery.

All students are covered for accidental damage, whether at home or at school, but subject to the schedule below. This coverage is part of your school registration fee. **Students who purposefully damage the computer are responsible for paying the full repair charges:**

Situation/Event	Assessed Charge
Malfunctioning device (not damaged)	No charge
Cosmetic damage, normal wear & tear (device fully functional)	No charge
Accidental breakage (not cosmetic)	1st incident - no charge 2nd incident - \$25 Additional - \$50/incident
Deliberate damage/vandalism	Actual cost to repair up to \$350/occurrence
Theft/lost device	\$350/occurrence
Damaged, Defaced, or Lost Case	\$25.00
Damaged or Lost Power Supply	\$35.00

[View the District Handbook](#)