

**STUDENT HANDBOOK  
PARENT/STUDENT SIGN-OFF  
SPRINGMAN MIDDLE SCHOOL**

This is the Springman Middle School Student Handbook, distributed to all students in the opening week of the school year. It has been discussed with all students in meetings with the school administrators.

Read the handbook carefully so that you are aware of the procedures and rules at Springman Middle School. We will refer to it with students throughout the year.

Please sign below, indicating that you have read the Handbook. Your signatures indicate your adherence to and support of the guidelines set out in this handbook. After students have read and signed it, we request that they return this page to their Social Studies teacher no later than Friday, September 4, 2009.

Print Student Name \_\_\_\_\_ Team Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

***SPORTSMANSHIP IN ACTION***

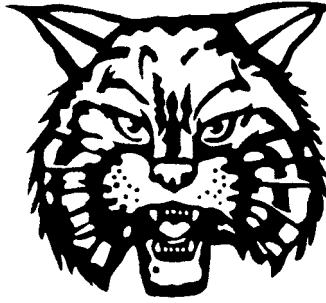
Good sportsmanship is one of the keys to a successful sports season. Spectators and participants are all guests and have a responsibility to uphold the ideal of good manners and sportsmanship. Game officials should be treated with respect and authority. The Code of Behavior in the Handbook applies for sporting as well as school events. These guidelines have been adopted to help both students and spectators have a successful experience at Springman athletic competitions.

**Please sign below, indicating that you agree to follow the “Sportsmanship in Action” guidelines.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_





# Springman Middle School

## 2009/2010

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



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## FACULTY

**Dr. Heather Hopkins**, Principal

**Ms. Allyson Thorne**, Assistant Principal

**Mrs. Vasiliki Frake**, Student Services Administrator

Mary Alonzi	LRC Director	Jason Kieronski	Physical Education
Paulette Andrews	Pegasus, Science	Brooke Klassman	Pegasus, Student Services
Andrew Babcock	Orchestra	Dave Kolber	Art
Kathryn Baumgartner	Olympians, Language Arts	Dava Kondiles	Music
TBD	Reading Specialist	Jennifer Kreiseder	Olympians, Math
Laila Bergmann	Drama	Tony Kudia	Olympians, Social Studies
Leia Bradley	Discovery, Social Studies	Linda Layfer	Life Skills
Amanda Bratten	Gifted Enrichment	Erin Lien	Genesis, Language Arts
Bonnie Buehler	Explorers, Math	Harmony Leiran	Speech and Language
Barbara Buzard	Summit, Language Arts	Crosbie Lind	Olympians, Science
Scott Buzard	Summit, Social Studies	Dan Marsh	School Resource Officer
Jan Christensen	Olympians, Language Arts	Katie Michaels	Discovery, Student Services
Deborah Faermark	Genesis, Student Services	Allison Huck	Genesis, Language Arts
Michael Field	Explorers, Science	Sarah Myland	Explorers, Student Services
Ronda Franks	Explorers, Language Arts	Anne Osborne	Genesis, Science
Matthew Garrison	Physical Education	Jennifer Pahati	ELL Teacher
Christine Gauvain	Discovery, Science	Erin Partaker	Physical Education
Manos Ginis	Physical Education	TBD	Spanish
Katie Grodecki	Summit, Student Services	Alex Posner	Summit, Math
Wendy Groesch	Physical Education	Katie Pyle	Spanish
Rachel Grossman	Social Worker	Allison Quetel	NSSSED
Stacey Grossman	Olympians, Student Services	Denise Rewers	Summit, Language Arts
Jillienne Guinan	Social Worker	TBD	Technology Facilitator
Kimberly Hegna	Discovery, Language Arts	Jolene Ronson	ELL Teacher
Stacey Heller	Pegasus, Language Arts	Felecia Scanlan	Pegasus, Math
Penny Henry	ELL Teacher	Kimberly Shaw	Explorers, Language Arts
Mary Ann Hockman	French	Dina Shiner	Social Worker
Ilene Holt-Turner	School Psychologist	TBD	Gifted Enrichment
Laura Iannotti	Pegasus, Language Arts	Ed Stoltz	Physical Education
Katey Kalkounos	Genesis, Math	Jessica Thomas	Summit, Science
Megan Keefe	Pegasus, Social Studies	Susan Zolin	Explorers, Social Studies
Sean Kelley	Genesis, Social Studies		

## PHONE NUMBERS

### MAIN OFFICE

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Office Hours .....	7:15 a.m. to 4:30 p.m.
Office Phone .....	847-998-5020

### ADMINISTRATION

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Dr. Heather Hopkins .....	847-998-5021
Principal – <i>Seventh Grade – Pegasus, Explorers</i>	
Ms. Allyson Thorne .....	847-998-5024
Assistant Principal – <i>Eighth Grade – Summit, Olympians</i>	
Mrs. Vasiliki Frake .....	847-657-2152
Student Services Administrator – <i>Sixth Grade – Discovery, Genesis</i>	

### SOCIAL WORKERS/COUNSELORS

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Mrs. Dina Shiner (Discovery, Olympians) .....	847-657-2154	dshiner@glenview34.org
Mrs. Rachel Grossman (Pegasus, Explorers) .....	847-657-2156	rgrossman@glenview34.org
Ms. Jill Guinan (Genesis, Summit) .....	847-657-2150	jguinan@glenview34.org

### HEALTH OFFICE

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To Report an Absence/Lateness: .....	847-998-5025
Mrs. McNish .....	847-998-5025

### HOMEWORK HOTLINE PHONE NUMBERS

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Co-Curricular Hotline Phone Number .....	847-657-2959
Explorers .....	847-657-2903
Discovery .....	847-657-2908
Pegasus .....	847-657-2902
Summit .....	847-657-2907
Olympians .....	847-657-2901
Genesis .....	847-657-2906

### SCHOOL HOURS

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Springman Middle School is open from 7:10 a.m. to 4:15 p.m. on school days. All students report to their first block class each morning at 8:20 a.m. All students are dismissed at 3:00 p.m. After school activities take place beginning at 3:05 p.m.

Overture	7:25 – 8:20 a.m.
First Class starts	8:20 a.m.
Dismissal	3:00 p.m.
After School Activities	3:05 – 4:05 p.m.
Activity Bus	4:10 p.m.

### MISSION STATEMENT

The Mission of **Glenview School District 34** is to empower children to be responsible learners and decision makers in a changing society.

**Springman and Attea Middle Schools** will provide an excellent middle school educational program which:

- Instills high expectations
- Develops the knowledge and skills necessary for successful individual achievement and lifelong learning
- Connects learning to life
- Fosters partnerships with family and community
- Shapes caring and ethical citizens

## THE MIDDLE SCHOOL PROGRAM

Springman Middle School is a high-performing school that is responsive to the developmental needs of young adolescents as they make the transition between childhood and adolescence. While holding high expectations for all students' academic achievement, teachers are careful to see that instructional strategies are appropriate to adolescent learners.

As a Middle School, Springman is characterized by a(n):

- philosophy based on the unique needs and characteristics of the young adolescent;
- team of educators knowledgeable about and committed to the young adolescent;
- interdisciplinary team organization;
- flexible block schedule;
- positive and collaborative school climate;
- physical plant where teams are housed together for classes and large areas for full team sessions;
- emphasis on the use of higher-order thinking skills and hands-on instructional strategies; and
- commitment to regular involvement of families in the education of young adolescents by keeping them informed of student progress and school programs and by giving them meaningful roles in the schooling process.

## FLEXIBLE BLOCK SCHEDULING

Middle school classrooms are exciting, active places where students ask questions and pursue solutions to problems they have helped to identify. Middle school teachers use many different teaching strategies such as individual and group projects, problem-solving activities, cooperative learning groups, lectures, demonstrations, field trips, and utilization of community resources. The content studies and activities students engage in help them acquire a balance of fundamental skills and essential knowledge while developing positive attitudes about learning and themselves. In order to provide the proper environment for this active learning, Springman utilizes a flexible block schedule.

*“Flexible scheduling suggests that the order of each day need not be the same. Group size, the order of the classes, and the length of each class can vary. Flexible scheduling is a way of responding to developmental needs of young adolescents. As students go through various physical and mental changes, attention span varies. Flexible scheduling will allow teachers to work together to achieve a common goal – providing the best possible learning experience for pupils.”* Elliot Merenbloom

**“B” Block:** At Springman, math, science, social studies, reading and writing are taught in a flexible block called the “B” block. Each day, the “B” block teachers are given larger blocks of time each day (totaling 220 minutes) to conduct instruction for the students on their teams. They are also given the opportunity to reorganize their classes, their schedule, and vary instructional strategies to meet the needs of the learners.

**“A” Block:** In addition to the core academic subjects studied during the flexible “B” block, students at Springman also study physical education and global language (French or Spanish) each day in a set block of 42 minutes. These classes are referred to as “A” block classes because they “Always” meet at the same time of the day, each day.

**“X” Block:** Students will use this time to excel, explore, extend, and expand their knowledge. Each day, team teachers determine appropriate student activities during “X” Block time. In addition to remediation and enrichment activities, teachers may use “X” Block to: review NWEA test scores with students, work on time management skills, conduct lessons on the proper use of the assignment notebook, address bullying and other social issues, conduct teambuilding activities, hold lessons on effective study skills, etc. There are many valuable ways the “X” Block is used to extend student learning in a variety of areas. Because the “X” Block is scheduled by grade-level, teachers may decide to “cross-team” for instruction by grouping students together from both teams at a grade-level based on student needs.

**Overture Block:** In addition to the “A,” “B,” and “X” blocks in the regular school day, Springman offers an early morning block from 7:25-8:20 a.m. This “Overture” block provides students with a sampling of the experiences that comprise effective middle school programs such as band, orchestra, or chorus. In addition, during the Overture block the Communicore and the Learning Resource Center are open. Students are invited to work on their computer projects, complete their research on the Internet, or use the variety of print and non-print sources available. During the Overture block, the faculty is available on a pre-set schedule to assist students in their studies. **“Roaming” and congregating in the halls is prohibited during this time period.** Students must be in a supervised area during the Overture block.

**Lunch/Recess block:** The daily schedule at Springman includes 30 minute lunch blocks. A student's lunch period is scheduled so an entire grade level dines at once. Consistent with their developmental needs as adolescents, in addition to lunch, students have the opportunity to go to the playground for recess.

**Activity Block:** The final block of the day is the Activity block. From 3:05-4:05 p.m., students have additional opportunities to participate in experiences that comprise effective middle school programs such as athletics and club activities. Like the Overture block, during the Activity block both the Communicore and the Learning Resource Center are open for student use and the faculty is available on a pre-set schedule to assist students in their studies.

## TEACHER-STUDENT TEAMS

In order to better provide for their developmental needs as the students transition from childhood to adolescence, Springman Middle School groups adults and students in small learning communities or learning “teams.” These “teams” are characterized by stable, close, and mutually respectful relationships. The six Springman learning teams are composed of approximately 115 students and six full-time teachers. Each teacher on the team specializes in a particular core curricular area of math, science, reading and language arts, social studies, global language (French or Spanish), PE or special education. Students are assigned to a team in a manner that ensures that each team represents the total population of the school and is balanced among academic abilities and learning styles.

Each day, the teachers on the team meet to coordinate the schedule, discuss individual student progress, and plan interdisciplinary instruction. Two times each week, the team’s administrator participates in the team meeting to help the team in their curriculum efforts, to coordinate activities with other teams, and to assist with student support issues. Twice each week, the assigned social worker facilitates meetings that are dedicated to discussing individual student progress and other issues affecting student development. The technology teacher will also join the meetings on a regular basis to help facilitate the inclusion of technology as an instructional resource within each curricular area and/or as part of an interdisciplinary unit.

As a result of teaming,

- individual learning styles and interests are better known by teachers. Teachers are more aware of changes in student behavior and can offer assistance when needed;
- students become better organized because of far greater consistency of teachers’ expectations, standards, and procedures;
- knowledge becomes increasingly connected, relevant, and holistic through curriculum integration;
- students’ time is used more effectively due to the flexible block schedule: minimal time is lost to changing classes, and blocks of time lead to increased student engagement;
- teachers come to know their students very well and students become comfortable with a small group of teachers;
- students’ academic progress is monitored more efficiently; and
- communication with parents is significantly more effective because teachers meet together to discuss student progress.

## RESPONSIBILITIES OF THE LEARNING PARTNERS

There are three major partners in the learning process at Springman: the parents, the Springman staff and the student.

**Parents:** Parents are the most influential educators of their children and the key to the success of the Springman program. To help make their child’s Springman education a success, parents are expected to:

- be knowledgeable about the school, their child’s activities, and the range of academic, extra-curricular, and social options available;
- demonstrate concern for the total environment, including physical, emotional, and social well-being of the child and provide the appropriate support for the learning process and academic success;
- become involved in the schooling process, communicating concerns, ideas, and suggestions relating to Springman Middle School, as it relates to one’s own child as well as from a broader perspective for all children; and
- support Springman’s focus of respect for oneself, others, and the school facilities.

**Staff:** The Springman Staff is expected to make a child’s middle school experience at Springman successful. Through the curriculum, all members of the staff are expected to:

- demonstrate actions consistent with life-long learning as a model for students, striving to continually improve means and methods of educating children;
- be knowledgeable about the subject areas taught and the relationships between and among the subject areas;
- be sensitive and responsive to individual differences and diverse learning styles of all children; and
- provide a variety of instructional delivery styles and assessments that are fair, understandable, and closely matched with targeted learner outcomes.

To further students’ social development, staff members are expected to:

- foster a nurturing environment in the context of clearly communicated expectations;
- demonstrate respect for all Springman learners and the process of learning;
- be consistent and fair in dealing with all members of the Springman community;

To further support parents in the education of their children, Springman staff members endeavor to:

- communicate effectively with parents, children, administrators, and the Glenview community about the Springman instructional program;
- communicate with parents in a timely manner regarding the progress of their child; and
- solicit feedback on matters relating to instructional services and pupil support.

**Students:** As the middle school child transitions between childhood and adolescence s/he grows and develops. As the child and the world around them changes, the student learns to do more and more without the help of others. One of the primary goals of the middle school experience is to provide these students with an opportunity to become more independent and responsible for themselves. The team setting at Springman is integral to this development, providing a stable, predictable and nurturing environment with strong and consistent relationships in which the student can grow and learn.

To support this process, the students of Springman Middle School are encouraged to help build team spirit. The success of a student as a member of a team is related to the effort the student puts forth in helping fellow students and supporting the efforts of the teachers.

Each member of the team is expected to:

- treat one another with dignity;
- observe all school rules;
- participate in and show respect for group decisions; and
- do their best at all times.

A Springman student is expected to:

- take school seriously by coming to school ready to learn;
- be active shareholders in the educational process;
- know when one needs help and take initiative in the process of seeking and getting help;
- demonstrate respectful behaviors, both to other students as well as staff members; and
- demonstrate the ability to work collaboratively with others.

During the year the teachers recognize students for special achievement, extra effort, and outstanding citizenship.

## **SPRINGMAN ACADEMICS**

### **CURRICULUM**

The curriculum for sixth, seventh, and eighth grade students includes the following areas of study:

- language arts (reading and writing)
- social studies
- mathematics
- science
- global language
- physical education

In addition, the curriculum includes instruction in the fine arts. Sixth grade students study a trimester each of art, drama, and music in an every-other-day rotation with global language. In 7th grade, students study art and drama and in the 8th grade the students receive music instruction. This instruction occurs during the "B" blocks with the fine arts teachers working closely with team teachers on interdisciplinary activities.

Students also have the opportunity to receive instruction and participate in the performing music groups (band, chorus, and orchestra), which meet during the Overture block (see also: Music Performance Groups). Students enrolled in these groups are expected to attend **every** meeting of these classes; arrangements for extra help and other activities should be made on alternate days. Students will receive grades for musical performance programs, which will be included in the calculation of their Grade Point Averages.

### **PROMOTION POLICY**

In order to be promoted to the next grade level, a students must earn an overall average of at least a "C" (2.0 Grade Point Average) *and maintain at least a "D" average in every subject.*

Failure to attain a cumulative GPA of 2.0 will require remediation before promotion to the next grade. If a student earns a 2.0 GPA but earns less than a "D" average in one class, remediation will be recommended. Remediation will be required for a student who earns a 2.0 GPA but earns less than a "D" average in two or more classes.

### **GRADING**

**Grading System:** The following grades are used to report a student's academic progress:

- A grade of "A" is given to an active learner who achieves above and beyond grade level expectations. This student has exemplary work habits and a firm grasp of concepts and skills. It is valued at 4.00 points in the Grade Point Average.
- A grade of "B" means achievement is beyond average expectations. This student has a good grasp of concepts and skills and has demonstrated a maturing thinking process. It is valued at 3.00 points in the Grade Point Average.

- A grade of “C” indicates satisfactory progress, achievement at an average level, and meeting grade level expectations. It is valued at 2.00 points in the Grade Point Average.
- There is cause for concern if a student receives a grade of “D” or “U.” These grades often reflect poor work habits and/or insufficient effort. An average lower than a D would indicate that a student may not possess all of the skills necessary to be successful in the next year’s academic program. In this case, the student and the parent will address this deficiency with the teachers. A “D” is valued at 1.00 point in the Grade Point Average and a “U” has a value of 0 points in the Grade Point Average.
- A grade of “I” (Incomplete) indicates missing assignments that must be made up soon (usually within two weeks). Incomplete grades are counted in the Grade Point Average and have a value of 0 points.

**Trimesters:** The academic year is divided into three equal trimesters. Grades are reported at each mid-term in progress reports and at the end of the trimester in a report card.

**Report cards:** Report cards are issued three times a year. A student’s progress will be reported as a grade for each course. In addition, teachers may include one or two brief descriptive comments.

**Midterm Progress Reports:** Progress reports are an important part of the communication between teachers and parents. Teachers contact parents regarding the progress and performance of a student via the progress report and/or telephone calls throughout the year.

Progress reports are sent home during each trimester as a way of keeping parents informed about achievement and attitude. Usually, there are two reasons for sending a progress report:

- to recognize a student’s outstanding performance or progress; or
- to express concern about a student’s performance.

## GRADUATION

It is our hope and intention that every eighth grader will participate in this exciting and meaningful event, which reward three years of hard work and consistent effort.

However, please be aware that participation in graduation and its related activities is a privilege; every student is not automatically entitled to these activities.

Expectations for students who wish to participate in graduation and its related activities include:

- Students must earn an overall average of at least a “C” (2.0 GPA) in order to be promoted. Students with less than a C average may not be promoted to ninth grade. They may be required to attend, and successfully complete, summer remediation before being promoted. Furthermore, if the teachers perceive that the student is not making the appropriate effort, the “failing” student may also be excluded from the graduation ceremony.
- Students are expected to maintain a consistent level of effort and production. Students whose grades plunge significantly, or who are identified by their teachers as having “stopped working,” or who develop attendance and tardiness problems may be excluded from graduation exercises.
- Students are expected to treat each other with respect, to interact respectfully with all adults, to respect the school building and grounds, and to interact respectfully as citizens of our community. Certain behaviors, such as vandalism, fighting, or the use/sale/possession of drugs, alcohol, or tobacco may eliminate a student from the ceremonies and activities. Persistent or flagrant disrespect to other students, adults, or to the building itself may also result in exclusion.

## HOMEWORK

Homework is regularly assigned and may include in-school as well as at-home assignments. Some assignments are long-range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending an excessive amount of time completing an assignment the day before it is due. A student may take advantage of the many resources and references available at Springman to complete these assignments.

**Assignment Notebooks:** Students are required to use their Springman assignment notebooks to record their homework assignments, quiz/test dates and other information regarding their academic responsibilities. Assignment notebooks will be provided for each student during the first week of school.

**A student must be absent for at least 2 days** before requesting that homework be assembled by the Main Office. A “homework buddy” should be contacted to find out about missed assignments for an absence of only 1 day. Upon returning to school, the student should check in with his/her teachers.

**Homework requests for 2 day absences should be submitted to the Main Office by 10:00 a.m. on the day it will be picked up.** Teachers will determine appropriate due dates for these assignments, and will offer students an opportunity to seek extra help before and after school when they return. The homework may be picked up from the Main Office between 3:15 and 4:30 p.m.

**For a week or more absence:** a request must be submitted at least a week before the homework is needed. Parents should be aware that not all schoolwork may be made up independently; students may need to meet with teachers before or after school for additional “catch-up,” to take missed tests/quizzes, or to do project work.

For any long-term absence due to illness, homebound instruction may be arranged through the Student Services Administrator.

**Homework Hotline:** Each team supports a “homework hotline” through which the day’s homework can be accessed. The phone numbers for the “Homework Hotlines” are listed in the front of this handbook.

**Website:** Some teams may provide additional information about homework, projects, and team happenings on the school’s website. Your team will advise you of how to access this information via the internet. The school’s web address is: [www.glenview34.org/sp](http://www.glenview34.org/sp)

**Weekly Newsletters:** Each team publishes a newsletter each week that provides students and parents with information regarding upcoming team events, teacher availability for extra help, due dates for projects and tests, and an overview of the material covered in each class for the week ahead. These newsletters are provided to students with instructions to bring them home and share them with their parents. Team newsletters are also posted on our website each week.

## EXTRA HELP

Students are encouraged to seek extra help from their teachers as needed and to make appointments with their teachers to gain this extra assistance.

Extra help will be available to students during the Overture block from 7:20-8:20 a.m. and during the Activity block from 3:05-4:05 p.m. Teachers share their “extra help” schedules with their students each week, as well as include them in weekly team newsletters.

Students are also encouraged to use the Learning Resource Center and Communicore facilities during the Overture block in the morning and the Activity block in the afternoon.

## ADD/DROP/GRADING POLICIES FOR BAND, ORCHESTRA, OR CHORUS

**Adding band, orchestra or chorus:** A student may enroll in band, orchestra or chorus during the school year. Enrollment requires an add course form from the student’s parents accompanied by payment of the corresponding fee. The completed form should be given to the student’s administrator, who will process the request and enroll the student in the appropriate group.

**Dropping band, orchestra or chorus:** Students are allowed to drop band, chorus or orchestra only during the specified drop period each trimester. To drop a class, students must obtain a withdrawal request from their teacher and obtain the required signatures. If all parties do not approve of the change, a conference will be mandatory.

Students must attend the class being dropped until all the proper approvals have been obtained and all required paperwork has been completed and returned to the student’s teacher.

The official drop periods for the 2009-10 school year are:

1st Trimester:	BOC	August 26 - September 9
2nd Trimester:	BOC	December 16 - January 8
3rd Trimester:	BOC	March 22 - March 26

**Grading:** Students will receive letter grades for Band, Orchestra, and Chorus performance programs. These grades will appear on Trimester Report Cards and be included in grade point averages. Dropping a course after the designated weeks will significantly impact a student’s grade for the grading period.

## STUDY HABITS

In order for students to achieve at the best of their ability, Springman Middle School recommends the following study habits:

- students should bring all necessary books and supplies, including a pen, pencil, and paper, to each class;
- students should keep a written record of all short and long-term assignments, including the dates they are due, in the assignment notebook;
- students should schedule regular study time in a quiet place;
- to avoid lost books and assignments, students should keep all school materials together at home;
- ask teachers for help with or for information about assignments before they are due.

## HONOR ROLL

Outstanding academic achievement is recognized at Springman every trimester. Students who attain a grade point average of 3.5-4.0 will be cited as a “High Honor Roll” student. A grade point average of 3.0-3.49 will earn a placement on the Springman “Honor Roll.”

## STANDARDIZED TESTING

In order to objectively evaluate students’ progress in core academic areas, Springman students participate in a variety of standardized testing.

**NWEA (Northwest Educational Assessment):** This reading, language usage, and mathematics exam is given via computer in September and May of each year to 6th, 7th and 8th graders. The purpose of this exam is to track a student’s progress in the Springman curriculum in reading, language arts, and math.

**ISAT (Illinois Standard Achievement Test):** This Illinois State standardized test tracks a student’s progress according to the Illinois State learning standards for 6th, 7th and 8th grade students. In 6th, 7th, and 8th grades, students’ progress in math and reading is evaluated; additionally, in 7th grade progress is assessed in science and in 6th and 8th grade progress is assessed in writing.

**Terra Nova:** Terra Nova/InView testing is administered to 8th graders and provides nationally normed achievement measures as well as a Cognitive Skills Index (CSI). The CSI is one method of measuring a student's cognitive ability. These test results are used by Glenbrook South High School as part of the ninth grade placement process. The Cognitive Skills Index test is also given to sixth graders. These tests are given in late November or early December.

## **SUMMER SCHOOL**

Springman hosts a remedial summer school program for students who are not eligible for promotion or for students who teachers or parents feel could benefit from remediation and reinforcement of basic concepts in math, science and the language arts.

In order to receive the full benefit of and credit for the summer program, students are expected to attend each day of the summer school program. Tuition assistance for summer school is available for families that qualify.

## **CODE OF BEHAVIOR**

The faculty and administration of Springman Middle School firmly believe in giving students realistic opportunities to exercise self-discipline, mutual respect, and responsibility to the school and each other. School rules have been established based on consideration for the rights of others, the safety and welfare of all and respect for the property of others. School policies and classroom rules are designed to promote learning and a school climate in which we can take pride.

### **RESPECTFUL BEHAVIOR**

It is the responsibility of students and all members of the Springman community to conduct themselves in a respectable manner. Students must govern their behavior so as to promote their own excellence and prevent them from infringing on the rights and personal freedoms of others. This includes the equal treatment of all students and members of the school community regardless of race, color, national origin, religion, age, sex, sexual orientation, and ability.

Any behavior which disrupts the educational process or jeopardizes the safety and welfare of any member of the Springman community will be appropriately dealt with by the staff of the school.

### **SAFE BEHAVIOR**

It is the responsibility of each student to provide a safe environment at Springman. If a student becomes aware that a fellow student is in possession of illegal substances, weapons, or any items that could endanger his/her safety or the safety of others, the student **must** immediately inform an adult such as a parent, teacher, social worker, administrator, or staff member. This information will be used to insure the safety of the student(s). Failure to report this information will result in disciplinary action. Of course, confidentiality will be maintained at all times.

### **CONDUCT**

It is expected that all Springman students and members of the Springman community will act in a respectful and responsible manner at all times while on school property, on school transportation, or at any school-sponsored activity. Gross disobedience or misconduct is not acceptable conduct and will lead to disciplinary action such as removal from class or activity, detention, seclusion, suspension or expulsion.

**The Board of Education defines gross disobedience or misconduct to include any behavior which is of such egregious nature as to constitute, on its face, gross disobedience or misconduct.** Gross disobedience or misconduct is any conduct, behavior or activities as defined by the Board of Education, its policies or rules or regulations which causes, or may reasonably cause, school authorities to forecast substantial injury or disruption or material interference with school-related activities or the rights of other students or school personnel or the risk of same.

**Gross disobedience or misconduct may occur on school grounds, on a school bus or at a school activity reasonably related to school.** It also may occur in a situation other than on school grounds or at a school-related activity, provided, however, that a reasonable relationship exists between the conduct of the student and a potential impact on the school, its processes or student environment.

**Gross disobedience and misconduct shall also include**, but is not limited to, the following types of conduct and such other conduct as may be designated from time to time by policy of the Board of Education or the administration:

#### **Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.

- d. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- e. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. Using or possessing an electronic paging device or using a cellular telephone, video recording device, personal digital assistants (PDAs), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs, cheat, signal others, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by:
  - Being a member;
  - Promising to join;
  - Pledging to become a member; or
  - Soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
15. Engaging in any activity, on or off campus, that:
  - (a) poses a threat or danger to the safety of other students, staff, or school property;
  - (b) constitutes an interference with school purposes or an educational function; or
  - (c) is disruptive to the school environment.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

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

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or

4. Anywhere, if: (a) the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member; (b) the conduct may reasonably be considered to be an interference with school purposes or an educational function; or (c) the student's presence at school may reasonably be considered to create an interference with school purposes or an educational function.

### **Disciplinary Measures**

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Removal from classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. Detention or Saturday school, provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
12. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent(s)/guardian(s) the choice.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **WEAPONS**

A student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

### **UNACCEPTABLE BEHAVIORS**

The following behaviors are considered unacceptable by Springman Middle School. Failure to behave responsibly in these areas while on school property, on school transportation, or at any school-sponsored activity are considered serious violations of conduct and will lead to disciplinary action such as removal from class or activity, detention, seclusion, suspension or expulsion.

**Behavior Endangering Persons:** Causing or attempting to cause injury to another student or staff member: verbal, written, or physical threats (this includes written "hit" lists, "kill" lists, or "hate" lists); fighting; sexual harassment; use of profane, vulgar or abusive language and slurs with regard to race, color, national origin, religion, age, sex, or disability against students or staff members.

**Purchase (including exchange of money for such purchase), possession, transmission, or use of drugs or alcohol, fireworks, weapons, and ammunition:** Such infractions will result in immediate suspension from school and referral to the proper authorities.

**Smoking or possession of smoking materials:** will result in suspension from school.

### **DISCIPLINARY ACTIONS**

**Detention:** If a student chooses to violate a classroom, team, or school rule, the student's teacher, coach or adult supervisor will discuss the matter with the student and will determine whether a detention is appropriate.

An Administrative Detention is assigned by an administrator for one hour either before school (7:20–8:20 a.m.) or after school (3:05-4:05 p.m.). A student will be notified of this detention verbally and in writing, and written notice will be mailed to parent(s).

Students are expected to arrive promptly and comply with behavioral expectations for disciplinary supervision. If a student arrives more than five minutes late, misbehaves, or cuts detention additional consequences may be assigned.

**Referrals:** Should a student's behavior be serious or chronic, other interventions may be used. These may include a meeting with the social worker/counselor or team of teachers, and/or with the student and parents. If inappropriate behavior continues to persist, the student will be referred to his/her team administrator.

**In-School Seclusion:** If a student's behavior warrants more serious discipline, an in-school seclusion may be assigned for one or more full days. During this time, the student is in attendance at school but is secluded from his/her team and other classmates and supervised by an adult in an In-School Seclusion room.

The student's teachers will send classwork and assignments to the In-School Seclusion room, and students on seclusion are expected to put in a full day of effort on academic work while on In-School Seclusion. In-School Seclusions may be assigned on school days as well as days when school is not in session (such as Saturdays, holidays, conference days, etc.).

**Saturday Seclusion:** When a student displays a pattern of inappropriate behavior or whose behavior is more serious in nature, a Saturday Suspension may be assigned. Students are expected to arrive *promptly* at 8:00 a.m. at the Office entrance and remain until 12:00 p.m. Students will work silently on class work or other assignments deemed appropriate as part of his/her consequences for inappropriate behavior. Failure to report for a Saturday Seclusion will result in the assignment of two Saturday Seclusions.

**Suspension:** This disciplinary action results in a student's removal from all school programs, activities, and facilities for a designated period. Prior to the time of suspension, a suspended student's parents will be contacted by the school.

Frequent suspension may indicate an inability to adjust to the school environment or a lack of desire to participate appropriately in the school community. In such cases, a student may be referred to one or more professionals for their recommendation regarding appropriate school placement in or outside of the Springman community.

**Probation:** A student who demonstrates consistent inability to follow the *Student Code of Behavior* may be placed on probation for a prescribed period of time. This disciplinary action requires parents be notified of the terms, specific conditions and requirements of the probation which must be met over a specified period of time. Failure to comply with the terms of probation may result in further disciplinary action such as suspension. A student is removed from probation after the established time period is completed or when satisfactory progress is noted.

## **APPROPRIATE SCHOOL ARTICLES**

Any items brought to school should be related to the instructional program or activities sponsored by the school. Pagers, laser pointers, matches, lighters, water pistols or other toy guns or weapons, pocket knives or knives of any kind, paintball or air pellet guns, trading cards, or other "toys" are some examples of articles not part of the school day and as such are **not permitted in school**.

Large sums of cash are neither necessary nor appropriate and should not be brought to school.

Items which contain chemicals that could endanger your health or the health of others (white-out, rubber cement, etc.) should not be brought to school. In addition, aerosol cans (hair sprays, deodorants, colognes) are not permitted in the building.

If such items are brought to school, they will be confiscated. Items that are confiscated may only be returned to a parent. If a student has any doubts about other items, the student may check with the school administration.

If a student arrives at school and realizes that s/he has brought an inappropriate item into the building, the student should immediately turn it in to a teacher, administrator or staff member. In so doing, the student is demonstrating responsibility and a desire to cooperate with school policies and to keep the building safe.

In addition, writing personal notes or letters during the school day is not an appropriate use of school time. If these notes are discovered, they will be confiscated and read. Any information contained within these notes that violates the code of behavior or indicates an unsafe situation for any student will be acted upon immediately and if appropriate, consequences administered.

## **ELECTRONIC SIGNALING AND CELLULAR TELECOMMUNICATION DEVICES**

It is the intention of the Board of Education to provide a safe and secure learning environment for the students in its schools and to structure the possession of electronic signaling devices so that student welfare and safety and the educational environment are not adversely affected. To that end, every classroom in the district maintains a telephone that students are able to access with teacher permission.

### **Electronic Signaling Devices**

Students may not use or possess electronic paging devices or two-way radios on school property at any time.

### **Cell Phones and Other Electronic Devices**

The possession and use of cell phones at the middle school level are to be used in emergency situations and not merely for convenience. As such, they are subject to the following rules:

1. A parent must register his/her child's cell phone with the school by completing and signing the "Cell Phone Use Agreement" form. This form will be kept on file at the school for the current school year. It will need to be renewed at the start of each school year.

2. The cell phone is not for use during the school day and must be kept in the student's locker from the start of the school day until 3:00pm. During this time, the cell phone must be turned OFF (no tone or vibrating features should be on). A student's school day starts the moment the child enters the building.
3. Games, cameras, text-messaging, and other add-on devices for cell phones are not to be used during the school day.
4. Combination PDA-Cell phones are not allowed at school at any time.

**Violations of the above guidelines will result in the following:**

**First Offense:** The phone will be confiscated and will be available to be returned to a parent *the following school day* once an appointment has been made with the school resource officer. It will be the parent's responsibility to set the appointment. The student will be issued an administrative detention for violating the policy.

**Second Offense:** The phone will be confiscated and will be available to be returned to a parent *the following school day* once an appointment has been made with the school resource officer. It will be the parent's responsibility to set the appointment. The student will be issued an in-school seclusion for violating the policy a second time.

**Third Offense:** The phone will be confiscated and will be available to be returned to a parent *the following day* once an appointment has been made with the school resource officer. Further infraction of the policy will result in confiscation of the phone for the remainder of the school year. The student will be issued a Saturday Seclusion for violating the policy a third time.

**Fourth Offense:** The phone will be confiscated for the remainder of the school year.

Examples of other electronic devices include: cameras, hand-held electronic games (i.e. GameBoy), CD players, MP3 players, AM/FM radios.

These electronic devices are not for use during the school day and must be kept in the student's locker from the start of the school day until 3:00pm. A student's school day starts the moment the child enters the building. Violations of this guideline will result in the similar consequences as outlined above for cell phones. Students are personally responsible for the security of their wireless communication devices. Please note that the school assumes no responsibility for personal cell phones and that the decision to provide your child with a cell phone is a parental one. Reports of theft or loss will be handled using the school's usual procedures for lost and stolen items. In making this decision, the parents assume all responsibility for phone charges and the cost of lost or stolen phones. The School District is not responsible for the loss or theft of any electronic device brought to school.

## **CLOSED CAMPUS**

Springman Middle School is a closed campus. As such, a student must remain in school and in his/her classes under a teacher's supervision at all times. Under no circumstances is a student allowed to leave the building or campus during the school day unless accompanied by a staff member as part of a field trip or other educational experience. Once a student enters the building in the morning, the student is to remain in the building for the remainder of the school day.

## **BULLYING**

School Board policy prohibits the use of aggressive behavior at school that does physical or psychological harm to someone else and/or encourages others to do the same. This behavior includes the use of force, coercion, noise, insults, threats, intimidation, force or bullying. The choice to engage in such behavior will not be tolerated at Springman Middle School and will result in disciplinary action.

## **HALL TRAFFIC AND THE PASS SYSTEM**

As members of a school community, students are asked to respect their fellow students' opportunity to learn. When traveling through the halls, students are reminded to arrive at their destination quickly and quietly.

**All students are required to have a pass when moving through the halls during classes.** In most cases, teachers will provide a student with a red hall pass to move through the halls. Students should complete the necessary information on the pass and carry it with them while in the halls. If stopped by a staff member, the student should display the pass and answer any questions the staff member may ask.

If a teacher has detained a student, the student must have a pass to his/her next class. If a student is late to class without good reason, the student can expect disciplinary action. All passes should specify the date and time, and be signed by a staff member.

## **GAMBLING**

As school is a place for learning, gambling is not an appropriate use of school time. Students are not allowed to bet or gamble for money or for any other type of monetary or material gain. Solicitation of bets, tracking, and/or payment of wagers is strictly forbidden on school property.

## **"HANDS OFF" EXPECTATION**

Since inappropriate physical contact endangers students' safety, Springman Middle School holds a "Hands Off" expectation which prohibits inappropriate physical contact between students. Roughhousing (or "play fighting"), intentional tripping, or other similar physical contact is not allowed on school grounds. At recess or while on school grounds before and after school or during a school sponsored activity, actions such as tackling, pushing, shoving, etc., are inappropriate, even under game conditions. Additionally, public displays of affection are also inappropriate for school. This includes hand-holding, hugging, kissing, sitting on the lap of another student, etc.

## HARASSMENT

The Springman community is committed to the principle that students and all members of the community are entitled to equal opportunity and equal treatment in the school setting. This includes a learning environment free from all forms of harassment.

Harassment is not only conduct whereby an individual intends to be hostile and/or offensive, but may also include conduct which the recipient perceives to be hostile and/or offensive.

Sexual harassment may take the form of physical contact or verbal abuse. This includes the use of offensive language of a sexual nature or the telling of obscene, graphic, inappropriate, or off-color stories or jokes.

Any student believing he or she has been subjected to any form of harassment, sexual or otherwise, should immediately contact their social worker/counselor or any staff member with whom they feel comfortable. The necessary investigations will then be conducted.

## SELLING OR TRADING FOR PROFIT

Students may not sell or trade items at school such as candy, gum, cards, etc. All items intended for sale or sold for profit will be confiscated. The only exception to this rule is the selling of goods for an approved fund raiser, conducted by a school club, team, or PTA.

# GENERAL INFORMATION

## ASSEMBLIES

Assemblies and Team Meetings are held frequently at Springman. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. At all times, a student's behavior should be courteous and respectful.

## ATTENDANCE

Attendance laws require students to be present during the days when school is in session unless they are ill.

**Absence from School:** When a student is ill and will not be present at school, a parent must phone the Health Coordinator at 847-998-5025 by 8:30 a.m. on the day(s) of the absence. When leaving a message on the answering machine, the student's parents should leave the student's name, team, and reason for absence. If a parent notifies the student's teachers about an upcoming absence, the parent must also call the health office with the same information.

*Pupil appointments (medical, dental, etc.) and family vacations should be scheduled when school is not in session.* If it becomes necessary to miss school for a reason other than illness, a parent must notify the Main Office as soon as possible but no later than 8:30 a.m. on the day(s) of the absence.

When a student returns to school, even after one day's absence, the student is required to bring a note from a parent explaining the reason for the absence. This note should be submitted to the Health Office immediately upon the student's return to school.

**Early Dismissal:** No student is ever to leave school early without the permission of the student's parents. Parents are required to sign students out *in person* at the Main Office.

If it becomes necessary to be dismissed early from school, the parents should send their child to school with a written note explaining the reason for the early dismissal and the time they will be picking up their child. *The student should bring this note to the Main Office prior to the start of the school day* and the Office will give the student a pass to be excused from class at the required time.

If a student requires early dismissal due to an illness or injury at school, the student's parents will be contacted directly by the Health Coordinator.

**Lateness:** If a student is late to school, the student must sign in at the Main Office upon arrival. After signing in, the student will then be issued a pass to class.

Because punctuality is such an important habit for their adult lives, after the second late arrival in a trimester, a student will be issued a detention for each subsequent tardy. In the case of a medical appointment, a doctor's note is required and should be submitted to the Health Office upon the student's arrival to school. A parent note is required in the case of a religious observance. Instructional time missed due to chronic lateness will be made up on Saturdays or non-attendance days.

**Religious Observances:** Students who are absent for reasons of religious observances are afforded the opportunity to make up missed work. Students who are absent for religious reasons are:

- encouraged to inform teachers in advance of known absences;
- expected to hand in the previously-assigned long-range assignments on the day of return;
- expected to obtain work missed during the absence on the day of return to school; and are
- given additional days equal to days missed for religious observances to turn in missed assignments.

## BACKPACKS AND BOOK BAGS

Students may wish to transport books and other school supplies to and from school in a backpack or book bag. These bags are appropriate for school but are not to be carried from class to class during the school day. Instead, backpacks should be put away in student lockers during the day. Backpacks are also not allowed in the cafeteria during lunch periods.

## BUSES

The District 34 Board of Education furnishes transportation for Springman students living at a distance from the school.

For the safety of all, when boarding the bus students are expected to:

- be on time at the assigned bus stop;
- respect private property and stay out of the road;
- cross the street only in front of the bus and only upon the driver's signal;
- enter the bus calmly and carefully and not rush or push to get on the bus;
- sit only in one seat and not take up more than one seat;
- ride only on the assigned bus; ***insurance regulations prohibit students from riding on an unassigned bus.***

While on the bus students are expected to:

- remain seated while the bus is in motion: standees are not permitted at any time;
- keep the aisle clear at all times;
- show respect and not destroy or deface private property, or tamper with equipment;
- refrain from fighting, smoking, littering, and use of vulgar or profane language and
- use the emergency doors and windows only in the event of an emergency.

When exiting the bus, students are expected to:

- leave the bus ***only*** at the student's assigned bus stop;
- remain seated while on the bus and not move about within the bus or get off the bus while it is in motion;
- cross the street only in front of the bus and only upon the driver's signal; and
- give their names and/or ID's to the bus driver when so requested. Failure to do so shall result in a suspension from use of a school bus.

The bus driver is fully responsible for the safety of both the bus and its passengers. Students are expected to follow all instructions given by the bus driver. If these instructions are at all questionable, they should be reported immediately to the principal. Any student who fails to comply with the rules may be denied the right to ride on a school bus. Please see "Identification Cards" for more information."

## CAFETERIA

**Cafeteria Expectations:** In the serving lines and at the tables, students are expected to be orderly. The staff members in the cafeteria are assigned there to assure that individual rights are honored.

In order to make the lunch period safe and enjoyable for all students, students are expected to adhere to the following guidelines:

- backpacks are *not* permitted in the cafeteria; students should leave their backpacks in their lockers while in the cafeteria;
- students are expected to be polite, well mannered and courteous at all times;
- throwing of food or other items is strictly prohibited;
- all food and drinks must remain in the cafeteria; food and drinks, other than bottled water, should not be taken out of the cafeteria;
- students should take their trays and other refuse to the trash containers and clean their own eating area;
- students may not leave the cafeteria until dismissed by a lunchroom supervisor unless the student has a pass to go to another part of the building.
- students are allowed to purchase food/snacks only during their designated lunch periods.

**Cafeteria Accounts on Student ID:** As outlined in the section on "Student Identification Cards," the Springman ID card allows a student to access a cafeteria account. The cafeteria account is the only way to purchase food in the cafeteria: no cash, checks or credit cards are taken in the cafeteria.

**In order to purchase food in the cafeteria, the student must present his/her ID to the cashier when checking out.** Failure to present an ID on multiple occasions will result in an Administrative referral.

To increase the balance on a cafeteria account, parents can complete the cafeteria envelope form and deposit it in the drop box outside of the cafeteria. All deposits received before 8:45 a.m. will be posted to the student's cafeteria account that day. All deposits received after 8:45 a.m. will be posted the following day. Parents can also add to their child's cafeteria account via the internet using Visa and Mastercard. Visit [www.glenview34.org](http://www.glenview34.org) for more information. Parents can also check their child's balance via the internet at the same address.

**Breakfast:** Breakfast foods may be purchased in the Cafeteria during the Overture block each morning (7:25-8:20 a.m.) by using the cafeteria account as described above.

**Lunch:** A variety of lunches are served in the student cafeteria. Monthly menus are posted. A hot lunch is served daily. Students who bring lunch from home may purchase milk and dessert. The Deli Bar offers a selection of sandwiches, salads and soups.

## **CHARACTER EDUCATION: CHARACTER COUNTS!**

Springman Middle School endeavors to assist parents in the formation of their children's characters and to help the young people Springman serves be responsible and live with integrity. To achieve this, Springman Middle School, along with the entire Village of Glenview, is committed to the "Character Counts!" initiative.

This initiative focuses on the development and expression of six keys or "pillars" of character:

- Trustworthiness
- Respect for Others
- Responsibility
- Fairness
- Caring
- Citizenship

Character education at Springman Middle School is integrated into every feature of the program and is reflected in all aspects of the school environment.

**Academic Integrity:** We are dedicated to promoting a learning environment based on the foundation of personal integrity that upholds the pillars of character. We are also committed to assuring that our students do not demean their character, damage their credibility or jeopardize their futures by engaging in any form of academic dishonesty. Violations of academic integrity, in any of their forms are detrimental to the values of the Springman community, to the students' own development as responsible members of society and to the pursuit of learning.

Students receive credit for doing assignments because they learn from these experiences. Students who hand in work that is not his or her own, or who cheats on a test, or plagiarizes a paper, is not learning and is receiving credit dishonestly. It is crucial for students to do their own work so that learning may occur.

"It is up to each individual to make a commitment to integrity, but much can be done to create an ethical "culture" at home and school. An ethical culture is a climate that promotes honest and honorable conduct and discourages dishonest, deceitful and dishonorable behavior. In an ethical culture it's easier and more rewarding to do the right thing than the wrong thing, and everyone is expected to be concerned with discerning and doing the ethically right thing " (Honor Above All, 2004).

The Springman staff is dedicated to providing an ethical culture for our students. To do so we will teach our students about the importance of academic integrity and their responsibility in developing their individual character. Students will be taught the definition of academic integrity as well as what constitutes academic dishonesty. We will establish with students clear expectations for producing quality work that honors the ethical values we all seek to uphold. When students do not meet these standards we will help them gain the skills and strategies to make positive choices in the future.

**What Is Academic Dishonesty?** As you know, we value academic integrity very highly and do not permit any forms of dishonesty or deception that unfairly, improperly or illegally enhance a grade on an individual assignment or a course grade. The following is a list of behaviors that constitute academic dishonesty. We are aware, however, that new forms of cheating, plagiarism and other forms of dishonesty may arise and therefore, we expect every student to interpret the requirement of academic honesty and integrity broadly and in good faith. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask a teacher before you do it!

**Academic dishonesty includes, but is not limited to:**

### **Cheating on Exams**

1. Copying from others.
2. Having or using notes, formulas or other information in a programmable calculator or other electronic device without explicit teacher review and permission.
3. Having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or obtain unauthorized information.
4. Taking an exam for another student, or permitting someone else to take a test for you.
5. Asking another to give you improper assistance, including offering money or other benefits.
6. Asking for or accepting money or any other benefit in return for giving another improper assistance.
7. Providing or receiving information about all or part of an exam, including answers (e.g., telling someone in a subsequent period what was on your exam, or being told this information).
8. Having or using a "cheat sheet" (a piece of paper with answers, formulas, information, or notes of any kind) that is not specifically authorized by the teacher.
9. Altering a graded exam and resubmitting it for a better grade.
10. Working together on a take-home exam, unless specifically authorized by the teacher.
11. Gaining or providing unauthorized access to examination materials.

*Note:* Simply having possession during an exam of any prohibited or unauthorized information or device, whether or not it is actually used, is an act of academic dishonesty and will be dealt with as such.

### **Plagiarism in Papers and Assignments**

1. Giving or getting improper assistance on an assignment meant to be individual work. (When in doubt, ask.)
2. Including in any assignment turned in for credit any materials not based on your own research and writing. This includes:
  - a. Using the services of a commercial term paper company.
  - b. Using the services of another student.
  - c. Copying part or all of another person's paper and submitting it as your own for an assignment.
3. Acting as a provider of paper(s) for a student or students.
4. Submitting substantial portions of the same academic work for credit in more than one course without consulting both teachers (self-plagiarism).
5. Failing to use quotation marks where appropriate.
6. Failing to properly acknowledge paraphrased materials via textual attribution, footnotes, endnotes and/or a bibliography.
7. Making up data for an experiment ("fudging data").
8. Citing nonexistent sources (articles, books, etc.).

### **Other**

1. Misrepresenting your academic accomplishments, such as by tampering with computer records.
2. Deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for an exam or paper.
3. Failing to promptly stop work on an exam when the time allocated has elapsed.
4. Forging a signature.
5. Hoarding or damaging library materials.

*Note:* Attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.

#### Sources:

1. *Goldey-Beacom College Academic Honor Code*, <http://goldey.gbc.edu/advisement/honorcode.html>
2. *University of Pennsylvania Code of Academic Integrity*, <http://www.vpul.upenn.edu/osl/acadint.html>
3. *Cornell University Code of Academic Integrity*, <http://cuinfo.cornell.edu/Academic/AIC.html>

**Consequences for Academic Dishonesty:** If it is determined that a student has committed an act of academic dishonesty, the teacher will consult with the students' team of teachers and the team administrator to identify appropriate consequences. These consequences may include loss of credit for the assignment. In addition, the following behavior consequences may be administered: detention, in school seclusion, or Saturday seclusion. Students may meet with the team social worker to discuss the matter and identify appropriate strategies in order to make positive choice for completing assigned work in the future. Parents will be notified of the incident and the consequences. Repeated acts of academic dishonesty will be cause for concern and will result in increased consequences.

### **CO-CURRICULAR ACTIVITIES**

Participation in co-curricular activities is a good way for a Springman student to become involved, make new friends, and have fun! Meeting times and dates for co-curricular activities are announced in the morning and printed in the Assignment Notebook. An Activity Bus is provided at 4:10 p.m. for students participating in these supervised activities. Students may obtain a pass to ride the bus from their activity supervisors.

The co-curricular activities offered by Springman Middle School are:

#### **Clubs:**

Art Club	Talent Show	Swing Choir	Student Senate
Drama Club	Global Language Club	School Play	Knitting Club
Jazz Band	Builders Club	Yearbook	Bell Choir
Chess Club	String Ensemble		

### **Intramural Sports:**

Fall: Flag Football, Golf, Tennis  
Winter: Basketball, Indoor Soccer  
Spring: Volleyball, Basketball, Soccer

### **Interscholastic Sports:**

Fall:	Girls	Volleyball
	Coed	Soccer
	Boys & Girls	Cross Country
Winter:	Girls	Basketball
	Boys	Basketball
	Girls	Spirit Squad
Spring:	Boys	Volleyball
	Boys & Girls	Track & Field

**Sportsmanship in Action:** Springman Middle School believes that good sportsmanship is one of the keys to a successful sports season for participants and spectators. The following principles have been adopted to reflect this strong belief:

- Spectators and participants are all guests at the games and have a responsibility to uphold the ideal of good manners and sportsmanship.
- Game officials do their best to make quick, fair, and unbiased decisions, and should be treated with respect and authority.
- Every competitor is worthy of our respect and should be treated with courtesy.
- A true competitor is humble in victory and steadfast in defeat.

Students are reminded that all school rules are in effect during co-curricular activities. In addition, the following guidelines are in effect for spectators at sporting events:

- Food or drinks are not allowed in the gym.
- Spectators may not walk across the game floor.
- Spectators may not leave during the game for any reason other than an emergency or to go home.
- Spectators may only use the washrooms at half-time or between games.
- Students who stay after school to watch either the 1st or 2nd game must stay in a supervised area from 3:05 to 4:05 p.m. Students must then go directly to the South Gym to watch the game. Students who choose to go home after school and return to the building should go directly to the South Gym to watch the game.

### **STUDENT ATHLETES**

If a student would like to try out for an interscholastic team at Springman a sports physical completed by a physician must be on file at the health office PRIOR to the first day of try-outs. A sports physical is valid for one calendar year. **Students without a current physical exam on file in the health office will NOT be allowed to participate in try-outs or practices and thus will be ineligible for the team.** Also, any athlete must be in school at least three hours on game day in order to play in a game after school. If any athlete is excused from PE class on game day, he/she may not participate in the game after school. It is the athlete's responsibility to inform the coach.

It is the responsibility of the student athlete to maintain eligibility while participating on an interscholastic athletic team. Work done in class must be acceptable by the classroom teacher and assignments must be in on time. It is the responsibility of the classroom teacher(s) to inform the coach of any academic deficiencies. The coach, in collaboration with the classroom teacher(s) and the student, will determine if the student needs to miss practice(s) and/or game(s) in order to obtain extra help/time to complete school work.

### **COMMUNICATION**

**Announcements:** Daily school-wide announcements will be made each morning. Additional announcements may be made at other times during the school day but will be limited to emergency or urgent situations.

The school day begins with the recitation of the Pledge of Allegiance over the Public Address system at 8:25 a.m. All students should be seated in their first block class at this time, ready to listen. Following the Pledge of Allegiance, announcements will be read over the P.A. Everyone in the school must stop what they are doing and listen silently to the pledge and announcements!

All announcement requests must be signed by a faculty member.

**Curriculum Nights:** Each team sponsors a "curriculum night" at the start of the school year to introduce parents to the faculty, the team of teachers, the curriculum and the methodology that will be used during the school year.

The date of this event is listed by team in the school calendar. Because of its impact on communication between the school and the home, all parents are strongly encouraged to participate in "Curriculum Night."

**Messages and Deliveries to Students:** Requests from parents to deliver messages to students often disrupt the educational day and can mean the loss of instructional time to students. Although the school realizes the necessity to relay emergency messages, please help to limit disruptions by following the guidelines below:

- Parents' requests to deliver messages to their children regarding transportation issues need to be ***in the Main Office no later than 1:30 p.m.*** ("Please tell my child not to get on the bus because I'm going to pick them up;" "Please tell my child they need to get on the 3:00 bus, not the 4:10 bus;" etc.)

If students have requested that parents drop off materials or items of clothing (gym shoes), **students will have the responsibility of picking up these belongings in the Main Office rather than having the office staff deliver them.** Teachers will make the decision as to when and if students can leave class to pick up items. Unless an absolute necessity, students should use break time, passing periods, etc. The Main Office will screen these drop-offs by asking parents when they arrive, "Does your child know this is being dropped off?"

- Students may use the school phone to contact a parent or guardian. Students must ask permission before using the phone and explain the rationale for the call.

Staff will screen calls to see if students really need to have a parent drop off items. It is in the students' best interest for the school to help them become more responsible and independent. This can be done if we decrease enabling and "rescuing".

**PTA Newsletter "Focus":** Each month the PTA publishes a newsletter called "Focus" that highlights school activities and student accomplishments. These newsletters are available on the school's website. Parents are encouraged to read "Focus" and to participate in PTA activities.

**Team Newsletters:** Each team publishes a weekly newsletter which is sent home with each student to share with his/her parents. These newsletters provide parents and students with valuable information on class assignments, teacher availability and team activities.

## TECHNOLOGY

In collaboration with parents and community, Glenview Community Consolidated School District 34 is committed to preparing our students to be lifelong learners in a rapidly changing technologically oriented society. The Internet is a vast global network linking computers at universities, elementary and secondary schools, research facilities and other sites. Because the Internet offers free and open access to a myriad of resources, it is necessary to establish policies that all employees and students must follow to ensure that Glenview School District resources are properly used.

The District's computer network is part of the educational curriculum and is not intended to be used as a public forum for general use. Access to the computer network is a privilege, not a right. The Board of Education has a duty to ensure that the manner in which the computer network is used does not conflict with the basic educational mission of the District. Use of the District's computer network may be restricted in light of the maturity level of students involved and the special characteristics of the school environment. Therefore, the District shall not permit use of the computer network which: (a) disrupts the proper and orderly operation and discipline of schools in the District; (b) threatens the integrity or efficient operation of the District's computer network; (c) violates the rights of others; (d) is socially inappropriate or inappropriate for a student's age or maturity level; (e) is primarily intended as an immediate solicitation of funds; (f) is illegal or for illegal purposes of any kind; or (g) constitutes gross disobedience or misconduct. The District shall also implement technology protection measures consistent with the Children's Internet Protection Act and its implementing regulations.

At Springman, students learn to use Macintosh and PC computers, and begin to master professional software packages which are used in colleges and businesses around the globe. Students learn how to efficiently research topics, word process, layout posters and magazines, create web pages, design and use databases, build spreadsheets, make movies, and develop multimedia projects.

The Communicore and LRC are educational centers and student use of technology in the building (including wireless laptops) must be directly related to class assignments or projects. All users of technology at Springman should be engaged in educational projects that will benefit their school work.

**"Web surfing" for recreational purposes or personal benefit is never appropriate in school.** E-mail accounts are established for each student, intended to support homework and classwork by facilitating communication between students and teachers. Therefore, e-mail may only be used to "discuss" school-related topics, assignments, and projects. Students may not access personal email accounts (AOL, Yahoo, etc.) via the web.

All users are expected to follow the District Acceptable Usage Policy at all times. Those using Internet resources are reminded not to give out personal information (names, address, phone number, etc.) while online.

## DRESS CODE

**Appearance:** A student's appearance and the appropriateness of his/her school dress is the student's responsibility. Parents are expected to counsel their children regarding acceptable school attire. Springman's dress code stems from our core belief in respect for the individual. How we dress influences our behavior and our attitude; in addition to the use of words and gestures, respect can be connected to dress. Any attire or appearance which jeopardizes the safety of a student or any member of the Springman community, interferes with school work, or creates disorder and disruption is not acceptable at Springman.

The following guidelines have been developed to clarify the school dress code and to respond to media and fashion influences that may not be appropriate for middle school students:

- Clothing should be neat, clean, and in good repair;
- Students must be covered from shoulders to mid-thigh. **All shirts must cover the upper torso so that cleavage is never shown. Shirts with plunging necklines, deep “V” or scoop necks are not permissible. Crop tops and halter tops are not permissible.** Any sleeveless shirts must have shoulder straps at least 3 inches in width. No midriff or short shirts will be permitted, even if covered by an unbuttoned or unzipped jacket, sweatshirt, or sweater;
- Skirts and shorts may be no shorter than mid thigh (the bottom hem should be no higher than the student’s fingertips when arms hang to the sides). **All pants, shorts, and skirts must be worn at the waist, and all tops must fall below the waist;**
- “Gang-related” clothing (symbols, colors, etc.), as well as any arrangement of clothing which indicates affiliation with a particular group, is not permitted at school at any time;
- Clothing which contains offensive language/pictures or drug/alcohol/tobacco ads/symbols may not be worn.
- Underwear may not show at any time. **Pajamas/sleepwear and bathing suits are not considered acceptable attire for school.**
- Hats must be removed upon entering the building.
- **Skate shoes or other shoes with built-in wheels should not be used at school.**

Students who choose to attend school or school-sponsored events inappropriately attired will be required to change clothes.

Any student who does not meet the above guidelines will be considered “Out of Dress Code.” Consequences for being “Out of Code” will be issued as follows:

**First Offense:** Warning and change into PE clothes

**Second Offense:** Warning and change into PE clothes

**Third Offense:** Detention and change into PE clothes

Repeated disregard of the dress code following the third offense will be cause for increased consequences.

**P.E. Uniform:** A PE uniform is required for all students. Students are expected to wear an appropriate PE uniform shirt and shorts, along with gym shoes to PE classes. The PE uniform shirt and shorts will be made available for purchase during the summer through the school and from the Main Office during the school year.

The PE teachers will provide students with specific information regarding additional sweatshirt and sweatpant options. All students will have access to the locker rooms to change.

Students who choose not to dress appropriately for PE will be provided with a loaner uniform to change into so they are properly dressed and can participate in PE class. **Non-participation in PE is not an option for students at Springman.**

## DRILLS

As part of the school’s overall emergency preparedness plan, Springman holds safety drills throughout the year. Four types of drills are held throughout the year: fire, tornado, internal evacuation, and lock down.

During a drill, students are expected to follow the directions posted in each classroom. Students should walk quickly but not run, to their assigned area until an “all clear” signal is given. Absolute quiet is a “must” in all drills. In order to make sure that all students are accounted for, attendance is taken for each class during a drill. Students not complying with behavioral expectations during a drill will be referred for disciplinary action.

*Tampering with fire alarms or fire fighting equipment will lead to suspension from school. Law enforcement agencies will also be notified.*

## EMERGENCY SCHOOL CLOSING

Springman maintains a Co-Curricular Hotline that provides parents and students with notification should an after-school activity need to be cancelled due to inclement weather or other situations as they arise. Should an activity be cancelled, an announcement will be placed on the hotline alerting parents and students to the change in schedule. The phone number for the hotline is **847-657-2959**. This number does not take messages nor does it connect you to a live operator.

If inclement weather or other emergency necessitates closing school, students will be informed over the following radio stations:

WGN	720 AM	WMWA	89 FM	WIND	560 AM
WMAQ	670 AM	WLS	890 AM	WBBM	780 AM

Information on school closings for District 34 can also be accessed on the District 34 website:

[www.glenview34.org](http://www.glenview34.org). Additionally, the district will use an automated calling system to notify families of school closings. Calls will be made at approximately 6:00 a.m.

If District 34 is not specifically mentioned, Springman will be open. “Severe weather” or “tornado watches” may cause schools to be dismissed during the day. When “tornado warnings” are indicated, pupils shall remain in the buildings and special procedures shall

be activated. Parents and students should not telephone the school, the police, the fire department, or the radio stations, because such calls tie up lines urgently needed for other use. If there is severe weather at the end of the school day, dismissal may be delayed until student safety can be ensured.

## FIELD TRIPS

Field trips may be arranged by any teacher whose curriculum content suggests that students will benefit from an out-of-school experience. **Field trips are a privilege and are therefore earned by students through appropriate study and behavior.** Teachers will explain these expectations to students so each student may earn the right to attend the field trip. If a teacher has determined that a student has not earned the privilege of attending a field trip, the student is still expected to attend school on the day of the trip. An appropriate alternate assignment will be provided and the student will be supervised by an adult while in school. **Non-attendance on the day of a field trip is NOT acceptable.**

Appropriate behavior is expected and all school rules remain in effect during the field trip. Inappropriate behavior will result in disciplinary measures, which may include the possible loss of future trip privileges.

Students are required to have a permission slip signed by a parent before participating in the field trip and may be required to share some of the expense for these trips.

## CALCULATORS

All students are required to have a calculator for use in math class. The calculator should perform all of the arithmetic operations as well as basic scientific functions. From time to time, your math teacher will instruct you in the use of “graphing calculators.” When this instruction occurs, teachers will provide students with a school-owned graphing calculator for use IN the classroom during the lesson. These calculators remain the property of the school and are not to be removed from the math classrooms.

Whether using their own calculators or the school’s calculators, students are expected to use them appropriately and for their intended purpose. It is not appropriate to use calculators during school for “game playing” or to write inappropriate messages using the text options available on some calculators.

### Graphing Calculators

Those students who purchase their own GRAPHING calculators are required to follow the guidelines below, which foster appropriate use of the calculators while at school and help protect students’ property.

- The student must label his/her graphing calculator (and calculator cover) with his/her first and last name.
- The student must register his/her graphing calculator with his/her math teacher by providing the teacher with the model and serial number. The serial numbers will be registered with the School Resource Officer, who assists with lost and found articles.
- A student found playing games on the calculator while in any class will have the calculator confiscated by the teacher for the remainder of the class.

**First offense:** the game(s) will be deleted from the calculator and the incident reported to the student’s math teacher.

**Second offense:** the game(s) will be deleted from the calculator and the calculator will be held by the student’s math teacher until a parent comes to claim it.

- If a student is found to be in possession of a calculator whose serial number is unreadable because it has been defaced, the calculator will be confiscated and given to an administrator to determine rightful ownership.
- If a student is found to be in possession of a calculator that does not belong to him/her, the calculator will be confiscated and an administrative referral will be made.

## IDENTIFICATION CARDS

The student ID card is an official identification document for District 34 students. The cards act as a school ID and bus pass, and also allow a student to access their cafeteria account. Every student is required to follow the following guidelines and expectations:

### 1. Every student must arrive at school in possession of his/her ID card.

A student who arrives to school without his/her ID will not be able to access his/her cafeteria account. Rather, they will be provided with and charged for a “sack lunch” that is healthy and nutritious. The student will have the following options regarding transportation at the end of the school day:

**If a student has lost his/her ID, the student may purchase a new one between 8:00 a.m. and 8:15 a.m. inside the main office for a cost of \$5.00.** Once this purchase has been made, the new ID will be printed the same day and the student is responsible for picking it up in the main office.

OR

The student may come to the Main Office during the school day (with permission from a teacher) to obtain a one-day temporary bus pass that will provide the student entrance on the 3:00 bus. Abuse of the temporary pass allowance will result in disciplinary action. The student will be given an opportunity to call home to inform you that s/he will not be on the 3:00 p.m. bus. At that time, you and your child may consider the following options:

- a) Your child may remain at school in a supervised area (classroom, LRC, Communicore) until 4:05 p.m. at which time they will be issued a pass for the 4:10 p.m. bus route.

- b) You may make arrangements to pick-up your child after school.
  - c) You may instruct your child to walk home.
2. We require that each student present this ID to the bus driver when boarding the bus to and from school each day. This step helps insure student safety as it provides the drivers with information about their riders. By checking student ID's, the drivers can be sure that they are transporting only those students assigned to a particular bus. This identification is most important in the event of an incident or accident involving a school bus.
  3. **Students may not write on or decorate their ID's with stickers, pins, etc.**
  4. **Should a student find someone else's ID, the student should give it to the nearest staff member as soon as possible.**
  5. **Since the card is a personal ID, swapping or sharing of cards is strictly forbidden.**

Possession and/or use of another student's ID is a serious violation of school rules and will result in immediate referral to the Assistant Principal for disciplinary action and to the School Resource Officer as follows:

- The use of another student's cafeteria account may be a criminal offense, and will be handled accordingly.
- Using another student's ID to board a school bus may result in the loss of bus privileges.
- Destroying or defacing another student's ID is inappropriate and is subject to consequences which may include in-school seclusion and restitution.

## LEARNING RESOURCE CENTER

The resources available in our Learning Resource Center are available to all students. The LRC is often open from 7:25 a.m. until 4:05 p.m., providing students with access to information on line and in print. Leisure reading materials are also available.

## LOCKERS

Each student is assigned a school locker and a PE locker during the first week of school. The student is responsible for his or her own lockers and locks as follows:

- Lockers must be kept locked at all times. Safeguarding belongings is the student's personal responsibility. **Students are reminded to make sure they keep their locker combinations to themselves!**
- Lockers must be kept free from graffiti and other unsightly markings at all times.
- Students must accept responsibility for lost locks and pay the cost of a replacement lock.

Students may not write on or post signs on the outside of the lockers at any time. Students are allowed to decorate the inside of their locker. Decorations on the inside of the locker must be appropriate for school and be easily removable. Students should use magnets to display items inside their locker (adhesives of any kind are prohibited). Inappropriate pictures, i.e. "pin-ups," advertisements, etc. are not allowed. The choice to improperly decorate a locker may result in disciplinary action.

Students may decorate another student's locker for the purpose of celebrating birthdays. These decorations must be appropriate for school and be contained on the outside of the locker. Hanging streamers across the hallways is not allowed. In addition, balloons are NOT to be displayed on lockers.

It is not the policy of the school to inspect lockers indiscriminately. The school does, however, have an obligation to maintain a safe and secure environment for all members of this middle school community. The administration reserves the right to examine locker contents if there is a suspicion that a condition exists that could endanger the health and safety of the school community, or if the locker contains items which are prohibited on school premises.

## LOST AND FOUND

Articles of clothing, books, and notebooks which are turned in to the School Resource Officer are returned to the owners upon identification. Watches, wallets, jewelry, and other valuable items are held by the SRO until they are claimed.

## MEDICAL NEEDS

**Injury at School:** If a student is injured, however slightly, in school or on school grounds, the student is required to report this at once to a staff member. If appropriate, the student will be referred to the Health Coordinator, who will examine and treat the injury.

**Medication:** Medication is not routinely administered at school. Students recovering from temporary illness or children on permanent medication who require their medication during the school day may bring their medication to school according to the following guidelines. **These guidelines include over-the-counter medications for colds, flus, etc. and aspirin or other pain relievers, even if used on a temporary basis!**

- Complete and turn in the District 34 "Medication Form" (included in your registration packet) to the Health Coordinator; a form may also be obtained from the Health Coordinator. This form includes doctor and parent signatures, giving permission for school personnel to assist the student in taking the medication.
- Medication must be brought to school in containers appropriately labeled by the pharmacy.

- At the end of the treatment regime, and/or at the end of the school year, the parent is responsible for picking up any unused medication from the Health Office.
- At school, the medication will be stored in a locked area, and will be administered by the Health Coordinator or other school personnel. In all cases, the school retains the right to reject the request for administering medicine.
- All medications, whether prescription or over the counter, must remain in the nurse's office. The single exception of inhalers allows identified students to carry them as per physicians' instructions. For students to obtain permission to carry an inhaler during the school day, his/her parents and physician must complete the required forms.

***Medication can only be administered to a student when a parent has filled out and turned in the necessary medication form!***

## **MUSIC PERFORMANCE GROUPS (BAND, CHORUS, ORCHESTRA)**

The Springman music performance groups meet on alternate days during the Overture block. These days are designated as RED and WHITE days, Springman's school colors, as follows:

RED – 7th & 8th grade Band, 6th grade Chorus                      WHITE – 6th grade Band, 7th and 8th grade Chorus

All orchestra students meet every Tuesday, Wednesday, and Thursday.

Students may participate in more than one performance group; for example, a student may sing in the Chorus on RED days and play an instrument in the Band or Orchestra on WHITE days.

All Springman students are encouraged to participate in the performing arts. As a graded course that is included in the GPA, expectations for Band, Chorus and Orchestra classes are the same as any other academic course. These expectations include mandatory attendance at all class sessions and performances, completion of assignments and at home practice, and appropriate behavior. While you are choosing to be a part of these groups, meeting these expectations is not optional.

## **P.T.A.**

The Springman-Attea PTA represents both middle schools. Participation in this parent and teacher organization is a great way to meet other parents and to get to know the teachers and administrators. Monthly meetings feature reports from the principals, education programs, school board reports, curriculum updates, and other information about your child's school!

## **PUPIL SERVICES TEAM**

The Pupil Services Team is a group which meets regularly to address the overall needs of students whose educational needs warrant attention. Members of the Pupil Services Team include the social workers/counselors, Student Services Administrator, speech pathologist, building administrators, psychologist, and classroom teachers.

## **RECESS**

At the appropriate time, students will be directed to the playground and fields for recess. All students are required to follow the directions of the recess supervisors.

Sports equipment is available for student use during recess. Students may sign-out this equipment from the recess supervisors.

The "Hands Off" expectation remains in effect while at recess: shoving, pushing, touching, and "table-topping" are strictly forbidden and will result in disciplinary actions.

While at recess, students should avoid damage to lawns, trees, hedges, and flowers on school and neighbors' property. Standing on picnic tables is prohibited.

## **REGISTRATION AND TRANSFERS**

**Transfer from District 34:** A parent wishing to transfer a child from a District 34 school to another district should notify the School Office as soon as possible. In order for student records to be transferred, the parent must complete and sign a release form at the child's School Office.

The student must obtain a "Teacher Release for Student Transfer" form from the office and obtain the appropriate teacher signatures before leaving.

In addition, all school materials (textbooks, library books, etc.) must be returned and the lockers (school and PE) must be emptied and cleaned before the transfer can be finalized.

## **SOCIAL WORKERS**

The social workers at Springman are an essential part of the educational process. Social workers assist middle school students in understanding themselves and the world around them. Social workers also help students develop academic and social skills so that their middle school experience at Springman is productive and enjoyable. Social workers meet with B block teachers on a weekly basis to discuss individual students. The social worker is assigned by team, and is available to meet with students to discuss concerns in such areas as schoolwork, peer interactions, family issues, and plans for the future. A student may arrange for an appointment with his/her social worker by stopping in before or after school, or during passing time. Parents are welcome to contact their child's social worker for assistance.

The social workers for 2009-10 are:

Mrs. Shiner	Discovery, Olympians
Ms. Guinan	Genesis, Summit
Mrs. Grossman	Pegasus, Explorers

## STUDENT ACTIVITIES

**Student Senante:** The Student Senate meets with teacher-advisors and is responsible for planning activities to promote school spirit and, as such, is an important part of Springman Middle School.

Student Senate representatives are responsible for communicating important issues so the student body is kept informed and up-to-date. Any student is eligible to be a Student Senate representative. Student Senate officers are elected during the school year from among the representatives.

## TEXTBOOKS

All regular textbooks (including paperbacks and workbooks) are supplied by the Board of Education of District 34, and remain its property. Students are expected to keep the books they are issued in good condition. All books entrusted to a student's care are to be covered, and students are expected to write their name in each book to help recover it if misplaced.

Books lost or damaged beyond ordinary use must be paid for in full. A student's future team placement will be withheld until all financial obligations have been met.

## VISITORS

Visitors are welcome at Springman, but they must register in the office before going elsewhere in the school. Students are expected to extend to visitors the same courtesy they would show guests in their own home.

If a student would like to bring a "guest student" to school to visit for a day, the student must first check with the team of teachers and then see his/her team administrator for approval at least one day in advance. Approval for a "guest student" is at the discretion of the Springman administration.

Once approved, the student is required to:

- obtain written permission from the student's parents AND from the parents of the visitor;
- obtain written permission from each of the teachers; and
- submit these items to the team administrator at least one day prior to the scheduled visit.

## WILDCAT RECOGNITION

**Wildcat Cheers:** Wildcat Cheers are given to recognize exemplary student behavior in a variety of areas, including academic performance, significant positive change in behavior, extremely positive attitude, acts of citizenship or courtesy, etc. For every Wildcat Cheer received, the student's name will go into a raffle for a variety of prizes (gift certificates, CDs, t-shirts, etc.). These raffles are usually conducted once per trimester.

**Student of the Month:** At the end of every month, each team of teachers nominates a student whose academic and citizenship efforts are exemplary and worthy of special recognition. Students who receive this honor will have their pictures displayed on the "Student of the Month" bulletin board, and a letter describing the reasons why s/he deserves this special honor will be mailed home.

## **DIRECTIONS TO SCHOOLS FOR ATHLETIC COMPETITIONS**

### WOOD OAKS JUNIOR HIGH

1250 Sanders Road  
Northbrook  
(847)272-1900

Willow Road to Sanders Road, north on Sanders, school is located on the west side of Sanders Road, ½ mile north of Walters Road.

### FIELD JUNIOR HIGH

2055 Landwehr Road  
Northbrook  
(947)272-6844

Willow Road to Landwehr Road, north on Landwehr to Techny Road, right on Techny, school is on the corner. Please park on the Techny side of the building.

### CARUSO JUNIOR HIGH

1801 Montgomery Drive  
Deerfield  
(847)945-8430

Take toll road, exit at Deerfield Road, east on Deerfield Road to Wilmot Road, north one block on Wilmot to Montgomery, west on Montgomery to school, or take Pfingston to Lake-Cook Road, west on Lake-Cook to Wilmot Road, north to Montgomery, west to Montgomery to school. Park in the back by the gym.

### MAPLE JUNIOR HIGH

2373 Shermer Road  
Northbrook  
(847)498-1090

Willow Road to Shermer, north on Shermer, school is just south of Glenbrook North High School, school is on the west side of Shermer. Park on south side of school.

### NORTHBROOK JUNIOR HIGH

1475 Maple Avenue  
Northbrook  
(847)498-7920

North on Waukegan, past Willow, turn left on Maple, school can be seen from Waukegan Road.

### SHEPARD JUNIOR HIGH

440 Grove Place  
Deerfield  
(847)948-0620

North on Waukegan Road, past Lake Cook Road to Osterman, west on Osterman, over railroad tracks turn left on Grove which winds back to school.

### OLPH

1123 Church  
Glenview, IL (847)724-6990

### WILMETTE JUNIOR HIGH

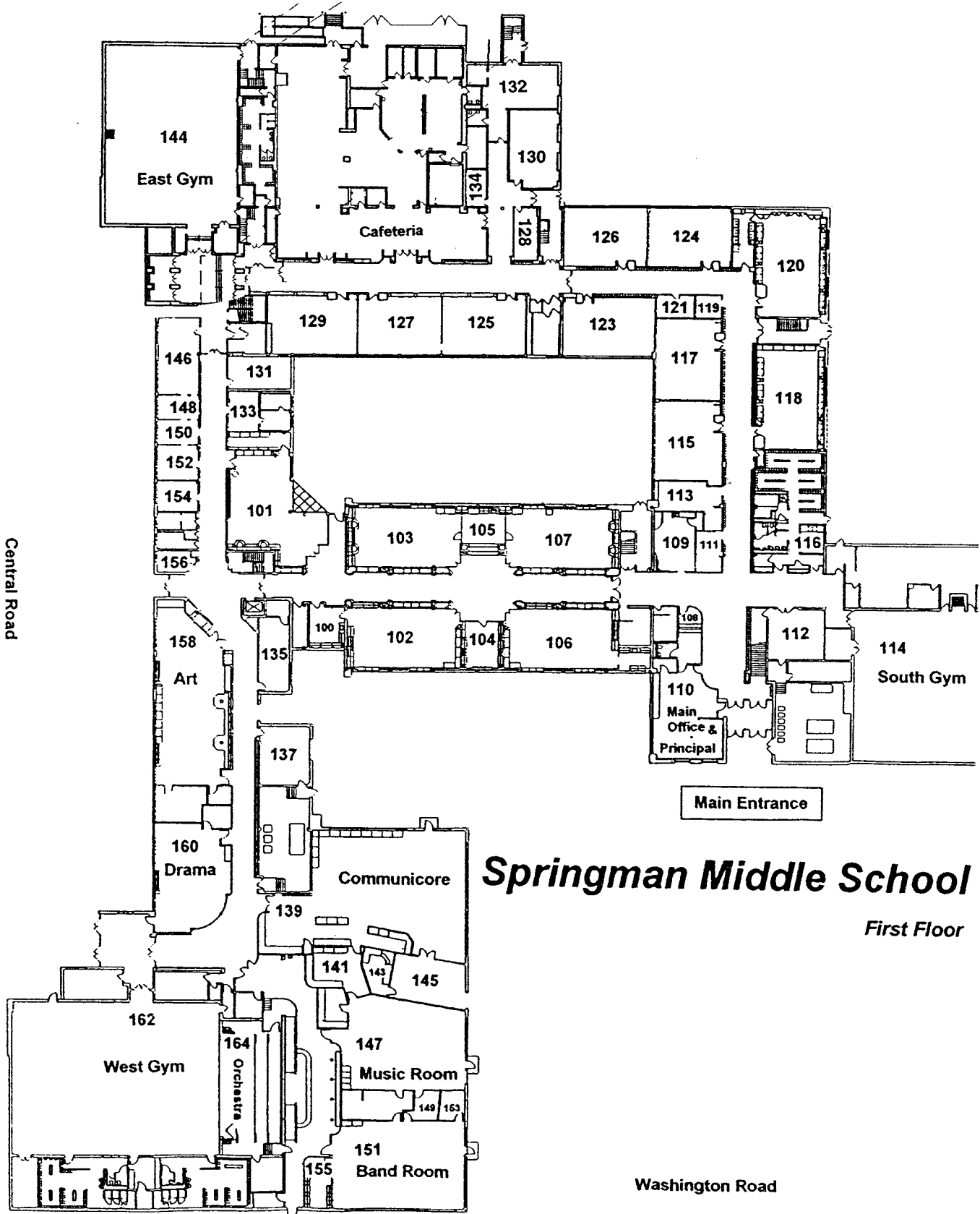
620 Locust  
Wilmette, IL(847)256-7280

East on Lake Avenue, to Locust, south on Locust, school is on east side of street

### GEMINI JUNIOR HIGH

8955 Greenwood Avenue  
Niles, IL  
(847)827-1181

South on Greenwood Avenue, past Golf Mill, at corner of Greenwood and Ballard. Enter building on North side.



# Springman Middle School

First Floor

Second Floor

