

**PARENT - STUDENT  
HANDBOOK  
“A Great Place to Learn”  
2011-2012**



**East Alton Middle School Pledge**

**As a member of my Community  
and East Alton Middle School,  
I will respect myself, my school, and others.  
I pledge to be part of the solution.**

**East Alton Middle School Mission Statement**

**The mission of East Alton Middle School is to work in partnership  
with parents and community members to help youth become  
self-sufficient citizens who possess the self-esteem, motivation and skills  
to become successful, responsible participants in a rapidly changing society.**

The East Alton Middle School handbook is a summary of the Board of Education policies governing the district. District policies are available to the public at the East Alton District #13 Central Office at 210 St. Louis Ave. East Alton, IL 62024. The East Alton Middle School handbook may be amended without notice. Amendments will be presented to the Board of Education for approval and provided to parents immediately following Board of Education approval.

**East Alton Middle School  
“A Great place to Learn”**

**Principal – Mr. Clyde McGill  
433-2200**

**Secretary – Linda Kuehnel  
433-2201**

**Teachers/Phone Numbers (433 plus ext):**

**6<sup>th</sup> Grade Team**

**Mike Eddy (2242)  
Sharma Higgins (2241)  
Jan Timmins (2237)**

**7<sup>th</sup> Grade Team:**

**Kim Collins (2235)  
Lindsay Phillips (2239)  
Jeff Spihlman (2234)**

**8<sup>th</sup> Grade Team:**

**Cindy Kiraly (2205)  
Pete Kleemann (2209)  
Tyler Sims (2207)**

**Special Educational teachers:**

**Eric Hensley (2240)  
Michele Buller (2236)  
Emily Sotani (2219)  
Karen Caires (2218)  
Allison Ringering (2219)**

**Title I Reading Teacher/Coach**

**Alyssa Smith (2210)**

**Unified Teachers:**

**Russ Colona (PE Teacher) (2265)  
Jennifer King (Music/Performing Arts) (2254)  
Lee Dick (Instrumental Music/Band Director) (2252)  
Jim Mize (BMR) (2226)**

**School Nurse**

**Crystal Clark (2145 or 2245)**

**21<sup>st</sup> Century After School Program**

**Dianne Dugger (2271)**

**Social Worker**

**Kevin McNicholas (2272)**

**Special Education Director**

**Debbie Sims (2000)**

## ATTENDANCE

Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

### Truancy

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00

#### **East Alton Truancy Reduction Program**

Our mission is to reduce truancy by implementing a program model that encourages parent/guardians to be more aggressively involved in their children's education. The program seeks to educate parents/guardians about the truancy laws in Illinois and to obtain compliance with these laws. Students who are diverted back into the educational environment are less likely to be involved in delinquency. This program is designed to take a truant, transform him/her into an active student, eventually graduating and finally becoming a productive member of society without regrets.

#### **ABSENCE LINE 433-2280**

The school requests a telephone call from the parent/guardian to explain the student's absence. If a call is not received, the office will attempt to make calls to home and or place of employment. **Students whose parents fail to contact the school office or who are not available when called are marked "unexcused"**. All students who were absent the day before will need to report to the school office before eight o'clock to receive their pass to class.

**Excused Absence** – A Parent is required to contact the school by phone or a note must be sent with student on their returning day. This note is to explain the reason for the absence and signed by the parent/guardian.

**Unexcused or Suspended Absence** – Students will be required to make-up missed assignments due to an absence or suspension for full credit. A suspension of 2 days or less and the student will receive work when he/she returns to school. If a suspension is over 2 days, then make-up work will be available in the office at the end of the second day of the suspension. Students will be given the same number of days to complete work when they return to school.

**Head Lice – Unexcused:** After ten (10) days students are reported to the Madison County Truant Office.

## **ACCEPTABLE ATTIRE**

- Students are expected to wear clothes and jewelry that do not distract from the serious business of learning.
- Clothing and jewelry must not be unsafe, indecent, or inappropriate.
  - Examples of prohibited clothing and jewelry include but not limited to:
    - Short-shorts, spandex shorts, pants and shorts with holes above the knee, tube tops, bare back, half-shirts, sleeveless shirts, house slippers, pajama pants, hooded sweatshirts, sweatshirts and jackets with hoods and pockets that are worn in the school building, and baggy clothes that expose undergarments.
    - All shirts must be long enough to tuck in and “bellies” shall not be exposed at any time.
    - Also prohibited is any clothing or jewelry advertising or related to drugs, alcohol, tobacco products, gangs, and violence.
    - Any jewelry or piercing that endangers the student, other students, or deemed unsafe will be asked to be removed. This shall include wallet chains, pins/needles used as a fashion accessory, and spiked bracelets and neck chains.
    - Shorts and skirts may be no shorter than the tips of the middle finger when arms are fully extended at the student’s side.
    - Hairstyles deemed distracting to student learning are also not allowed.
- If a student arrives at school and administration determines that any part of their attire is inappropriate or distracts from learning, the school office will first send a student to the gym locker room to change into their P.E. uniform. If this is not possible, students will be given the opportunity to call home for a change of clothes.
- Inappropriate jewelry will be confiscated and held by the building principal or will be discarded.
- The school district or its designee is not required to return any inappropriate item or items that are confiscated.

## **ACCOMODATING INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

## **ACTIVITIES**

A variety of extracurricular activities are offered at East Alton Middle School. Included are: Band, Boys and Girls Basketball, Bulleeter Newspaper, Cheerleading, Chorus, History Club, National Junior Honor Society, Science Club, Spirit Club, Student Council, Track and Volleyball.

## **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an

educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

## **ASSESSMENTS**

Both formative and summative assessments will be administered to EAMS students throughout the school year to monitor student academic growth and drive instructional and curriculum decision-making. Examples include but are not limited to the:

- Fontas & Pinell (Fall/Spring Benchmarks)
- Illinois Standards Achievement Test (ISAT) Spring
- Think Link Reading & Math (Fall, Winter, Spring Benchmarks)

As a part of the requirements for the new Illinois School Public School Accreditation Process and Development of our School Improvement Plan, we will report to you our achievement scores in Mathematics, Language Arts, and Science.

Assessments have been developed that will help us better determine if our students are able to master Learning Standards matched to Illinois State Goals in Mathematics and Language Arts developed by our staff. Standards for students and expectations of students will be reviewed annually. Test results are shared with parents. Please contact the school office if you have any questions.

Results from these assessments will be sent home with students and /or shared with parent/guardian during parent teacher conferences.

Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

## **ATHLETICS**

Athletics at East Alton Middle School allow students to learn teamwork, self-discipline, commitment, self-sacrifice, and leisure skills, while developing positive self-esteem. Students who are interested may participate in boys and girls' basketball, boys and girls track, and girls' volleyball. To be eligible to participate in the sports program, you must be a good example to others in conduct and sportsmanship, and maintain acceptable marks in all subjects. Students not

meeting academic and/or behavior standards may be suspended from athletic activities according to the extra-curricular code of conduct.

## **BICYCLE RULES**

Students may ride bicycles to school only if the following rules are followed.

Obey all rules of the road.

Keep bike in safe condition.

Walk bike on and off school grounds.

Park bikes in spaces provided in the bike racks. We strongly recommend that bikes are kept locked. **The School District is not responsible for lost, damaged or stolen bicycles.**

## **BUILDING (USE OF BUILDING)**

Request for use of school facilities will be considered by application to the Principal. Request forms are available at the school office.

## **BULLET FIGHT SONG**

Fight, fight for EA, EA  
We'll show the people that we came to play,  
We will fight to raise the score, cause we're always  
Here to yell some more.  
We've got a team that we think is great.  
Come one and show them that we really rate.  
BULLETS, win this game tonight,  
So come on, team, fight, fight, fight!  
B-B-B U L, L-L-E-T-S, BULLETS.  
BULLETS, BULLETS, BULLETS!

## **BUS RULES**

1. Choose a seat (Assigned seating may be provided by the driver) and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows unless permission is given by the driver.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety

rules may result in suspension from bus services.

14. Be waiting at your bus stop on time. Please stay back from the bus “three large steps” until the bus comes to a complete stop for loading. Please report any bus stop concerns or questions to the bus driver.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.
19. It is district policy that boys & girls not sit together

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district’s regular suspension procedures shall be used to suspend a student’s privilege to ride a school bus.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact Mr. Doug Bogert, Transportation Director at 433-2277.

### **CAREER EDUCATION GRANT**

A federally funded Career Education Grant supports the implementation of Career Awareness into EAMS curriculum.

### **CHEERLEADING**

The selection of cheerleaders is held each spring. Sixth and seventh grade students may try out. Students are screened on academic achievement, attitude, conduct, skills, appearance, poise, and personality. Students not meeting academic and/or behavior standards may be suspended from cheerleading activities according to the extra-curricular code of conduct.

### **CHILDREN’S PRIVACY ACT/PARENT EMPOWERMENT ACT**

The Children’s Privacy Act and Parent Empowerment Act protect student and parent rights. District will follow guidelines set forth in Board of Education policy 7.340-R.

### **CLASSROOM RULES**

The following classroom rules are posted in every classroom.

1. Be in class on time with proper material
2. Keep your hands, feet, and other objects to yourself.
3. Listen to instruction the first time.
4. Disrespect and or profanity are prohibited.

5. Candy, gum, food, toys, and drinks are prohibited.

### **COMMUNICABLE DISEASE/CHRONIC INFECTIOUS DISEASE**

With the occurrence of a chronic infectious disease, a note will be sent home with students immediately as soon as it is confirmed. The Madison County Health Department will be notified.

### **CONSTITUTION EXAMS: US AND STATE**

The Illinois School Code stipulates that students must pass exams on the U.S. and Illinois Constitutions in order to receive a certificate of graduation.

### **CURRICULUM CONTENT**

Parents have the right to preview print and non-print materials for instructional purposes. (Board of Education Policy 6:60E3) If you do not want your child to participate in any part of the middle school curriculum, please submit a written letter of objection to the building principal. Refusal to participate in any such course or program shall not be reason for disciplinary action or academic penalty.

Persons with complaints about curriculum, instructional materials and programs should follow proper procedures as stated in Board of Education policy 6:260E and contact Jill Miller, Curriculum Coordinator, at 433-2199.

### **DISCIPLINE**

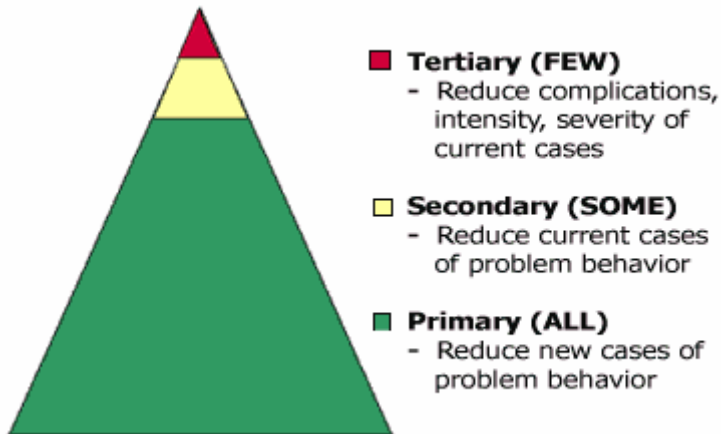
#### **EAST ALTON DISTRICT #13** **POSITIVE BEHAVIOR INTERVENTIONS SUPPORTS**

##### Behavioral Interventions:

Positive behavioral interventions, which are designed to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors, will be used with those students who require behavioral intervention. East Alton School District 13 has adopted Positive Behavior Interventions and Supports (PBIS) as its chosen school- and district-wide behavior intervention management system. All students in East Alton School District 13 fall within the three Tiers of PBIS:

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### 3 Tiered model of student behavior in the school setting:



(Copyright pbis.org)

#### **Tier I: 75-80% of Students**

Need for occasional teacher redirection, no serious problem behaviors displayed. Teach and reinforce students for displaying the school-wide expectations. This is the universal base-level intervention that all students in school receive and serves as a proactive intervention for students with emerging problem behaviors.

#### **Tier II: 10-15% of Students**

Need for frequent teacher redirection, moderate office referrals, poses a disturbance to the education of others. Begin using evidence-based interventions appropriate to the student's level of need. Also need to monitor the progress of the student receiving the intervention. Interventions are less restrictive at this level, and require smaller amounts of staff support (i.e. a check in-check out system with a staff member for a student with chronic lack of work completion behaviors; social skills groups; mentoring, etc.). If these interventions are carried out with fidelity, and the student continues to struggle, then consideration of higher-level interventions at Tier III is necessary.

#### **Tier III: 5% of Students**

Persistent interruption to class, high frequency of office referrals, suspensions/ disciplinary action taken at building or district level. At this level, the school team must convene to examine the case at hand, and conduct a Functional Behavior Assessment (FBA). Community referral and involvement may become necessary at this point, and IEP-level services should be considered.

#### **Interventions available to each teacher at the classroom level:**

1. positive reinforcement
2. quick response to and management of the behavior
3. redirection
4. ignoring the behavior
5. phone call home
6. modeling of positive behaviors
7. positive behavior support plan/ IEP level Behavior Management Plan
8. contract system/token economy/sticker chart= working toward a positive reward
9. modification of instruction/classroom setting
10. administrator/social worker intervention

Students at Tiers I and II generally are able to reshape their behavior through the use of these interventions. When a student appears to be approaching Tier III, more intensive interventions are necessary. The following interventions are commonly used at Tier III:

1. Behavior Support Plan
2. Self monitoring/Self management card
3. referral to student assistance team
4. Phone calls home
5. request that the student leave the classroom and proceed to the office
6. student is escorted to the office by teacher or administrator
7. convene school Student Assistance Team and formulate FBA (Functional Behavior Assessment) and BIP (Behavior Intervention Plan).
8. Implement school wide Crisis Intervention plan for escalating/dangerous behaviors
9. In school suspension
10. Out of school suspension

### **EAST ALTON MIDDLE SCHOOL STUDENT EXPECTATIONS**

*(Please see PBIS Matrix)*

- 1. BE RESPECTFUL**
- 2. BE RESPONSIBLE**
- 3. BE SAFE**

### **PROHIBITED STUDENT MISCONDUCT - INFRACTIONS**

The infractions listed below are examples of prohibited conduct. Students will be disciplined for inappropriate conduct. Inappropriate conduct is defined as any conduct, behavior, or activity that causes or may cause the administration to forecast substantial injury or disruption or interference with school activities or the rights of other students, school personnel and/or visitors, or any disruption of the educational process.

**Students may be disciplined for misconduct, including but not limited to the following:**

1. Failure to follow EAMS PBIS Matrix rules (Please see attached PBIS Matrix)
2. Absenteeism/Truancy - Being absent without a recognized excuse.
3. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
4. Disrespectful/threatening physical behavior to students or staff including non-verbal inappropriate gestures
5. Refusal to follow directives/Insubordination - Disobeying rules of student conduct or directives from staff members or school officials. Persistent defiance of authority and/or school rules and regulations. Included is verbal abuse, profanity, recognizable derogatory gestures, or failure to abide by corrective measures of misconduct.
6. Verbal Abuse – name-calling, profanity, starting rumors, gossiping, threatening, taunting, ridiculing, obscenity, innuendo, racial slurs, demeaning comments, or other rude or disrespectful behavior.
7. Inappropriate display of affection - inappropriate acts of affection (examples: inappropriate touching, holding hands, hugging, or kissing, etc.)

8. Dishonesty-Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores
9. Misuse of equipment
10. Littering - scattering pieces of trash carelessly on the ground or in the building
11. Out of assigned area
12. Cafeteria Misconduct- – throwing food, disrespect/insubordination towards school personnel or school property
13. Gross disobedience of the EAMS dress code - brief clothing and/or that which bears insignia and slogans that are offensive. (See Acceptable Attire)
14. Misuse of hardware/software that violates the district Internet Policy
15. Bicycle Misconduct - See bicycle rules
16. Skateboards, Skates, Shoes with wheels, and scooters are not permitted on school grounds
17. Bus violations – See bus rules
18. Snowballing – Throwing snowballs with the intent to harm another student
19. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
20. Fighting, assault, or harassment on school property - willingly participating in a physically aggressive act
21. Possession/sale of stolen property – possession or sale of stolen property
22. Overt sexual behavior – exposure, touching of private body areas
23. Setting False Fire Alarms – setting off false fire alarms or make bomb threats
24. Sexual Harassment – As Defined by school policy manual 7-20
25. Graffiti/Vandalism - willful destruction of school property, building, school bus, materials, etc. (defacement or destruction of any school building or fixture)
26. Extortion - seeking items or money from fellow students (including gambling)
27. Being involved with any public school fraternity, sorority, or secret society.
28. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
29. Using, possessing, distributing, purchasing, or selling tobacco/tobacco paraphernalia.
30. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
31. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including tobacco, marijuana and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing

intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.

- e. “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- 32. Using, possessing, controlling or transferring a firearm or “look alike,” knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
- 33. Using or possessing an electronic paging device.
- 34. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and stored in a safe place (locker) during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 35. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 36. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
- 37. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
- 38. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.
- 39. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association’s most current banned substance list, unless administered in accordance with a prescription.
- 40. All other conduct prohibited by East Alton District #13 Board of Education Policy

**For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a**

**school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.**

### **DISCIPLINARY MEASURES**

Students are reminded that these are merely guidelines. The building administrator may determine that, based upon factors such as repeated infractions, the nature and/or severity of the infraction, the student's discipline history, harm (physical or emotional) to others or to property, whether warnings have been issued to the student, evidence of planning or premeditation, or other factors determined relevant by the school administration, a greater discipline may be imposed than those recommended in these guidelines.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited **to:**

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **DISCIPLINARY MEASURES MAY INCLUDE:**

1. Verbal Warning
2. Write up referral to the office - PBIS Major Referral
3. Disciplinary conference with appropriate school personnel including Social Worker
4. Behavior Contracts including rewards and consequences
5. Lunch/After School Detention
6. Withholding of privileges.
7. Temporary removal from the classroom.
8. Behavior Modification Classroom
9. Notifying parents/guardians
10. Seizure of contraband.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Suspension of bus riding privileges.
13. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.

### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be subject to expulsion for a period of not less than one year:

(1) A firearm. For the purposes of this Section, “firearm” means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **Gang & Gang Activity**

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **Suspension**

Loss of privileges to attend school or participate in school activities for a designated suspension time. **Suspensions are counted as an unexcused absence.**

During a suspension, students are to proceed directly home. A parent will be notified immediately. Students should remain in the custody of their parent at all times until readmitted to school. The student is not to attend or participate in any school activity during this suspension period.

Parents are entitled to a review of this suspension. If you wish a review of the action taken, address your request to the Superintendent, Mr. Virgil Moore, at 210 East St. Louis Ave., East Alton, IL 62024, within 10 calendar days of the suspension.

### **Expulsion**

In addition to suspension, a school administrator may recommend a student for expulsion. An expulsion by the school board is the complete loss of privilege to attend school until the end of the school year. Those present at the expulsion hearing will include the parent/guardian, principal, superintendent and the Board of Education members.

### **BULLYING/HARASSMENT (Aggressive Behavior)**

The Illinois State Board of Education has mandated that every school in Illinois have a **Bullying Policy**. (P.A. 92-0060, amending 105 ILCS 5/10-20.14).

Background. According to the National Association of School Psychologists, approximately one in seven schoolchildren is a bully or a victim, and the problem directly affects about five million elementary and middle school students in the United States. The most common form of bullying for girls and boys in middle school is teasing. However, physical abuse (for boys) and social ostracism/exclusion (for girls) rank second as the most common. We will take a proactive approach, whenever possible, to quickly identify, intervene, and STOP any bullying that may be present in our school. East Alton Middle School will strive to provide all students with a safe school environment that facilitates learning.

### **Definition and Examples**

Bullying is defined as physical or verbal mistreatment of a person where an imbalance of physical or psychological power is created, with the bully being stronger (or perceived to be stronger) than the victim and causes a disruption to the learning environment.

Aggressive behavior or bullying is any behavior that may subject a student to insults, taunts or challenges whether verbal or physical in nature either isolated or repeated behavior), which are likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this matter. This also includes the encouragement or prodding of other students to engage in these types of aggressive behaviors. Some examples of aggressive behaviors are, but are not limited to:

1. Physical: hitting, kicking, grabbing, spitting.
2. Verbal: Name-calling, racist remarks, put-downs, extortion, etc.
3. Indirect: spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding/destroying other's papers, and/or graffiti, etc.
4. Written: threatening e-mail, notes, and/or graffiti, etc.

### **Reporting Procedures**

Any staff member or student at EAMS who has witnessed or has reliable information that a student or staff member has been subjected to "bullying," shall report such incident to the principal. The social worker is also available to discuss such behaviors and consequences with students at any time. Confidentiality to the fullest extent possible will be observed at all stages of the investigations and for any hearings that takes place. Also, retaliation against those who seek remedies under this policy is prohibited. The principal is initially responsible for receiving oral or written reports of violations of this policy. The principal shall conduct the investigation according to administrative guidelines.

### **Training**

The principal will provide age-appropriate methods of discussing the meaning, substance, and application of this policy with staff and students in order to minimize the occurrence of bullying and for staff to effectively respond to any such incidents. The students will review what bullying is, how to avoid such actions, and how to report any incidents of this unwanted behavior. The social worker is available to discuss such behaviors and consequences with any students at any time.

### **Discipline**

If the investigation of said complaints concludes that a pupil has engaged in bullying conduct prohibited by this policy, the pupil shall be subject to appropriate disciplinary actions as outlined in the Student Handbook and the East Alton District 13 School Board Policy Manual, as well as legal requirements from state and federal sources.

### **DISCIPLINE OF CHILDREN WITH DISABILITIES**

Please see district handbook.

### **EDUCATION OF CHILDREN WITH DISABILITIES**

Please see district handbook.

### **ELECTRONIC SIGNALING DEVICES**

All cell phones, pagers, gaming and other signaling devices brought to school must be *turned off*, stored in a safe location, and not be on your person. Students may not have them out during the school day unless given permission by an administrator. Students who violate this rule will be subject to administrative discipline and the device may be confiscated. The school district will not be responsible for any devices that become missing, lost, or stolen.

Ringling cell phones will be removed from lockers and may be picked up in the office at the end of the school day.

Note: Because of the sophisticated nature of cell phones, any student with a cell phone turned on and/or visible during a test or quiz will be considered cheating and the student will receive a zero on the test or quiz.

Middle school staff members are not responsible for the condition of the phone when it is confiscated or when it is returned to the student.

### **EMERGENCY PROCEDURES**

The school conducts three types of emergency drills: Fire Drills, Disaster Drills, and Bus Evacuations Drills.

Fire Drills – Students are directed by their teacher to use the proper exits. Students are to move through the hallways quietly and orderly for the safety of all students.

Disaster Drills – Are announced by continuous ringing of bells by the PA system or by a series of short blast from a hand held horn. Students are directed by their teachers to a safe place in the halls and should face the wall, get on their knees and cover their heads. Teachers review the procedures with students at the beginning of the year.

Bus Drills – Are held twice a year. Students are informed how to exit the bus in case of an emergency.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

Equal education opportunities shall be available for all students without limitations based upon sex, ethnic or racial background, language barrier, religious beliefs, physical and mental handicaps, or economic and social conditions.

## **FEES, FINES, WAIVERS**

Supplementary and material fees are due and payable at the start of school. The school establishes fees and charges to fund certain school activities, activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at 433-2201.

## **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.

## **FREE APPROPRIATE EDUCATION**

All children with disabilities have the right to a free appropriate public education. (Board Policy 7:40) Questions regarding students with disabilities should be directed to Debbie Sims, Special Education Coordinator, 618/433-2001.

A student classified as handicapped shall be placed in an educational program, which is appropriate to the student's needs. The handicapped student shall be assigned to an educational program based on recommendations made during a multidisciplinary staffing.

School authorities have the right to restrain or remove them from the classroom if a child is a danger to himself or others. (Board Policy 7:190)

## GRADES/GRADING SCALE

The school grading scale is:

A+	99 –	C+	81-82
A	94-98	C	75-80
A-	92-93	C-	73-74
B+	90-91	D+	71-72
B	85-89	D	66-70
B-	83-84	D-	64-65
F		0 - 63	

## GRADUATION

A graduation ceremony is provided for all eighth grade students meeting graduation requirements. Graduation requirements include academic standing, good school behavior, and attendance requirements. Students must pass 4 of the 6 subject areas with a passing final grade. A graduation requirement reminder is sent home to parents of eighth grade students with second quarter report cards. All financial obligations must be taken care of before the student can participate in graduation/dance.

## GRADUATION GOWNS

Gowns are worn and ordered in March for the eighth grade graduation ceremonies. The approximate cost is \$17. Cash or checks will be accepted payable to Balfour and can be paid in advance. All students must wear a gown if they participate in the graduation ceremony.

## GRADUATION and PROMOTION REQUIRMENTS

ACADEMIC STANDING: In order to be promoted, the student must complete 4 of the 6 subject areas with a passing final grade. This includes passing 3 of the 4 cores subjects of math, science, social studies, and Language Arts.

GOOD SCHOOL BEHAVIOR: The student must demonstrate to the faculty a respect for school rules and authority. He/she must also show a willingness to follow instructions from one in authority. This is defined by Out-Of-School Suspensions. (11 or more days of O.S.S. or excessive B.M.R.'s as determined by the building administrator.

ATTENDANCE REQUIREMENTS: The state requires that the school administrators report any student who is absent without excuse for more than 10% of the school year. If a student has been absent without excuse for more than 10% of the school year they may be excluded from the graduation ceremony/dance.

### PROMOTION:

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

## **GUIDANCE AND COUNSELING**

A district school social worker is available to those students who require additional assistance.

## **HALL & PE LOCKERS**

Each student is assigned a locker for the storage of books and clothing. Lockers are not to be shared with other students. Students are permitted to use hall lockers each day as assigned by their teachers.

Both PE and hallway locks will be furnished by the school. No locks from home are allowed on lockers. It is strongly recommended that these combinations not to be shared with anyone. If you suspect your locker has been tampered with or items are missing please report to the office. Please report to the office immediately if your lock becomes missing or breaks. Another lock will be issued and the student may be charged a replacement cost for another lock.

For the physical and psychological safety of all students in our school the Administrators and teachers of District #13 reserve the right to search students' possessions and lockers without students' permission. The school reserves the right to Administrative searches at anytime. It is also the students' responsibility to be accountable for all property in their possession or in their lockers at all times.

## **HALL PASSES**

Other than during regular class scheduled breaks, students must carry their student assignment book any time they will be in the halls, restroom, nurse, and sent to the office when not accompanied by a teacher. Students are to remain in their classroom unless released by a teacher to be elsewhere. If a student loses their assignment book another one must be purchased for \$6.00 in the office.

## **HEALTH SERVICES**

**Please Access all Health Information on our East Alton District #13 website  
[www.easd13.org](http://www.easd13.org)**

### **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury

arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

The school nurse follows the Illinois Department of Public Health (IDPH) ***Communicable Disease Guide*** for the control of communicable diseases.

Fever, vomiting, and/or diarrhea are warning that all is not right with the body. It is the recommendation of the school and the IDPH that you not allow a child to return to school until he/she has been **free of symptom(s) for at least 24 hours** without the use of medication. Students becoming ill or involved in an accident during the school day must report to their teacher first. The teacher will then send student to the school nurse or the office. If it is necessary to go home, school authorities will inform parents/guardian.

### **Physicals, Immunizations, Screenings**

#### **Physicals**

Returning students must comply with this policy by the **first day** of attendance or they shall be excluded from school. **Health examinations and immunizations are required of all pupils entering preschool for the first time, kindergarten or first grade, and sixth grade. NO APPOINTMENT CARDS ARE ACCEPTED.**

Students who participate in any extra curricular activity/ sports must have a physical examination and be certified physically fit to participate in that activity. This certification must be on file at school office.

#### **Dental Examinations**

All Illinois children in kindergarten, second, and sixth grades will be required to have an oral health examination. Each child shall present proof of examination by a dentist prior to May 15<sup>th</sup> of the school year. School dental examinations must have been completed within 18 months of the May 15<sup>th</sup> deadline.

#### **Hearing and Vision Screenings**

The State of Illinois mandates the following grades to be screened for vision and hearing each school year:

**Hearing Screenings:** preschoolers, kindergarten, first, second, third, special education, and new students.

After these grades have been completed, attempts will be made to screen the remaining students. Teachers and parents may request a student to be screened by contacting the school nurse.

#### **Vision Examinations**

Public Act 95-671, effective January 1, 2008, requires that all children enrolling in kindergarten in a public, private or parochial school and any student enrolling for the first time in a public, private or parochial school shall have an eye examination. Each such child is to present proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before October 15 of the school year.

**Vision Screenings:** preschoolers, kindergarten, second, eighth, special education, and new students.

*\*Screening is not a substitute for a complete eye and vision evaluation by an eye doctor*

**Parents Right to Object to Physical Examinations, Immunizations or Screenings.**

A student may be exempt from the district physical and dental exams, immunization requirements, or screenings on religious or medical grounds if the student's parent(s)/guardian present to the superintendent stating explanation of objection. A student may be exempt from the above on medical grounds if a physician provides written verification.

**Hearing and Vision Impaired Students**

Parents will be notified of the services provided from special state schools for students who are deaf, hard of hearing, blind or visually impaired by the Regional Vision Itinerate Teacher.

**Care of Students with Diabetes**

If you child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school nurse.

Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

**Dog Bites/ Animal Bites**

On or off school property are reported to Madison County Animal Control as required by law.

**Students with Food Allergies**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 618/433-2201

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

### **Medications at School**

Students are not to carry **any** medicines with them to school whether they are over the counter, non-prescription or prescription. This includes eye drops, nasal sprays, Tylenol, etc. Certain children with asthma or life threatening allergies may carry medicine with them after physician and parent/guardian have completed the *Medication Administration/Self Administration Consent Form*.

### **Administering Medications to Students**

“Administration of medication to students during regular school hours should be discouraged unless absolutely necessary for the critical health and well-being of the student.” Sec. 10-22.21b, Administration of Medications.

### **Definitions**

- ❑ *Prescription medication means any medication prescribed by a licensed physician or dentist.*
- ❑ *Non-prescription medication means any medication that can be obtained over-the-counter.*
- ❑ *School nurse means any person employed by the Board who is licensed in Illinois as a professional nurse, pursuant to the Illinois Nursing Act, III. Rev.Stat. Ch. III. Para. 3401, et seq.*

No school personnel shall administer to any student, nor shall any student possess or consume any medication until an appropriate permission form has been completed, signed, and is filed. A student may receive medication with parent and physician consent when under the supervision of a school nurse, an administrator, or certified school personnel as designated by the Superintendent after the *Medication Administration/Self Administration Consent Form* is completed. This form shall be completed by the student’s parent(s)/guardian and physician and shall be on file at the school building where the child attends. This form shall be filed prior to the dispensing of any medication to a student and the form shall specify the times at which the medication must be dispensed and the appropriate dosage.

### **Any change in prescription orders, including stopping medication, needs a new physician authorization.**

Since school districts cannot legally require all personnel to dispense medication, this will be done on a voluntary basis.

### **Guidelines for Medication Administration**

Generally, medication at school is discouraged. Only those medications, which are necessary to maintain the student in school and must be given during school hours, shall be administered. This policy refers to both non-prescription drugs and prescription drugs.

- ❑ **An approved *Medication Administration/Self Administration Consent Form* must be completed by both the parent and the physician. The consent expires at the end of each school year or end of summer school.**
- ❑ **A responsible adult must bring the medication to school in the original package or appropriately labeled container.**
  - **Prescription drugs** shall display:  
Student’s name

- Prescription number
- Medication name/dosage
- Administration route and/or other directions
- Date and refill
- Licensed prescriber's name
- Pharmacy name, address and phone number
- Name or initials of pharmacist
- **Non-prescription or over the counter drugs** shall
  - Have manufacturers original label
  - Have student's name affixed to container.

- **A record shall be kept of all medication dispensed to students, specifying the time of dispensation, dosage and supervising personnel.**
- **The parent(s)/guardian or responsible adult will be responsible at the end of the treatment regime for removing from the school any unused medication, which was brought to school for their child. If the adult does not pick up the medication by the last day of school, the school nurse will discard the medication in the presence of a witness.**
- **A new *Medication Administration/Self Administration Consent Form* must be renewed each school year.**

**Students Who Administer Their Own Asthma Inhalers**

Students may carry their own Asthma Inhalers if parent(s)/guardian and physician authorize “unsupervised self-administration” on the *Medication Administration/Self Administration Consent Form*.

**Epinephrine Medication at School**

Students with severe allergies that may cause an anaphylactic reaction may carry their medication (such as an EPIPEN) with them so that they have easy access in case of emergency, if parent(s)/guardian and physician authorize “unsupervised self-administration” on the *Medication Administration/Self Administration Consent Form*.

**P.E. and Recess Excuses and Return to School**

If a student is not able to participate in PE or recess, the school will need a note from the physician with details and a start and stop date.

**Head Lice Policy and Guidelines**

The School Board recognizes that a student infected with head lice is eligible for all rights, privileges and services provided by law and the District's policies. The District shall balance those students' rights with the District's obligation to protect the health of all district students and staff.

When authorized school health personnel identifies a student as having head lice or nits in their hair, attempts will be made to contact their parent/guardian to remove the student from school. A parent letter will also be sent home with the student.

The student will be excluded from school until **the day after** the first treatment.

**Check In Procedure:** The student may return to school **only** when accompanied by an adult. **A student will not be inspected unless accompanied by an adult. The student must be brought in before the start of the school day. Anytime after the start of the day, the parent must call the school nurse to establish a mutually agreeable time and place for inspection by authorized school health personnel.** (The reason for this is the school nurse may already have scheduled screenings or appointments with parents. The lunch/recess time is not a good time for the school nurse to recheck students.)

**Authorized school health personnel will inspect the student's hair for nits/lice to obtain approval for readmission.** Upon this inspection, if one nit/egg is found, the adult accompanying the student may remove the nit/egg. If a second nit/egg is found, the student will be sent home with the adult to have all nits/eggs removed. This procedure will repeat itself until the student is inspected by school health personnel and found to be lice and nit/egg free.

A student will be given a pass back to class to notify the teacher the student has been rechecked and is able to return to class. If a student returns to class without a pass, the teacher will send the student to the school health personnel. The school health personnel will then determine what further steps need to be taken for readmitting the student to school.

School health personnel will decide when all school screenings and individual classroom checks are needed. Administration, teachers, and staff will be consulted about day and times.

The school health personnel will make every effort to work with the student's family to educate them on the prevention and the reoccurrence of head lice.

It is the parent's responsibility to check your child for nits/lice on a regular basis (minimum weekly) and report any cases to the school. Parents/guardians and the school must work together to deal with this situation.

Students absent for ten (10) days of unexcused absences as a result of head lice/and/or nits will be reported to the East Alton Family Resource and the Madison County Truant Office.

## **TREATMENT REQUIRED TO RETURN TO SCHOOL**

### **1. Shampoo**

Several shampoos to control lice are available on the market. All people in the household should be treated on the same day, even if the other members do not appear to have lice/nits. Treated person should put on clean clothes after shampooing.

### **2. Lice/Nit Removal**

School requires nits/lice be removed from hair following treatment since it is not possible to determine if nits are dead or alive by observation. After shampooing use a good nit comb to comb the hair section by section. Then comb the entire scalp. Clean the comb between brushes/strokes. Dry the hair and inspect section by section. Nits appear as whitish teardrop shaped objects firmly attached to the shaft of a hair. Pull the nits off by taking fingernail and firmly pulling the nit all the way to the end of the hair. Manual removal of nits with a good nit

comb, manual extraction with fingers, or a combination of both is recommended using a bright light or outside light if possible. All persons treated should be treated again for a second time in 7-10 days or as the package directions indicate.

### **3. Alternative Treatments:**

There are many alternative treatments that may work. There are also commercial enzymatic nit remover products available. Discuss these with your school nurse, pharmacist and physician.

### **CHARACTERISTICS:**

- ❖ Head lice are not life threatening and do not transmit communicable disease. Head lice appear to have developed a resistance to the normal lice shampoos.
- ❖ Head lice are transferred from one person to another by direct contact with an infected persons head or by contact with personal items such as hats, combs, bedding, etc.
- ❖ Head lice crawl; they do not jump or fly.
- ❖ Head lice can infect anyone regardless of age or wealth.
- ❖ Head lice are completely dependent on a person for nourishment; their only source of food is human blood.
- ❖ The incubation period for eggs (nits) ranges from 7-14 days
- ❖ It takes 10 days for newly hatched eggs to start laying their own eggs.
- ❖ Head lice have a 30-day life span.
- ❖ Eggs (nits) can live for up to 10 days without being on a person.
- ❖ Eggs (nits) will not hatch until their environment reaches 87 degrees.
- ❖ Newly hatched eggs (nits) will die within 1 hour of hatching without a blood meal.

### **Miscellaneous:**

- ❖ Infestation can come from anywhere.
  1. Has your child tried on hats, scarves, or coats at the mall or department stores?
  2. Has your child gone to the movies, church or shared helmets with others?
  3. Has your child put their coat on top of other coats during a school or other out of school activity?
  4. Has your child attended a sleep over or spent the week end outside their home?
  5. Has your child been instructed not to use or share combs, brushes, and hair accessories?
  6. Has your child been instructed not to play with another student's hair?
- ❖ Vacuum thoroughly all pieces of upholstered furniture that might harbor nits/lice. Immediately contain vacuum bag in a plastic bag and dispose of.
- ❖ Using very hot water, wash clothing, towels, bed linens, etc., used by all persons being treated.
- ❖ Combs and brushes should be cleaned daily in hot water to dislodge nits.
- ❖ Washable toys or baseball caps can be washed by hand daily or in the dishwasher.
- ❖ Non-washable toys or stuffed animals can be sealed in plastic bags for 10 to 14 days.
- ❖ Dry clean all clothing, hats, scarves, book bags, etc. which cannot be washed.

### **HOMEWORK**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

The school assigns homework for the following reasons:

1. To review the material covered in class
2. To practice and drill, to master and improve skills and fundamentals
3. To prepare for next day's lesson
4. To develop individual responsibility and initiative

### **HIGH HONOR ROLL/HONOR ROLL**

High Honor Roll: All A's or All A's and one B

Honor Roll: Student must have only A's and B's. The student may have (1) C if they have an A.

### **INTERNET AND COMPUTER USE AGREEMENT**

Internet access is available to students in the schools of East Alton Elementary District #13. We are pleased to make this educational opportunity available in our school district. Our goal in providing service is to promote excellence in education through the use of up to minute resources for learning and teaching.

With access to so many resources throughout the world comes availability of material that may not be considered to be of educational value in the school setting. East Alton Elementary has taken precautions to restrict access to controversial materials. The smooth operation and use of the Internet relies upon the proper conduct of users who must follow district guidelines. In order to provide Internet access, students are required to return the parent/guardian signed Internet and Computer Use Terms and Conditions form upon enrollment.

### **LUNCH PERIOD REGULATIONS**

Students are not permitted to leave school grounds during their lunch period unless picked up by a parent. Students may buy lunch at school or bring it from home.

#### **Cafeteria**

Our district has purchased computer software for the cafeteria that provides a lunch account for each student with his/her own pin number. Each student will be sent home a pin number that will access their account in the EAMS cafeteria. They will be asked to enter their pin number prior to purchasing food. Parents may want to take advantage of sending lunch money in advance and placing it on your child's lunch account. You may send cash/check made payable to the school district. This will hopefully eliminate lost/stolen or forgotten lunch money. Students need to drop off their money by 8:00 a.m. in the school office.

Student behavior in the cafeteria should be based on courtesy and cleanliness. Students are to go through the cafeteria line and pay for their choice of food. Students are to remain in the cafeteria until they have finished eating and are dismissed by the monitor. At NO time are students allowed to leave the cafeteria. At no time are students allowed to take food or drink outside of the cafeteria. Bathroom breaks should be taken before entering the cafeteria or after the bell to return to class. Cutting in line and or saving a place for another student is prohibited.

## **MAKE-UP ASSIGNMENTS/TESTS**

Students who are absent from school are expected to take the responsibility to make up the work/tests missed. Teachers are only required to provide make-up assignments to students one time per absence. Students will be given a maximum of two days make-up time for each day of school missed. If a student is absent from school two days or longer, the school will, upon request, gather make-up assignments that may be picked up at the school office between 2:40-3:30 PM. Student/parent must contact the school office no later than 8:30 AM with this request. Any calls received after 9:00 AM can't be guarantee that all assignments will be collected.

## **MID-TERM PROGRESS REPORT**

Mid-term progress reports are sent home with students the fifth week of each grading period to inform parents of unsatisfactory or outstanding progress.

## **NEWSLETTER**

The "Bullet Bulletin" is a monthly newsletter for parents. It contains news regarding past happenings as well as information about upcoming events. The "Bullet Bulletin" is sent home with students at the end of each month. If parents desire, they may furnish the school with stamped, self-addressed envelopes and the monthly newsletter will be mailed directly to them.

## **NO CHILD LEFT BEHIND**

The No Child Left Behind Law mandates notification to parents of any school that does not meet (AYP) Adequate Yearly Progress on the Illinois Standards Achievement Test. School Improvement Plans are developed annually to provide goals to meet AYP. East Alton District # 13 School Report Card and School Improvement Plans are available for review at [www.easd13.org](http://www.easd13.org) or at the elementary or central office.

## **PARENT-TEACHER CONFERENCE**

Conferences between parent and teacher are desirable and necessary at times. Parents who desire a conference (other than the formal Parent-Teacher Conferences scheduled during the school year), are asked to contact the teacher directly or the school office at (433-2201) to schedule an appointment.

## **PARENTAL INVOLVEMENT TITLE I**

EAMS annually has a meeting for all Parents/Guardians, which takes place during Parent Teacher fall conferences.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of

meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:

- (a) school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- (b) a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- (c) opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
- (d) timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to Jill Miller/Curriculum and Instruction Coordinator at 433-2103.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to Jill Miller/Curriculum and Instruction Coordinator at 433-2103.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query

## **PARENTS RIGHT TO KNOW**

Parents have the right to request information involving the following:

- Whether or not the teacher has met state certification requirements.
- Whether or not the teacher is teaching under emergency or provisional status.

- The bachelor's degree major of the teacher, any other certifications held by the teacher and the subject areas of the certification or degrees
- Whether your child is provided services by teacher's aids/paraprofessionals and if so their qualifications.

You will receive a written response to your request for information within 30 calendar days. Please direct all request to Curriculum Coordinator/Title I Coordinator, Jill Miller.

Parents will be notified:

- Whether their student has been taught by a teacher who is not highly qualified for 4 or more consecutive weeks.
- Student's achievement level in each States academic assessment.

**PERSONAL ITEMS**

The school will not be responsible for personal items brought to school and lost or damaged. Students must secure approval from their teachers before bringing any special item to school. If an item is confiscated, it will not be returned until the last day of school unless a parent comes to pick it up. Any weapon will not be returned.

**PESTICIDE APPLICATION NOTICE**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact EAMS office at 433-2201.

**PHYSICAL EDUCATION**

Students are required to take physical education daily. If for some medical reason your child is unable to participate in PE during the school year the office will need a medical release form stating the days the child needs to be excused and a release date on when they can resume physical activity.

Students receive physical education instructions at the beginning of the school year describing uniform requirements, medical excuses, dressing procedures, discipline, grading, etc. Students who choose to be unprepared (not having proper uniform etc.) may be subject to class and/or school discipline. Students may be excused for a maximum of three (3) consecutive days with a note signed by the parent. If illness or injury requires being excused from P.E. for more than three (3) consecutive days a doctor's excuse will be required.

**PARENT VOLUNTEERS**

The school is always in need of good parent volunteers. If you have the time and are interested in being a parent volunteer please contact the school office at 433-2201.

**RECOVERY FOR DAMAGES**

The Illinois Parental Responsibility Act (740 IL.C.S. 115) permits school districts and other political subdivisions to recover up to \$1000 for liability caused by minors. The Act holds

parents or legal guardians of unemancipated minors who reside with the parents or guardians liable for willful or malicious acts of the minor, which cause injury to a person or property. The East Alton Elementary School District #13 will enforce this Act if a student does commit any willful or malicious acts which cause injury to a person or property. Students who commit these acts are still subject to student discipline and the local authorities may also be contacted.

### **REPORT CARDS**

Report cards are distributed to parents/guardians quarterly. Any unclaimed report cards will be sent home with students. First, second and third quarter report cards will be mailed home. Fourth quarter report cards must be picked up by the student or parent on the last day of school

### **SAFE AND DRUG FREE SCHOOLS PROGRAM/VIOLENCE PREVENTION PROGRAMS**

ALL DISTRICT SCHOOLS ARE DRUG AND ALCOHOL FREE. SMOKING AND ALCOHOL ARE NOT ALLOWED ON SCHOOL GROUNDS!

The Middle School supports a safe, drug and violence free environment through the following programs:

Fight Free, Life skills – Chestnut Health Services, D.A.R.E Program, Madison County Health Department Intervention programs such as Learning to Care, Probation Department, Community Against Substance Abuse (CASA) Parent Advisory Committee, Alton Memorial Hospital etc.

A written notice will be provided to each student prior to participation of the above programs.

### **SCHOOL VISITORS**

All non-students are required to report to the office upon entering the building. Visitors must have a VISITOR PASS before going to classrooms. Parents/Visitors are not allowed to enter the building through any other door besides the main entrance by the office. If you have questions/concerns please call your child's teacher voice mail to arrange an appointment. Teachers are required to supervise students upon arrival and dismissal and will not be in their classrooms. Therefore, all parents/visitors must make an appointment. All persons entering East Alton Middle School are required to wear proper attire including a shirt and shoes. Individuals who enter the building without proper attire will be required to leave. Students from other schools are not permitted to visit class with another student.

In accordance with School Visitation Rights Act, East Alton Middle School will make regularly scheduled, non-emergency visitation time available during both regular school hours and evening hours. EAMS will also provide parents or guardians with documentation of their school visitations to be submitted to their employers, if requested. Forms will include exact time and date the visitation occurred and ended.

### **SEX OFFENDER NOTIFICATION LAW**

Please see East Alton District #13 District Handbook for more information.

## **SEX EQUITY**

No student shall, on the basis of his or her sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity. (Board of Education Policy 700:01)

A coordinator for nondiscrimination may be contacted through the superintendent's office to initiate a discrimination grievance. Within seven (7) days of inquiry, the coordinator will send a copy of the written grievance procedure to the person making the inquiry.

## **SEXUAL HARASSMENT**

Sexual harassment of students is prohibited. Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the principal. East Alton District #13 will follow administrative grievance procedures as stated in Board of Education Policy(7:20-R).

## **SIGN IN/SIGN OUT BOOK**

If your child will be arriving late to school due to an appointment (doctor, dentist, orthodontist, etc) please contact the school by using our absent line 433-2280 indicating that your child will be late and stating the reason. When bringing your child to school after their doctor's appointment, please report to the office with dr. excuse to sign them in. At this time your, child will receive an excused pass for class.

If it is necessary for students to leave school for any reason, you can either call the school informing us what time your child needs to meet you in the office or you can write a note which needs to be given to the office by eight o'clock the day of the appointment. Your child will either receive an early dismissal pass or, if necessary, called from class. The adult picking them up must meet them in the school office and sign them out indicating the time leaving, student name, grade, and reason.

## **SNOW DAYS**

School closings due to inclement weather will be announced on local radio and television stations. Each parent/guardian will also receive a district wide "School Reach" message to the telephone number that was provided to the school on your child's registration form. Please do not call the school.

## **STUDENT ASSIGNMENT BOOKS/PLANNERS**

Every student is given a "Student Assignment Book" at the start of the school year. This book contains space for students to write in their daily assignments throughout the school year. Students must have this book with them and in their three-ring binder at all times. If their assignment book becomes missing the student must purchase another one from the school office at a cost of \$6.

## **STUDENT INSURANCE**

Student insurance is available through the school district. Claim forms are available at the school office for those wishing to file an insurance claim.

## **STUDENT RESPONSIBILITIES**

Students have the responsibility to report issues related to school safety to school personnel. This would include knowledge of weapons, alcohol, drugs, threats to do harm to staff, students, or the school, or its property.

## **STUDENT RECORDS**

The District is responsible for the acquisition, maintenance, and administration of student records. Parents/students rights are described in the District 13 handbook, which may be obtained at the school office.

## **STUDENT SEARCH AND SEIZURE POLICY**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law **enforcement authorities**.

## **STUDENT SERVICES/STUDENT SURVEY**

Parental consent is needed before requiring a student, as part of a federal program, to submit a survey, analysis, or evaluation that reveals personal or family affiliations, problems, behavior, or other information listed in section 439 of the General Education Provision Act. (Board Policy 6:40)

## **TARDINESS**

It is important that students arrive for class on time. When students arrive late to class, they not only lose out on important classroom instruction but, they disrupt the education of the other students by interrupting the class by coming in late. School begins at 8:15 AM, students reporting late to school in the morning must report to the school office for proper clearance and an admission pass to class. Afternoon tardiness will also be handled in the same manner. Excessive tardiness is reported to the school principal for disciplinary action.

## **TELEPHONE**

Telephones are located in every classroom. If a student needs to call home for any reason they will need to use the classroom phone and only after the teacher gives permission. The telephone in the school office will not be available during school hours.

## **TEXTBOOKS**

Textbooks cost students nothing. They are to be kept clean and handled carefully. Please do not store papers or pencils in the books this will damage the books. Students are required to pay \$30 for any lost textbook before another one is assigned. Students will be charged \$10 for any damaged books.

## **TIME SCHEDULE**

8 <sup>TH</sup> GRADE:	7 <sup>TH</sup> GRADE	6 <sup>TH</sup> GRADE
1 <sup>st</sup> Period 8:15-9:40	1 <sup>st</sup> Period 8:15-8:55	1 <sup>st</sup> Period 8:15-9:40
2 <sup>nd</sup> Period 9:40-11:00	2 <sup>nd</sup> Period 8:55-9:35	2 <sup>nd</sup> Period 9:40-10:20
Lunch 11:00-11:30	3 <sup>rd</sup> Period 9:35-10:55	3 <sup>rd</sup> Period 10:20-11:00
3 <sup>rd</sup> Period 11:30-12:45	4 <sup>th</sup> Period 10:55-12:10	4 <sup>th</sup> Period 11:00-11:35;12:10-12:50
4 <sup>th</sup> Period 12:45-1:25	Lunch 12:10-12:40	Lunch 11:35-12:05
5 <sup>th</sup> Period 1:25-2:05	5 <sup>th</sup> Period 12:45-2:05	5 <sup>th</sup> Period 12:50-2:05
Advisory/B.I.P. 2:05-2:40	Advisory/B.I.P. 2:05-2:40	Advisory/B.I.P. 2:05-2:40

Breakfast is served at 7:40

Bus students will be released at 2:35.

## **TITLE I**

East Alton Middle School is designated as a School-wide Title I School. Title I is a federally funded program designed to help students increase their level of success in reading.

Under the School-wide Program, all students at EAMS can be assisted in any areas of need. Reading teachers will be working with the regular education classroom teachers to aid students in increasing their reading level of achievement. Federal funding supports reading teacher salaries, supplies and materials for the classroom, technology and professional development for our teachers. (Steven's Amendment)

As we strive to give student the best possible education possible, we feel that this can be best accomplished when parents and schools work together. Even though many of you are already involved in activities to help your children be successful students the following suggestions are offered:

1. Show interest in your child's homework.
2. Express approval for efforts and accomplishments.
3. Visit the school often and get acquainted with his/her teachers.
4. Learn the expectations for your child's grade level.
5. Study and discuss the attached compact with your child.
6. Provide your student with a quiet place to study.
7. Encourage reading of quality literature at home. READ WITH YOUR CHILD DAILY!

## **EAST ALTON MIDDLE SCHOOL TITLE I SCHOOLWIDE-PARENT COMPACT**

The East Alton Middle School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

### School Responsibilities

*The East Alton Middle School will:*

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

*The principal will:*

- Provide a safe and supportive learning environment
- Provide an environment that allows for a positive atmosphere between teacher, parent and student
- Encourages teachers to regularly provide homework assignments that will reinforce classroom instruction

*The teachers will:*

- Provide core subject, researched based curriculum that is aligned to the Illinois State Learning Standards, Performance Descriptors and Illinois Assessment Frameworks.
- Provide innovative instruction in a variety of learning styles

- Provide homework that supplements daily concepts
- Provide necessary assistance to parents so that they can help with daily assignments

Title I funds provide push-in/pull out remedial services in reading for all 6-8 students. Screening, progress monitoring and outcome measure assessments will be utilized to provide flexible groups for instruction.

2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, these conferences will be held:

- Fall Conferences - November with flexible morning, afternoon and evening times
- Spring Conferences - April with flexible morning, afternoon and evening times
- On-Going Conferences - Feel free to contact your child's teacher regarding academic progress

3. Provide parents with frequent reports on their children's progress.

- Mid-Term Progress Reports
- Quarterly Report Cards
- Standardized Test Results such as Illinois Standards Achievement Test will be disseminated yearly
- During fall and spring Parent Teacher Conferences, leveled reading assessments will be discussed with parents

4. Provide parents reasonable access to staff.

- Additional Parent Teacher Conferences should be scheduled during teacher's planning period. Please call for an appointment.
- District voice-mail system allows access to teachers daily. Phone extensions will be placed in East Alton Middle School handbook.
- District and School Website allows access to teacher's e-mail.
- District Website will provide access to monthly calendar, newsletter, and lunch menu. In addition, annual school report cards and School Improvement plans are available.
- Homework and assignment notebooks allow daily journaling between teacher and parent.

5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities, as follows:

- Scheduled classroom visits
- Monthly Parent Advisory Board Meetings
- Fall Meet the Teacher Night
- Field Trips
- Fundraisers
- Extra Curricular Activities
- Young Author's Program
- Reading in the Classroom

#### Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

Parents will support their children's learning, such as:

- Monitor attendance.
- Provide supplies necessary for learning
- Attend Meet the Teacher Night, Title I Open House, and Parent Teacher Conferences to bridge the gap between home and school.
- Ensure that homework is completed.
- Provide reading materials at home and read with their child

- Establish a time line and space for homework
- Provide a library card and visit the local library
- Monitor the amount of television children watch.
- Volunteering in child's classroom.
- Participate, as appropriate, in decisions relating to my child's education.
- Promote positive use of my child's extracurricular time.
- Stay informed about my child's education and communicate with the school by promptly reading all notices from the school or the school district either received by my child or by mail and respond, as appropriate.
- Serve, to the extent possible, on policy advisory groups, such as being the Title I, Part a parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District-wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

### Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

- Attend school regularly
- Come to school ready to learn with appropriate supplies
- Do my homework every day and ask for help when I need it.
- Read at least 30 minutes every day outside of school time.
- Share my homework folder with parents
- Follow all school rules
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

If you have questions, please feel free to contact your district Title I Director, Jill Miller, at 618/433-2199.

### **TRANSPORTATION REIMBURSEMENT**

Parent(s) or legal guardians, who must provide transportation to and from school **because free transportation is not available for their children,** may be eligible to receive money from the state to help offset some of the cost, for example, bus fares, or mileage reimbursement for private automobiles. Transportation reimbursement forms will be sent home in the spring newsletter.

**East Alton Middle School PBIS**  
Behavior Matrix

<b><u>Expectations</u></b>	<b>Hallways</b>	<b>Bathroom</b>	<b>Arrival and Dismissal Areas</b>	<b>Cafeteria</b>	<b>Classroom</b>	<b>Assemblies</b>	<b>Field Trips</b>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>* use appropriate language</li> <li>* keep hands and feet to yourself</li> <li>* close locker quietly</li> <li>* keep middle of hallway clear</li> </ul>	<ul style="list-style-type: none"> <li>* be in your own space</li> <li>* leave it as clean as you found it</li> <li>* respect privacy</li> </ul>	<ul style="list-style-type: none"> <li>* speak appropriately</li> <li>* follow directions of staff</li> </ul>	<ul style="list-style-type: none"> <li>* handle food and drink appropriately</li> <li>* use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>* use materials appropriately</li> <li>* respect teachers and classmates</li> <li>* use appropriate language</li> <li>* speak with a purpose</li> </ul>	<ul style="list-style-type: none"> <li>* sit in your own space</li> <li>* focus and actively listen to speaker</li> </ul>	<ul style="list-style-type: none"> <li>* follow directions of adults</li> <li>* use appropriate language</li> <li>* be polite</li> <li>* pick up your trash</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>* keep hallways and locker clean</li> <li>* keep your belongings with you</li> </ul>	<ul style="list-style-type: none"> <li>* use facility appropriately</li> <li>* report inappropriate behavior</li> </ul>	<ul style="list-style-type: none"> <li>* be in designated areas</li> <li>* keep areas clean</li> </ul>	<ul style="list-style-type: none"> <li>* follow directions of all cafeteria staff</li> <li>* keep your area clean</li> </ul>	<ul style="list-style-type: none"> <li>* arrive on time</li> <li>* have materials</li> <li>* do your best</li> <li>* engage in learning</li> </ul>	<ul style="list-style-type: none"> <li>* participate</li> <li>* follow directions of staff</li> </ul>	<ul style="list-style-type: none"> <li>* actively participate in educational opportunities</li> <li>* be aware of others and your surroundings</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>* walk on the right side</li> <li>* walk slowly</li> <li>* keep entrances clear</li> </ul>	<ul style="list-style-type: none"> <li>* wash hands</li> <li>* dry hands appropriately</li> </ul>	<ul style="list-style-type: none"> <li>* keep feet on grass or sidewalk</li> <li>* keep hands, feet and objects to yourself</li> <li>* use crosswalk</li> <li>* keep entrances clear</li> </ul>	<ul style="list-style-type: none"> <li>* walk</li> <li>* sit in chair properly</li> <li>* report any spills immediately</li> </ul>	<ul style="list-style-type: none"> <li>* keep walking areas clear</li> <li>* keep chair legs on the floor</li> <li>* keep hands, feet and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>* walk on stairs only</li> <li>* wait patiently to enter and exit</li> </ul>	<ul style="list-style-type: none"> <li>* follow safety rules</li> <li>* follow all bus rules</li> <li>* stay with assigned group</li> </ul>

**Student Handbook Acknowledgement**

I have received a copy of the Student/Parent Handbook. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practicable.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date