

O'NEILL MIDDLE SCHOOL

STUDENT-PARENT HANDBOOK
2016-2017



O'NEILL MIDDLE SCHOOL
635 59TH STREET
DOWNERS GROVE, ILLINOIS 60515
630-719-5815

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Dear Students and Parents,

This handbook is provided to your family to acquaint you with procedures and other information about O'Neill. Parents and students should review this handbook, as it will answer most questions that come up during the school year. Other questions, concerns, or suggestions may be directed through our school office at (630) 719-5815. Please contact teachers directly if you wish to communicate about particular classes. The counselors (8th grade – Mr. Kincaid, 7th grade – Mrs. Jeris) and social workers (Mr. Caton and Mrs. Rodriguez) can help you with general concerns or matters related to students' adjustment in school. The secretaries and administrators are also ready to help you in any way we can.

In addition to this school handbook, please review the District 58 parent handbook, called "Schools of 58." This document, which was sent home the first day of school, contains the discipline policy and District procedures. If you did not receive a copy, please ask for one in the school office. We look forward to a TERRIFIC year.

Sincerely,

Matt Durbala
Principal

Melissa Sawisch
Assistant Principal

TABLE OF CONTENTS

Section One: **Students**

Expectations	P. 4
Procedures	P. 5-6
Transportation Safety	P. 7
Attendance and Homework	P. 8-9
Bell Schedule	P. 10
Academic Reporting	P. 11
Discipline	P. 11-15
General Information	P. 25

Section Two: **Parents**

Report Cards	P. 27
Classes	P. 28
Student Clubs and Activities	P. 29-30
Directions to Conference Schools	P. 32

EXPECTATIONS:

STUDENT GUIDELINES:

This is a list of guidelines for students attending O'Neill Middle School and will help them have a successful school experience.

1. Show proper respect to fellow students, adults, and school property.
2. Seek help from teachers, counselors, or school administrators before problems develop.
3. Observe and follow all school rules
4. Have all necessary materials for each class session and plan locker stops throughout the day.
5. Be at school and in all classes on time.
6. Complete classroom and homework assignments on time.
7. Move between classes in a calm and quiet manner.
8. Secure a pass from teachers before using the hallway during class time.
9. Limit washroom usage to before/after class or upon receiving a pass from the classroom teacher.
10. Candy, food, & drinks (except water) are permitted ONLY in the cafeteria.
11. Keep O'Neill clean by using the trash containers and recycling bins.
12. Leave the school building and grounds immediately after school unless there are plans to stay to help another supervised activity.
13. When given materials requiring a parent signature, return them to school the next day.
14. Dress appropriately for school; follow the dress code.
15. Use combs, brushes, perfume/cologne in the bathroom
16. Leave expensive items such as large amounts of money and jewelry at home
17. Students who walk to school should arrive no earlier than 8:15 a.m.
18. Skateboards, scooters, and rollerblades are not allowed on school property
19. Cell phones are to be turned off during the school day. Cell phones that ring during class or are in use in the building will be confiscated. Cell phones and iPads are not permitted in the cafeteria or locker room.
20. **ATTEND SCHOOL EVENTS-GET INVOLVED!!**

REGULATIONS & PROCEDURES:

ARRIVAL AND DISMISSAL:

At 8:00 a.m. all doors will be locked. Students and visitors will need to go to the front door, ring the buzzer, identify yourself and the reason for your visit. At that time the student and/or visitor will be buzzed into the building.

Students who do not ride the bus should arrive at school at 8:25 a.m. unless a teacher has asked them to come in early. Students who do arrive earlier than 8:25 a.m. will be let in at 8:15 a.m. and should report to the main gym. Students may use the LRC or work with teachers if they arrive between 7:45 a.m. and 7:50 a.m. Music students should enter at 7:40 a.m. for 7:45 a.m. early-bird classes. At 3:15 p.m., students must leave the building and school grounds unless they are involved in a supervised activity.

PASSES:

With few exceptions, students who are out of class must have a pass from a teacher. This includes visiting the office, the nurse's office, or the counselor. If students need to visit one of these areas, they must ask their teacher for a pass, or request that a pass is sent for a later time.

ILLNESS AT SCHOOL:

If a student becomes ill at school, they should ask a teacher for a pass to the office. **They should not call home on the office phone, nurse's phone, or cell phone (including texting) unless instructed by an adult.** The nurse or one of the secretaries will contact the parent(s) if it is determined that the student needs to go home. If a student does not have a temperature and the ailment is not serious, they will be sent back to class. Students will not be allowed to walk home during the school day because of an illness. If students are to go home, a parent or designee must pick them up and sign them out in the office.

EMERGENCY DRILLS:

There will be fire, disaster, and lock-down drills throughout the school year. These are important safety exercises for everyone in the building.

Students are expected to learn and follow these rules:

1. Listen to teachers and the intercom for special instructions.
2. Be quiet from the time you leave the classroom until you return.
3. Walk quickly to designated areas of safety.
4. Stay with your class; your teacher will take attendance at the designated area of safety.

PUBLICATIONS:

The "SENATORS' SPEAKER" is a newsletter published on our website four times each year by O'Neill staff to keep parents informed of what is happening at O'Neill. A school messenger e-mail will be sent to inform parents that the Senator Speaker is available on our website. O'Neill's student newspaper is published by students for students.

Please note: We often display excellent student work and publish photos and good news about student accomplishments in the above publications and the local papers. If you wish for your student's name or work not to be published, please inform the principal.

TRANSPORTATION SAFETY

WALKERS & BICYCLE RIDERS:

Please practice safety in walking to and from school. Students should cross at designated crosswalks and avoid walking in the street. Students may ride a bicycle to school if they wish. Students are required to LOCK your bike with their individual lock. Bike riders will be expected to walk their bikes when they cross streets.

NOTE: The school cannot be responsible for any damage or theft that may occur to bicycles.

BUS RIDERS:

Students who reside over 1.5 miles from school, west of Main Street, or south of 63rd Street are eligible for busing. An activity bus will be available Monday through Thursday at 3:55 p.m. for eligible bus riders who stay after school for supervised activities. **BUS RIDERS ARE EXPECTED TO FOLLOW ALL O'NEILL RULES AND PROCEDURES WHILE RIDING OR WAITING FOR A BUS.**

SKATEBOARDS, ROLLER BLADES and ROLLER SKATES:

For safety reasons, these are not permitted in school or on school property. Please leave them at home.

ATTENDANCE AND HOMEWORK:

ATTENDANCE:

According to Section 26.2A of the Illinois School Code, the only legal reasons why a student may be absent from school are as follows:

- Illness
- Death in the family
- Observation of a religious holiday
- Family emergency
- Circumstances that cause reasonable concern to the parent(s)/guardian(s) for the safety or health of the student
- Other circumstances beyond the control of the student

In an effort to keep parents informed, the school office will monitor attendance records. Letters will be sent home to parents when a student's attendance record is of concern. In DuPage County, absences exceeding 5% of the school year at any point is considered truant. After this point, we reserve the right to require a doctor's note for each absence and to refer students to the DuPage County truancy office. Students who are absent from school a full day not be able to attend after-school activities or participate in athletic competitions.

We ask that a parent/guardian call O'Neill by 8:45 a.m. to advise the school of a student's absence. Parents may leave a message on our recorder between 4:00 p.m. and 8:00 a.m. (630-719-5815). Student absence of any type is detrimental to learning. For this reason, we strongly encourage parents to schedule family vacations and appointments outside of school time. For appointments during school time (doctor, dentist, orthodontist), parents are asked to contact the school office by phoning or sending a note, which the student should bring to the office as soon as (s)he arrives. District policy requires that students who leave school during the school day MUST be signed out in the school office by a parent or guardian. Students returning from appointments need to sign in at the office. If parents have contacted the school ahead of time, they do not need to come to the office with the student to sign in.

TARDY:

Tardiness to school is considered unexcused unless a reasonable and valid excuse is given to the office by a call or note from a parent. **The principal and/or assistant principal reserve the right to determine if a tardy is excused or unexcused. Missing the bus, over-sleeping, or parents running late are not valid excuses for tardiness.** A student who is chronically tardy to school, and is unexcused, is subject to DuPage County's truancy policy.

HOMEWORK:

Homework is any school-related work performed outside the classroom. This may include written work, reading, or study and review. Teachers and parents should share the responsibility of follow-up to ensure conscientious home study. Parents should assist students in establishing a regular time and a quiet work area for study.

Students absent three consecutive days or less are encouraged to check the appropriate web pages for information regarding work missed in class and any assignments. All academic teachers maintain a web page containing information about their class, policies, procedures, and assignments. Web pages are updated weekly, usually by the end of the day on Monday. Teachers will give more specific information regarding web pages. Parents with questions about the web pages should contact the specific teacher or the main office.

On the third consecutive day of a student's absence, a parent may call school by 9:00 a.m. and request assignments from teachers. Parents should then come to school between 3:30 p.m. and 4:00 p.m. that same day to pick up assignments and any necessary books. Students are responsible to communicate with their teachers regarding completion of make-up work.

**O'NEILL MIDDLE SCHOOL
Bell Schedules**

Period	Time
Early Bird	7:45-8:25
1	8:33-9:21
2	9:25-10:11
3	10:15-11:01
4A	11:05-11:27
4B	11:31-11:53
5A	11:57-12:19
5B	12:23-12:45
6	12:49-1:35
7	1:39-2:25
8	2:29-3:15

P.O.W.E.R.

Early Bird	7:45-8:25
P.O.W.E.R.	8:33-9:07
1	9:11-9:51
2	9:55-10:35
3	10:39-11:19
4A	11:23-11:45
4B	11:49-12:11
5A	12:15-12:37
5B	12:41-1:03
6	1:07-1:47
7	1:51-2:31
8	2:35-3:15

ACADEMIC REPORTING

STUDENT PROGRESS REPORTING:

O'Neill Middle School uses the quarter system. Reporting to parents takes place four times per school year. Parents and students can check their grades using our online system at any time. Report cards are mailed first and fourth quarter, and the honor roll is determined at the end of each quarter. Honor roll criteria are as follows:

HIGH HONOR ROLL: Students who earn a grade point average of 3.6 to 4.0 with no grade below a 'B'

HONOR ROLL: Students who earn a grade point average of 3.0 to 3.59 with only one grade of 'C' and no grades below 'C'

Grade averages are computed as follows: 'A' = 4, 'B' = 3, 'C' = 2, 'D' = 1; total all grade points and divide by the number of grades.

DISCIPLINE

We believe that students can learn best in an orderly school where they feel safe and happy. In order to maintain such an atmosphere, expectations and procedures must be clear to students and consistently reinforced. The discipline plan for O'Neill is within the parameters of the school district policy 5131. This is included in the "Schools of 58" parent handbook, which you should have received on the first day of school. If you did not receive a copy, please phone the school office (630-719-5815).

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his or her parents, and other support personnel to help correct the behavior. All disciplinary actions shall be directed toward protecting the

welfare of the school community, as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous school history, his or her age and maturation, any mitigating circumstances, and the effect of his or her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the following:

DETENTIONS may be included as consequences of misbehavior. These may be assigned before school, after school, or during lunch.

SUSPENSION, either in school or out, for up to ten days may be a consequence in more severe cases.

EXPULSION for more than ten days may occur in extreme instances.

Our goal at O'Neill Middle School is to maintain a safe environment for both students and staff. The following behaviors limit the academic success and safety of our school. These behaviors will lead to disciplinary actions. The consequences include, but are not limited to the following:

Behaviors	Consequences are listed from a minimum to a maximum intervention, yet depending on the severity of the behavior, intervention may be given in a different sequence than listed here
Failure to serve a detention.	<ul style="list-style-type: none"> ● Warning ● Detention ● 1-10 days in school suspension
Loitering in an unauthorized area.	<ul style="list-style-type: none"> ● Warning ● Detention ● 1-10 days in school suspension
Soliciting funds without authorization, more commonly called mooching or panhandling.	<ul style="list-style-type: none"> ● Warning ● Detention ● 1-10 days in school suspension
Inappropriate use of Technology (District or Personal) according to the	<ul style="list-style-type: none"> ● Warning ● Detention ● 1-10 days in school suspension

District 58 Parent Technology Notification Letter	
Excessive public display of affection	<ul style="list-style-type: none"> ● Warning ● Detention ● 1-10 days in school suspension
Truancy , which may include missing one class period.	<ul style="list-style-type: none"> ● Warning ● Detention ● 1-10 days in school suspension ● Possible referral to county truancy program
Forgery of a school document used for official purposes.	<ul style="list-style-type: none"> ● Warning ● Detention ● 1-10 days in school suspension
Repeated incidents of misbehavior , including repeated refusal to comply with the school rules.	<ul style="list-style-type: none"> ● Detention ● 1-10 days in school suspension ● 1-2 days out of school suspension

Gambling , in any form.	<ul style="list-style-type: none"> ● Detention ● 1-10 days in school suspension ● 1-2 days out of school suspension
Throwing objects that can cause harm.	<ul style="list-style-type: none"> ● Detention ● 1-10 days in school suspension ● 1-3 days out of school suspension
Inappropriate verbal comments to school personnel or other students, or use of profane words or gestures.	<ul style="list-style-type: none"> ● Detention ● 1-10 days in school suspension ● 1-5 days out of school suspension
Insubordination towards school personnel, including failure to follow directions.	<ul style="list-style-type: none"> ● Detention ● 1-10 days in school suspension ● 1-5 days out of school suspension
Stealing school property or another student's property.	<ul style="list-style-type: none"> ● Restitution ● Detention ● 1-10 days in school suspension ● 1-5 days out of school suspension ● Police contact
Verbally or physically assaulting another individual.	<ul style="list-style-type: none"> ● Detention ● 1-10 days in school suspension ● 1-5 days out of school suspension
Fighting , in any form.	<ul style="list-style-type: none"> ● Detention ● 1-10 days in school suspension ● 1-10 days out of school suspension ● Police contact

Intimidation or attempted intimidation by an individual, group, or gang toward students or school personnel.	<ul style="list-style-type: none"> ● Detention ● 1-10 days in school suspension ● 1-10 days out of school suspension ● Police contact
Intentional damage to, destruction of, or any attempt to damage or destroy, school property, property of school personnel, or other students.	<ul style="list-style-type: none"> ● Restitution ● Detention ● 1-10 days in school suspension ● 1-10 days out of school suspension ● Police contact ● Recommendation for expulsion
Threatening another student with physical violence or with a weapon, in actuality or in written form, email, phone calls/message, or another manner.	<ul style="list-style-type: none"> ● 1-10 days in school suspension ● 1-10 days out of school suspension ● Police contact ● Recommendation for expulsion
Threatening a staff member with physical violence, or with a weapon, in actuality or in written form, e-mail, phone calls/message, or another manner.	<ul style="list-style-type: none"> ● 1-10 days in school suspension ● 1-10 days out of school suspension ● Police contact ● Recommendation for expulsion
Intentionally pulling a false fire alarm	<ul style="list-style-type: none"> ● 1-10 days in school suspension ● 3-10 days out of school suspension ● Police contact

Smoking or having smoking materials on your person, including but not limited to, cigarettes, cigars, matches, lighter, smokeless tobacco, etc. on school property or while under school supervision.	<ul style="list-style-type: none"> ● 1-10 days in school suspension ● 1-5 days out of school suspension ● Police contact
Possession and/or use of firecrackers, incendiaries, explosive devices, chemical, or any other device that may be harmful or unsafe.	<ul style="list-style-type: none"> ● 1-10 days in school suspension ● 1-10 days out of school suspension ● Police contact ● Recommendation for expulsion
Possession, sale, distribution, use, or display of narcotics or intoxicants and other associated paraphernalia.	<ul style="list-style-type: none"> ● 1-10 days in school suspension ● 1-10 days out of school suspension ● Police contact ● Recommendation for expulsion
Possession, use, or display of any dangerous weapon or any reasonable facsimile which include, but are not limited to, knives and firearms.	<ul style="list-style-type: none"> ● 1-10 days in school suspension ● 1-10 days out of school suspension ● Police contact ● Recommendation for expulsion

Any other acts which directly or indirectly jeopardize the health, safety, and welfare of school personnel or other students.	<ul style="list-style-type: none"> ● Warning ● Detention ● 1-10 days in school suspension ● 1-10 days out of school suspension ● Police contact ● Recommendation for expulsion
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Infractions related to gangs or gang activity, drugs, and weapons have special status under the law and will be vigorously investigated in association with police officials. Students found to be involved may be subject to legal proceedings as well as school implemented consequences.

Infractions related to guns are subject to expulsion as prescribed in Illinois State Law and the Illinois School Code.

Students involved in acts of serious misconduct or repeated acts of gross disobedience or misconduct may be referred to the school principal, to the assistant principal, or to the superintendent with a recommendation for an expulsion hearing before the Board of Education.

O'Neill Middle School officials do work in close cooperation with the Juvenile Department at the Downers Grove Police Department for serious infractions involving misconduct.

In addition to warning, detention, suspension, etc., students who are involved in serious and/or chronic violations of the school rules may lose social, cultural and special privileges at O'Neill Middle School. These include, but are not limited to, attendance at sporting events, dances, parties, and field trips and promotion ceremony for 8th graders. Should these privileges be removed, parents will be notified by phone call and in writing of such removal.

BULLYING:

Bullying is any severe or pervasive physical or **verbal act or conduct, including** communications in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have specific effects on the student or the student's performance. These specific effects include placing the student in reasonable fear or harm to person or property, causing substantial detrimental effects on the student's physical or mental health, interfering with a student's academic performance, or interfering with the student's ability to participate in and benefit from the services and privileges of the school.

The District will not tolerate bullying behavior. Any student who engages in such behavior is subject to discipline as defined in Policy 5131, Student Discipline. To prevent bullying in the schools, including cyber-bullying, the District shall:

1. Implement Board policies on Student Discipline (Policy #5131).
2. Inform staff members of the District goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District expectation, and the Illinois law requirement, that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
3. Annually communicate this policy to students and their parents/guardians. This includes explaining that these behaviors are not acceptable in any form.
4. Engage in ongoing monitoring of the nature and extent of bullying in District schools and, after identifying appropriate indicators, assess the effectiveness of the various strategies, programs, and procedures.

Harassment

Harassment is a threatening, persistent behavior intended to disturb or upset another person. Examples of harassment include, but are not limited to, bullying, intimidation, name calling, stereotyping, derogatory remarks or slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred of or prejudice against one of the characteristics stated above.

Sexual Harassment

It is illegal and against Board of Education policy for any student, male or female, to sexually harass an employee or student as defined below. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or extracurricular participation; or
- b. submission to or rejections of such conduct by a student is used as the basis for academic or extracurricular decisions affecting that student; or
- c. such conduct has the purpose or effect of substantially interfering with an employee's professional performance or a student's academic performance, or creating an intimidating, hostile or offensive working or educational environment.

Technology Usage Rules

One goal of the District is to actively promote the use of technology and provide access to a wide variety of resources. The District believes the use of the Internet will enable students to access and use information from distant resources and share information with others. Families should be aware that some material accessible via the Internet may contain

information, which is inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Students may access the Internet only with teacher permission and a defined purpose. Network and school personnel may review files and communications to ensure that the system is being used responsibly. Users should not expect that files stored on District servers will be private.

District Internet Rules

Students will be responsible for their behavior when making use of the Internet, school computer network, and school and personal devices.

Individual users are also responsible for their communications over those networks. It is expected that users will comply with district standards and will honor the agreements they have signed. ***Student iPads are NOT allowed in the school locker rooms or in the cafeteria during lunch.*** The following general rules will apply for the use of the Internet/computer network:

Students may not:

- Give out any personal information on the Internet.
- Send e-mail without teacher permission.
- Send, display or download offensive messages or pictures.
- Use obscene language.
- Harass, insult, or attack others.
- Damage computers, computer systems, or computer networks.
- Violate copyright laws.
- Share or use another's password.
- Trespass in another's folders, work, or files.
- Disrupt another's use of the network.
- Make use of the network for commercial purposes.

Violation of the Conditions and Rules for Use may result in loss of access as well as other disciplinary or legal action. Students and their families may be held responsible for charges and/or fees for unauthorized use.

DRESS CODE:

Students need to demonstrate respect for themselves and others by dressing appropriately. We want students to be able to dress comfortably for school, without having them exceed the boundaries of good taste. Students' dress and grooming must not disrupt the educational process, interfere with a positive school climate, or compromise reasonable standards of health, safety, modesty, and decency as determined by the administration.

The dress code is applicable whenever on school property, including dances, social, and sporting events and Promotion. Further, it must be abided by when representing O'Neill Middle School at any time, such as when on a field trip.

Student dress or attire will conform to the following minimum standards:

- Students must be covered from shoulder to mid-thigh. This includes:
 - Shirts that completely cover the student's midriff, even when arms are lifted in the air.
 - Tops that do not cover shoulders, including halters or spaghetti strap tops, are not allowed. Sleeveless shirts are allowed but should follow the "three finger" rule: a SINGLE strap (not multiple thin straps) needs to be wider than the student's three fingers.
 - Shorts or skirts with length below the fingertips when the student's arms are fully extended at the sides.
 - Clothing with rips/holes above the fingertip line should not be worn.
 - Pants, shorts, or skirts must be worn so underwear is not visible.
 - Undergarments of all types should not be visible.
 - Low-cut or revealing necklines are prohibited.
- Clothing or accessories with offensive statements or inappropriate symbolism such as gang, satanic, cigarette, drug or alcohol, violent, or sexually explicit/suggestive messages are unacceptable.
- Wallet chains or any type of chain hanging off of clothing should not be worn in school.

- Hats, sunglasses, and outerwear coats are to be removed upon entering the building, placed in the locker during the day, and put back on as one leaves the building.
- Students must wear footwear that is safe and will not damage the floor.
- Pajamas and bedroom slippers are inappropriate for school.

Restrictions on the freedom of students' dress shall be imposed whenever the mode of dress is unsafe or is disruptive to school operations and the educational process in general. Teachers and administrators will make these decisions. If students are not following the dress code, they will be asked to cover up or change. Students who violate the dress code may be subject to further disciplinary action.

BUS RIDER GUIDELINES:

While all students may not ride a bus to and from school, there may be a time when they will ride the bus for a field trip or class outing. The following guidelines are set up safety. Students need to read them and follow them.

The driver is in full charge of the bus and students. Students must obey the driver promptly. The right of all pupils to ride on the bus is conditioned on their good behavior and observance of the rules and regulations.

1. Ride only the bus and route assigned to you. **Friends may not ride home with you on the school bus.**
2. Board your bus at your assigned bus stop and at school on time. Remain a safe distance from the boarding area until your bus comes to a complete stop. Stay off the street.
3. Listen to the driver at all times, and follow his/her instructions.
4. Be courteous, and respect the driver, the bus, and the equipment by keeping it safe and clean.
5. Always remain seated while on the bus.
6. Keep the aisles clear of all objects, and keep your hands, feet, and head inside the bus at all times. Any garbage should be placed in the wastebasket provided on the bus.
7. Use acceptable inside voice levels when talking to friends. Loud noises and shouting distract the driver's attention from the road.

Consequences for misbehavior on the bus (as indicated by the driver on a bus write-up) range from verbal warnings and parental contact to after school detentions or bus suspensions.

For acts of gross disobedience or misconduct, bus suspensions of one to ten days may be given for each infraction. Continued gross disobedience may be cause for complete suspension of bus privileges for a period of time that may include the remainder of the school year.

After-School Activity Bus

There will be times when you will be staying after school for teacher-supervised activities. An after-school activity bus is provided on Monday through Thursday for **bus-riding students only**. The bus will depart O'Neill at **approximately 4:00**. The route is a shortened form of the entire O'Neill bussing area. You will be dropped off **near** your regular stop. Proper behavior is expected on this bus. If a student does not exhibit the expected behavior, the privilege of riding the activity bus may be removed.

CAFETERIA GUIDELINES:

1. Behave respectfully to your fellow students, supervisors, custodians, and the cafeteria staff.
2. Deposit your books at your locker before coming to the cafetorium.
3. Arrive at the cafetorium on time, and report to your table.
4. **A maximum of SIX students is allowed to sit at a table.**
5. You may bring your lunch from home or purchase food from the cafetorium.
6. Candy, food, and drinks are permitted ONLY in the cafetorium.
7. Glass bottled containers are not permitted in the cafetorium.
8. Remain seated at your table during lunch. Running, wandering around, creating loud noises, and throwing things are **not permitted**. Such activities may cost you the privilege of eating in the cafetorium with your friends.

9. The office does not lend lunch money; borrowing money from others in the cafetorium is discouraged.
10. Secure a pass or your supervisor's permission if you need to leave the cafeteria.
11. Clean your table and eating area when instructed by the lunchroom supervisors.
This includes wiping your table with a wet towel available from the cafeteria staff. Place garbage and recyclable material in the proper container.
12. Cafeteria seating may be assigned to ensure that every student has a seat with other students at his/her table.
13. All students should bring their school-issued ID card to lunch every day.

HALL BEHAVIOR GUIDELINES:

1. Walk from class to class.
2. Use an acceptable, inside voice level.
3. Visit with friends to the side of the hallway, and stay out of the flow of traffic.
4. Respect other students' space, property, and books.
5. Keep the halls free of paper and litter. Use the trashcans in the hall.

ASSEMBLY GUIDELINES:

These special events are planned to enrich the middle school experience and reward cooperation and effort. Students may be excluded from these activities based upon their office referral record or previous poor assembly behavior.

1. Your class will be excused to attend the assembly by way of the intercom. Listen carefully to instructions.
2. Your teacher will lead your class to the assembly in an orderly manner.
3. Your teacher will guide you to your assigned seating area.

4. You are to sit with your class and quietly listen to the speaker or performer.
5. The appropriate way to express your appreciation is by clapping.
6. Remain seated until your class is dismissed.

SPECTATOR GUIDELINES:

Faculty supervisors will chaperone all fall and winter sporting events and enforce the following expectations:

1. Students may enter the game up until 4:05 PM. After this time, a parent will have to accompany students to get them into the game.
2. Students who come to watch an O'Neill team should have a ride to pick them up from school at the end of the games. These times are approximate as follows: The first game ends at 5:00 p.m.; the second game ends at 6:00 p.m. Rides should be arranged prior to the day of the game. Students who are waiting for a ride for more than 15 minutes may have future spectator privileges removed.
3. Students should have coats, bags, and books in their possession prior to entering the gym. Students should wait in the library prior to the start of a game. Upon entry to the gym, students should place their bag and coats in a line by the entry door. **Students may not have access to their lockers at the conclusion of the game.**
4. Students are required to be seated in the bleachers in the designated student section while in the gym. Students may leave and re-enter a game to use the restroom or drinking fountain only at half time or in between games.
5. Students who leave a game to go home will be expected to leave the school grounds within 10 minutes of leaving the gym.
6. **O'Neill students** are known for their good sportsmanship. Booing, catcalls, loud yelling, stamping of the feet, etc. are not allowed.
7. Candy, gum, food, and drinks are not permitted in the gym.
8. An after-school game is a school activity, and therefore, school rules do apply. We encourage students to attend games, to cheer for their

peers, and to interact socially. If this is not the intent of the students, they will be asked to leave, to call for a ride, or to walk home.

GENERAL INFORMATION

LUNCH:

Our school cafeteria offers plate lunches, a la carte items, and milk. Check the summer mailing for prices. Families applying for free/reduced-price meals should submit completed applications to the O'Neill office.

LOCKERS and STUDENT BELONGINGS:

Students will be assigned both a hall locker and a physical education locker. Students should use only assigned lockers. Report any locker problems to your Home Base teacher. Students are encouraged to bring only a small amount of money to school (about \$3.00) for lunch or the pencil machine. If you do bring a large sum of money by accident, you may come to the office to ask for it to be put in the school vault until after school. Please use your hall and P.E. lockers in a responsible way. You should never tell another student your combination, share your locker with another student, or tamper with someone else's locker. Always lock your lockers. You may not use personal locks on your hallway lockers. Report any locker problems to the main office. A locker is school property, and any damage to it may be considered vandalism.

If the administration believes there is a reasonable suspicion that items prohibited by school rules (items that are harmful or possibly illegal) are in a locker, a search of that locker and its contents may be conducted. A search of backpacks or students may also be conducted.

MEDICATIONS:

Prescription medication, which is absolutely necessary in order for a student to remain in school, may be given during the school day. In such cases, the parent should contact the school nurse so that all conditions for the administration are clear to both the student and the person responsible for administration of the medication. Antibiotics, which are given three times a day usually, need not be given during school hours. Check with

your doctor to see if these medications can be given at home before school, immediately after school, and at bedtime. Students may not carry medication during school hours, except for inhalers when specified in writing by a physician.

The staff at O'Neill cannot dispense any medication, including aspirin, without parent consent and the appropriate medication form completed by the parent. More information is available from the main office or the school nurse.

LOST AND FOUND:

Lost and found items such as clothing should be placed in the Lost and Found box by the gym. If you lose something, the item will probably turn up there. If you find something valuable (glasses, jewelry, money, etc.) immediately turn the item in to the office, so that it may be returned to its owner.

PHONE USE:

Students are permitted to bring cell phones to school. If students must keep phones with them, they are to be turned completely off and stored out of sight-in a purse or pocket. Students will not be permitted to use cell phones during school hours. Students caught using a cell phone will have it temporarily confiscated. The office will track this activity and issue consequences if a student violates this rule repeatedly. The school is not responsible for lost or damaged property. If it is necessary for you to make a phone call, you may go the main office and ask to use the office phone. Except for emergencies, students will not be called from class to receive telephone messages. Cell phones must be turned off and kept in the hall locker during school hours.

PROPERTY:

Students at O'Neill are proud of their school. We all must do our part to keep O'Neill looking good. Treat school property as you would your own. You are responsible to pay for any loss or damage to textbooks, library books, or other property.

PARENT SECTION

Parents play an important role in the education of their child. Even though middle school students are seeking an identity apart from their parents, it is important to stay involved in their lives, inside and outside of school.

Parents can assist their children in the following ways:

- Our primary form of communication is email. Please notify the office if your most current email address.
- Inform the O'Neill office of any changes in phone numbers (home, work, cell phone) or address changes as quickly as possible and throughout the school year.
- Attend events at O'Neill with your child and become involved with the PTA and school activities.
- Inform appropriate school personnel of changes in your child's life, which could have a bearing on the student's performance here at O'Neill. Keep in touch with school staff.
- Follow attendance procedures, and ensure that your child reaches school each day on time. Avoid absence that is not due to illness.
- Provide students with a work area that is quiet and organized to complete their work. You should check the Assignment Notebook and web pages regularly to monitor work completion and class activities.
- Review this handbook with your student.

REPORT CARDS:

Grades will be available all year via the parent portal. Parents and students may use that to monitor progress at any time. E-mail will be sent out from the school to notify families when final quarter grades are complete.

CLASSES FOR SEVENTH AND EIGHTH GRADERS

There are eight periods during the day. These include seven classes, Home Base and lunch, and possibly an Early-Bird class. Your regular schedule will be the same each day of the week. All students take language arts/reading (two class periods), social studies, science, math, physical education, and an exploratory class daily. Optional Early-Bird classes are band, orchestra, and choir. Class descriptions can be located on the District 58 website: <http://www.dg58.org/domain/776>

LRC:

The LRC is available to students both before and after school. Students who elect to do work in the library before school are required to be present by the 8:00 a.m. bell and stay until the 8:30 a.m. bell. Students may do school work after school until 3:45 p.m. Materials available to students include books, magazines, computers, color printer, and a copy machine.

Students may also use the LRC materials during their homebase period. Up to five students are sent by the homebase teacher with a pass and remain in the LRC for the entire homebase period.

Students can check out up to three books at a time for a two-week period, with the ability to renew. If a student has an overdue book, no other books can be checked out until that book is returned or payment made if the book is lost or damaged. Overdue notices are sent to students weekly through their language arts teacher. If books are overdue for a long period of time, a letter is sent home to the parent/guardian with the information about the delinquent materials.

Students are welcome in the LRC at all times during the school day with the permission of their classroom teacher to work in a quiet and pleasant atmosphere.

PHYSICAL EDUCATION:

The physical education program at O'Neill is designed to develop physical conditioning, individual skills, and cooperative team effort. The program

includes such individual activities as badminton, conditioning, dancing, rope jumping, track and field, and pickle ball. Team activities such as flag football, soccer, basketball, floor hockey, volleyball, and softball are also included. Emphasis is on personal fitness, including the use of cardiac monitors and computer programs to track progress in conditioning.

Student Clubs and Activities

O'Neill offers a variety of activities throughout the school year. The students can choose from interscholastic and intramural sports, or any of the various clubs that are offered.

The interscholastic sports program (competition with other schools) consists of:

- Girls' volleyball (September - October)
- Boys' and girls' cross country (September - October)
- Boys' basketball (November - January)
- Girls' basketball (February - March)
- Boys' volleyball (February - March)
- Boys' and girls' track (April-May)

The intramural sports program (with only O'Neill students) consists of:

- Basketball
- Floor hockey
- Volleyball
- Flag football
- 3-on-3 basketball tournament
- Other activities based on interest

ELIGIBILITY FOR INTERSCHOLASTIC SPORTS:

The building principal has discretionary authority in administering the eligibility standards in such a manner as to provide for the academic, social, and emotional needs of participating students. Each coach will provide teachers with a team roster. Teachers will then notify the respective coach of any participating student who is failing at any time during the team season. After consultation with the cluster, counselors,

and administration, the principal or assistant principal may inform the student and parents in such circumstances that he or she is considered to be on probationary status. The student's progress will be monitored by the coach until the student is making satisfactory progress in the class.

If the student does not show adequate improvement, the coach shall inform the building administrator. The administrator will determine if participation in the activity should continue, and if so, under what conditions. Once the administrator has determined the student's status, the student, parents, and coach will be informed.

PHYSICAL FORM FOR INTERSCHOLASTICS:

A statement of fitness, signed by a physician, is required before a student may practice or compete in an interscholastic contest. This is not required for intramurals or team tryouts. Forms may be obtained from coaches, the office, or the athletics e-board. Physicals are good for one calendar year and are highly encouraged prior to the start of the school year.

OMS ATHLETICS WEB PAGE: www.dg58/oneill

This is the O'Neill Middle School website. Please click on the sports tab to get to the athletic web page.

CLUBS:

Clubs and other activities offered at O'Neill may include:

- Student Council
- STARR Club
- Art Club
- Spirit Club
- Cheerleading
- Technology Club
- Student Publications
- Yearbook
- Board Games Club

These clubs usually meet at least once a week after school. Intramurals take place before and after school. Specific times for activities and information about how to sign up will be announced during the school year. We will also have an “activities” assembly in early September for all new O’Neill students.

PLEASE REMEMBER: If you ever have a question or concern, ask for help or information. Each of us on the O’Neill staff is here to help you. Do your best, get involved, and have fun. You make O’Neill the great place it is.

DuPage Metro Valley Association: **Directions to Conference Schools**

Glenside Middle School –

1560 Bloomingdale Road, Glendale Heights 630-260-6112

Take 355 to North Avenue. Exit west to Bloomingdale Road. Turn right (north) on Bloomingdale to Fullerton. At Fullerton turn left (west), and the school will be on the left side of the street.

Glen Westlake Middle School –

1514 South Main Street, Lombard 630-827-4500

The school is located three blocks south of Roosevelt Road on Main Street in Lombard, directly behind Manor Hill Grade School on the same property.

Herrick Middle School –

4435 Middaugh, Downers Grove 630-719-5810

Take Main Street and turn west on Chicago Avenue. Proceed to Middaugh and turn north. Continue to the end, where you will enter the Herrick parking lot.

Jay Stream Middle School –

283 El Paso Lane, Carol Stream 630-462-8940

Take 355 to North Avenue. Exit west to Gary Avenue. North to Hiawatha and follow Hiawatha to Illini St.

Marquardt Middle School –

1912 Glen Ellyn Road, Glendale Heights 630-858-3850

Take 355 to North Avenue. Exit west to Main Street/Glen Ellyn Road. Turn right (north) and travel approximately 2 miles. The school is on the west side of the street.