

**East Alton Middle School  
2017 - 2018  
Parent-Student Handbook**

***“Every Child, Every Day!”***



**East Alton Middle School  
1000 Third Street  
East Alton, IL 62024  
Mrs. Kelli Decker, Principal**

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**  
**Peace, Passion, and Positivity... Let the journey begin!**

**Principal – Mrs. Kelli Decker**  
**433-2200**

**Secretary – Mrs. Linda Kuehnel**  
**433-2201**

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

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

Sharma Higgins (2241)  
 Mary Knoche (2205)  
 Pete Kleemann (2208)  
 Tracy Bentley (2240)

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

Kim Collins (2235)  
 Madison Jacobi (2239)  
 Jeff Spihlman (2234)  
 Karen Caires (2236)

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

Eric Hensley  
 Jan Timmins (2237)  
 Tyler Sims (2207)  
 Kacie Bamert (2278)

**6<sup>th</sup> – 8<sup>th</sup> Cross-Categorical Teachers**

Michele Buller (2224)  
 Daniel Podwoski (2282)  
 Brandi Hausman (2219)

**PE Teachers**

Randy Beckman (2177)  
 (2283)  
 Christa Lee (2269)

**Band and Music**

Lee Dick (2252)  
 Jennifer King (2166 or 2254)

**BMR**

Mike Eddy

**School Nurse**

Emily Bunyard (2145 or 2245)

**District Psychologist**

Jennifer Genzert (2153)  
 Amy Lazeroff (2153)

**Special Education Director**

Emily Warnecke (2115)

**Curriculum & Instruction Director**

Alyssa Smith (2103)

## TABLE OF CONTENTS

ATTENDANCE

ACCEPTABLE ATTIRE

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

ACTIVITIES

ANIMALS ON SCHOOL PROPERTY

ASSESSMENTS

ATHLETICS

BICYCLE RULES

BUILDING (USE OF BUILDING)

BULLET FIGHT SONG

Fight, fight for EA, EA

BULLYING/HARASSMENT (Aggressive Behavior)

BUS CONDUCT

CAREER EDUCATION GRANT

CHEERLEADING

CHILDREN'S PRIVACY ACT/PARENT EMPOWERMENT ACT

CLASSROOM RULES

COMMUNICABLE DISEASE/CHRONIC INFECTIOUS DISEASE

CURRICULUM CONTENT

DISCIPLINE

EAMS EXTRA CURRICULAR ATHLETIC CODE OF CONDUCT

EAST ALTON DISTRICT #13 DIGITAL CONVERSION

EDUCATION OF CHILDREN WITH DISABILITIES

ELECTRONIC DEVICE (STUDENT USE)

EMERGENCY PROCEDURES

EQUAL EDUCATIONAL OPPORTUNITIES

FIELD TRIPS

FINES, FEES AND CHARGES

FOOD SERVICES

GRADES/GRADING SCALE

GRADUATION

GUIDANCE AND COUNSELING

HALL & PE LOCKERS

HEALTH SERVICES

HOMEWORK

HIGH HONOR ROLL/HONOR ROLL

INTERNET USERS POLICY

CHILD INTERNET PROTECTION ACT

LUNCH

NO CHILD LEFT BEHIND - EVERY STUDENT SUCCEEDS ACT

PARENT-TEACHER CONFERENCES

PARENTAL INVOLVEMENT TITLE I

PARENT'S RIGHT TO KNOW: TEACHER QUALIFICATIONS

PERSONAL ITEMS

PESTICIDE APPLICATION NOTICE

PHYSICAL EDUCATION

PARENT VOLUNTEERS AND CHAPERONES

RECOVERY FOR DAMAGES

REPORT CARDS

SAFE AND DRUG FREE SCHOOLS PROGRAM/VIOLENCE PREVENTION PROGRAMS

SCHOOL VISITORS

SEX OFFENDER NOTIFICATION LAW

SEX EDUCATION COURSES

SEX EQUITY

SEXUAL HARASSMENT

SEXUAL HARASSMENT AND TEEN DATING POLICY

SIGN IN/SIGN OUT BOOK

SNOW DAYS

STUDENT MEDICATION

STUDENT INSURANCE

STUDENT RESPONSIBILITIES

STUDENT RECORDS

STUDENT SEARCH AND SEIZURE POLICY

STUDENT SERVICES/STUDENT SURVEY

SUICIDE & DEPRESSION AWARENESS AND PREVENTION

TARDINESS

TELEPHONE

TEXTBOOKS

STUDENT SCHEDULE

TITLE I

SEX EDUCATION INSTRUCTION

TRANSPORTATION REIMBURSEMENT

## **ATTENDANCE**

Illinois law 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 in the district in which he or she resides, during the entire time school is in session.

Unless a student has already graduated from high school, compulsory attendance ages are students between the ages of 6 (on or before September 1) and 17 years.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a homeschool) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

### **Truancy**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 175 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

1. Referral to the truancy officer
2. Reporting to officials under the Juvenile Court Act
3. Referral to the State's Attorney
4. Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Students wishing to participate in graduation, must meet minimum attendance requirements which may include: 1) not having an excessive amount of absences (as determined by principal); 2) not be in violation of truancy requirements.

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

In the event of any absence, the student's parent or guardian is required to call the building office before 8:00 a.m. to

explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

### **Student Absence**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, attending a military honors funeral to sound TAPS, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the building office before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

### **Make Up Work**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school may not be allowed to make up missed work.

### **ACCEPTABLE ATTIRE**

1. Students are expected to wear clothes and jewelry that do not distract from the serious business of learning.
2. Clothing and jewelry must not be unsafe, indecent, or inappropriate.
  - a. Examples of prohibited clothing and jewelry include but not limited to:
    - i. **Shorts-** Short-shorts, spandex shorts, pants and shorts with holes above the knee, tube tops, bare back, half-shirts, sleeveless shirts, house slippers, pajama pants, leggings worn as pants, and baggy clothes or any clothing that exposes undergarments. Shorts and skirts may be no shorter than the tips of the middle finger when arms are fully extended at the student's side.
    - ii. **Pants** - All pants and shorts must be worn around the waist not hips, no undergarment should be visible.
    - iii. **Shirts-** All shirts must be long enough to tuck in and "bellies" shall not be exposed at any time.
    - iv. Any clothing or jewelry advertising or related to drugs, alcohol, tobacco products, gangs, and violence.
    - v. **Shoes** – Tennis shoes are the preferable school footwear. No high heels (Over 1 ½ inch shoes are not allowed.) Sandals must have heel or ankle straps. When choosing footwear please keep in mind recess and P.E. activities. **No heeilies (wheels). Students will be required to wear sport shoes to participate in PE**
    - vi. **Jewelry-** Any jewelry or piercing that endangers the student, other students, or deemed unsafe will be asked to be removed. This shall include, but not be limited to, wallet chains, pins/needles used as a fashion accessory, and spiked bracelets and neck chains. **Inappropriate jewelry will be confiscated and held by the building principal or will be discarded.**

- vii. **Hair**-Hairstyles deemed distracting to student learning are also not allowed.
  - viii. **Hats** – Hats should be taken off immediately as students enter the building. No hats are allowed inside unless a designated hat day is announced. (No bandanas)
3. If a student arrives at school and administration determines that any part of their attire is inappropriate or distracts from learning, the student will be given the opportunity to call home for a change of clothes. If no one can be reached, the student will be given clean clothes to borrow from the school.
  4. The school district or its designee is not required to return any inappropriate item or items that are confiscated.

## **ACCOMMODATING 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, Bulleeteer Newspaper, Cheerleading, Chorus, Cross Country, National Junior Honor Society, Science Club, Spirit Club, Student Council, TV Station, Track and Volleyball.

JFL Football/Cheerleading is offered through the community as a club sport.

## **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.

## **ARRIVAL AND DEPARTURE TIME**

Students may enter the building starting at 7:55 A.M.  
 Student Start Time - 8:20A.M.  
 Tardy Bell - 8:30 A.M.  
 Student Dismissal – 3:05 P.M.

Upon arrival, your child should go to the EAMS gym or EAMS cafeteria for breakfast.

## **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:

1. STAR Reading and Math Assessment (Quarterly Benchmarks)

2. Fontas & Pinell (Fall/Spring Benchmarks)
3. Partnership for Assessment of Readiness for College and Careers (PARCC)

As a part of the requirements for the 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 Illinois Common Core College and Career Readiness Learning Standards. 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.

### **Standardized Testing**

Students and parents/guardians should be aware that students in grades K-8 will take standardized tests to monitor student growth. 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;
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' cross country, 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 extracurricular code of conduct. **Students are required to have physical and paperwork on file in the building office prior to participation.**

### **Student Athlete Concussion & Head Injuries**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

## **BICYCLE RULES**

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

1. Obey all rules of the road.
2. Keep bike in safe condition.
3. Walk bike on and off school grounds.
4. 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!

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

The Illinois State Board of Education has mandated that every school in Illinois have a **Bullying Policy**.

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 school psychologist 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.

### **Stay Safe – Speak Up Bullying Reporting System**

East Alton Middle School also provides a Bullying Reporting web based software for students called **Stay Safe – Speak Up Training** will be provided for all students at the beginning of each school year.

### **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 district psychologist is available to discuss such behaviors and consequences with any students at any time.

### **Prevention of and Response to Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services,

activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

### **Complaint Managers**

Alyssa Smith, 618/433-2103, [asmith@easd13.org](mailto:asmith@easd13.org)

Kelli Decker, 618/433-2201, [kdecker@easds13.org](mailto:kdecker@easds13.org)

Matt Stimac, 618/433-2199, [mstimac@easd13.org](mailto:mstimac@easd13.org)

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

## **BUS CONDUCT**

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat or injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

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. A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

### **Bus Transportation**

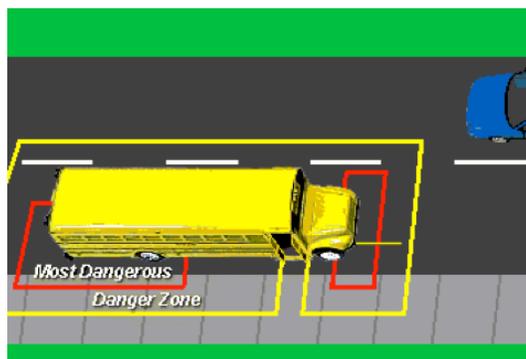
The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is

to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

## Bus Safety

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks, and other items, are shortened or removed to lessen the likelihood of them getting caught in the bus doors, railings, or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. The last row of seats, in the rear of the bus, are not to be occupied by students or chaperones.
6. When sitting in seats, boys will sit with boys and girls will sit with girls.
7. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods, iPads, smart-phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
8. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
9. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times. Do not open the window without the driver's permission.
10. Athletic footwear equipped with cleats or spikes are not allowed to be worn on the bus.
11. Parents/Guardians will be liable for any defacing or damage students do to the bus.
12. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
13. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
14. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
15. Never run back to the bus, even if you dropped or forgot something.



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 extracurricular 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**

#### **12 EAMS Expectations**

1. I will **respect** other people's personal space and all objects.
2. I will use my iPad **appropriately** and as directed.
3. I will be **prepared** for all my classes.
4. I will **stand up to bullying** and not participate in or encourage bullying behavior.
5. I will use **respectful language** to adults and my peers.
6. I will only have **appropriate school objects** in my possession.
7. I will **behave appropriately** in the hallway.
8. I will be **engaged** in the lessons and activities in class.
9. I will use and encourage **mature alternative strategies** during a disagreement or argument.
10. I **will be** where I am suppose to be.
11. I will **dress** appropriately for school.
12. I will treat everyone **respectfully** and avoid making threats.

The PBIS Matrix is also utilized to help guide students in making appropriate choices. These are based on the premises of

1. Be respectful
2. Be responsible
3. Be safe

### **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.

### **CONCERNS**

Please contact the classroom teacher when concerns arise. If a satisfactory solution cannot be reached and the principal was not present, then the matter will be brought to the principal by the parties concerned. Please call to schedule a conference with your child's teacher.

## 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 Mrs. Alyssa Smith, Curriculum and Instruction Director, at 433-2103.

## DISCIPLINE

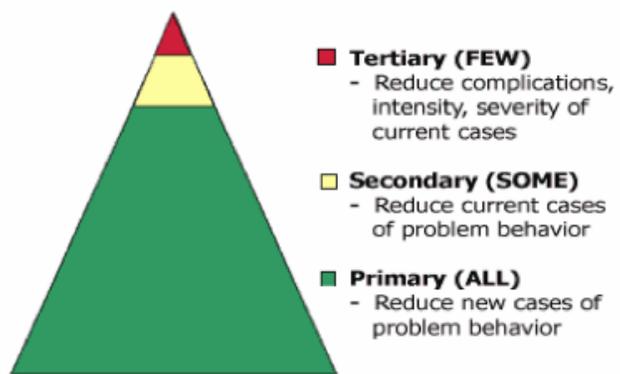
Teachers and other certified educational employees shall maintain discipline in the school buildings and on the school grounds. (Article 24-24 Illinois School Code).

All teachers are responsible for their classroom discipline and will develop discipline and behavior management techniques that create an orderly climate in their classroom, but also in the total school environment.

### **PBIS (District Wide Program):**

PBIS (Positive Behavior Intervention Supports) is a program supported by Illinois State Board of Education to promote and maximize academic achievement and positive behavior. 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 district-wide behavior intervention management system. All students in East Alton School District 13 fall within the three Tiers of PBIS:

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



#### *Tier 1: 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 2: 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 3: 5% of Students*

Persistent interruptions to the class, high frequency of office referrals, suspensions/ disciplinary action taken at the 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 at the Classroom Level**

1. Positive reinforcement
2. Quick response to and management of the behavior
3. Redirection
4. Modeling of positive behaviors
5. Positive behavior support plan/IEP level behavior management plan
6. Contract system/token economy/sticker chart - working towards a positive reward
7. Modification of instruction/classroom setting
8. Administrator/social worker intervention

Students at Tier 1 and 2 generally are able to reshape their behavior through the use of these interventions. When a student appears to be approaching Tier 3, more intensive interventions are necessary. The following interventions are commonly used at Tier 3:

1. Behavior support plan
2. Self monitoring/Self management card
3. Referral to problem solving 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 problem solving 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

**Prohibited Student Conduct**

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Infractions of PBIS Matrix
2. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
3. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
4. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).

- b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. 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. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; 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, controlled substance or other substance that is prohibited by this policy.
  - g. 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.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
  - i. 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.
5. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
  6. Using or possessing an electronic paging device.
  7. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), school issued iPad, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and 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 telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight 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); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
  8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
  9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop or submit to a search.
  10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
  11. Engaging in 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 using a school computer or a school computer network or other comparable conduct.

12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
13. Engaging in teen dating violence.
14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
17. Being absent without a recognized excuse.
18. Being involved with any public school fraternity, sorority, or secret society.
19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
21. 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.
22. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
23. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

### **When and Where Conduct Rules Apply**

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 anytime;
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**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians
2. Disciplinary conference
3. Withholding of privileges
4. Temporary removal from the classroom
5. Return of property or restitution for lost, stolen or damaged property
6. In-school suspension
7. Community service
8. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules
9. Suspension of bus riding privileges
10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
11. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

### **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.

### **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.

### **Weapons Prohibition**

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 expelled for a period of not less than one year but not more than 2 calendar years: (1) A firearm, meaning 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 billy 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 and Gang Activity Prohibited**

"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 nonverbal 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.

### **Re-engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

### **Prevention of and Response to Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or

used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

**Complaint Managers:**

Alyssa Smith, 618/433-2103, [asmith@easd13.org](mailto:asmith@easd13.org)  
 Kelli Decker, 618/433-2201, [kdecker@easd13.org](mailto:kdecker@easd13.org)  
 Matt Stimac, 618/433-2199, [mstimac@easd13.org](mailto:mstimac@easd13.org)

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

**Discipline of Children with Disabilities**

Please see district handbook.

**EAMS EXTRA CURRICULAR ATHLETIC CODE OF CONDUCT**

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities. Refer to District Handbook for detailed explanation of the code and due process procedures.

**Requirements for Participation in Athletic Activities**

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.

4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy.
- 6.. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

### **Academic Eligibility**

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular and athletic activities, a student must maintain passing grades in all classes. Any student failing to meet academic requirements will be suspended from the sport or activity for 7 calendar days or until all academic requirements are met, whichever is longer.

### **Absence from School on Day of Extracurricular or Athletic Activity**

A student who is absent from school after 11:35 a.m. is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved, in writing, by the principal. Exceptions may be made by the designated teacher, sponsor or coach for: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school, in-school and/or out of school suspension, is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the EAMS principal or designated teacher, sponsor or coach.

### **Travel**

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

### **Code of Conduct**

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

**The student shall not:**

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

**Hazing and Bullying**

*Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

**Due Process Procedures**

Refer to the District Handbook for due process procedures.

All students remain subject to the School District's student discipline policy and the school's student/parent handbook.

### **Illinois Elementary School Association**

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

Copies of all School District policies on student behavior are available online through the School District's website.

### **EAST ALTON DISTRICT #13 DIGITAL CONVERSION**

We are very proud of our efforts to promote cutting edge learning in our district! East Alton District 13 students utilize iPads as their learning tool and CANVAS as their learning management system. We are a 1:1 district in all grades. In an effort to promote the home-to-school connection, students in grades 3-8 are allowed to take home their device. It is imperative that students take good care of their learning device and bring their iPad to school each day charged and ready for learning. Parents/Guardians are financially responsible for the care of the iPad. (See Fees for technology repair and replacement costs.)

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

Please see district handbook.

### **ELECTRONIC DEVICE (STUDENT USE)**

The use of electronic devices and other technology at school is a privilege, not a right. During instructional time, which includes class periods and passing periods, electronic devices must be kept powered off and out of sight unless: (a) permission is granted by an administrator, teacher, or school staff member; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices before and after school, or at the discretion of the building principal.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following:

1. Using the device to take photographs in locker rooms or bathrooms
2. Cheating
3. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e, sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. The device will be confiscated, and a major referral assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. The device will be confiscated, and a major referral assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day

period, the student will be prohibited from bringing the device to school for the remainder of the school year. The students will also face consequences for insubordination.

4. The device will be confiscated, and a major referral assigned. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### **Access to Student Social Networking Passwords and Websites**

If a student has an account on a *social networking website*, e.g., Facebook, Instagram, Twitter, ask.fm, etc., please be aware that State law requires school authorities to notify you that your child may be asked to provide his or her password for these accounts to school officials in certain circumstances. *Social networking website* means an Internet-based service that allows students to:

1. Construct a public or semi-public profile within a bounded system created by the service
2. Create a list of other users with whom they share a connection within the system
3. View and navigate their lists of connections and those made by others within the system

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

Please contact the building principal if you have any questions.

## **EMERGENCY PROCEDURES**

The school conducts four types of emergency drills: Fire Drills, Disaster Drills, Intruder 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.

**Intruder Drills** - In conjunction with the East Alton Police Department and the Madison County Sheriff's Department, our students will be trained on current best practices for procedures during a possible school intruder. All three building in the district will work together to ensure the safety of all EASD 13 students and staff.

**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.

## **FIELD TRIPS**

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

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

1. Failure to receive appropriate permission from parent/guardian or teacher;
2. Failure to complete appropriate coursework;
3. Behavioral or safety concerns;
4. Denial of permission from administration;
5. Other reasons as determined by the school.

No younger children (siblings) or friends from other schools are allowed to ride the bus for field trips.

If you choose to drive your children to a field trip, you are entirely responsible for the supervision of your child only and are not allowed to chaperone other children. The child will be counted absent from school on the day of the field trip.

A field trip day is a regular school day. 2:00 P.M. following a field trip will be considered an unexcused absence.

If your child rides the bus to the field trip, and a parent wishes to pick the child up early and transport the child home, a written notice must be given to the teacher and principal prior to the field trip. \*Parents must sign the student out on the classroom sign out sheet.

## **FINES, FEES AND CHARGES**

### **Waiver of Student Fees**

Each school establishes fees and charges to fund certain school 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. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration when one or more of the following factors are present:

1. An illness in the family;
2. Unusual expenses such as fire, flood, storm damage, etc.;
3. Seasonal employment;
4. Emergency situations; or
5. When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the building principal will notify the parent/guardian if the fee waiver 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 618/433-2199 (Eastwood Elementary School) or 618/433-2201 (East Alton Middle School).

**Technology Charges for Damaged/Lost iPads**

Fees will be charged for damaged or lost items.

Charging Cord	\$8
Plug In	\$19
Broken Screen	\$90
Headphone Jack Repair	\$90
iPad Case	\$33
Case Stand	\$3

iPads will remain at school until repair/replacement fees are paid. You can make arrangements with the building office of a payment plan. \$10 a week will allow your student to take the iPad home during the week, but keep iPad at school on the weekends.

**FOOD SERVICES**

The school breakfast and lunch programs are considered integral parts of the total education program. Every effort is made by staff to provide attractive, wholesome, well-balanced meals as mandated by the Healthy Hunger and Kids Act. Research has proven a direct correlation between nutrition and learning ability. By considering these programs as a part of the educational program, it is hoped that the pupils will develop a better understanding about food and its contribution to health and well-being. To foster this goal, special events such as health fairs and nutrition units are featured. The ideas of thankfulness and table manners are some of the social skills taught. Teachers are responsible for integrating these and other phases of the program into classroom activities.

**Community Eligibility Option**

East Alton District 13 is currently implementing an option available to schools participating in the National School Lunch and School Breakfast Programs called CEO.

*What does this mean?*

All enrolled students are eligible to receive a healthy breakfast and lunch at school at NO CHARGE to your household each day. Questions - Please call Debbie Patterson at 618/433-2051.

Parents/Guardians will be asked to complete a Household Income Form to determine eligibility for state and federal grants during the registration process.

**GRADES/GRADING SCALE**

The school grading scale is:

A+	98-100	C+	78-79
A	93-97	C	73-77

A-	90-92	C-	70-72
B+	88-89	D+	68-69
B	83-87	D	63-67
B-	80-82	D-	60-62
	F		0 - 59

Parents/Guardians have real time access to their student's current grades and assignments in Canvas. Creating a parent account allows you to monitor student grades, work and communicate with teachers. If you need help setting this up, contact Kelli Decker, building principal at 618/433-2201.

## **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. 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 \$19. 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 & Promotion Requirements**

#### ***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 4 of the 5 cores subjects of math, science, social studies, writing 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 suspensions. (11 or more days of O.S.S. or excessive A.E.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 5% of the school year. If a student has been absent without excuse for more than 5% 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 psychologist 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. Locks are to remain on lockers and locked at **all** times. **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 student's responsibility to be accountable for all property in their possession or in their lockers at all times.

### HEALTH SERVICES

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

### 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:*

1. All A's
2. All A's and 1 B

*Honor Roll:*

1. Student must have only A's and B's.
2. The student may have (1) C if they have all other A's.

### INTERNET USERS POLICY CHILD INTERNET PROTECTION ACT

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovations, and communication. These rules do not attempt to state all requirements or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

#### **Unacceptable Use**

The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violations of copyright or other contracts, or transmitting any material in violation of any State or Federal law.
2. Unauthorized downloading of software, content, apps, etc.
3. Downloading copyrighted material for other than personal use.
4. Using the network for private financial or commercial gain.
5. Wastefully using resources, such as file space.
6. Hacking or gaining unauthorized access to files, resources, or entities.
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph.
8. Using another user's account or password.
9. Posting material authored or created by another without his/her consent.
10. Posting anonymous messages.
11. Using the network for commercial or private advertising.
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
13. Using the network while access privileges are suspended or revoked.

### **Network Etiquette**

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

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

### **No Warranties**

The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

### **Indemnification**

The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

### **Security**

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

## **Vandalism**

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

## **Copyright Web Publishing Rules**

Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
4. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

## **Use of Electronic Mail**

The email system is owned and controlled by the school and district. Email is provided to aid students in fulfilling their duties and responsibilities, and as an educational tool.

1. The school and district reserve the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the electronic mail system constitutes consent to these regulations.

## **Non-School-Sponsored Publications/Websites**

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities.
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright.

3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language.
4. Is primarily intended for the immediate solicitation of funds.
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

### **Access to Student Social Networking Passwords and Websites**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the East Alton District 13 staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the East Alton District 13 Technology Coordinator. The classroom teachers or designated representatives will provide age-appropriate training for students who use the East Alton District 13 Internet facilities. The training provided will be designed to promote the East Alton District 13 commitment to:

1. The standards and acceptable use of Internet services as set forth in the East Alton District 13 Internet Safety Policy.
2. Students safety with regards to
  - a. Safety on the internet
  - b. Appropriate behavior while on online, social networking Web sites, and in chat rooms
  - c. Cyberbullying awareness and response
3. Compliance with the E-rate requirements of the Children's Internet Protection Act (CIPA).

### **Student Use of Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. During instructional time, which includes class periods and passing periods, electronic devices must be kept powered off and out of sight unless: (a) permission is granted by an administrator, teacher, or school staff member; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices before and after school, or at the discretion of the building principal.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following:

1. Using the device to take photographs in locker rooms or bathrooms
2. Cheating
3. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e, sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. The device will be confiscated, and a major referral assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. The device will be confiscated, and a major referral assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The students will also face consequences for insubordination.
4. The device will be confiscated, and a major referral assigned. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## **Adoption**

This Internet Safety Policy was adopted by the East Alton School District 13 Board of Education at a public meeting, following normal public notice, on June 19, 2012.

## **LUNCH**

### **Food Service Payment Account System**

Our food service payment account system allows EAMS parents to deposit snack money into their student's account. As the child eats snacks, the amount due is deducted from his/her food account. The cashier will tell the child when the account is low enough to need additional payment. Parents may deposit into the lunch account by cash or check. There will be a \$25 charge for returned checks. Parents may also deposit money by credit card through My School Bucks system used for registration.

### **LUNCHROOM BEHAVIOR**

Student behavior in the cafeteria should be based on courtesy and cleanliness. Students are to go through the cafeteria line and select their choice of food. Students are to remain in the cafeteria until they have finished eating and are dismissed by the monitor.

General student reminders:

1. Will not leave the cafeteria before dismissal by monitor or designated person.

2. Will not take food or drink outside of the cafeteria.
3. Will take bathroom breaks before entering the cafeteria or after the bell to return to class.
4. Will not cut in line and/or saving a place for another student.
5. Students are not permitted to leave school grounds during lunch unless signed out by a parent/guardian.

### **NO CHILD LEFT BEHIND - EVERY STUDENT SUCCEEDS ACT**

NCLB was signed into law January 8, 2002. The latest revision of the 1965 of the Elementary and Secondary Education Act, ESSA, has replaced NCLB and will be implemented in 2017-2018. The No Child Left Behind Law/ESSA mandates notification to parents of our school and district's performance on the statewide assessments. East Alton District # 13 School Report Cards are available for review at [www.easd13.org](http://www.easd13.org) or at the elementary or central office. Please see East Alton District #13 Handbook for use of Title I and Title II funds.

### **PARENT-TEACHER CONFERENCES**

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 call the school office at 618/433-2201 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:

1. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. 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;
3. 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
4. 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 Alyssa Smith, Curriculum and Instruction CDirector 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 Alyssa Smith, Curriculum and Instruction Director at 618/433-2103.

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.

### **PARENT'S RIGHT TO KNOW: TEACHER QUALIFICATIONS**

Parents/Guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived.
3. Whether the teacher is teaching in a field of discipline of the teacher's certification.
4. Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

### **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 call the building principal.

## **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 medical excuses, dressing procedures (if student chooses to change for class), discipline, grading, etc. Students who choose to be unprepared (not having proper attire to participate, 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.

### **Exemption for Physical Education**

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's IEP.

## **PARENT VOLUNTEERS AND CHAPERONES**

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 618/433-2201. You will need to come in, or have your student bring home, and complete a volunteer check form. This only needs to be completed once per school year. This form must be in the school office and verified by the building principal or designated person, three days prior to volunteering or chaperoning. The building principal will contact anyone that completes a form, but does not qualify as a parent volunteer or chaperone.

## **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 at the end of the semesters. Quarterly grades can be viewed in Lumens Parent Portal, one week after the end of the quarter. Real time grades may be viewed at any time in Canvas.

## **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:

PBIS – Chestnut Health Services, D.A.R.E Program, Madison County Health Department Intervention programs such as Learning to Care, Probation Department, Community And School Alliance Team (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. 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/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 EDUCATION COURSES**

Please see East Alton District #13 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).

## **SEXUAL HARASSMENT AND TEEN DATING POLICY**

### **Sexual Harassment**

Sexual harassment is prohibited by Board of Education policy (5.20 and 7.20). Any student, adult or employee who observes any act or believes they have been subject to acts of sexual harassment should report it immediately to their supervisor or any individual listed on board policies.

A person is considered to be engaging in sexual harassment whenever he/she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, or a sexual or sex-based nature, imposed on the basis of sex that:

1. Denies or limits the provision of educational aid, benefit, services, or treatment; or that makes such conduct a condition of a student's academic status.
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment
  - b. Creating an intimidating, hostile, or offensive educational environment
  - c. Depriving a student of educational aid, benefits, services, or treatment
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **Teen Dating Violence**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### **Making a Complaint and Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, or complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator: Alyssa Smith [asmith@easd13.org](mailto:asmith@easd13.org) 618/433-2103

Complaint Manager: Kelli Decker [kdecker@easd13.org](mailto:kdecker@easd13.org) 618/433/2201

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

## **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 618/433-2280 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 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 "School Medication 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.

#### *Self-Administration of Medication:*

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization 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.

#### **Medication 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 *Medical Administration/Self Administration Consent Form*.

1. An approved *Medication Administration/Self Administration Consent Form* must be completed by both the parent/guardian and the physician. The consent expires at the end of each school year or end of summer school.
2. A responsible adult must bring the medication to school in the original package or appropriately labeled container.

3. The parent/guardian or responsible adult will be responsible at the end of the treatment regime for removing from 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.

### **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. This policy refers to both nonprescription and prescription drugs.

Medication is defined as:

1. Prescription medication means any medication prescribed by a licensed physician or dentist.
2. Non-prescription medication means any medication that can be obtained over-the-counter.
3. School nurse means any person employed by the Board who is licensed in Illinois as a professional nurse, pursuant to the Illinois Nursing Act, Ill. 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.

### **Sickness at School**

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**

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. **Entering the sixth** and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student’s grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### **Dental Examination**

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provide eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

### **Physicals**

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** extracurricular 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 before the student may begin participating.

### **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 Itinerant 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:

1. 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.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. 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.

### Guidelines for Medication Administration

“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. This policy refers to both nonprescription and prescription drugs.

1. An approved *Medication Administration/Self Administration Consent Form*
  - a. 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.
2. A responsible adult must bring the medication to school in the original package or appropriately labeled container.
  - a. Prescription drug must contain student's name
3. Medication/Prescription
  - a. Medication name and dosage
  - b. Administration route and/or other directions
  - c. Date and refill
  - d. Licensed prescriber's name
  - e. Pharmacy name, address and phone number
  - f. Name or initials of pharmacist
4. Medication/Nonprescription
  - a. Have manufacturer's original label
  - b. Have student's name affixed to container
5. A record shall be kept of all medication dispensed to students, specifying the time of dispensation, dosage and supervising personnel.
6. 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.
7. A new *Medication Administration/Self Administration Consent Form* must be presented to the school each school year.

### 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.

#### *Nits/Eggs:*

When authorized school health personnel identifies a student as having head lice in their hair, attempts will be made to contact the parent or send the student home with a note. Students **will not** be sent home or excluded from school if nits/eggs are found. However, parents are expected to monitor the presence of nits/eggs in the event that they do hatch and become live lice.

#### *Live Lice:*

If live lice are found, the parent will be contacted and students will be sent home. The student will be excluded from school until **the day after** the first pediculicide treatment.

### Check in Procedure

If live lice are found, the student may return to school only when 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 schedule 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 lice to obtain approval for readmission.* Upon this inspection, if one live louse is found, the student will be sent home to be treated again. This procedure will repeat itself until the student is inspected by school health personnel and found to be lice 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 classroom checks are needed.

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

It is the parent's responsibility to check your child for nits/lice and report any cases to the school.

### **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 online at [www.easd13.org](http://www.easd13.org)

### **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.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

### **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)

## **SUICIDE & DEPRESSION AWARENESS AND PREVENTION**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

## **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 8:20 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

Our digital conversion has greatly reduced the use of traditional textbooks. Occasionally, students will use a textbook or novel. 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 and \$10 for any lost novel before another one is assigned. Students will be charged \$10 for any damaged books.

## STUDENT SCHEDULE

Please see EAMS schedule on our district website at [www.easd13.org](http://www.easd13.org)

All students will be dismissed from school at 3:05 pm.

## 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 and math.

Under the School-wide Program, all students at EAMS can be assisted in any areas of need. Teachers will be working with students in increasing their reading and math level of achievement. Federal funding supports reading teacher salaries, instructional coaches, supplies and materials for the classroom, technology and technology coach, support staff, 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!

### **EAMS Title 1 School-Wide 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

1. The East Alton Middle School will:
  - a. 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
  - b. Hold parent teacher conferences during which this compact will be discussed as it relates to each individual child's achievement
    - i. Conferences will be held in the Fall and Spring
    - ii. Parents may request a conference at any point during the school year
  - c. Provide frequent reports on their child's progress
  - d. Real time access to grades on Canvas
    - i. Quarterly grades available in Lumens Parent Portal
    - ii. Semester report cards printed out
    - iii. Reading levels and testing achievements will be discussed at conferences
  - e. Provide parents/guardians reasonable access to staff
    - i. Additional Parent Teacher Conferences should be scheduled during teacher's planning period. Please call for an appointment.
    - ii. District voice-mail system allows access to teachers daily. Phone extensions will be placed in East Alton Middle School handbook.
    - iii. District and School Website allows access to teacher's e-mail.
    - iv. District Website will provide access to monthly calendar, newsletter, and lunch menu. In addition, annual school report cards and School Improvement plans are available.
    - v. Homework and assignment notebooks allow daily journaling between teacher and parent.
  - f. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities, as follows
    - i. Scheduled classroom visits
    - ii. Monthly Parent Advisory Board Meetings
    - iii. Fall Meet the Teacher Night
    - iv. Field Trips
    - v. Fundraisers
    - vi. Extra Curricular Activities
    - vii. Young Author's Program
    - viii. Reading in the Classroom
2. The East Alton Middle School Principal will:
  - a. Provide a safe and supportive learning environment
  - b. Provide an environment that allows for a positive atmosphere between teacher, parent and student
  - c. Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction
3. The East Alton Middle School Teacher will:
  - a. Provide core subject, researched based curriculum that is aligned to the Illinois State Learning Common Core State Standards, Performance Descriptors.
  - b. Provide innovative instruction in a variety of learning styles
  - c. Provide homework that supplements daily concepts
  - d. 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.

## Parent Responsibilities

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

1. Monitor attendance.
2. Provide supplies necessary for learning

3. Attend Meet the Teacher Night, Title I Open House, and Parent Teacher Conferences to bridge the gap between home and school.
4. Ensure that homework is completed.
5. Provide reading materials at home and read with their child
6. Establish a timeline and space for homework
7. Provide a library card and visit the local library
8. Monitor the amount of television children watch.
9. Volunteering in child's classroom.
10. Participate, as appropriate, in decisions relating to my child's education.
11. Promote positive use of my child's extracurricular time.
12. 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.
13. 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:

1. Attend school regularly
2. Come to school ready to learn with appropriate supplies
3. Do my homework every day and ask for help when I need it.
4. Read at least 30 minutes every day outside of school time.
5. Share my homework folder with parents
6. Follow all school rules
7. 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, Alyssa Smith, at 618/433-2103.

### **SEX EDUCATION INSTRUCTION**

State law requires that all sex education instruction must be age appropriate, evidence-based, and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 8, the prevention of AIDS. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. Please submit a written objection to the Curriculum Director, Alyssa Smith, 618/433-2103. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. All students will receive a written notification to parents in regards to any Growth and Development curriculum.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

## TRAFFIC

There are approximately 800 students between Eastwood Elementary and East Alton Middle School. Please adhere to the Pick Up, Drop Off and Parking Rules in Appendix C.

Any parent who endangers East Alton District #13 students by deliberately disobeying traffic rules will be reported to the police.

## 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.