



WORK – LEARN – GROW

RIVER TRAILS MIDDLE SCHOOL

STUDENT/PARENT HANDBOOK 2022-2023

1000 Wolf Road, Mt. Prospect, IL 60056
847-298-1750, Fax # 847-298-2639
rtms.rtsd26.org

Dear River Trails Students and Parents,

The entire staff welcomes you to River Trails Middle School. We have an excellent academic environment in which we challenge students to reach their full academic and social potential each day. Students will thrive in a **safe, orderly, and productive** school community. In order to ensure that everyone has the opportunity to succeed, each member of the River Trails community will demonstrate the highest level of respect and understanding for the guidelines set forth in this handbook.

With students, staff, and parents working together, River Trails Middle School will be an inviting atmosphere where students are enriched by both classroom and extracurricular experiences. We look forward to working with your children during this school year. *Please make sure that you discuss the contents of this handbook with your child. It is important for everyone to understand, acknowledge, and follow the guidelines for academic and social conduct in this school community. Speak with your child about the expectations so that they are ready to be successful.*

This handbook may be accessed on our school website, you can also obtain a copy in the RTMS main office.

Sincerely,
The River Trails Middle School Staff

Parents will be asked to confirm receipt of the school handbook. Parents will also be asked to read the district handbook which is included with the district calendar.

(Favor de llamar a la Sra. Esparza-Viveros al teléfono 224-612-7602 si tiene algunas preguntas sobre el contenido de este manual.)

INTEGRITY – LIVING BY VALUES

Instead of looking for specific rules about conduct, we encourage every RTMS community member to act with **integrity**. What is integrity? Integrity is living by the values of honesty, respect, and responsibility. If you value respect; you will honor everyone including yourself. You will not intentionally cause physical or emotional harm to anyone. You will not engage in behavior that disrupts the learning environment. If you value responsibility; you will do what is necessary to fulfill your duties as a student. You will refrain from acts of hatred, violence, bullying, racism, apathy, and rudeness if you value these two principles; conversely you will demonstrate kindness, self-control, gratitude, empathy, humility, self-awareness, and cooperation, all of which improve our school community. This handbook outlines the guidelines for student behavior; in fact you will find our Life Rules and Discipline Code on pages 12 and 14.

GENERAL INFORMATION

This **Student/Parent Handbook** is written as a supplement to the District 26 Parent Handbook. Please be sure to read **BOTH** handbooks carefully.

ACADEMIC EXPECTATIONS

1. Students who are behind in their schoolwork may be assigned scholastic detentions during lunch, special activities, or before/after school until all the work is completed. **Detentions take precedence over other activities.**
 2. Students active in interscholastic sports, clubs, and activities are subject to an "Academic and Extracurricular Participation Contract." Academic completeness will take precedence over activities.
 3. Students earning failing grades (specifically during their 8th grade year) may not be part of the 8th grade graduation ceremony.
 4. Students who miss a class during a school day to attend another school activity such as band sectionals, field trip, etc. are expected to complete homework in the same time frame as if they were present for all classes during the school day.
5. **Academic Honesty:** Students are expected to maintain integrity and honesty when completing homework, taking tests/quizzes, and any other type of academic assignment. Students cheating will receive consequences at the discretion of the teachers and/or administration. Cheating includes but is not limited to the following: copying and/or allowing someone to copy your work, plagiarism (see definition of plagiarism on page 8), purposefully grading an assignment incorrectly, and working with a partner on an independent assignment. Students should never ask another student to "see their work." **If** a student asks you, say "no."

See page 11, 12 & 15 for additional information.

ASSIGNMENT NOTEBOOK

An Assignment Notebook is given to every student on the first day of school or at registration. Students are required to keep

daily assignments in this notebook and maintain this notebook throughout the school year. Replacement cost is \$5.00. A limited number of replacement notebooks are available in the main office. If there are no copies available, students are required to purchase a student notebook outside of school.

ASSEMBLY PROGRAMS

Assemblies that enhance the educational program will be scheduled throughout the year.

Expected behaviors are attentiveness, clapping when appropriate, active listening and use of correct entering and exiting procedures. Unacceptable behaviors are stomping, whistling, booing and changing seats. Unacceptable behaviors will result in removal from the assembly. All students should leave their books and materials in the classroom when they attend assemblies.

ATTENDANCE PROCEDURES

When a student is absent, the parent or guardian **MUST** call the school at (847) 298-1750, Option 1. This call should be made to the attendance line at any time prior to 8 AM the day of the absence. Voicemail is available 24 hours per day. Anticipated days of absence also can be reported at that time. Otherwise, it is necessary to call for each day of absence. Repeated unexcused absences will result in a truancy referral. **Extended absences due to vacations, family obligations, etc., require notification to the teacher and THE OFFICE.**

Students must be in attendance at least half of the school day to be able to attend/participate in any after school function/sport/activity, including music program performances. Exceptions will be considered and approved by building administration. State requirements for determining full and half day absences are as follows: If a student is in school 0-149 minutes, this results in a full day's absence. If a student is in school 150-299 minutes, this results in a half-day absence. **Parents should make every effort to plan vacations during times when school is not in session. Vacation absences are unexcused. Excessive late arrivals will result in a loss of privileges, and/or detention. Please get your child to school on time.**

BACKPACKS

Students may not carry materials in backpacks or book bags during the school day. Backpacks and bookbags must be stored in lockers. This is a safety issue and is strictly enforced. **Please note that wheeled backpacks do not fit in the lockers.**

BICYCLE/SKATEBOARD ROLLER BLADES POLICY

- A. Common bicycle safety rules are to be observed at all times.
- B. Bicycles must be walked to the bicycle rack when you approach any blacktop area on the campus.
- C. All bicycles are to be parked in the established bike parking area. All bikes must be locked. Students with

unlocked bikes will forfeit the privilege of riding their bikes to school.

- D. The school will not be responsible for damage to, or theft of bicycles.
- E. Students are to stay away from automobiles and school bicycle racks during the school day.
- F. Students riding bikes or walking to school must cross Wolf Road at the traffic signals only.
- G. Skateboards, scooters, rollerblades, etc. must be carried, not ridden, while on school property. They may be left in the front office, as they will not fit in student lockers.

BUS REGULATIONS

All bus regulations are outlined in the District Handbook. Please familiarize yourself with these regulations. All students are required to show a valid bus pass before boarding their bus. If a bus pass is lost, please contact the main office. If the rules are not obeyed, the privilege of riding the bus may be withdrawn.

On the bus, students are expected to:

- Board the bus safely and orderly.
- Sit and stay seated in your assigned seat.
- Keep hands, feet and objects to self.
- Speak in a respectful tone at all times.
- Follow all directives from the bus drivers.

River Trails Middle School also offers a free bus service at 4:10 each day. These bus routes are only for students who have participated in an after school activity at River Trails Middle School. Bus passes are not required for these routes.

CAFETERIA POLICIES

- A. Students are not permitted to leave the school grounds during lunch.
- B. Each student is responsible for the cleanliness of their lunch table and floor areas (under their table).
- C. All food is to be eaten in the cafeteria at your seat. Food and drink may not be removed from the cafeteria without permission from a staff member.
- D. Students are not to leave the cafeteria for any reason without the permission of the supervisor. At the end of each lunch period, when the cafeteria is clean, the supervisor will dismiss students.
- E. Students who are rude, boisterous, or messy in the cafeteria may be assigned special seating or lunch detention either permanently or temporarily.
- F. Seating assignments are at the discretion of the supervisor(s). Students should contact a lunch supervisor to request a seat change.

CELL PHONES

Cell phones, earbuds, and headphones must be powered off and **placed out of sight** (*This can be in your pants pocket, jacket, bookbag, coat, etc.*) **upon setting foot on school grounds**, until it can be **placed in your locker** before you head to your first class of the day. The only time you can have your phone out (and on) is after the 2:58 p.m. bell; it can **only** be used for calls in approved designated areas. We expect that you are considerate when taking photos; photos/video should NEVER be taken in locker rooms or bathrooms. It should be noted that students are welcome to use the office phone to contact parents. Phones can be used on the bus for listening to music/playing games via headphones **only**. **Exception:** Sponsors for after school activities may allow the use of phones (for music or games) within a closed environment/classroom; however the sponsor **must** be present and give permission. Students are not allowed to use cell phones in or around the building, excluding the exceptions mentioned above. The phones **need to be out of sight** while in or around the building. Failure to adhere to cell phone guidelines will result in the confiscation of the student's phone. Confiscated phones will only be returned to parents. RTMS is not responsible for lost phones.

CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER

If your address, telephone number, work number or emergency contact information has changed, the **office must be notified immediately**. It is necessary to keep all records on a student up to date so you can be reached if there is an emergency situation.

COMMUNICATION

Staff members at River Trails Middle School may be reached by email. Email addresses may be found on the school directory website. Parent/Guardian initiated emails serve as permission and release to discuss your student on email with school staff with no retribution. Email is the preferred method of communication by most staff members; however, response time may vary. Please allow up to 24 hours for responses. Staff members are not expected to respond to emails during non-work hours.

Every staff member has a voice mailbox. Messages may be left at any time and the staff member will return your call in a timely manner. Any problems with the voicemail system should be referred to the main office staff. Please **note that the phones do not ring into the classrooms**.

Building newsletters are sent home on a regular basis. Please make sure that we have an up to date email address. If you do not have access to email, please let us know if you would like us to mail a hard copy to your home. Please take time to read them. They are designed to keep parents and students well informed of all school activities, opportunities for parental involvement, policies, and general information. Our school website will have the most up-to-date information. River Trails Middle School also uses automated phone calls to disseminate information.

CONCUSSION PROTOCOL

All RTMS students engage in physical education every other day; most participate in after school extracurricular activities

or competitive athletics. It's important that parents be aware of our concussion protocol in the unlikely event of a head injury. Concussion awareness protocol is located at the end of this document on page 16. PE teachers and coaches conduct concussion training with students annually.

CONTRABAND MATERIAL

Possession of contraband will result in disciplinary action. This may include contacting the local police. Examples of contraband include, but are not limited to, illicit drugs, marijuana, steroids, tobacco (including vape), alcohol, lighters, and any combustible materials or devices.

DRESS CODE

It is the responsibility of parents to ensure that students arrive at school each day dressed and groomed appropriately...for **SCHOOL**. Please review the specific guidelines listed below. Students are required to groom and dress in the best interest of the school community. Any appearance contrary to school decorum (respectful and ready to learn) and considered distracting to the learning environment, will be addressed. The school administration reserves the right to determine dress and/or grooming conducive to an excellent learning environment. The following are examples of dress code violations:

- T-shirts exhibiting distasteful images, words, and/or phrases. Clothing with excessive holes or rips, sagging pants, and any clothing that reveals undergarments.
- Students may not wear costumes to school except in case of school spirit activities.
- Pajamas may not be worn in school (*except for school spirit activities*).
- Hats and hoods may not be worn (*except for school spirit activities*).
- Heelies are not allowed in school.

Students in violation of the dress code will be required to call home for a change of clothing. The matter will be documented as an office disciplinary referral.

EARLY ADMIT

River Trails Middle School opens at 7:00 A.M Monday, Tuesday, Wednesday and Friday; 8:00A.M. on Thursdays.

Students who arrive early must remain outside the building until 7:33 A.M. Monday, Tuesday, Wednesday and Friday; 8:23 A.M. on Thursdays. Options for early arrival (7AM) are:

1. Purchase breakfast in the Cafeteria.
2. Go to the Learning Center to do homework or read.
3. Meet with a teacher. The student must make previous arrangements with the teacher.

The above options require the student to stop by the office that day to get a pass, and/or notify the teacher if a student will be coming to their classroom.

EARLY DISMISSAL

At the time of early dismissal, the parent/guardian must come into the building and sign the office register for student release. Parent signature is not required when students return to school from early dismissal.

8th GRADE GRADUATION CEREMONY/ACTIVITIES

Although it's more of a matriculation, RTMS finds value in the 8th grade graduation ceremony. However, 8th grade students must earn the honor of walking across the stage and participating in this event. An 8th Grade student may be denied participation in end of year activities (including graduation ceremony) for repeated inappropriate behavior and/or major disciplinary infractions. Students must also earn a final grade of "D-" or higher in all core classes for both semesters. A fee schedule and list of activities will be provided in the spring.

EMERGENCY DRILLS

Fire, tornado, relocation and reunification, and lockdown drills will be held at regular intervals throughout the year. Each room has detailed drill instructions posted by the doorway which must be followed by the students using that room.

EMERGENCY INFORMATION

Each student is **required** to have the following information on file in the school office: parent/guardian name, address, home telephone, work telephone, and emergency telephone number of three friends or relatives. Appropriate medical alert information should also be provided. If a child must leave school early due to illness, a parent/guardian or authorized adult must pick up the student and sign the release register in the office. For safety reasons, the person who is picking up the child **MUST** be listed on the child's registration information and may be asked to provide identification. Notify the office immediately if phone numbers are changed. We must be able to reach you in an emergency situation.

EXTRACURRICULAR ACTIVITIES

Flag football, basketball, volleyball, dodgeball, soccer, and softball are offered as intramurals. Please visit our website to see other available club activities.

Basketball, volleyball, wrestling, cross-country and track and field are offered as interscholastic sports. In accordance with conference rules, basketball and volleyball are open to 7th and 8th grade students on a tryout basis. Poms is open to 6th, 7th and 8th grade students on a tryout basis. Wrestling, cross country, and track and field are open to all students. **State law mandates that an annual physical examination is on file prior to participation in interscholastic sports.**

Please see our website, newsletter, and/or daily announcements for a description of clubs and activities available. Additional special events are held from time to time and students will be notified when they are available. **All students are to be in supervised areas no later than 3:05 P.M. or they will be asked to leave the building.**

Academic and behavioral expectations for participation in extracurricular activities are on the school website.

FIELD TRIPS

From time to time, individual classes may take a trip that supplements or enriches the educational program. The trips are an important part of your child's education. The cost of these trips will always be kept to a minimum. A permission slip containing information and the cost of the trip will be

sent home well in advance of the activity. Students may accompany the class only with a signed permission slip.

FOOD AND BEVERAGE GUIDELINES

District 26 promotes, encourages and supports good nutrition for students.

1. Food Distribution: Food that is to be distributed to other students must be commercially prepared and packaged. District policy prohibits the distribution of homemade food items. Food may **not** be distributed without prior approval from staff.
2. Water in bottles is allowed in the classrooms, except in areas where certain technology may be used; teachers will inform students where water is not allowed.
3. Candy is not to be eaten in the hallways.
4. Gum is not allowed in school at any time.
5. Food, beverages, candy, and gum are **never** allowed in the gym.
6. Any type of fundraiser that involves food items is prohibited during school hours.
7. Extreme birthday treats and surprises such as balloons and flowers are not permitted.
8. "Energy" Drinks and beverages advertised with high levels of caffeine are prohibited on campus or at any school related activity.

GAMBLING

Gambling is NOT permitted in school or at any school-sponsored function.

HALLWAY PROCEDURE

- A. Walk on the right side of the hallway.
- B. Be where you are supposed to be. Make sure you obtain a pass from a staff member if you need to leave class or designated area.
- C. Use a low volume when speaking. Do not yell, scream, or shout in the hallways.
- D. The gym and LRC are not to be used as a hallway to pass from one class to another unless permission is given by staff.
- E. Walk with a purpose. Running is not allowed.
- F. Public displays of affection are not allowed.

HELP LINES

Assistance in locating resources for drug and alcohol problems, family problems, or emotional issues can be obtained through the school social workers.

HOME ATHLETIC GAMES

Expectations for students attending home events are listed below.

1. Students who demonstrate excellence in academics and character are welcome to attend home athletic

events after school on our playing fields or in the gymnasium.

2. Clothing, books, and other belongings are to be brought to the event. All classrooms are locked after school and will not be accessible during or after athletic events.
3. Transportation home is a student responsibility and needs to be arranged **20 minutes prior to the end of the event. Students who are not picked up promptly may be denied admission to future events.**
4. Students will not be allowed back into the building after the start of any athletic contest. Students are permitted to participate in a structured after school activity until home athletic contests begin.
5. Students attending or participating in athletic events are expected to follow the general expectations outlined in your handbook.
6. Students are to enter and leave the bleachers by the center steps only.
7. Students are not allowed on the gym floor before, during, or after games.
8. Gum is not allowed in the gym at any time.
9. Do not wear your hat or hood on your head in the gym.

HOMEWORK PHILOSOPHY

Students will be assigned homework to help build independent study skills. Homework shouldn't be excessive; middle school students shouldn't be doing homework longer than 90 minutes on a given night. Middle school students lead busy lives, but they need to get at least eight hours of sleep. Active students must prioritize their activities; academic responsibilities should take precedence over extracurricular events. That being stated, please monitor your child's approach in this regard. We don't recommend allowing children to stay up beyond their normal sleeping hours to complete homework. It is the responsibility of each student to meet their homework obligations on time. The natural consequence for failing to submit acceptable homework on time is an incomplete which may impact their grade. Students can keep track of assignments through their assignment notebook and their teacher's Schoology page.

Students are encouraged to follow the following tips for staying organized, studying, completing homework and managing stress:

1. Set a short term academic goal each trimester.
2. Use your planner to schedule your academic responsibilities. Write down what is necessary, such as due dates and assignment names.
3. Set aside no less than 60 minutes after school in a quiet place to study every day.
4. Establish a place for supplies, assignments and homework; keep everything in its place. Binders and a color folder system are helpful.
5. Keep your locker neat.

6. Develop an effective system of organization and stick to it. Follow a routine of good habits.
7. Take a break; email a friend or an adult who can help you if you feel frustrated. Remember, it's going to be OKAY; we will challenge you to do your best, but we will also support you.
8. Listen, take notes and ask questions in class. Read directions.
9. Use Powerschool to stay on top of **your** academic responsibilities.
10. Find out what resources are available to help you learn, such as the LRC, or early/after school teacher assistance.

HONOR ROLL

Grades can generally be interpreted in the following manner: A=Exceeding Standards; B=Meeting Standards; C=Average; D=Needs Improvement; F=Below Standards

Advanced Math and Literature/Language Arts grades are weighted. River Trails Middle School has an honor roll published each trimester. The honor roll is tabulated in the following way:

Regular Education Program:	Advanced Programming Classes:
A = 6.0	A = 6.5
A- = 5.5	A- = 6.0
B+ = 5.0	B+ = 5.5
B = 4.5	B = 5.0
B- = 4.0	B- = 4.5
C+ = 3.5	C+ = 4.0
C = 3.0	C = 3.5
C- = 2.5	C- = 3.0
D+ = 2.0	D+ = 2.5
D = 1.5	D = 2.0
D- = 1.0	D- = 1.5
F = 0	F = 0
I = Incomplete	I = Incomplete

The point value is totaled and divided by the number of subjects to determine which honor roll that student qualifies for. **ALL** classes that receive letter grades are included in the calculation of the grade point average:

HIGH HONORS = 5.5 - 6.5

HONORS = 4.5 - 5.4

(No grade in any subject may be lower than a "C" or an "I". A qualified student will be placed on the honor roll after all work is turned in.)

Please note Pass/Fail designations are not calculated in grade point averages.

INTERNET

Students must have parental internet authorization before they will be allowed to use the Internet. The Board of Education has published an Internet Acceptable Use Policy.

LATE ATTENDANCE

Students who are tardy to school **MUST** obtain an admit slip from the office before being admitted to class. Repeated late attendance infractions may result in a disciplinary consequence. A tardy is considered unexcused unless it is a result of a doctor/dentist appointment. Please see page 2 for

more information on attendance and late attendance policies.

LEARNING ENVIRONMENT

Our school community will maintain an educational environment which is conducive to learning at all times. Students deserve to be physically and emotionally safe while pursuing an education. We will not tolerate distractions that threaten a positive educational experience. One example of a distraction is bullying. Bullying is never acceptable at RTMS.

Bullying is defined as physical, verbal, nonverbal or written conduct that is so severe and pervasive that it affects a student's ability to participate in or benefit from an education program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

DEFINITION OF CYBERBULLYING

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending/posting false, cruel, hurtful or vicious messages/comments.
- Creating posts/photos that have stories, cartoons, pictures, and jokes ridiculing others.
- Creating a credible impersonation of a student with ill intent.
- Creating a false profile with ill intent.
- Creating a burner page to lampoon or ridicule an individual.
- Breaking into another student's account and sending vicious or embarrassing material to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student picture without permission.

This behavior creates a hostile, disruptive environment on the school campus and is a violation of the student's and staff member's right to be safe and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

ACTION STEPS TO RESPOND TO BULLYING OR HARASSMENT

Any student who feels as if they were bullied and/or experiences harassment should:

- Inform a school official and parents immediately.
- Save the evidence if possible. Print the online harassing text/image if possible.
- Identify the bully if possible.

- Direct the bully to stop by using declarative language.
- Ignore the bully by leaving the area or online environment and/or blocking communications.
- File a complaint with the Internet forum, Cell Phone Company, and/or school administrators.

LOCKERS

Hall lockers are provided with combination locks for security of books and personal belongings. The student is responsible for keeping their locker neat and orderly. The lockers are the property of the school district and are subject to unannounced searches at any time. Notice or consent of the student is not required. Students are not to share locker space or combinations with anyone. Locker locks may not be modified or left unlocked for the purpose of quicker entry.

Gym lockers and locks are also provided. If a gym lock is lost, the student must pay for a new one. To prevent loss, gym lockers must be kept locked.

Students are able to access lockers during designated times throughout the school day. Grade level teachers will forward this information to the students during the first week of school.

Students must receive permission from an administrator before decorating lockers. Balloons and personal photographs may not be used to decorate lockers. Students may not use school printers to print locker decorations. No more than two students may decorate a locker. Decorations must come down after four weeks.

The school is not responsible for lost or stolen locker items.

LOST AND FOUND

Articles which are found on the bus or in the school should be brought to the office or the box in the sixth grade hallway. Lost clothing is generally placed in a box in the cafeteria. More expensive items are kept in the office. Lost clothing/articles that have not been claimed are donated to charity three or four times a year after the students have been informed through the daily announcements to claim items.

LUNCH PROGRAM

The lunch program runs on a debit system. Information regarding this program has been sent to all River Trails Middle School families. Parents are able to monitor student lunch purchases online. **Reminder:** Deposits to your account may be made in the drop box located in the cafeteria before 10:30 am. **Free and reduced lunch applications must be renewed and verified each year.** Take advantage of our online Mealtime program. You can pay for school lunches, monitor your student's purchase history or obtain an application for free or reduced lunches. You may access this website at www.mymealtime.com.

MEDICATIONS

All prescriptions and over-the-counter medications are to be dispensed by the school nurse, building administrator, or designee. Students may not keep medications in their possession without written consent from a physician and written permission from the school health office. Parents/Guardians who come in to give their child medication

should go to the nurse's office after they check in at the front office. Any additional information regarding medications can be obtained from the school nurse.

MULTI-TIERED SYSTEM OF SUPPORT (MTSS)

A Multi-Tiered System of Support (MTSS) integrates all students. It is a process that provides high-quality, research-based instruction based on learner needs. Needs are identified by monitoring students' progress. Adjustments to instruction and interventions are based on students' performance and rate of success. MTSS promotes a well-integrated system connecting general, advanced and/or gifted, and special education with intervention and enrichment services. MTSS provides high-quality, standards-based instruction and intervention that is matched to students' academic, social and behavioral needs. MTSS was previously referred to as RtI or Response to Intervention.

NEED HELP

If you need to speak with an administrator or any staff member, report to your classroom teacher first to request a pass.

PARENT TEACHER COUNCIL

The Parent Teacher Council (PTC) is a group of volunteers who support the school environment. This group invites parents/guardians to attend monthly meetings to get involved in school functions and activities. Please refer to the River Trails Middle School website for meeting times.

PERSONAL POSSESSIONS

Students should not carry large amounts of money or wear expensive jewelry to school. Portable electronic devices are allowed **on the bus only** and should be turned off and stored in the student's locker upon arrival to school. **The school cannot, and will not, assume responsibility for lost items.** Improper usage will result in confiscation.

Purses must be stored in the student's locker during the school day. They may only be carried to lunch and must be placed back in the locker after lunch. Students may not bring laser pointers to school. Fidgets, spinners, and/or putty are not allowed without prior approval. Computer programs/games cannot be used on our network; there is a security concern with viruses.

PHYSICAL EDUCATION

The purpose of the physical education program is to build strong bodies; teach healthy, life-long activities for leisure time, and to teach good sportsmanship.

All students have physical education classes every other day. The physical education program includes various physical fitness activities such as team sports instruction, running the mile and the FITNESSGRAM physical fitness assessment. Activities vary according to the season. All students are required to complete some sort of fitness assessment once per week. Students may not be allowed to participate in after school extra-curricular or athletic activities if they are unable to participate in PE the same day due to exclusion or modifications ordered by a physician. **Students will participate in outdoor activities when weather permits and should be prepared with appropriate clothing for conditions. Students must purchase and wear a gym uniform. Failure to wear the uniform may result in disciplinary action and possible failure of the physical**

education class. Please ensure that your child's hygiene is addressed each day. Students sweat a lot during gym. Having a deodorant stick in gym lockers is highly encouraged; body sprays are not permitted.

PLAGIARISM

Plagiarism is the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. This includes information obtained from the internet.

RECOGNIZING EXCELLENCE

We love acknowledging students for their effort. Students are recognized through our Student of the Month Program. Teachers nominate students each month based on academic effort, school pride, and character. Students can also be recognized through the ROC (Recognition of Outstanding Character) Program. Students receive "ROCS" from teachers when they are observed in random acts of kindness, goodness or excellence. The students put the ROC (It's a slip of paper stating what the student accomplished) in the ROC boxes. A drawing is held once per month where students can receive prizes.

RELIGIOUS DAYS

River Trails School District #26 recognizes the diverse ethnic and religious background of its student body. A student's religious background is enrichment for the entire school. If a student must miss school in order to attend a religious function, they will be allowed a reasonable time to make up assignments, tests, class work, etc. that are missed.

REPORT CARDS/GRADES

Report cards are issued four times each year. Parents will be notified by automatic call or email system. Notices of Concern may be sent home mid-trimester. Parents and students are encouraged to access PowerSchool to monitor student progress. Parents may access their student's progress/grades via the internet. Access codes for students & parents are emailed home at the beginning of the school year.

SCHOOL CLOSING

When the weather is severe, and snow or other conditions may cause schools to close, please check the River Trails School District website. Our district communication system will send messages regarding school closure, as well, so please make sure we have your most up to date phone and email information.

SCHOOL STORE

The school store, located in the Learning Center, handles school supplies and specialty items useful to students. The store is sponsored and managed by Ms. Milos and Mrs. Malecky. The school store is a convenience for students; it is not required that supplies be purchased here, but prices are competitive with local stores.

SOCIAL WORK/ MENTAL HEALTH AWARENESS

River Trails Middle School is required to inform both students and staff on a variety of mental health topics, which are state-mandated. Parents will be notified when these sessions

are scheduled to occur and will have the option to opt their student out. State legislation requires that schools notify parents that sex offender information is available to the public through our district website. See page 13 for additional resources.

SCHOOL SUPPLIES

A list of the required supplies for ALL River Trails Middle School students is listed on our website. Proper school supplies are essential to good organizational skills and students are expected to have supplies at all times. During the school term, some classes may require the purchase of additional materials.

STUDENT PICTURES

Throughout the year students are pictured during the school day and during school activities, clubs and sports. These pictures are used in the yearbook, on our website, in our newsletters, and sometimes in the local newspaper. Parent(s)/Guardian(s) grant consent to publish their child's picture via the on-line registration process.

School pictures are taken once a year and can be purchased. Fliers are sent home with information prior to the date of the pictures.

STUDENT RECORDS

The written request of parents to examine personal school records will be honored within the guidelines of existing state and federal statutes. RTMS adheres to the guidelines set forth by the **Illinois School Students Records Act** pertaining to the destruction of permanent and temporary records and the right to request a copy of such records prior to their destruction to parents/students when pupils graduate, transfer or withdraw from school. Any parent who would like to review their child's school record should call the office to make an appointment to fill out the appropriate forms.

STUDENT SUPPORT SERVICES

EL Services - We offer special programs for students who speak a language other than English in the home. Placement is determined by level of academic functioning and English proficiency. EL students participate in a range of regular classes and activities.

Health Services - District 26 follows all Illinois State health mandates, including physical and dental examinations and immunization requirements. Students' health needs are monitored through our nurse's office. These services include scoliosis, vision and hearing screenings. Our nurse only dispenses medication with proper authorization by the student's personal physician. The school nurse is a referral source for low cost medical/health services in the community.

Social Work - Social workers are available to all students. Students can make a request to visit a social worker regarding questions or concerns related to peer relationships, anxiety, and/or other social-emotional matters. These adults can help with problem solving and examining the pros and cons of a particular decision. Parents or students may request a meeting with a social worker either by speaking to the social workers directly or by asking a teacher or administrator to make a referral.

Learning Resource Center (LRC) – The LRC has books and popular magazines available for a two-week check out. Students may check out two items at a time. Many teachers will bring their students to the LRC during class time, especially for English/Language Arts, to check out books and/or to do research.

Students may access our LRC starting at 7:00 AM Monday through Wednesday, and Friday. They may work in the LRC after school from 3:00PM-4:00PM, Monday through Thursday. Students are required to obtain a pass from the main office in the morning that they would like to come for early supervised and quiet study. No pass is needed for the supervised after school study, but students should arrive promptly at 3:00, unless they have a pass to arrive later.

TECHNOLOGY

Technology infractions may result in the loss of district technology privileges. Examples include visiting unapproved and inappropriate websites; tampering with or using a device without permission, and/or misuse of a printer. Students must never share their Google account username or password information with anyone. Each RTMS student may be assigned a Chromebook. Please see page 10 for more information on the use of Chromebooks.

TEXTBOOKS/CLASSROOM BOOKS

Books are provided on a rental basis and the student is responsible for those in their possession. Textbooks, classroom books, and materials damaged or lost must be paid for prior to the end of the school year.

TELEPHONES/TELEPHONE CALLS

Emergency calls may be placed in the school office with the permission of the administration. Parents/guardians should not call the school to speak to students except in an emergency. Students may not use the office phone after school unless approved by administration.

TITLE ONE

Please see the District Website, www.rtsd26.org, for information on Title One Programming and Parent Involvement.

TRANSFER PROCEDURE

The office should be informed at **least** three (or more) days in advance of a student's transfer. Please call the school secretary and discuss procedures for withdrawal. On the last day of attendance, a student should obtain a "check out" form from the office. Each teacher will sign the form when students return the books and materials which were issued to them. At completion, the form is to be returned to the office. home visits and social agency referrals. Truant students will be reported to the Regional Office of Education. Illinois law defines "chronic absentee" as a student who misses five percent of school days within an academic year with or without a valid excuse.

TRUANCY and CHRONIC ABSENTEEISM

The administration is obligated to investigate students with excessive absences and late attendance. This may include

VISITING SCHOOL

All visitors must enter the building through the main entrance located in the front of the building. **Visitors are defined as anyone who comes to school who is not an employee or enrolled student. Visitors include parents, relatives, community members, and other interested parties.** Visitors are to report to the main office to receive a visitor's pass before proceeding through the building. All visitors are required to show their driver's license for screening purposes. The cooperation of everyone in following these procedures adds to the safe environment of our school.

Parents who wish to visit the school and speak to staff must call the staff member to make an appointment. Former students must contact staff members in advance to schedule a visit. Any items dropped off for students will be given to the child during **passing periods only**. Students will not be called out of class to pick up dropped off items, or to accept phone calls. Extreme birthday treats and surprises, such as balloons and flowers, are not permitted.

VOLUNTEERS

Parents are encouraged to become involved in school through volunteer service. If you are interested in volunteering, please contact the Parent Teacher Council (PTC).

WEAPONS POSSESSION

Any threats of violence will be treated seriously and will result in disciplinary action. Do not bring any weapons or look-alike weapons on school grounds for any reason.

A student who is determined to have brought a weapon to school or on a school sponsored activity may be suspended or recommended to the Board of Education for expulsion. Students will undergo a district threat assessment as part of the investigation process. A weapon means possession, use, control, or transfer of any object which may be used to cause bodily harm (section 5/10-22.6, Illinois School Code). This includes but is not limited to guns, knives, firearms, brass knuckles or look-alikes. Items used or attempted to be used to cause bodily harm, including but not limited to baseball bats, pipes, locks, and sticks, are also considered weapons.

CHROMEBOOK USE

The following Chromebook guidelines have been developed by the staff and students to support engaging and authentic

learning opportunities and responsible digital citizenship. Students risk losing technology privileges if misuse occurs.

- **Care and Handling**

- Keep Chromebook free of markings and stickers unless directed by staff.
- Keep the Chromebook in its protective case; store it carefully when not in use. Use the attached strap to carry the Chromebook. Do not store Chromebooks in book bags.
- Avoid bringing Chromebooks into bathrooms, locker rooms, and the cafeteria.

- **Accountability**

- Chromebooks should be brought to school every day unless otherwise notified.
- Do not allow another student to use your Chromebook. Students will be held accountable for misuse related to unsupervised access.
- Chromebooks must be charged at home on a daily basis.
- You can work on Google Apps offline if you are unable to get online. The expectation is that your assignments will be completed on time using pencil/pen and paper if your Chromebook isn't working properly.
- Students are not permitted to visit websites such as YouTube, gaming sites, music sites, and/or use any type of messaging features without a teacher's permission. Students risk losing their Chromebook privileges by violating these guidelines.

- **Using the Chromebooks**

- Chromebooks should be used in accordance with the District 26 Acceptable Usage Policy.

HOMEWORK EXPECTATIONS

HOMEWORK PROCEDURE FOR STUDENTS WITH DISABILITIES

Students identified with a specific disability who have Individualized Education Plans (IEP's) or 504 Plans that require the student to be given extra time and/or modifications for assignment and test completion must have the plan followed in the regular education class. Based on identified needs, the students may be exempt from the standard River Trails Middle School homework policy, but remain accountable for their assigned work. The mainstream teacher will implement the IEP with the help of the special education teacher. The plan must assure that the students are held responsible for assignments but in a manner that is appropriate to that particular student's needs and disabilities. At any time, the mainstream teacher may and should contact the special education teacher for additional information regarding effective modifications and adaptations including identification of appropriate time limits for due dates on

assignments. Mainstream teachers are required by law to implement IEP and 504 plans. At the start of the school year, a written notification will be given to each teacher of each identified disabled student that outlines the student's needs and required adaptations/modifications.

The following homework and academic requirements are in effect at River Trails Middle School. All grades are computed on a numerical basis. Students and parents should be familiar with the district promotion/retention requirements.

HOMEWORK AND CLASS ASSIGNMENT POLICY

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the River Trails Middle School staff to assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply the information they have learned, complete unfinished class assignments, and develop academic independence. Homework grades are modified based on students' individual needs (i.e. IEP, EL, 504 Plans). **Homework is mandatory.** Homework assignments must be submitted *with high quality* effort by the due date. Students will be assigned lunch detention if a pattern of academic irresponsibility occurs.

Late homework assignments will be given half credit or no credit. No credit will be given if the assignment is submitted after the unit is completed. Long term assignment grades will be lowered each day the assignment is late. Students on average are assigned between 30-90 minutes of homework each night depending on the grade level. Completion time may vary depending on individual abilities. In addition to assigned homework, students are encouraged to read at least 20 minutes at home each night.

ATHLETICS, EXTRACURRICULAR ACTIVITIES, and PERFORMANCE GROUPS GUIDELINES and CONTRACT

Students participating in or planning to participate in activities such as athletics, intramurals, dances, recreation nights, performance groups, or club activities must meet specific academic and behavioral requirements and maintain "good standing" during the duration of the activity. Participants are expected to adhere to the academic and behavior guidelines listed in the student handbook which is located in the assignment notebook distributed to your student on the first day of school. All students participating in extracurricular activities will adhere to the following guidelines:

ACADEMICS

The following academic eligibility guidelines will be enforced after the first two weeks of each academic trimester. Students must receive permission from the principal in order to try out for competitive athletics and performance groups while failing any classes. Upon joining a team or group, a student may be suspended from participation for earning an "F" in any class, or two or more "D" grades in any classes. In the event that a student is earning an "F" or two "D" grades on the first day of the week (after the first practice or rehearsal has occurred), they may be suspended from the activity for one week. The student may remain on suspension until the "F" is

at least a "D" or one of the "D" grades has improved to a "C" or better. The student may be dismissed from the activity permanently upon earning two "D" grades or lower after four weeks of participation. Students may be permanently dismissed from participation for earning a grade of "F" after three weeks.

When placed on academic suspension, students should focus on bringing up their grades. Students may study on their own in the library after school for one hour on days of practice/rehearsals except for Fridays. Students are also encouraged to request academic assistance before or after school during suspension. Students may not participate in games/performances. Suspended students may attend home games, but cannot dress in uniform. Students may not attend away games.

BEHAVIOR

Student-Athletes, club participants, and extracurricular performance members, may be suspended from practices, meetings, and/or competition participation for excessive disciplinary infractions. Major infractions could result in immediate suspension or permanent dismissal.

ABSENTEE WORK

ILLNESS/MENTAL HEALTH DAYS

Students who are absent due to illness will be given one day for each day absent to make up homework assignments. Homework assignments that are due on the original date of absence are due on the day that the student returns to school. It is the student's responsibility to contact the teachers on the day of return to make arrangements for the completion of missed class work, assignments, quizzes and tests. If a student fails to make such arrangements with the teachers, the work will be considered late and will be subject to the homework policy as stated on the previous page.

IN SCHOOL ACTIVITIES

Homework assignments that are due must be turned in that day. Work that is missed within the school day due to in-school activities (practices, sectionals, etc.) is due the following school day as if the student were in attendance in class.

SUSPENSION

Daily work that is missed due to suspension will be given one day for each day absent due to suspension to make up homework assignments. Arrangements for the completion and grading of group projects assigned during the suspension will be at the teacher's discretion.

VACATION

Vacation is an **unexcused absence**. Make-up work for vacations may be accepted but may not count towards the child's grade. Teachers are not expected to coordinate homework or assignments in advance for vacation plans.

EXTENDED VACATION: (More than 12 consecutive school days)

According to District Attendance Procedures, if a child is absent from school for any reason other than illness exceeding 12 days, the student will be withdrawn from the District rolls. Upon return to the District, the child will be re-enrolled without additional fees. Parents must notify the front office of absences exceeding 12 consecutive school days. Work will not be given to the student prior to their absence. Upon returning to school, the student is expected to learn any missed skills. Teachers will determine the assignments required to show understanding of these skills. Make-up work will be done on the student's own time. Parents are responsible for arranging tutoring if needed. The student has two weeks from the date of the return to school to complete and turn in all required assignments. Failure to meet expectations will affect the student's grade. Please be advised these absences will be unexcused.

STUDENT ATTENDANCE/TARDY PROCEDURES

Good attendance and timeliness to school is absolutely necessary for student success.

If patterns of late arrival and/or absence continue, a school administrator will call home to review the attendance policy with the parents, reiterating the importance of acceptable school attendance. Continued excessive absences or late arrivals will be reported to the Cook County Truancy Division for further action. Students exhibiting poor attendance will lose extracurricular privileges.

Students must be on time to school everyday. Parents, please drop off your child at least 10-15 minutes before the first bell. **School begins at 7:40 AM** on Mon-Tues-Wed-Fri. This means they must be in their first period, in their seats before the 7:40 AM bell rings (*School begins at 8:30 AM on Thursdays, the same rules apply*). **Students must arrive to every class period, including lunch, on time**, meaning in their seat before the bell rings.

CHRONIC ABSENTEEISM

Illinois defines "chronic absentee" as a student who misses five percent of school days within an academic year with or without a valid excuse.

The Life Rules

	Classroom	Cafeteria	Bus	Hallway	Restroom
Be Respectful	Communicate with kindness. Listen attentively and follow directions.	Use “May I” “Please” and “Thank you.” Don’t exclude others. Use an inside voice.	Keep hands, feet and objects to yourself and inside the bus. Use an inside voice & appropriate language.	Use an inside voice & appropriate language. Say “Excuse me” if you bump into someone.	Respect the privacy of others. Respect school property.
Be Responsible	Take care of learning materials. Have your work completed with quality. Do your best.	Keep your table and space clean. Do not leave without asking permission.	Don’t video or photograph anyone. Report inappropriate behavior.	Stay to your right when walking in the halls. Be where you are supposed to be. Don’t run or push.	Keep the restrooms clean. Wash your hands with soap.
Be Ready to Learn	Arrive on time. Be prepared. Actively participate.	Stop talking when someone is on the microphone. Exit quietly and orderly.	Stay seated and faced forward. Be on time at your stop.	Walk with the purpose to arrive to class on time.	Return to class in a timely manner.

We have high expectations for every member of our school community; this includes teachers, students, and parents/guardians. We will demonstrate the type of character and effort that sustains an excellent environment for learning. It may be something as simple as saying “please, may I, or thank you;” it could be greeting someone with “hello” or “good morning.” Seek to help someone through kindness without seeking anything in return. These are just small examples of how you can impact this school culture in a positive manner.

STUDENT OPPORTUNITIES AND PRIVILEGES, RIGHTS AND RESPONSIBILITIES

SCHOOL CLIMATE

Discipline is the learning experience that develops self-control, character, and respectful consideration for oneself, others and property. Our school climate goal is to minimize distractions so that all students can learn in a safe and engaging school environment. Please help us minimize distractions that take away from learning opportunities. Students will not perform academically at an optimal level when distractions are present. Distractions include bullying, teasing, and/or inappropriate discussions pertaining to social network sites.

Acceptable student behavior is behavior which does not interfere with the learning environment or the rights of others. Behavioral expectations, along with corresponding disciplinary consequences, have been established to help students understand that certain behaviors work against a positive learning environment.

NOTE:

"The Board of Education confers to the administration the authority to discipline students for misbehavior and situations that are not otherwise stated in the rules but which are deemed to create a danger in the school environment, whether curricular or extracurricular, in relation to the psychological or physical well-being of students or staff or safety of property."

I. OPPORTUNITIES AND PRIVILEGES

- I have the opportunity to attend a public school.
- I have the privilege to participate in extracurricular events.
- I have the opportunity to attend a school rich in its multicultural heritage.
- I have the privilege to calmly and respectfully hear and be heard in this school.
- I have the privilege to expect that these rights will be mine in all circumstances so long as I am exercising my full responsibilities.

II. RIGHTS FOR STUDENTS

- I have the right to learn in a calm, disciplined, and nurturing environment.
- I have the right to be treated with compassion in this school.
- I have the right to be treated fairly regardless of race, gender, cultural background, socio-economic level, religion or handicap.

III. RESPONSIBILITIES FOR STUDENTS

- I have the responsibility to meet all academic expectations in a manner consistent with our character education principles. Also, I have the responsibility to not interfere with others' rights to learn in a calm, disciplined environment.
- I have the responsibility to exhibit the Life Rules when participating in extracurricular events.
- I have the responsibility to treat others with compassion.
- I will treat others fairly regardless of race, gender, cultural background, socioeconomic level, religion, or handicap.
- I have the responsibility to make school safe by not: threatening, fighting, sexually harassing, representing a gang.
- I have the responsibility not to take, destroy, or tamper with the property of school or others.
- I have the responsibility to help maintain a calm and quiet school.
- I have the responsibility to protect my rights and the rights of others by exercising my full responsibilities in all circumstances.

BULLY HOTLINE (RTMS)
847-298-1750 Option 7



CRISIS TEXT LINE |

Text HELLO to 741741
Free, 24/7, Confidential

SCHOOL DISCIPLINE PROCESS

Discipline is part of the learning process at River Trails Middle School; it is not solely to enact punishment. Students will benefit from a fair and equitable discipline process that promotes guidance and accountability.

Depending on the level and frequency of the disciplinary infraction, a student may receive one or more of the following consequences:

1. Warning
2. Call home to parent/guardian
3. Minor Infraction (Minor Infractions occur after the child has been repeatedly warned)
4. Time out detention in the detention room or the front office
5. Lunch and/or After School Detention
6. Loss of Privileges
7. Restitution
8. In school suspension
9. Out of school suspension (Students may not attend any after school activity during an out of school suspension.)
10. Expulsion

We document behavior infractions in the following manner:

Minor Behavior Infractions Include *Excessive Talking, Not Prepared for Class, Late to Class/School, Horseplay, Inappropriate Dress, Inappropriate Language, Chromebook Not Charged, Off Task Behavior, Repeated Failure to Follow Directions, Distracting Behavior, Dishonesty, Cell Phone Violation, Homework Violation, and Inappropriate Use of Chromebook.*

The staff member will document the minor in PowerSchool only after the child has been warned. The child should assume that a minor has been documented if they continue to engage in inappropriate behavior. Teachers will give verbal warnings and reminders to students regarding these behaviors during the first academic trimester; again, if the child doesn't respond to the warning, a minor will be entered. Students should understand the expectations beginning the second trimester; they may not receive a warning before minors are documented. Parents are typically notified once a pattern (3 or more) of minor infractions are documented. Consequences for excessive minor infractions may include some form of detention, loss of privilege, and/or restorative justice measures.

Major Behavior Infractions include *Disrespect towards any community member, Repeated Minor Infractions, Academic Dishonesty, Profanity/Vulgar Language, Physical Aggression, Threats/Harassment/Bullying, Disruptive/Unsafe Behavior, Property Misuse, Vandalism, Inappropriate Physical Contact, Inappropriate Use of Technology, Gang Related Behavior, Theft, and Possession/Use of Tobacco Products, Possession/Use of Alcohol, Drugs, or Weapons.*

Major infractions impose a threat to our safety. Students will receive an immediate consequence that may include some form of detention, suspension, loss of privilege, and/or restorative justice measures. Most of our students arrive understanding the school decorum of respect and responsibility, some will need reminders and support. We will do our best to help those students who need assistance, but everyone will be expected to meet our expectations.

The discipline process:

1. Investigation of behavioral problems will consider the procedural due process rights of students:
 - a. Notification and explanation of the content of the allegation of misbehavior.
 - b. Right to tell their side of the story.
 - c. In cases of suspensions lasting more than five days or expulsion, students will be given the right to request a hearing where they may cross-examine and present witnesses on their behalf.
 - d. Application of sanctions or discipline based on the content and severity of the misbehavior in accordance with district policy and state law.
2. Unlawful student behavior may result in the filing of a police report. District 26 and the police department maintain a cooperative working relationship. As required by State Law and governed by confidentiality requirements, District 26 and the police department maintain a reciprocal reporting system.
3. Disciplinary actions for special education students will comply with state and federal regulations and provisions of the student's individual education plan and behavior management plan. Special education students are expected to comply with district discipline and behavior policies.

All students should report issues relative to school safety to the principal or assistant principal. This would include knowledge of weapons, drugs, bullying, sexual harassment, and threats to do harm to staff, students, the school, or its property.

NOTE: Students may be disciplined for conduct not specifically stated in the rules when the administration determines that the behavior interferes with the physical and/or emotional safety of students, staff, or property.

RIVER TRAILS SCHOOL DISTRICT 26

PARENT-SCHOOL COMPACT

River Trails Middle School receives Title I funding to support student learning. It is important for all parents to understand how we facilitate our programs based on this additional funding. The purpose of this compact is to outline and inform parents, staff, and students how the responsibility for improved student academic achievement is to be shared. It also serves to guide the district and the school in planning for ways for the school and parents to work together to build and develop a partnership that will help children achieve Illinois state standards.

SCHOOL RESPONSIBILITIES:

River Trails Middle School will:

1. Provide high quality, research based curriculum and instruction in a supportive learning environment that meets the needs of all diverse learners.
2. Use assessments in a scope and sequence manner which will guide enrichment, instruction and intervention.
3. Hold Parent-Teacher conferences each school year to inform parents of student growth and progress.
4. Provide parents with regular reports of their student's progress to include:
 - Trimesterly report cards
 - MAP (Measures of Academic Progress) results
 - Progress reports for students in academic jeopardy
5. Make staff available to parents through email, phone calls, and pre-arranged conferences and class visits.
6. Provide parents with opportunities to participate/volunteer in their child's school and class through the Parent Teacher Council (PTC), and visits set up through the classroom teacher.

PARENT RESPONSIBILITIES:

We believe that education is a shared responsibility among parents, school and students. Parents show support of their children's learning through:

1. Monitoring attendance. Ensuring the child is on time and regularly present.
2. Ensuring homework completion.
3. Monitoring extra-curricular activities.
4. Participating in educational decision making regarding their child.
5. Staying informed by making time to read and respond to all school/teacher class communications.
6. In the event that curriculum delivery changes to remote learning for any reason, parents are responsible for ensuring their child participates regularly.

STUDENT RESPONSIBILITIES:

1. Be present regularly and on time to every class.
2. Complete academic responsibilities as assigned to the best of their ability.
3. Make time to read and study at home no less than one hour each night.
4. Share information with their parents from the school.
5. In the event that curriculum delivery changes to remote learning for any reason, students are required to participate regularly.

Concussion Information

During the course of a school year, your child will engage in physical activity by participating in a number of different activities. Those may be physical education classes, recess, athletics, intramural sports or other extracurricular clubs offered at school. Regular day to day activity in the classroom or on the bus could also result in an accidental head injury. District 26 has a concussion policy that will be followed if your child sustains any such injury.

A concussion is a serious brain injury caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Concussions can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Signs observed by teammates, parents, teachers or coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or is uncoordinated
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness