

# Student Handbook

*Abbott Middle School*  
*949 Van Street Elgin, IL 60123*  
*847-888-5160*

## Abbott Mission Statement

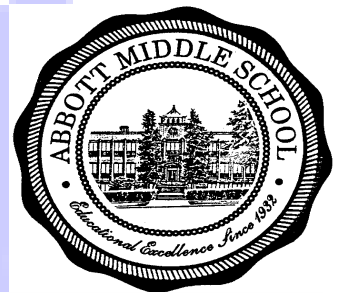
Abbott will create lifelong learners through relationships, relevance, and rigor - one student at a time.

## 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.

### Daily Bell Schedule

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





# ABBOTT WARRIORS HAVE:

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**P**

**WE ARE PROMPT AND PREPARED.**

- COME TO SCHOOL AND CLASS ON TIME
- BE PREPARED TO LEARN

**R**

**WE ARE RESPECTFUL.**

- HANDS OFF
- RESPECT YOURSELF AND OTHERS
- INTERACT WITH STAFF APPROPRIATELY

**I**

**WE ARE INVOLVED.**

- WORK TOGETHER
- TRY YOUR BEST IN ALL YOU DO

**D**

**WE ARE DEPENDABLE.**

- WEAR YOUR ID
- DRESS FOR YOUR FUTURE
- BE WHERE YOU ARE SUPPOSED TO BE

**E**

**WE MEET EXPECTATIONS.**

- BE THE BEST VERSION OF YOURSELF!

## Tardy Policy

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 the step system below.

<u>Step</u>	<u>Consequence</u>
<i>1st Step (3rd Tardy)</i>	<i>Warning, Conversation with Staff Member</i>
<i>2nd Step (6th Tardy)</i>	<i>One Lunch Detention</i>
<i>3rd Step (9th Tardy)</i>	<i>Two Lunch Detentions</i>
<i>4th Step (12th Tardy)</i>	<i>Three Lunch Detentions</i>
<i>5th Step (15th Tardy)</i>	<i>After School Detention 3:30-4:15 &amp; LOP</i>
<i>6th Step (18th Tardy)</i>	<i>After School Detention 3:30-5:00</i>

## 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, phobic language, or cruelty of any kind.
- Covers all appropriate areas at all times. Appropriate areas include the 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).
- Sunglasses are not allowed at Abbott.

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

## 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 turned off and placed in their locker for the school day.
- This 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.

### *The consequences for a cell phone violation are as follows:*

- First Offense: The teacher will call a monitor, dean's assistant, or administrator to escort the student to their locker to put their phone away for the day.
- 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 teacher will call a monitor, dean's assistant, or administrator to collect the student's phone. A Cell Phone Contract 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.

## IDs

Students are required to wear their ID cards above their waist while at school. Students receive a picture identification card at the beginning of the school year. ID cards will be needed to enter the building, get on your bus, enter classrooms, check out library materials, attend school activities (including school-sponsored dances and athletic activities), and for use with lunch/breakfast accounts. 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 district policy.

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

If you lose or forget your ID you will need to get a temporary ID. You should report to the office at the beginning of the day to sign out a temporary ID.

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, the administration will be emailed and consequences may occur.

## Pass Policy

Students need an ID and a classroom hall pass if they are in the hallway.

1. No passes will be permitted during the first 5 minutes of the period and the last five minutes of the period. Students in the hall during these times will be issued a tardy.
2. Students are required to have an ID around their necks (permanent or temporary) to leave the classroom.
3. In addition to the pass, students must have the classroom pass with them.
4. Students on LOP must be escorted by a monitor or staff member if they need to leave the room.

## School Nurse's Office

Students wanting to see the nurse for a medical issue need to report to their classroom and get a nurse's pass. 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 or a nurse's pass from a teacher. The nurse's office is for students that have a medical issue.

## **Permanent Markers**

Students should not have permanent markers in school.

## **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.

## **Food and Drink**

No outside food or drink, other than a water bottle with a cap, 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 locker. 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.

## **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).

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

Students may use Warrior Wins points to redeem prizes on our Warrior Wins menu. Students should see a member of the Tier 1 team or fill out a form in the cafeteria to use their Warrior Wins points.



## 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 the consequences are as follows:

<i>Step</i>	<i>Consequence</i>
1st Step (3rd Tardy)	Warning, Conversation with Staff Member
2nd Step (6th Tardy)	Seat Change for One Day
3rd Step (9th Tardy)	Seat Change for Three Days
4th Step (12th Tardy)	Seat Change for a Five Days
5th Step (15th Tardy)	Seat Change for the Quarter

Students are to stay at their assigned 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, use the restrooms, go through the snack line, throw away their trash, and 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 in 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.

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.

# 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, and the 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 your 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. Follow the steps below and supervisors will help you along the way!
- Every student starts in the 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 reflection zone. This is where you fill out a reflection sheet and talk with a supervisor about what happened.
- Next, students will move into the intervention zone. This is where you must repair the harm caused and take responsibility for your actions.
- Finally, in zone 4 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 the 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 the 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 are 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 student's 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 with 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

### **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.