

# Student Handbook

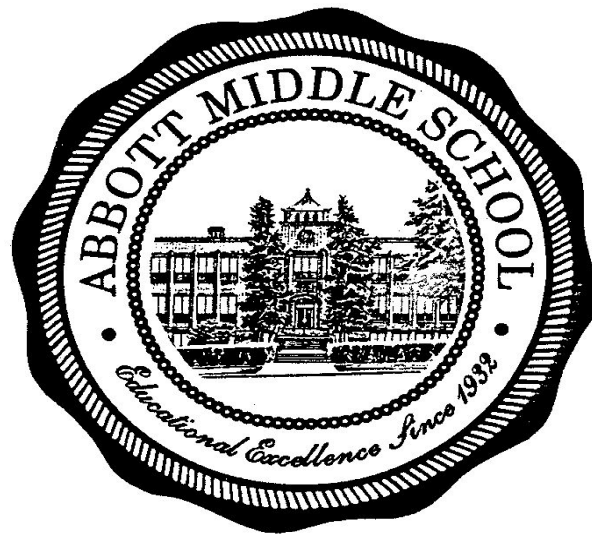
## Abbott Middle School

949 Van Street Elgin, IL 60123

**W**e welcome you to Abbott Middle School. Abbott has an excellent reputation in School District U-46 for having high expectations for all of our students and staff. We hope you will want to uphold and even improve Abbott's reputation. This handbook has been developed to assist you in becoming an effective member of our school. Adhering to these procedures is a reflection of your respect for your fellow students and Abbott. In it, we have tried to include those things that frequently cause students some anxiety. We have also tried to cover some of the procedures we follow at Abbott. Self-discipline, which implies responsibility for one's actions, is one of the ultimate goals of education. It is expected that high personal standards of courtesy, decency, morality and honesty shall be maintained. Respect for real and personal property and pride in one's work and achievements shall be expected of all students. The behavior of Abbott students should at all times reflect standards of good citizenship. It is our policy to encourage the highest standards of student behavior in school, at school activities, and in the community. Courtesy to visitors in the building, to teachers, substitute teachers and fellow students is the essence of our Abbott Middle School Student Code. We hope that your years at Abbott will be enjoyable and successful.

*Kathy Davis*

Kathy Davis  
Principal



### Abbott Middle School Mission Statement

*Abbott will provide each student the opportunity to grow physically, socially, emotionally, and academically through a wide range of educational experiences and curriculum offerings.*

# Abbott School Day Information

Daily Bell Schedule		Warrior Schedule	
1 <sup>st</sup>	9:00-9:45	1 <sup>st</sup>	9:00-9:41
2 <sup>nd</sup>	9:49-10:36	2 <sup>nd</sup>	9:45-10:28
3 <sup>rd</sup>	10:40-11:25	3 <sup>rd</sup>	10:32-11:13
4 <sup>th</sup>	11:29-12:14	4 <sup>th</sup>	11:17-11:58
5 <sup>th</sup>	12:18-1:03	5 <sup>th</sup>	12:02-12:43
6 <sup>th</sup>	1:07-1:52	6 <sup>th</sup>	12:47-1:28
7 <sup>th</sup>	1:56-2:41	7 <sup>th</sup>	1:32-2:13
8 <sup>th</sup>	2:45-3:30	8 <sup>th</sup>	2:17-2:58
			3:02-3:30

## Morning Procedures

*Staff parking lot and entrance are off limits to all students and parents for pick-up and drop-off.*

1. All students desiring to enter the building before 8:50 a.m. to see a teacher must be properly wearing their student ID around their neck, present a pass from a teacher, and use the front entrance.
2. Between 8:30–8:50 a.m. students may enter the building to go to the commons for breakfast. Students going to the commons are to use the flagpole entrance.
3. Doors open at 8:50 a.m. First period begins at 9:00 a.m.
4. Due to problems of safety and the difficulty of supervising students who arrive early, on cold and stormy days please plan to arrive on time.

## Afternoon Procedures

*Staff parking lot and entrance are off limits to all students and parents for pick-up and drop-off.*

1. Students are expected to be out of the building or report to their after school activity by 3:35 p.m. Students cannot return to their locker after 3:35 p.m. No student shall be in the building during non-school hours unless under direct supervision of a teacher or person authorized by the school administration.
2. Students should only exit from the flagpole and main doors by the office.
3. Once students leave the building, students are not allowed to re-enter.



# HERO Points

HERO is Abbott Middle Schools online system for tracking positive behavior points as well as tracking tardies to class.

Parents and students can access HERO online at: <https://access.heropowered.com/>

From here students and parents can see how many positive behavior points students have earned as well as track tardiness to classes.

Students can earn positive points from teachers for showing PRIDE (see matrix for expectations). Those points can be used to earn rewards and gain free access to certain events that take place at Abbott Middle School.

Students can also earn points via a paper form of Abbott HERO points;

**These paper HERO points can be redeemed throughout the school year and converted to online HERO points.**

In addition, students and parents can see how many tardies a student has accumulated, what periods the student has been late to, and what consequences are owed due to being tardy to class.

It is the expectation that Abbott students will use HERO on a regular basis to see how well they are meeting expectations and how frequently they are not on time to class.

Helpful Links:

For registration step-by-step instructions, go to:

<http://www.herok12.com/resources/Hero-QSG-PSE-Parents.pdf>

HERO Parent + Student Engagement Tools

<http://www.herok12.com/parent-student-engagement>

## EXAMPLES OF HERO POINT REWARDS

Each year the teacher and student PBIS teams look at the HERO Reward Points to make suggestions and add new ideas, so this is just an example.

Item	Cost
PE Rental - Partial	5
PE Rental - Full	10
*Teacher Redemption*	15
Pass to sporting event	20
Lunch in the Courtyard	30

*1.00 redemption in snack line*	40
Office/Teacher page for a Period	50
Line up first for a week at lunch	75
*Dessert from outside of the school*	100
*Special Lunch with a Teacher*	150
Principal for the day	200

\*These rewards are pending PBIS approval for redemption.

## Breakfast and Lunch Procedures

### Breakfast

If students are interested in getting breakfast at school, the door at the flagpole entrance will open at 8:30 A.M. Only students getting school breakfast will be allowed in the cafeteria. Students are to go straight to the cafeteria and drop their belongings at a table before you get in the breakfast line. Students getting breakfast will remain in the cafeteria until they are dismissed by the breakfast supervisor at 8:50AM.

Students are responsible for throwing away/recycling their trash, as well as for wiping down their tables with the provided wash cloths. The cafeteria remains open for breakfast until 8:50 A.M. Students arriving after 8:50 A.M. may do a grab and go breakfast through the breakfast line, but cannot sit in the cafeteria to eat it. They are to take their breakfast with them to their first period class.

Student misconduct will not be tolerated. Consequences will be assigned for not following Abbott Middle School behavior policies. (see behavior matrix for details).

### Lunchroom rules and guidelines

Students are to report to the cafeteria and be seated at their designated table by the end of the passing period. Tardies **are** assigned for lunch periods.

Students are to stay at their designated tables unless they are dismissed by a lunchroom supervisor.

When a supervisor or staff member comes to the microphone, students must face the speaker and listen quietly to announcements and any instructions.

Students are dismissed by the lunchroom supervisors to get up from their tables to get in the lunch line, to use the restrooms, to go thru the snack line, to throw away their trash, and to leave at the end of the lunch period.

Students are to raise their hands to get up from their designated tables.

IDs must be worn to be scanned in the lunch line. Students who have temporary IDs will be dismissed after everyone else to keep the lunch line moving. Students with temporary IDs must have their ID numbers with them.

Hoodies or any form of jacket may not be worn in the lunch line. They must be taken off, so please wear appropriate clothing under hoodies and jackets.

Students may bring a lunch from home or purchase a lunch. Parents can put money on a student's account online or by sending money or a check with them to school to be turned in to the cafeteria cashiers.

Students may not buy food or snacks for other students. Students must use their own ID to purchase their own lunch items.

Fast food and pizza from restaurants may not be eaten in the cafeteria. Please contact the office if you have any questions. Please bring any items from outside of the building in individual sized portions (For example, do not bring a family sized bag of chips.)

Trash and recycling---When students are dismissed by a supervisor, they are to dispose of their trash properly by separating it into the garbage can and the recycling bin. Trays must be stacked appropriately.

If a student is assigned a lunch detention, it will be served in another classroom or intervention room with a supervising teacher.

Supervisors may re-assign seats if rules and instructions are not followed.

Lunch is a great time to socialize with friends at your designated table, read, or do assignments, so do not shout across tables or the cafeteria---use inside voices.

Please be polite when communicating with our cafeteria and supervising staff members--please and thank you are expected.

All school rules apply.

## **Abbott Tardy Policy**

### **Be PROMPT**

Students at Abbott are expected to be in class on time. Getting to class on time ensures that you never miss important information, helps develop lifelong habits, and shows your respect for other people.

Students should not be in the hall after the bell. If students need to go to the office, nurse, or bathroom, they should report to class on time and ask their teacher for an escort from the office. You may not be in the hallway without an escort for any reason.

All tardies are logged into HERO. Teachers **WILL NOT** mark students tardy in Infinite Campus. Students in the hall after the bell will need to report to one of three locations to have their name and ID entered into HERO to receive a pass to enter class.

### Locations to receive a tardy pass

1st Floor - Commons

2nd Floor - Middle of 2nd floor between the windows

3rd Floor - Outside of the Science Office

Students **WILL NOT** be admitted to class without a pass printed out of HERO.

Consequences for being tardy to class will follow a step system.

Every time a student is tardy to class a student will receive a robocall home stating that the student was tardy to class that day. This will happen regardless of what number tardy they receive.

Every time a student is tardy 3 times they will receive a consequence beyond the robocall home. The consequences for each step are listed below;

## Abbott Tardy Consequences

Step	Consequence
1st Step (3rd Tardy)	One Lunch Detention
2nd Step (6th Tardy)	Two Lunch Detentions
3rd Step (9th Tardy)	Three Lunch Detentions
4th Step (12th Tardy)	Four Lunch Detentions & LOP
5th Step (15th Tardy)	One Week (Minimum Five Days) of Lunch Detention & LOP

## Abbott Middle School Rules and Policies

### Cell Phones

The building will have two zones. Green Zones and Red Zones. Green Zones are areas where cell phone use is appropriate. Red Zones are areas where cell phone use is prohibited.

- Students should use their Chromebooks in class for educational purposes.
- Cell phone holders have been placed in each classroom and should be used according to district procedures.

- Cell phones are allowed in the commons during the morning breakfast and lunch periods. During that time students may use headphones to listen to music without disturbing others. The commons is a green zone.
- Students cannot use cell phones to take pictures or video of anyone or anything while in school unless specifically directed to do so by a teacher or staff member for a class assignment. Students who take pictures and record videos and post them online may face disciplinary action.
- When a staff member believes a student is using a cell phone inappropriately, or a student is using a cell phone in a red zone, the staff member may request the student hand over the phone. The student may report to the Assistant Principal's Office to pick up the phone and may receive a consequence.

Students are not to use the cell phone as a communication device. Students who are caught talking or texting on a cell phone may have the phone confiscated by a staff member. The phone will be picked up by the student at the end of the day in the Main Office.

### **Fights, "Horseplay", and fight spectators**

Fighting/"Horseplay"/"playing around" will not be tolerated at Abbott or on the way to or from school. Students who participate in such events will face disciplinary action and may be assigned to the ISI Room and subject to further consequences.

Voluntary spectators, or those who encourage, contribute to, or cause further disruption during a fight situation will also be subject to disciplinary action.

### **ID's and ID Fines**

Students receive a picture identification card at the beginning of the school year. ID cards will be needed to check out library materials, to attend school activities (including school sponsored dances and athletic activities), and for use with lunch/breakfast accounts. Students are required to wear their ID cards in a visible location while at school and present them for identification when requested by a staff member. This rule is in place for the safety of all staff and students. In an emergency, the only way to ensure who belongs in the building and who doesn't is through proper identification. Students are expected to follow this policy.

Abbott will provide a lanyard for students to use to display their ID. Students can use the lanyard provided by Abbott or a school appropriate lanyard of their choosing.

During the school day, students must have their ID in order to:

- Purchase breakfast/lunch/snack items
- Check out library materials and other classroom materials
- Ride the bus.

If you lose or forget your ID you will need to get a temporary ID. You should report to your first period class to receive a temporary ID. If after three days you have not found your ID, you will have a new ID printed and you will be billed \$3.00 for the Temporary ID's and the new ID.



Replacement of a lost, stolen, or damaged ID is \$3.00

Any student with outstanding ID fines will be added to the L.O.P list at the end of each week.

## **Pass Policy**

1. Only ONE student may pass at a time from a classroom.
2. No passes will be permitted during the final 10 minutes of the period. Students in the hall during these times will be issued a tardy.
3. Passes will be color coded to match sections of the building. This will allow staff members to identify if students are in the appropriate part of the building.
  - 3rd floor would have purple passes.
  - 2nd floor would have yellow passes.
  - 1st floor would have blue passes.
  - The bathrooms and water fountains will be color coded to those passes.
  - The office and nurse would have their own separate passes to give to students.
4. Students are required to have a permanent ID to be allowed in the hallway with a pass.
5. Students on LOP will not be able to have a pass to be in the hall unless coming from the nurse or office. We should endeavor for students who are on LOP to be escorted at all times.

## **School Nurse's Office**

Students wanting to see the nurse for a medical issue need to report to their teacher and get escorted to the Nurse's Office. Students are not allowed to stop by the nurse's office during a passing period. Students will be turned away by the Nurse if they do not have an escort. The Nurse's office is for students that have a medical issue.

## **Food and Drink**

No outside food or drink is allowed in the school, hallway, or classrooms. If you are bringing a sack lunch from home, the food must be stored in a bag or in your backpack. Food from the cafeteria must stay in the cafeteria and be consumed in the cafeteria.

## **Guests in the Building**

Guests in the building are to be treated above and beyond what is normally expected of students. Students found to treat guests in the building with disrespect will be subject to disciplinary action.

# Abbott Middle School Consequences

## Loss of Privileges

“Loss of privileges” or “LOP” means that students may not attend and/or participate in extracurricular school activities on or off campus before, during, or after school. Privileges include but are not limited to fine arts activities, athletic activities, dances, and intramurals. Students may be placed on the “Loss of Privileges” List for unpaid fines and fees, as a disciplinary consequence for misbehavior, for being late to class, and other reasons deemed appropriate by the school administration.

## Teacher Detention

Any teacher may assign any student to that teacher’s own detention. That teacher will determine when, where, and how long the detention will be.

Students assigned to any detention are to report to the assigned room by 3:35 p.m. Each student is to bring his/her coat, and sufficient materials and books to study for the period and to cooperate with the detention supervisor. Students are not allowed to go to their lockers following detentions.

## Central Detention

An administrator may assign a central detention for misconduct. Whenever a central detention is issued, a referral form will be completed by the teacher and sent to the office. The office will give a copy of the detention to the student to bring home to their parents. Central detentions will start at 3:35 p.m. and end at 5:00 p.m. Any student given a central detention will be assigned to a room under the supervision of a teacher. This detention will take precedence over such activities as athletic events, music, speech or any other school activity. The only exception will be with contact from a parent or guardian with the Assistant Principal.

If a student misses one of these detentions without making a prior arrangement with the Assistant Principal, the student may be assigned additional consequences. If a student refuses to act appropriately while in a central detention, he/she will be asked to leave, must serve the original detention, and referred to the office for additional consequences.

## ISI Room

1. Students assigned to ISI must bring supplies and materials for the day. This includes books, paper, pencils, pen, and lunch money. An extra day may be assigned if a student is missing any of the above items.
2. Students are responsible for completing all homework. Students may purchase a hot lunch and one drink while in ISI. Students in ISI are not allowed to purchase snack items.
3. Students will receive their regular classroom assignments from their teachers.

4. Students are to face forward.
5. Students are to raise their hands to get permission to get out of their seats or ask a question.
6. There is to be no writing, carving, or drawing on the desks/carrels or the student will clean them and be fined \$5.00.
7. Students will be allowed two washroom breaks: one in the morning and one in the afternoon.
8. Students will be dismissed by the teacher at the end of the day or their assigned time in ISI.
9. Students may receive two warnings for violation of ISI rules. With the third violation, the student may be assigned another day of ISI and have additional consequences. A parent-student-administrative conference may be required before a student is reinstated to classes.

## Abbott Middle School Dress Code

In addition to the School District U-46 dress code guidelines, the students are expected to abide by the following dress code. Students who violate the school dress code will be referred to the school administrator. The school administrator reserves the right to determine whether or not clothing is appropriate for the educational environment.

- **A student ID must be visibly worn around the neck** . It is important that all students are easily identifiable at all times. This includes on the bus and all after-school activities.
- Students may wear hooded sweatshirts, but hoods should not cover the student's head while in the school.
- Students must remove hooded sweatshirts or loose fitting jackets before entering the lunch line. ***Therefore, school appropriate clothing must be worn underneath.***
- Students must remove their head coverings upon entering the building. Hats or any type of head covering, unless for religious or medical reasons, may not be worn during school.
- Coats, jackets, blankets, gloves, or other outerwear may not be worn indoors during the school day without permission from a building administrator.
- Appropriate shoes, suitable for indoors and outdoors, must be worn at all times. Students may not wear flip flops or slides to school.
- Sunglasses are not allowed to be worn in the building.
- Shirts that are strapless, backless, low-cut, or reveals the midriffs are not allowed to be worn at school. Students should not wear shirts that show cleavage or that are see through. All shirts should have straps that are at least two fingers wide.
- Pant legs should be worn at the same length. Pants must be worn at the natural waist or slightly below the waist - **no undergarments should be visible.**
- Dresses, shorts, and skirts must be at an appropriate length. Fingertips should be able to touch the hem of the garment; in general, the clothing should not be shorter than mid-thigh.

- Wearing items of clothing or accessories that includes logos, designs, or any type of reference to alcohol, drugs, sex, tobacco, gang involvement, weapons, violence or any other type of inappropriate symbol or wording, will be considered a violation of the dress code policy.

**Students who violate the dress code will be sent to the office to change their inappropriate dress and may be subject to disciplinary consequences.**

## Signing into U-46 Accounts

### Infinite Campus Portal

1. Go to the U-46 website <http://www.u-46.org>
2. Click on the Infinite Campus Portal icon at the right side of the banner to link to the Portal website.



3. Enter:

Username: Your student ID Number

Password: Default is your First Name Initial, Last Name Initial and Birthdate in MMDDYY format.

Example: John Doe, Student #10001000 born September 1, 1996 would enter:

User Name: 10001000

Password: jd090196

4. You will be prompted to change your password the first time you log in.
5. You and your parents will have the ability to view your attendance information, immunization records, class schedule, and in-progress grades.

Mobile apps are available in the following stores;

