

**Midwest Central Middle School**  
**Handbook Edits**  
**For 2024-25**

*Handbook Committee: Matthews, Keaschall, Bush, Henry, and Munich*

*Initial meeting: 2/20/25, second meeting 3/11/24, final approval by committee 4/08/25*

*Proposed changes: in red - striking or replacing  
 In blue - new language*

Section	Current Language	Proposed Change	Rationale for Change
Introduction: Section 504 (pg. 3)	Ms. Lori Whitney, is the coordinator of Section 504 activities for Midwest Central Middle School and can be reached at 309-968-6464.	The school social worker, Ms. Braelyn Oberle, is the coordinator of Section 504 activities for Midwest Central Middle School and can be reached at 309-352-2300.	Changes in personnel
Academics: Classwork/Homework (pg. 5)	<del>Most classes at Midwest Central Middle School have expectations of work to be done outside of class. It is the responsibility of the entire school community (students, teachers, principal, parents, and support staff) to provide opportunities for student success.</del> The staff works hard to design and implement homework that can be completed in a reasonable period of time. Daily work provides necessary practice for students to enable them to have long-term success on tests and for future classes. We expect the students to have their work done correctly, neatly, and on time. Late work will be accepted; <del>however, work will be marked down one letter grade for each day late, up to 4 days. On the 5th day late, it will be marked as a zero and a student will be unable to make up that assignment. (Example, homework is due Monday, student turns it in on Wednesday, the paper was graded as an 88% B, but is 2 days late, the grade is 68% D-)</del>	The staff works hard to design and implement homework that can be completed in a reasonable period of time. Daily work provides necessary practice for students to enable them to have long-term success on tests and for future classes. We expect the students to have their work done correctly, neatly, and on time. Late work will be accepted, and graded at teacher discretion. A link to the homework assignment document can be found on the MCMS webpage.	Simplifying the description of classwork, homework, and the expectations. Adding in the webpage info.
Academics: Cheating (pg. 6)	Cheating is defined as engaging in academic dishonesty, including turning in someone else's work; intentionally plagiarizing; wrongfully giving or receiving help on a test, quiz, exam or	Cheating is defined as engaging in academic dishonesty, including turning in someone else's work; intentionally plagiarizing; wrongfully giving or receiving help on a test, quiz, exam or assignment;	Accounting for the digital era

	<p>assignment; altering your work or someone else's work including report cards or Progress Reports; or wrongfully obtaining test copies, answers or scores. Students found cheating will be given a grade of zero on the material on which the student was working. Other disciplinary consequences may also result.</p>	<p>altering your work or someone else's work including report cards or Progress Reports; <a href="#">using A.I. to write a written assignment or paper for a grade</a>, or wrongfully obtaining test copies, answers or scores. Students found cheating will be given a grade of zero on the material on which the student was working. Other disciplinary consequences may also result.</p>	
<p>Academics: Report Cards <del>and Progress Reports</del> (pg. 6)</p>	<p>At the end of each nine weeks, a report card will be sent home indicating a student's performance and achievement for that grading period. Parents must sign the report card envelope and students return the signed envelope to the Middle School. <del>Progress reports will be sent home during the nine-week grading period to provide a more frequent report of student progress.</del> Parents are encouraged to contact teachers about their child's progress in school. The first nine weeks grade report is distributed at Parent/Teacher Conferences.</p> <p>Parents may also check their child's academic progress via the internet that is updated regularly. A link is provided for TeacherEase on the middle school webpage. Information regarding login and passwords will be shared at registration and can be obtained through the Middle School Office.</p>	<p>At the end of each nine weeks, a report card will be sent home indicating a student's performance and achievement for that grading period. Parents must sign the report card envelope and students return the signed envelope to the Middle School. Parents are encouraged to contact teachers about their child's progress in school, <a href="#">and/or use TeacherEase to check their child's progress</a>. A link is provided for TeacherEase on the middle school webpage. Information regarding login and passwords will be shared at registration and can be obtained through the Middle School Office.</p> <p>The first nine weeks grade report is distributed at Parent/Teacher Conferences.</p>	<p>More concise language</p>

<p>Academics: Required &amp; Elective Subjects for all students 9pg. 6)</p>	<p>Music Electives: 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade Band, <del>and 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade Chorus</del>—students have ten school days after each semester begins to drop an elective class without receiving a failing grade and the parent/guardian must submit in writing permission for their child to drop the elective class.</p>	<ul style="list-style-type: none"> <li>• Music Electives: 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade Band - students have ten school days after each semester begins to drop an elective class without receiving a failing grade and the parent/guardian must submit in writing permission for their child to drop the elective class.</li> <li>• <b>Enrichments will be offered to all students at the end of the day and will rotate each quarter.</b></li> </ul>	<p>Reflects the lack of chorus offerings and the addition of enrichments.</p>
<p>Academics: Advanced Placement Classes for ELA &amp; Mathematics (pg. 7)</p>	<p>The District shall provide an education program for <del>gifted and talented</del> students, which are responsive to the community needs and also is within the budget parameters as established by the Board of Education. Instruction at Midwest Central Middle School will be differentiated to meet the needs of students that meet eligibility. Eligibility to participate in the <del>gifted</del> program shall not be conditioned upon race, religion, sex, disability, or any factor other than the student's identification as gifted or talented. Eligibility for the advanced placement classes is based on specific test scores (<del>IAR, STAR, classroom assessments</del>), grade averages for all four grading periods, and teacher recommendation.</p>	<p>The District shall provide an education program for <b>advanced</b> students, which are responsive to the community needs and also is within the budget parameters as established by the Board of Education. Instruction at Midwest Central Middle School will be differentiated to meet the needs of students that meet eligibility. Eligibility to participate in the <b>advanced</b> program shall not be conditioned upon race, religion, sex, disability, or any factor other than the student's identification as gifted or talented. Eligibility for the advanced placement classes is based on specific test scores, grade averages for all four grading periods, and teacher recommendation.</p>	<p>More concise language and the ability to change which assessments are used for placement.</p>
<p>Attendance &amp; Truancy: School Day - Arrival and Hours &amp; Closed Campus (pg. 8)</p>	<p>School begins at 8:10 A.M. and it is dismissed at 2:45 P.M. <i>The doors of the building open at 7:45 A.M.</i> Students that arrive at school between 7:45 and 8:00 A.M. go directly to the locker room for breakfast. Students arriving after 8:00, go directly to their lockers for class materials, and then report to first period class.</p> <p>No student should be in the building before 7:45 A.M. unless they have permission from a staff member.</p>	<p>School begins at 8:10 A.M. and it is dismissed at 2:45 P.M. <i>The doors of the building open at 7:45 A.M.</i> Students that arrive at school between 7:45 and 8:00 A.M. go directly to the <b>cafeteria</b>/locker room for breakfast. Students arriving after 8:00, go directly to their lockers for class materials, and then report to first period class.</p> <p>No student should be in the building before 7:45 A.M. unless they have permission from a staff member. Students are considered tardy when entering the classroom after</p>	<p>Would like to eliminate option of being able to go home for lunch. Is this Board policy?</p>

	<p>Students are considered tardy when entering the classroom after 8:10 A.M. Attendance is taken following the morning announcements.</p> <p>It shall be the policy of the Board of Education that all schools in Midwest Central shall have a closed campus.</p> <p><del>Students in grades six through eight may receive permission to go home for lunch and on file in the principal's office. Written permission from the parent must be provided. Students will only be allowed to go to their own home. Parents must be present each day the child is to leave for lunch. The building level administrator may revoke this privilege.</del></p>	<p>8:10 A.M. Attendance is taken following the morning announcements.</p> <p>It shall be the policy of the Board of Education that all schools in Midwest Central shall have a closed campus.</p>	
Attendance & Truancy: Types of Absences: Pre-Arranged Absences (pg. 9)	Parents who take their children on extended vacations while school is in session must pre-arrange the absence if it is to be excused. Students should bring a letter from their parents requesting the absence and specifying the days to be missed.	Parents who take their children on extended vacations while school is in session must pre-arrange the absence if it is to be excused. Students should bring a letter from their parents, <a href="#">or parents need to contact the office via email</a> , requesting the absence and specifying the days to be missed.	Giving parents options for how to report pre-arranged absences.
Behavior Expectations/Discipline (pg. 10)	<del>It is impossible to have a good learning situation where there is unnecessary noise and confusion in the classroom or hallways. We, therefore, feel very strongly that discipline is essential for a good learning situation. Hazing, profanity, participation in dangerous playful acts, continual disobedience, fighting, truancy, forgery of names on excuses, and destruction of school property are all subject to disciplinary consequences.</del>	Eliminate the whole paragraph	All of this information is later addressed making this paragraph redundant.
Behavior Expectations/Discipline: Student Discipline-Prohibited Student Conduct (pg. 11)	1. Using, possessing, distributing, offering, purchasing, or selling tobacco materials, including the possession of a lighter or matches. Using, possessing, distributing, offering, purchasing or selling tobacco materials by students is prohibited on the school	1. Using, possessing, distributing, offering, purchasing, or selling tobacco materials, including the possession of a lighter or matches. Using, possessing, distributing, offering, purchasing or selling tobacco materials by students is prohibited on the school bus, in the school building,	Needs stronger consequences. This isn't a problem, it is becoming an epidemic and the students need to see

	<p>bus, in the school building, and on school grounds. This includes any school activity such as dances, basketball games, field trips, or any activity sponsored by the district. A student found CONSUMING OR IN POSSESSION OF SMOKING MATERIAL (tobacco products, lighters, matches, chewing tobacco, e-cigarette, vapor, etc.) on school property or at school activities, will be assigned <del>an in-school suspension for a first infraction. A second violation of the no consumption or possession of smoking material rules will result in an out-of-school suspension.</del> Any student who is found warning other students who are using tobacco will receive disciplinary consequences.</p>	<p>and on school grounds. This includes any school activity such as dances, basketball games, field trips, or any activity sponsored by the district. A student found CONSUMING OR IN POSSESSION OF SMOKING MATERIAL (tobacco products, lighters, matches, chewing tobacco, <b>vape pen</b>, e-cigarette, vapor, etc.) on school property or at school activities, will be <b>given an out of school suspension of at least 2 days</b>. A second violation of the no consumption or possession of smoking material rules will result in an <b>out-of-school suspension of at least 5 days</b>. Any student who is found warning other students who are using tobacco will receive disciplinary consequences.</p>	<p>stricter consequences or possession and selling.</p>
<p>Behavior Expectations/Discipline: Student Discipline-Prohibited Student Conduct (pg. 11)</p>	<p>6. <del>Using or possessing an electronic paging device.</del> Using a cellular telephone, video recording device, <del>personal digital assistant (PDA)</del>, or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules.</p> <p>9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.</p>	<p>6. Using a cellular telephone, video recording device, or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules.</p> <p>9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, wrongfully obtaining test copies or scores, <b>giving your Chromebook to another to have them do your work, or using AI to write an assignment that you turn in as your own.</b></p> <p>Adding this section that is currently listed under "Public Displays of Affection" pg. 19, as number 18 on the student discipline list:</p> <p><b>18. Students are to refrain from excessive show of affection while on school grounds. This includes holding hands, kissing, necking, fondling and embracing. If students persist in excessive show of affection, they will be warned by an administrator. After a warning has been given, disciplinary consequences may result.</b></p>	<p>Removing antiquated language</p> <p>Updating language to reflect current times</p> <p>Rearranging this information to list it under behavior expectations</p>

<p>The Raider Way Program and PBIS (pg. 13-14)</p>	<p>At Midwest Central Middle School, the main focus of The Raider Way is to provide a clear system for all expected behaviors. <del>Through PBIS (Positive Behavioral Intervention and Supports) we will work to create and maintain a positive, productive, and safe environment in which ALL school community members, (administration, faculty/staff, parents, and students) have clear expectations and understanding of their role in the educational process.</del></p> <p><del><u>Proactive Approach to School-Wide Discipline</u>—This school-wide system of supporting positive behavior focuses on a team-based system approach and teaching appropriate behavior to all students in the school. The goal of PBIS at Midwest Central Middle School is to accomplish the following:</del></p> <p>Behavioral Expectations are DEFINED – Behavioral expectations are clearly defined in the positive, simple Raider Way Code:</p> <p>“To live the Raider Way we walk the Raider PATH.”</p> <p>P – Participate      A – Always Safe      T- Take Responsibility      H – Have Respect</p> <p><del><u>Behavior Expectations are TAUGHT</u>—The behavioral expectations are taught to all students at the beginning of the school year and throughout the year as needed. Teaching staff is provided with behavioral lesson plans designed to help “teach” students the expected behaviors. The general rule is presented, the rationale for the rule is discussed, positive examples (“right way”) are described and rehearsed, and negative examples (“wrong way”) are described and modeled. Students are given the opportunity to practice the “right way” until they demonstrate fluent performance.</del></p> <p><del><u>Appropriate Behaviors are ACKNOWLEDGED</u>—Once appropriate behaviors have been taught, they need to be acknowledged on a regular basis. Through PBIS we have designed a formal system called “Raider Bucks” for faculty/staff to consistently recognize and reward students who demonstrate expected behaviors.</del></p> <p><del><u>Behavioral Errors are CORRECTED Proactively and Recorded</u>—Students, faculty/staff, and administrators will be able to predict what will occur when behavioral errors are identified. The Student Behavior Management Flowchart is used to help faculty/staff distinguish major from minor behavioral incidents and when to document these behaviors. Minor behaviors will be corrected and recorded within the classroom. Major behaviors will be documented using Office Referral Forms and managed/addressed by the office.</del></p>	<p>Behavioral Expectations are DEFINED – Behavioral expectations are clearly defined in the positive, simple Raider Way Code:</p> <p>“To live the Raider Way we walk the Raider PATH.”</p> <p>P – Participate      A – Always Safe</p> <p>T- Take Responsibility      H – Have Respect</p> <p><b><u>CLASSROOM PROCEDURES FOR DISCIPLINE</u></b></p> <p>It is the policy of MCMS that whenever possible, discipline is the responsibility of the supervising teacher. It is expected that the teacher, with the cooperation of the parent, will handle discipline problems. Rules and expected behavior as well as consequences for inappropriate behaviors will be communicated to the students and will be posted in the room. Students who severely or habitually act out will be sent to the office immediately. NO STUDENT WILL BE ALLOWED TO INTERFERE WITH ANOTHER STUDENT’S EDUCATION.</p> <p><b><u>OFFICE REFERRAL</u></b></p> <p>Some student misbehavior is of such a serious nature that a referral may be necessary. Any staff member may refer a student displaying such misbehavior. The referral is then sent to the Principal’s Office for appropriate disciplinary action.</p> <p><b><u>DETENTIONS</u></b></p> <p>Detentions will be used as a disciplinary action for inappropriate student misconduct. <b>Parents of a student receiving a detention will have either receive a phone call from the principal, an email, or a written notice sent home.</b> The notice will state the nature of the offense and the day and time the detention is to be served.</p>	<p>PBIS is being eliminated at the MS, and we are using a simple classroom management approach as defined in the “Classroom Procedures for Discipline” and “Office Referral” and “Detentions” sections with minimal changes.</p> <p>Gives the principal options on notifying parents.</p>
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	<p><del>Decisions About Behavior Management is DATA BASED. One of the most important features of PBIS is the use of a data management system to track discipline incidents. The data will be used by the PBIS Team to help determine the type of incidents that are occurring, where, when, and who is involved. The data will eliminate the guesswork from the decision-making process about what is and what is not working in the school's behavior management system. Data reports can enable administration to devote resources and time to the precise people, place, and school day period that need them.</del></p>		
General Guidelines: Hall traffic and Passes	<p>Since your classes may be in different parts of the building, <del>it is suggested that you carry some of your books to class rather than having to go to your locker during each class change.</del> Three minutes will be allowed for passing time between classes.</p>	<p>Students are given two minutes for passing time between classes. Students are not allowed to return to their lockers between passing periods. They need to get all the materials they need for classes 1-4 in the morning, and then after lunch they need to get their materials for classes 5-8. .</p>	<p>Update time and policy to reflect changes in schedule.</p>
PE	<p><del>Students must have light-soled shoes.</del></p>	<p>Students must have separate shoes to be kept in their PE lockers for PE. No Crocs, Hey Dudes, slides, slippers, etc. Shoes must not have any dark colors on the soles of the shoes. If purchasing a separate pair of shoes poses a financial challenge, please contact the school principal to see what options are available.</p>	<p>Scuffs on the gym floor are increasing.</p>