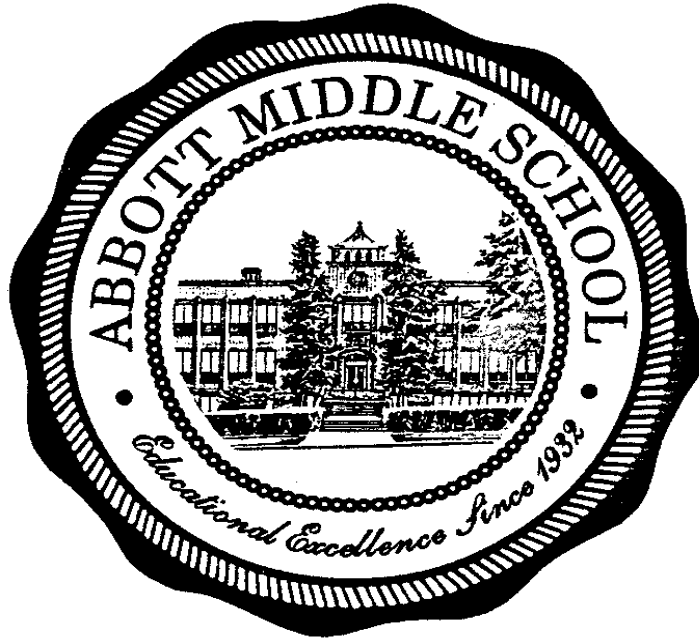


Student Handbook

***Abbott Middle School
949 Van Street Elgin, IL 60123***



Abbott Mission Statement:

Abbott will create lifelong learners through relationships, relevance, and rigor - one student at a time.

Abbott Vision Statement:

Creating a community of autonomous learners where students can meet high expectations by working collaboratively on complex tasks that allow for the application to real-world situations.

Abbott School Day Information

Daily Bell Schedule

<i>1st</i>	<i>9:00-9:47</i>
<i>2nd</i>	<i>9:50-10:35</i>
<i>3rd</i>	<i>10:38-11:23</i>
<i>4th</i>	<i>11:26-12:11</i>
<i>5th</i>	<i>12:14-12:59</i>
<i>6th</i>	<i>1:02-1:47</i>
<i>7th</i>	<i>1:50-2:35</i>
<i>8th</i>	<i>2:38-3:23</i>

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 8:52 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 (Door 1).***
- 2. Between 8:30–8:52 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. The cafeteria is open only for those kids eating breakfast.***
- 3. On extremely cold or rainy days the cafeteria will be open for non-breakfast as well.***
- 4. Doors open at 8:52 a.m. First period begins at 9:00 a.m.***
- 5. 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.***

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 8:52AM.

Students are responsible for throwing away/recycling their trash, as well as for wiping down their tables. The cafeteria remains open for breakfast until 8:52 A.M. Students arriving after 8:52 A.M. may do a grab and go breakfast through the breakfast line until 8:55 A.M., 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).

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. *Once students leave the building, students are not allowed to re-enter.*

[illegible]

Warriors Wins Points

Warriors Wins is Abbott Middle School's online system for tracking positive behavior points.

Students can access Warrior Wins online at: <https://district.u-46.org/points/login.cfm>

From here, students can see how many positive behavior points students have earned. Students can log into this website using their computer login (student email and chromebook password).

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. Check out the Warrior Wins menu for redemption.

It is the expectation that Abbott students will use Warrior Wins on a regular basis to see how well they are meeting expectations.

EXAMPLES OF WARRIOR WINS REWARDS

Each year the teacher and students look at the Warrior Wins Reward Points to make suggestions and add new ideas, so this is just an example. If there is something you would like to see, please reach out to the PBIS Tier 1 Team!

Reward	WINS Point Cost
Be a Principal or Assistant Principal for 4 periods	100
Eat your lunch with assistant principal or principal *	25
Event Admission up to \$1	50
Eat your lunch with a staff member *	50
Eat your lunch with a friend outside of the cafeteria *	50
Vinyl Stickers	50
Fidget	100
Computer Headphones	100
Hall Monitor during lunch *	150
Event Admission up to \$1	50
Eat your lunch with a staff member *	50
Eat your lunch with a friend outside of the cafeteria *	50

**must be approved by administration*

Lunchroom Rules and Guidelines

Students are to report to the cafeteria and be seated at their designated table by the time the bell rings. Tardies are assigned for lunch periods and consequences are as follows:

Step	Consequence
1st Step (3rd Tardy)	Warning, Conversation with Staff Member
2nd Step (6th Tardy)	One Lunch Detention
3rd Step (9th Tardy)	Two Lunch Detentions
4th Step (12th Tardy)	Three Lunch Detentions & LOP
5th Step (15th Tardy)	Four Lunch Detention & LOP

Students are to stay at their designated tables unless they are dismissed by a lunchroom supervisor. Students are to raise their hands to get up from their designated tables.

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 through the snack line, to throw away their trash, and to leave at the end of the lunch period.

IDs must be worn to be scanned in the lunch line. If students do not have an ID, they must be wearing a temporary ID for the lunch line. Students with temporary IDs must have their ID numbers with them.

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.

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. No shouting across the tables or cafeteria will be tolerated. Students should use inside voices.

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

All other school rules apply during lunch, including cell phone use.

Abbott Tardy Policy

Be PROMPT

Students at Abbott are expected to be in class on time. Being on time means being in the classroom before the bell rings. You will be marked tardy if you are not inside the classroom at the start of the class period. 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.

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

Every time a student is tardy 3 times they will receive a consequence. Students will receive a warning and conversation followed by lunch detentions for each subsequent 3 tardies. See the consequence chart below.

Abbott Tardy Consequences

Step	Consequence
1st Step (3rd Tardy)	Warning, Conversation with Staff Member
2nd Step (6th Tardy)	One Lunch Detention
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Additional AMS School Rules and Policies

Backpacks

No backpacks will be allowed in classrooms, bathrooms, or in the cafeteria. Backpacks will only be allowed in the hallway before 1st period and after 8th period only. When students arrive at school in the morning, they should place their backpacks in their lockers and bring any materials that are needed for class with them. Students are allowed to carry a small purse/fanny pack small enough that a textbook will not fit in it.

Cell Phones

- *Students are not allowed to use their cell phones during the school day.*
- *This includes during their lunch period.*
- *Cell phones should be off and put away for the school day.*
- *When in the hallways or classrooms cell phones should not be visible and they should be off.*
- *This also eliminates the need for earbuds, earphones, and headphones while in the hallways or classrooms. These items are not to be worn during the school day. If they are needed for a classroom assignment, the teacher will provide headphones for students.*
- *Wireless headphones are not allowed at Abbott Middle School.*

- ***Students have the use of their Chromebooks for all of their educational needs.***

It is Strongly Recommended That

- ***Students turn their cell phones off and lock their cell phone in their locker before 1st period***
- ***Students retrieve their cell phones from the locker before going home after 8th period***

Consequences are as follows:

- ***First Offense: The student will be asked to “put it away for the day”. This means turning off and putting it in their backpack. If the student refuses, the consequences go to a second offense.***
- ***Second Offense: The teacher will call a monitor, dean’s assistant, or administrator to collect the student’s phone. An administrator will contact the parents/guardians to come to pick up the phone.***
- ***Third Offense: The first and second offenses are followed with the addition of after-school detention.***
- ***Fourth Offense: The first, second, and third offense will be followed in addition to a Cell Phone Contract that will be completed with the student and parent. The Cell Phone Contract will detail the student turning in the cell phone before 1st Period and returning to retrieve the phone after 8th Period. The contract would be established for at least a week.***

End of Class Period

Students should remain seated at the end of the class period. Lining up at the door before the bell rings is not allowed. Teachers will dismiss students at the end of the class period.

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 be subject to interventions/consequences 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 intervention/consequences.

IDs

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 above their waist 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. Temporary IDs should display your legal name and ID number and must be school appropriate.

Students should have only one ID. If a student has the wrong ID or multiple IDs, the student will be asked to remove it/them. If the student refuses, Ms. Ponquinette will be emailed and consequences may occur.

Pass Policy

Students will be issued a hall pass at the beginning of each quarter. The 10 count hall pass must be stapled to the inside of the back of your planner.

- 1. No passes will be permitted during the final 5 minutes of the period. Students in the hall during these times will be issued a tardy.*
- 2. Students are required to have an ID (permanent or temporary), and their hall pass to be allowed in the hallway to use the bathroom.*
- 3. Students on LOP need to be escorted by a monitor or staff member to the restroom or their lockers.*

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, other than a water bottle, 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 intervention/consequences.

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 as a disciplinary consequence for misbehavior, for being late to class, and for other reasons deemed appropriate by the school administration. Students on LOP can not receive a hall pass. They will be escorted by a monitor, dean's assistant, staff member, or administrator throughout the building.

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.

After School Detention

An administrator may assign after-school detention for misconduct. Whenever after-school detention is issued, a referral form will be completed by the teacher and sent to the office. The student will receive a letter describing the reason for the detention, the number of detentions, time and date. After-school detentions will start at 3:30 p.m. and end at 4:15 or 5 p.m. Any student given after-school 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 after-school detention, he/she will be asked to leave, must serve the original detention, and be referred to the office for additional consequences.

Recovery Room

The recovery room started in January 2020 and is for students to come after they have been removed from class or if they need help solving a conflict. The recovery room is based on restorative practices which is where everyone involved in the situation communicates to figure out what happened, how our actions made others feel, takes responsibility for their actions, and repairs the harm done to others or the learning environment. This room was designed for you to take responsibility for their mistakes INSTEAD of getting referrals or detentions. However, this requires honesty, and taking responsibility in order for that to happen.

So what do I do?

- *Students who enter the recovery room will move from zone to zone on their own. Each zone is marked by colors and signs. Follow the steps below and supervisors will help you along the way!*
- *Every student starts the red cool-down zone. Here you can use any cool-down materials provided.*
- *Once you feel you are calm and ready to reflect on the situation and be honest about what happened you move to the blue reflection zone. This is where you fill out a reflection sheet and talk with a supervisor about what happened.*
- *Zone 3 is the yellow zone and this is where you must repair the harm caused and take responsibility for your actions. This CAN be in place of a referral or office consequence it all depends on YOU!*
- *Zone 4 is where you have a conversation with all people that were affected, show them your reflection and how you plan to repair the harm so future behavior does not continue and then you go back to class and continue learning for the day.*

Recovery Room Expectations

- *Students are to arrive with an ESCORT and have an OFFICE REFERRAL and cannot come during passing periods unless it is an emergency*
- *Student moves from zone to zone on their own*
- *Supervisors can have students return to a zone if they feel they are not ready to move on yet*
- *Affective language and statements must be used by both staff and students*
- *The recovery Room should remain a peaceful, positive, and safe space for students and staff.*
- *Students might just need to come in and cool down and return back to class – this is allowed as long as recovery room expectations are being followed and it is approved by classroom teacher and interventionist*

Level 4 Behavior Offenses

It is our responsibility to keep everyone SAFE at Abbott. Therefore, the restorative approach and recovery room will not be used for all circumstances. In the following cases, the student receives a direct office referral and goes straight to administration. Some behaviors warrant immediate intervention from administration. Please follow this link to view the [U-46 Student Code of Conduct](#) for more information.

- *Damage to Property/Vandalism Major*
- *Obscene/profane language or gestures to staff*
- *Assault/Battery/Fighting Major*
- *Theft Major*
- *Gang Related Activity*
- *Bullying*
- *Sexual Harassment*
- *The unauthorized exit of school grounds*
- *Verbal Altercation*
- *Possession of a weapon or illegal substances*

In these cases, students go to the office. If the administration needs interventions to go along with the consequence they are giving then they will contact the interventionist.

A student who is removed from the recovery room

The recovery room and the restorative approach is not for everyone. In these cases, the student has been given a lot of opportunities in many different classes to work on interventions and change behavior. However, even after these opportunities, behavior has not changed. The student will be brought up to the Tier 2 or Tier 3 team by the interventionist and this student will exit the recovery room. This means when a student is removed from class they will go to the office and referrals will be handled by the administration.

Social-Emotional Concerns/Peer Conflict

- *“Let’s Talk Form” Students who need to talk to a counselor or social worker are instructed to fill out a “let’s talk” form outside the recovery room and give it to the interventionist. The interventionist then electronically logs the let’s talk form and passes the student’s concerns to all support staff. The support staff will then pull them during their lunch to not interrupt their learning.*
- *Depending upon the students’ needs we have Tier 2 interventions available*
- *Emergency If the student is having a social-emotional emergency then the interventionist will contact support staff right then to provide support.*
- *Peer Conflict – students come into the recovery room to solve peer conflict. Peer conflict circles are led with an adult present and all individuals must agree to participate in the circle and follow the circle guidelines.*
- *IEP/504/BIP – Students who have breaks in their IEP/BIP/504 plans come to the recovery room for a timed break. Once their break is done and they are ready to learn they will go back to class. Students can request their break or a teacher can suggest they use their break.*
- *Intervention Break – Intervention breaks are put in place by the interventionist, teacher, and student. The students either have a set time during that specific class (beginning, middle, or end) when they come to the recovery room to check in and take a 5-minute break.*

In School Intervention/ISI Student Expectations

If a student assigned to ISI is distracting to the learning environment then they will receive a behavior check mark. The supervisor will talk with the student, and will fill out a teacher-managed form that the student will sign. If a student gets three check marks in one class period then administration will be called and that student will be removed for that class period.

- *No talking to other students*
- *No eating or drinking outside of the assigned lunch times*

- *No phones or Bluetooth headphones at any time*
- *No backpacks*
- *Students must stay in their assigned seats and if they need to get up they must raise their hand and ask*
- *Students will follow their normal class schedule and they must be working on their assignments for that class period.*
- *Computers should only be used for school work, and free time during lunch. If you are not using your computer, it needs to be placed on the top shelf of the carrell.*
- *Bathroom breaks will be two periods out of the school day*
- *Students are to remain in ISI and in their seats during passing periods*

Abbott Middle School Dress Code

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

Students can choose clothing that makes them feel comfortable and safe, as long as it complies with the following guidelines...

- *Clothes should not depict any violence, hatred, drugs, alcohol, gang affiliation, profanity, or phobic language or cruelty of any kind.*
- *Covers all appropriate areas at all times. Appropriate areas include stomach, chest and sides (both male and female) and butt/pelvic/upper thigh areas.*
- *Items such as tank tops, sleeveless shirts, any type of shorts, coats, jackets, etc. are all allowed as long as they cover appropriate parts.*
- *Hats, hoods, and other types of head coverings are not allowed unless required for religious or medical purposes.*
- *IDs are part of the dress code and must be worn above your waist at all times in the building.*
- *Footwear must be worn for health reasons (cannot go shoeless).*
- *Referrals for dress code, will be issued when students do not follow these dress code guidelines.*

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;

