

## **Albright Middle School - Parent/Guardian & Student Handbook Acknowledgement**

Dear Parents/Guardians,

As a student of Albright Middle School, your child is a member of a community of learners. Each member of this community must respect each other and is expected to contribute to making our school a positive and caring learning environment for all. Through the registration process, you received a copy of the Salt Creek School District #48 Calendar and Handbook, the Salt Creek District 1-1 Technology Handbook, as well as the Albright Middle School Parent/Guardian & Student Handbook.

A copy of the District and School handbooks can also be found on our District website at [www.saltcreek48.org](http://www.saltcreek48.org). Please take time to read and review the handbook with your child. We believe the mutual commitment of both home and school will help us achieve the goal of making Albright Middle School a safe, secure and pleasant place for all who work and learn here.

In the event that your child has difficulty meeting the District or school wide expectations set forth in these documents, you will be informed through a phone call, e-mail and/or an office referral that will be sent home with the student. We work hard to build a team with our parents, and together we will help all students succeed and grow. We appreciate your support and partnership and look forward to working with you and your student(s).

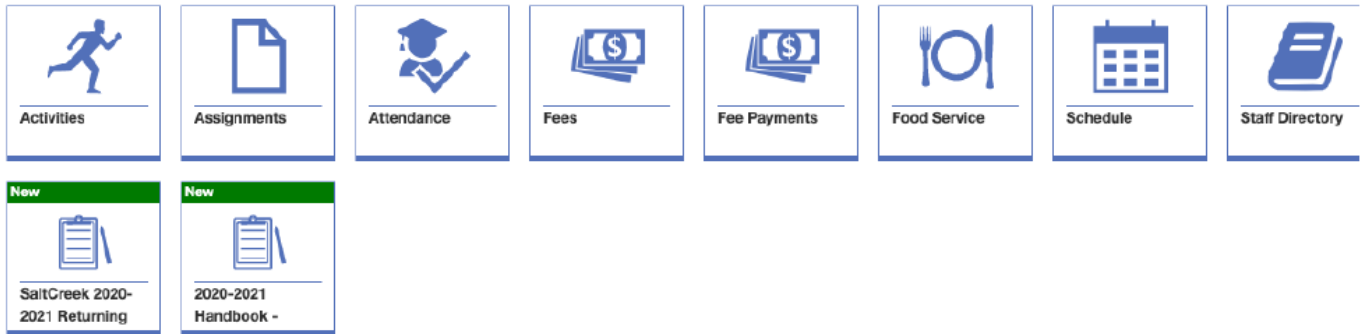
Sincerely,



Ms. Gerrie Aulisa  
Principal

## Instructions for Digital Sign off on School and District Handbooks

1. Login to Skyward. You can access Skyward through our website, [www.saltcreek48.org](http://www.saltcreek48.org). Click on "More" then "Parents and Community" to find the link.
2. Click on the last tile, "2020-2021 Handbook."



3. Download the available handbook(s).

**DOWNLOAD FILE**  
Please download the District Handbook and review.

District Handbook [Download](#)

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**DOWNLOAD FILE**  
Please download The 1-1 Technology Handbook and review.

1-1 Technology [Download](#)

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**DOWNLOAD FILE**  
Please download The AMS Student Handbook and review.

School Handbook [Download](#)

### PARENT/STUDENT HANDBOOK SIGNATURE

Parent/Student Handbook Signature

4. Check the box indicating you've read the handbook. Sign your name and enter the date.

**By checking this box I acknowledge have read and understood the rules and regulations of Salt Creek School District #48.**

Student signature:  Date:

Parent signature:  Date:

5. Click "Complete & Review."

[Complete & Review >](#)

*Please sign off on the School and District Handbooks by Friday, September 10<sup>th</sup>.*

# Albright Middle School

## Parent, Guardian, & Student Handbook

\* BE SAFE

\* BE RESPECTFUL

\* BE RESPONSIBLE

### 2021-2022

1110 S. Villa Avenue Villa Park, Illinois 60181

Phone: 630.279.6160 Fax: 630.279.1614

**Learning Hours: 7:45am – 2:28pm**

Building Opens: 7:40am

Classes Start: 7:45am

Dismissal - 2:28pm

*\* Outside Supervision Starts at 7:35am*

Office Hours: 7:15am - 4:00pm

Half-Day Hours: 7:45am - 10:53am

**Ms. Gerrie Aulisa**  
Principal

[gaulisa@saltcreek48.org](mailto:gaulisa@saltcreek48.org)

630.279.6160 Ext. 2004

**Mrs. Angie Ross**

Coordinator of Programming & Dean

[aross@saltcreek48.org](mailto:aross@saltcreek48.org)

630.279.6160 Ext. 2005

## **General School Information**

This handbook is a **summary** of the school's rules and expectations, and is **not** a comprehensive statement of ALL school procedures. The Board of Education's comprehensive policy manual is available for public inspection through the District's website at: [www.saltcreek48.org](http://www.saltcreek48.org) or in the District Office located within our building.

### **Salt Creek School District 48**

1110 S. Villa Avenue . Villa Park, Illinois 60181

Phone – 630.279.8400

### **Board of Education**

Mr. Dane Cuny - President

Mr. James Van De Velde - Vice-President

Mrs. Stacy Rattana - Secretary

Mr. James Blair - Member

Mr. John Downer - Member

Mr. Ray Kielminski - Member

Mr. Paul Rattana - Member

### **District Administration**

Dr. Jake Chung - Superintendent

Dr. Frank Evans - Director of Operations & Business Services

Mrs. Jennifer Sabourin - Director of Student Services

Dr. Chris Martelli - Director of Curriculum, Instruction, Assessment & Professional Growth

Mrs. Sarah Smith - Principal of Salt Creek & Swartz Schools

Mrs. Sarah Monroe - Assistant Principal Salt Creek & Swartz Schools

### **Albright Middle School Administration**

Ms. Gerrie Aulisa - Principal

Mrs. Angie Ross - Coordinator of Programming & Dean

### **Albright Middle School Office Staff**

Mrs. Stephanie Rumbaugh - Social Worker

Mrs. Kate Beckwith - Secretary

Mrs. Heidi Grunst - Secretary

## Albright Middle School Student Drop-off & Pick-up Procedure

For the safety of ALL students, we no longer use Myrtle Drive for drop-off and/or pickup. Students should never cross a street without a crosswalk and should not walk between buses. Most of our students use bus service and Myrtle Drive will only be used as a BUS ZONE for this purpose. We have additional parking spots on Harrison Avenue, which is where parents can park to drop off and/or pick up their students for the upcoming school year.

Students should be dropped off in the AM anytime after 7:35am and before 7:45am. The building opens for students at 7:35am and the 1st hour class begins at 7:45am. Students are dismissed at 2:28pm.

Please park in the spots on Harrison Avenue by the soccer field. If that parking area gets full, you can use the Villa Avenue lot too. If you plan to drop off/pick up and go, please let your student out at the Southwest corner of Harrison Avenue & Myrtle Drive, while driving westbound on Harrison Avenue. Parking and driving space is limited around Albright, so we suggest coming close to 7:30am for drop off and 2:25pm for pick up. After 7:45am, the back doors are closed and students should be dropped off at the Main Office Entrance on the North side of Villa Avenue. We strongly suggest students take the bus, but understand the convenience that dropping-off and picking-up can provide.

We are confident that these procedures will promote student and traffic safety, while making the arrival and dismissal process run more smoothly. We appreciate your patience and help in enforcing this procedure.



## **Student Handbook**

The Superintendent, with input from the Parent-Teacher Discipline committee, prepares disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval. A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year, or a students' enrollment.

NOTE: The term, suspension, is the exclusion of a student from school for a period of one to ten days. Suspensions may be either in-school or out of school. Suspended students may not participate in any extracurricular activities, practices, etc. during the suspension period. Suspensions may also result in the student being withheld from other school activities and athletics, including the 8<sup>th</sup> grade trip, ski trips, incentive days, picnics, end of the year activities and 8<sup>th</sup> grade events, including the 8<sup>th</sup> grade graduation ceremony.

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## **INFORMATIONAL ITEMS**

### **Treats, Snacks and Outside Food**

Due to an increasing number of life threatening food allergies, dietary constraints and health concerns we are asking that no treats or food be sent to school to be handed out to students. This includes the classroom, lunchroom and after school. Any food sent to school will be sent home with your child at the end of the school day and will not be passed out to students.

### **Invitations & Gifts**

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the FTC Online Directory. The office is unable to release addresses and phone numbers of students. If you are interested in signing up and receiving a copy of the FTC Online Directory, please visit their website to sign up.

### **Video & Audio Monitoring Systems**

Audio/video monitoring systems are used on school buses and a security video system is used in public areas both inside and outside the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on one of these systems, those recordings can and will be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape will be provided to law enforcement personnel. We are unable to show parents video footage, as all students have legal privacy rights that cannot be violated.

### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **School Lunch Program**

Hot lunch is served every school day except when there is an early dismissal. A student may bring a sack lunch from home or purchase a school lunch. We use a debit system in Skyward. Parents may deposit money in a student's account to be used to purchase lunches and snacks. Free or reduced priced meals are available for qualifying students. Contact the school office for an application. Please visit the district website at <http://www.saltcreek48.org> for current prices and menus. **NOTE:** If you have any questions or concerns, please contact Arbor Management at 630-620-5005 or on the web at: <http://www.arbormgt.com>.

### **Exemption from Physical Education and Recess**

If a student is in school, they are expected to actively participate in Physical Education class activities and recess unless they have a doctor's note.

### **Visitors & Volunteers**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors must present a valid drivers license or state issued ID, which will be scanned and checked against the national sex offender database. As long as the database search is clear, a printed name badge will be issued for approved visitors that should be worn at all times while in the building. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. All visitors are expected to abide by all school rules during their time on school property. Visitors who fail to conduct themselves in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

All school volunteers must complete a "Volunteer Information Form", submit their driver's license or state issued ID to be checked against the national sex offender database and be approved by the school principal prior to assisting at the school. Forms are available in the school office.

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### **Attendance at School Sponsored Dances and After School Events**

Only students who attend Albright may attend school-sponsored dances and after school events. All school rules, including the school's discipline code and dress code are in effect during all school-sponsored dances and events. Students who violate the school's discipline code will be required to leave the dance or event immediately and parents/guardians will be contacted. The school may also impose other discipline as outlined in the school's discipline code. NOTE: A student who is absent from school the day of a dance or after school event is ineligible to attend, unless the absence has been pre-approved in writing by the principal.

### **Emergency Cards**

Emergency cards are completed each year by parents/guardians and filed in the school office. These cards contain the information needed to contact a student's parents or other adult in case of an emergency. Any changes in this information during the school year must be reported to the school secretary as soon as possible. *THIS IS EXTREMELY IMPORTANT!*

### **Student Drop Off & Pick Up**

Students should be dropped off and picked up at door #4 located on Myrtle Ave. This street gets very congested at drop off and pick time, so please use extreme caution when driving in this area. Your best option to keep ALL students safe is to only drive Northbound on Myrtle during school arrival and dismissal. This will allow you to drop off and pick up your child on the right side of the road. We just ask that you do not interfere with the bus-loading zone, which is marked with a yellow painted curb.

### **NOTE: STUDENTS SHOULD NOT ARRIVE AT SCHOOL BEFORE 7:40am**

Students who plan to attend an after school sporting event must go home at 2:28pm when school is dismissed. They will then be allowed back in at 4:15pm for the scheduled start of the game. Students attending after school events are expected to abide by all school rules.

*NOTE: Students arriving late for school (after 7:45 am) should be dropped off at the school office door #1 located at the North end of the building on Villa Ave. Vehicles MAY NOT park on Myrtle Avenue along the asphalt apron. This is a designated Bus Loading Zone, which is marked with the yellow curb. Students being picked up early for appointments etc. should also be picked up at the school office door #1 located at the North end of the building on Villa Ave.*

### **Safety Drill Procedures**

Safety drills will occur at times established by the school principal. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) fire evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lock-down drill and a minimum of one (1) bus evacuation drill each school year. There may be additional drills at the direction of the administration.

### **Student Attendance**

Illinois law requires that whoever has custody or control of any child between six and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session.

*There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.*

### **Truancy**

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00.

### **School District 48 Attendance Philosophy**

This District's educational program is built on the premise that regular attendance is vital to a student's success in school. For a student to maintain regular attendance requires a cooperative effort by the student, parent(s)/guardian(s) and school personnel. A student who is frequently absent misses social interactions, class instruction and discussions even though written work is made up.

### **School District 48 Attendance Expectations**

This District expects parents/guardians to make reasonable efforts to ensure the regular attendance of their children that is consistent with Section 26-1 of The School Code by informing the school of any absences and their causes. The District expects schools to monitor each student's attendance and inform parents and guardians of any attendance problems.

### **Student Absences**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. *All other absences, including vacations, are considered unexcused.* The principal must approve pre-arranged excused absences. The school may require documentation explaining the reason for the student's absence including a doctor's note for an absence of three consecutive days or excessive and/or repeated absences.

Parents or guardians are required to call the school at [630-279-6160](tel:630-279-6160) (Press 4) before 8:30am to explain the reason for the absence (we have voicemail to receive messages during non-school hours). If a call has not been made to the school by 8:30am on the day of a student's absence, the school will make every effort to contact the parent or guardian to verify the absence. If the parent or guardian cannot be contacted, the absence will be considered an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

### **Albright Middle School Attendance Procedures**

1. A doctor's note is required after three consecutive days of absence.
2. A student with excessive absences or days tardy will receive a letter of notification that a doctor's note may be required for any additional absences to be considered excused.
3. If improvement is not seen, the school will follow up with a phone conference before turning the case over to the DuPage County Truancy Department.

#### **PLEASE NOTE:**

- Excessive absenteeism will be reported to the DuPage County Truancy Department.
- Excessive tardiness will be reported to the DuPage County Truancy Department.
- Vacations are not considered a valid cause for being absent and will be recorded as an unexcused absence.
- After ten consecutive school day absences, a student will be dropped from enrollment.

A student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day. Chronically absent students include students who are absent for any reason whether absences are excused or unexcused. Students who were enrolled in the school for at least 10 school days at any time and who missed 10% of the school days in which they were enrolled in the school.

### **Tardy Arrival to School**

School instruction begins at 7:45am, and students are able to enter the building at 7:40am. Students learn best when they arrive at school on time. Not only do tardy students miss valuable instructional, announcements, and informational minutes, but, their late arrival is a disruption to the teacher and the other students in the class. Missed instructional minutes add up quickly and will

negatively impact a student's grades. Furthermore, punctuality is an important life skill for all children.

We have several positive incentives in place to recognize students who are arriving on time and meeting our attendance expectations. If these positive incentives do not work and students begin to accumulate days tardy, the following steps will be implemented in an attempt to improve behavior.

- After 3 tardies in any one trimester, the student will have a conference with the principal to discuss our concerns and a letter will be sent home to the parents.
- If there is a 4th or 5th tardy during the trimester, the student will serve a lunch/recess detention and letters will be sent home to the parents.
- If there is a 6th or 7th tardy during the trimester, the student will serve an after school detention from 2:28pm – 3:15pm for each tardy. Parents will be responsible for transportation home.
- If a student receives an 8th tardy in any trimester, the student and their parents will be required to attend a school conference to discuss the continued tardiness. Subsequent tardies will result in a loss of privileges of any and/all of the following: field trips, assemblies, special events, extra curricular activities, and 8th grade end of the year events, up to and including, the graduation ceremony.

### **Homework Request Due to Absences**

A homework request will be generated when a student is absent for two days or more. A parent or guardian should make this request through the school office. If requests are made before lunchtime, the office will E-mail this request to the student's teachers, who will bring all necessary materials to the school office by the end of the school day. In the cases of extended illness, the parent should notify the office of the anticipated return and pick up dates for additional assignments. If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. Students will be given homework upon their return for pre-arranged absences.

*NOTE: Students who are unexcused from school may not be allowed to make up missed work.*

### **Bus Transportation**

The district provides bus transportation to and from school for all students who qualify. Students will be assigned a bus stop and that is the only location they should be picked up and dropped off from. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions *must* be in written form and approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, the bus driver will handle discipline problems as they occur. In more extreme cases, a written disciplinary referral will be issued and sent to the school principal. These problems will be investigated and any necessary consequences will be issued by the building principal. Parents will be informed of inappropriate student behavior on a bus.

If you have questions or concerns regarding bus transportation, contact Westway & Richlee Vans. Discipline concerns should be reported to the building principal. *Westway & Richlee Vans - 100 East Hill Street, Villa Park, IL - phone - 630-279-2720*

### **Special Education / Section 504**

Students with disabilities who do not qualify for an individualized education program under the federal Individuals with Disabilities Education Act, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Questions about the identification, assessment and placement of students should be directed to Jennifer Sabourin, Director of Student Services, at 630-279-8400 x 1005.

Students with disabilities may receive related services as part of their individual education programs (IEPs). Salt Creek School District 48 will maintain related service logs that record the type and number of minutes of the related service(s) administered to such students. Copies of any related service logs will be available to parents/guardians at their child's annual review IEP meeting. Parents/guardians of students with disabilities may also request copies of their child's related service logs at any time.

Qualified interpreters are available at IEP meetings upon request for parents/guardians whose native language is other than English. If a qualified interpreter is not available, District 48 may use outside vendors, including telephonic interpreters. Parents and guardians,

including those who are deaf or hard-of-hearing, may request an interpreter at IEP meetings by contacting the Director of Student Services. Requests for an interpreter at IEP meetings should be made at least 7 days before such meetings whenever possible.

Parents/guardians have the right to request that the bilingual interpreter provided at an IEP meeting serve no other role in the IEP meeting than as the interpreter, and District 48 will make reasonable efforts to fulfill this request. Parents/guardians may contact Jennifer Sabourin at jsabourin@saltcreek48.org or 630-279-8400 ext.1005 with any questions or comments about interpretation services.

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### **Search and Seizure**

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these locations / areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Searching of Students and/or Student Possessions**

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

*When feasible, the search should be conducted as follows:*

*Outside the view of others, including students;*

*In the presence of a school administrator or adult witness; and*

*By a certificated employee or liaison police officer of the same sex as the student.*

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

### **Chromebook Permission Form**

Salt Creek District 48 is a 1:1 Chromebook District for 2nd - 8th Graders. Each student in these grade levels will be given a Google Apps for Education Account. We hope that access to these accounts and devices on a daily basis will help prepare our students for success in a global, technology-rich learning and working environment. Google Apps for Education is used by thousands of school districts and universities worldwide. Students and teachers will use it to access and share documents, presentations, and projects via the Internet. Google Apps also provides online storage and student access from any device with an Internet connection. This means that students can log in from a home device and access all of their work with no compatibility issues. Your student will have these services hosted by Google as part of Salt Creek District 48's online presence in Google Apps for Education:

- **Log-In Account**: your student will log in with a personalized account for school use and D48 controls the features of this account.
- **Calendar**: an individual calendar providing the ability to organize schedules, daily activities, and assignments
- **Drive**: online storage provided by Google for student documents

- **Sites:** an individual and collaborative website creation tool
- **Email:** Students will be assigned an @saltcreek48.org email account that will enable communication between the student and teacher. This will allow for full utilization of digital technology tools and improve teacher feedback on assignments.

Using these tools, students collaboratively create, edit and share files and websites for school related projects. School staff will monitor

student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs outside of school. Students are responsible for their own behavior at all times. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Technology use in Salt Creek District 48 is governed by Federal laws, including the Children's Online Privacy Protection Act (COPPA). The school's use of student information is solely for education purposes. For more information, see <http://www.business.ftc.gov/documents/Complying-with-COPPA-Frequently-Asked-Questions>.

### **Guidelines for the responsible use of Google Apps for Education and Chromebooks by students:**

**Official User Account:** All students will be assigned a user account. This account will be used for account login purposes and to email their teachers.

**Conduct:** Students are responsible for good behavior just as they are in a traditional school building. Students are not permitted to use obscene, profane, threatening, or disrespectful language. Communication with others should always be school related. Students should notify the teacher or school staff of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated, and the privacy of others should be respected at all times. All provisions of the Parent/Student Handbook, including the Authorization for Electronic Network Access Form, apply to student use of Google Apps for Education, whether access is through the District or outside of school.

**Access Restriction:** Access to, and use of, a student account is considered a privilege awarded at the discretion of Salt Creek District 48. The District maintains the right to immediately withdraw the access and use of these services when there is reason to believe that violations of the law or District policies have occurred. In such cases, the alleged violation will be referred to a building administrator for further investigation and adjudication. All use of the Google Apps Account must be limited to legitimate educational purposes consistent with the District's curriculum.

**Security:** Students should never share their login information with anyone, except for parents and teachers. Users of student accounts are strictly prohibited from accessing accounts belonging to other students or to staff.

**District Access to Student Information:** The District reserves the right to access the user's Google account, including current and archival files of user data, at any time.

**Damage to Devices (as applicable):** The District understands that reasonable accidents may happen, and will cover the replacement of devices in these instances. However, a parent may be expected to cover the cost to repair or replace a Chromebook if his/her student purposely damages a device and/or displays extremely irresponsible behavior which causes damage or loss.

*NOTE: Students will not be able to access their Google Account and use their Chromebook without your permission. A permission form was signed as part of the school registration process.*

### **Personal Property/ Lost and Found/ Money**

The school will not assume responsibility for these items. Lost and found items will be donated on a monthly basis. It is the students' responsibility to check the lost and found on a regular basis.

### **Lockers**

All students will be assigned a hall locker to be used for the storage of all books and personal items. Students are responsible for keeping their locker combination confidential. Students are also responsible for keeping their locker secured and in good condition at all times. Lockers are school property and may be searched by school officials at any time. *School authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, in accordance with*

### **Statute Regarding Social Networks**

Schools must notify students and parents that schools may request, but not require a student to provide their username, password or other account information, in order for the school to gain access to the student's account or profile on a social networking website, if the school has reasonable causes to believe that the students account on the social networking website contains evidence that the student violated a school disciplinary rule or policy.

“Social Networking Website” are defined as an Internet based service that allows individuals to: 1) construct a public or semi-public profile within a bounded system created by the service; 2) create a list of other users with whom they share a connections within the system; and 3) view and navigate their list of connections and those made by other in the system. *Electronic mail is specifically excluded from this definition, but District 48 is the owner of all @saltcreek48.org e-mail accounts.*

### **Sexting**

If allegations of sexting by any student are found to be reasonably true, local law enforcement agencies and the State's Attorney's Office will be contacted to help investigation the allegations. Both school and legal consequences may be issued if the investigation produces evidence that sexting has occurred.

### **Sexual Harassment Prohibited**

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.



# **Albright Middle School - Expectations for Respectful Behavior**

## **SPEAKING**

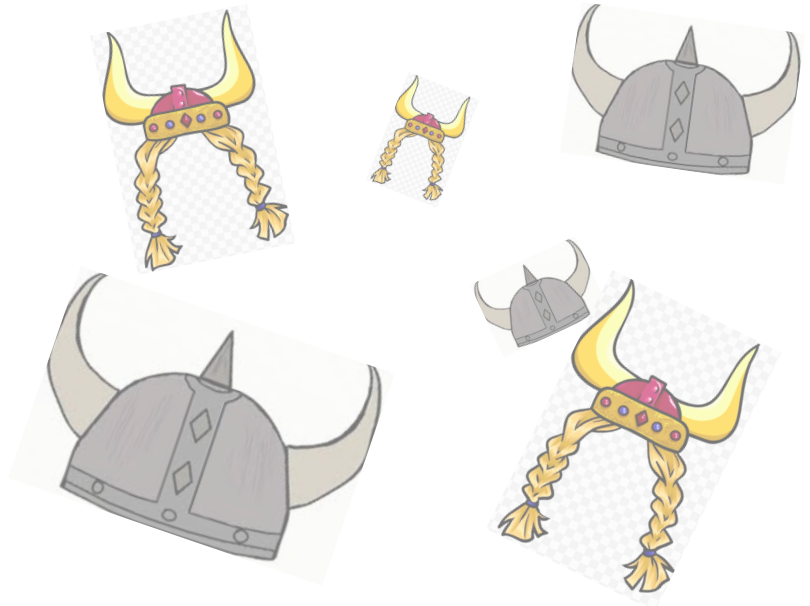
- √ Use appropriate volume, language, tone, and control when speaking to others.
- √ Politely address others.

## **LISTENING**

- √ Follow adults' directions the first time.
- √ Wait until others are finished speaking.

## **DOING**

- √ Make appropriate eye contact.
- √ Maintain personal space.
- √ Avoid hurtful gestures.



## **Care or Albright Middle School Property**

Albright Middle School staff expects all students to demonstrate their respect for the building and school property at all times. Listed below are several guidelines to follow in order to keep the building in good condition. Students will be expected to:

- Pick up waste paper and deposit it in the provided trash cans.
- Keep lockers clean, organized, and free of food at all times (except for the day's lunch).
- Use the sidewalk and remove all mud or snow before entering the building.
- Keep washrooms clean at all times.
- Wear only gym shoes when on the gymnasium floor. (no cleats ,wheels, or floor damaging footwear)
- Reimburse the District for lost or damaged school books, technology and materials.
- Reimburse the District for any damage to the school building or equipment.

## **Behaviors and Consequences**

Each case will be considered on an individual basis. Students need to be aware of, and understand the behavior expectations of the school and the usual consequences if those expectations are not met. Each classroom teacher/supervisor will handle all routine discipline problems. Teachers will refer continued problems to the principal as needed. All serious issues will be sent to the principal immediately with an Office Referral. Office Referrals communicate the specifics of what occurred and the steps already taken to stop the unacceptable behavior. More serious disciplinary options may be imposed for repeated acts of misconduct.

NOTE: Corporal punishment defined as (slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm) shall not be. Corporal punishment does not include reasonable force needed to maintain safety for other students, school personnel, or for the purpose of self-defense or the defense of property. Only certified personnel are permitted to use this reasonable force and have been specifically trained.

## **Behaviors Requiring Immediate Attention**

The principal will make a judgment as to the nature and seriousness of any disobedience or misconduct infraction. Disciplinary measures may include, but are not limited to: disciplinary conference, withholding of privileges, notifying parents/guardians, removal from the classroom, seizure of contraband, suspension of bus riding privileges, in-school suspension, out of school suspension, detentions, notification of juvenile authorities, other law enforcement or expulsion from school for a definite time period not to exceed 2 calendar years.

A good discipline program should be flexible. Each case will be considered on an individual basis.

*NOTE: This handbook does not include individual classroom teacher or grade level team behavior policies that cover less serious behavior problems and may vary within individual teachers or teams. The purpose of this handbook is to communicate district and school-wide expectations and consequences for behavior concerns.*

## **Behavior Expectations**

Among the most important advances in student discipline programs over the past decades is the recognition of the need for school-wide behavior supports systems. Historically, discipline in schools has been driven by attention to specific children with problem behaviors. The goal of school-wide systems is to define, teach, and support appropriate behaviors in a way that establishes a culture of competence within schools. Once this culture is established, the students are more likely to support appropriate behavior and discourage inappropriate behavior by their peers.

PBIS Positive Behavioral Interventions and Supports is a proactive systems approach to creating and maintaining a safe and effective learning environment in schools. This school wide behavioral system includes the following steps:

- Behavioral expectations are defined and stated in positive ways as simple rules.
- The expectations are taught in real context to all students in the building.
- Appropriate behaviors are acknowledged with "Viking VIP Tickets". Any staff member can reinforce appropriate behavior in the classroom, cafeteria, bathroom, hallway, etc.
- Students are nominated for the Viking "Wall of Fame" and students are showcased for being respectful, responsible, and/or safe.
- Incentive days are held on a regular basis and students receive special activities for receiving no Office Referrals and having homework regularly completed on time.

### Behavior Expectation Philosophy Statement - Be Respectful, Be Responsible, and Be Safe

We believe that all students have the right and responsibility to learn in a safe and academically effective environment. The discipline program of Albright Middle School acknowledges the unique needs of your children and serves to develop appropriate behaviors as defined in our three building expectations.

#### Student Rights:

- Students have the right to be safe in school. They have the responsibility to make school safe by refraining from any behaviors that could cause physical harm to themselves or others.
- Students have the right to use school property and materials. They have the responsibility to use school property and materials appropriately and refrain from any behaviors that would be destructive.
- Students have the right to learn to their full potential. They have the responsibility to conduct themselves in a manner that ensures a positive learning environment that is conducive to each student's achieving his/her full learning potential.
- Students have the right to be respected and have emotional security. They have the responsibility to respect others.



## School Grounds

(Outside of School Hours)

### Be Safe

- Keep Hands, Feet, and Objects to Self
- Talk or Play in Designated Areas Only

### Be Respectful

- Use Appropriate Language and Volume When Talking
- Follow Adult Directions
- Place Trash in Cans
- Use Technology in Appropriate Ways (Without Video/Photos)

### Be Responsible

- Enter Building ONLY Through Your Designated Door
- When the Bell Rings, Move Toward Your Destination
- School Grounds are for School Use Only

## Hallways

### Be Safe

- Keep Hands, Feet, and Objects to Self
- Keep Belongings Out of the Way
- Walk to the Right

### Be Respectful

- Use Appropriate Language and Volume When Talking
- Follow Adult Directions
- Respect Others' Space and Property

### Be Responsible

- Close and Lock Lockers
- Be in the Classroom by the 2nd Bell
- Have a Pass
- Be Efficient

## Arrival & Dismissal

### Be Safe

- Keep Hands, Feet, and Objects to Self
- Arrive Between 7:35am and 7:45am
- AMS's Main Entrance is the Only Entrance Used After the 7:45am Bell
- Remain on School Property Once You Have Arrived
- Leave School Grounds by 2:40pm
- Cross the Street in the Crosswalk ONLY

### Be Respectful

- Use Appropriate Language and Volume When Talking
- Follow Adult Directions

### Be Responsible

- Enter Building ONLY After the 1st Bell Unless You're Having Breakfast
- Be in Your Classroom by the 2nd Bell
- Exit Building by Final Bell Unless Staying for a Supervised Activity
- Keep Your Belongings with You

## Bathroom

### Be Safe

- Keep Hands, Feet, and Objects to Self
- Wash Your Hands

### Be Respectful

- Use Appropriate Language and Volume When Talking
- Respect Others' Privacy

### Be Responsible

- Use a Pass During Class Time
- Be Efficient
- Keep Bathroom Clean
- Notify Office of Problems Immediately

## Classrooms

### Be Safe

- Keep Hands, Feet, and Objects to Self
- Use Equipment and Tools for Their Intended Use Only
- Line Up in the Hallway in the Designated Area Before Entering a Class
- Enter a Room Only When an Adult is Present

### Be Respectful

- Use Appropriate Language and Volume When Talking
- Follow Adult Directions
- Be Honest

### Be Responsible

- Be in the Classroom by the 2nd Bell
- Bring all Required Materials to Class
- Sit in Your Assigned Seat

## Bus

### Be Safe

- Keep Hands, Feet, and Objects to Self
- Stay Seated Facing Forward
- Keep Aisles Clean

### Be Respectful

- Use Appropriate Language and Volume When Talking
- Follow Adult Directions
- Wait Until Home to Eat/Drink

### Be Responsible

- Keep Your Area Clean
- Take All of Your Belongings with You
- Use Technology in Appropriate Ways (Without Video/Photos)

## Assembly / Field Trip

### Be Safe

- Keep Hands, Feet, and Objects to Self
- Follow the Guidelines as Given
- Be Aware of Your Surroundings

### Be Respectful

- Use Appropriate Language and Volume When Talking
- Follow Adult Directions
- Clap, Laugh or Respond as Appropriate
- Be Engaged
- Enter and Exit Quietly

### Be Responsible

- Remain in Your Assigned Area
- Be Ready to Participate in the Activity
- Take All of Your Belongings with You
- Follow Teacher's Directions with Cellphone Use

## Lunchroom

### Be Safe

- Keep Hands, Feet, and Objects to Self
- Stand Quietly in Line

### Be Respectful

- Use Appropriate Language and Volume When Talking
- Follow Adult Directions
- Use Good Table Manners
- Be Polite to Cafeteria Workers
- Be Honest

### Be Responsible

- Arrive on Time
- Have Money or Number Ready
- Leave ONLY with a Pass
- Use this Time for Eating Only
- Sit in Your Assigned Seat

## **General Building Conduct**

***Students should not arrive at school before 7:35am.*** and classes begin at 7:45am. Students are dismissed at 2:28pm each day and are expected to leave the school property immediately after dismissal. **The following rules shall apply, and failure to abide may result in disciplinary action:**

- Hats, hoods and bandanas shall not be worn in the building.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove, touch or hit others.
- Students shall not write on walls, desks, deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards and scooters are not permitted at school.
- Be honest in all situations and interactions with your peers and school staff.
- Water guns, play guns, look-a-like guns and/or real guns are not permitted at school.
- No cell phones, digital media plays, iPods, or cameras are to be used at school without permission.
- Students who wish to attend events after school hours must leave the building at 2:28pm and return for the event at its scheduled start time.
- Students attending events after school hours must follow all school rules, including the school's discipline code and dress code, which are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the event immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

## **Materials**

Students are responsible for having all necessary work, technology, books, assignment notebooks and supplies with them in all classes. A student who is not prepared for class, hurts themselves and others by wasting class time to gather the needed materials. These students may also face disciplinary action as deemed necessary by the principal to correct the problem as needed.

## **Removal from Classroom**

Teachers and supervisors may remove a student from the classroom, playground, lunchroom or assemblies and send them to the office for the following reasons:

- Challenging the teacher's or supervisor's authority, either verbally or physically
  - Endangering the health or safety of himself/herself or others
  - Being unable or unwilling to control their emotions and/or outbursts
  - Use of profanity
  - Dishonesty
  - Displaying conduct that makes it impossible to continue the teaching and learning process.
-

## **Removal of Privileges**

The grade level teams, in conjunction with the administration, can remove field trip privileges, extra curricular activities and/or event participation from students who do not meet the expected responsibilities of Being Safe, Being Respectful or Being Responsibility. No student will be permitted to attend a field trip without a permissions slip signed by a parent or guardian and any required payment.

## **School Dress Code / Student Appearance**

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and attending school activities. Students' dress for school, school activities, and school-related trips should be reasonable, reflect good taste, and be agreeable to the school sponsor/administration. Any mode of dress or appearance (including hairstyle and/or color, visible tattoos, and body piercing) that is disruptive to the safety or educational environment will not be tolerated. Please be advised of the specific rules under Dress Code.

Modesty is always appropriate. Male and female students are to wear garments with appropriate coverage shoulder to thigh. Coverage includes when students stretch, walk, sit, bend, etc. Students should not have to pull at clothing to maintain proper coverage. Bare midriff's, see-through garments, clothing which bares the chest, tube tops, spaghetti straps, loose fitting tank tops, one-shoulder tops, and halter tops are prohibited. As are any shirts where bra straps are visible at all times. Tank tops must be ½ inch wide (finger width) at the shoulder. Crop tops must be worn with a cami or shirt underneath to fully cover the midriff. Running/Athletic shorts must have full coverage. Holes in jeans/shorts should not be at or above the underwear line. All clothing, accessories, jewelry, makeup, etc., shall be worn in a manner that is not disruptive to the learning environment. Yoga pants and/or leggings must be opaque and not see through. Wear only shoes that will not damage the floor. (cleats, unless worn outside for sports, wheels, etc., are prohibited)

- Hats, hoods or bandanas should not to be worn inside the building.
- Clothing, accessories, or jewelry that displays any message which debases school, religion, the dignity of groups or individuals is prohibited.
- The wearing, displaying, or possessing of any item of clothing, accessories, or jewelry which depicts alcoholic beverages; tobacco products; drugs; or which displays obscene or sexually explicit language; profane language; or provocative pictures is prohibited.
- The wearing, displaying, or possessing of articles of clothing, accessories, jewelry, emblems, badges, symbols, signs or other things which are evidence of membership in or affiliation, or alignment with any gang, secret society, or unauthorized organization is prohibited. Examples are available at the school office or the local police department.
- The wearing of overcoats, jackets, and/or sunglasses in classrooms or in the building during class time is prohibited unless specifically approved by the building principal.

\*\*When a student is not properly dressed, they will be sent to the office for a final decision. Inappropriately dressed students will be asked to change into different clothing, including their PE uniform. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Misbehavior will result in disciplinary action in accordance with the school's disciplinary procedures.

## **Cafeteria Rules**

- Students shall not save seats for other students, trade food, or remove any food or drinks from the cafeteria.
- Students shall walk to and from the lunchroom in an orderly fashion, remaining quiet during lunch and place all garbage in its proper containers.
- Loud talking, yelling, screaming, and other disruptions are prohibited in the cafeteria.
- Students need to raise their hands and ask for permission to get up and move around the cafeteria.
- Students need to remain seated until their table is clean and they have been dismissed.
- Students shall not throw food, milk cartons or other items, this includes shooting baskets into the garbage can.
- Students shall follow the instructions of supervisors and show proper respect toward all personnel, remain seated, report spills or broken containers, immediately become silent when announcements are made, and wait to be dismissed from the cafeteria by the lunchroom supervisor.
- Students using the microwave must never leave it unattended while operating.

**Misbehavior will result in disciplinary action in accordance to the school's disciplinary procedures.**

## **Bus Transportation**

Riding the school bus is a privilege. And any time during the school year, this privilege could be removed for gross misconduct or violation of bus rules and regulations. Behavior not allowed in school will not be allowed on the school bus. In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

- Students must, at all times, follow the directions as given by the bus driver.
- Students must observe the same rules and regulations on field trips as they do between home and school.
- Get on and off the bus quietly. Never push or shove at the door, and always use the handler.
- Students must remain seated while on the bus and facing the front keeping feet and objects inside the bus.
- Please place all trash in the trashcan at the front of the bus.
- Students should never bring animals on the bus.
- Students should not eat on the bus going to or from school.
- Students may not fight, scuffle or move around the bus. This includes all types of horseplay.
- Students should never yell or use bad language.
- Any forms of student bullying are prohibited on the bus as well as in school.
- Students must never tamper with any of the bus safety equipment.
- Students should take their books, backpacks, instruments, or other articles when getting off the bus.
- Students should remain alert and pay attention to the driver at all times.
- In the event of a road emergency, students should remain in the bus and wait for the driver's instructions.

**NOTE:** Students should be at the designated school bus stop 7 minutes prior to the scheduled pickup time.

Please do not run/play on the sidewalk or in the street while waiting for the bus. Wait quietly on the sidewalk or the shoulder on the road. Approach the bus carefully only after the bus has come to a complete stop. **NEVER** reach under the bus if you drop something. Tell the driver first so they can help you.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

*NOTE: Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.*

## **Assembly, Performance and FTC Event Conduct and Requirements**

The manner in which students conduct themselves while others are performing is very important. Learning to be a good listener, appreciating the talent and effort of others and understanding the need for proper audience conduct are important parts of growing up. Poor conduct by a child at an assembly or performance indicates disrespect and a lack of self-control. From time to time, student performances are open to the public. All members of the community are invited to attend these performances. An adult must accompany all children attending these public performances. Parents who bring children to performances are requested to keep their children seated with them during the entire performance. Audience members who do not follow these rules may be asked to leave the event.

## **FTC Events Attendance**

ALL FTC EVENTS REQUIRE A PARENT TO BE IN ATTENDANCE DURING THE ENTIRE EVENT WITH ANY AND ALL STUDENTS WHO ATTEND. These FTC events are planned for families and student supervision is the parent's responsibility. Students who arrive without his/her parent in attendance will not be allowed to participate in the event and will need to leave school property.

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

Cell phones, i-Pods, iPads, and other electronic devices and all cameras (including cell phone still and video cameras) may not be used during the school day unless approved by the building principal. These devices should be turned off and kept inside backpacks and lockers at all times during the school day. This includes during recess, during lunch and during arrival or dismissal. After school use is allowed for students to contact parents/guardians regarding rides home. If these electronic devices are being used during school hours, they will be taken away and turned into the school office.

1st Offense - Verbal Warning

2nd Offense - Device will be held in the office until the end of the day when the student can pick it up.

3rd Offense - Device will be held in the office until a parent comes to pick it up and signs that they received it.

*Note: any additional offenses will require a parent to pick up the device in the school office. Additional disciplinary action will be taken, up to and including suspension of the student from school.*

## **Homework**

Homework is a key part of a child's academic achievement and is used as a way for students to practice what they have learned in the classroom. As children move through the elementary and middle school years they will find that the amount of homework given will increase in both difficulty and quantity. It is critical that parents support their children and talk with them about the importance of homework. Parents should make sure that their children understand that all homework must be completed on their own and to the best of the student's abilities. There are no exceptions or excuses for late or missing work. *NOTE: The time requirements and the frequency of homework will vary depending on a student's teacher, ability level, grade level and the student's ability to remain focused on their work.*

Students who have consistent late or missing work will face disciplinary action including, but not limited to, lunch/recess detentions, after school detentions, removal of field trip privileges, extra curricular participation and attendance, or activities as deemed necessary by the principal to correct the late and missing homework problem.

## **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

Student participation in school-sponsored extracurricular activities is contingent upon the following:

- The student must meet the academic criteria set forth in the Board policy on school sponsored extracurricular activities.
- The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.

*SPORTS ONLY - The student must present a certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant who assures that the student's health status allows for active athletic participation. This must be done annually in order for the student to be eligible for try-outs and participation in any extracurricular sports. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file in the nurse's office.*

*The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.*

## **Eligibility**

Extracurricular activities play an important part of the Albright Middle School experience. They provide students with avenues for expression, relevant experiences, opportunities for developing leadership and a concept of self-worth, and for meeting social and emotional needs.

The purpose of the eligibility standards program for extracurricular activities is to help a student achieve their full academic potential. The program is not designed as a punishment to the student. In all cases, the eligibility standards program will be applied with consideration for the individual potential and needs of each student.

Eligibility standards will apply to all extracurricular activities.

Eligibility will be determined on a weekly basis.

Students must meet the eligibility requirements in order to participate in try-outs.

In order to remain eligible to participate in extracurricular activities a student must:

- Demonstrate satisfactory academic performance within their potential
- Receive weekly teacher approval based on class performance
  - Criteria used to determine eligibility: Acceptable work completion & passing grades
  - If TWO or more teachers declare a student ineligible, the student will become and remain ineligible until the following week when eligibility is checked again.
  - A student will remain ineligible until he or she meets the eligibility criteria.
  - If declared ineligible, it is the responsibility of the student to meet with the teachers and develop a plan for improvement to be back within the eligibility standards.
  - It is the responsibility of the coach or extracurricular sponsor to explain the eligibility program to students at the beginning of every extracurricular activities and counsel them on the importance of academic success and meeting high standards of rigor.
- Any student who is ineligible for more than half of the scheduled athletic season or for more than 5 weeks within the extracurricular activity session will be dismissed from the team, club or activity, and will not be recognized at the Spring sports award program.
- Any extracurricular activity member suspended during the season, will no longer be eligible to participate.

### **Extracurricular Code of Conduct**

A student participating in an extracurricular activity or athletic program will be subject to disciplinary action if he or she violates this Code of Conduct for Extracurricular Activities. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations.

The Code of Conduct below describes the expectations and goals of the extracurricular and athletic programs. This Code does not contain a complete list of inappropriate behaviors for students in extracurricular activities and athletics. This Code of Conduct will be enforced all day every day. A student may be excluded from activities or competition while the school is conducting an investigation regarding that student's conduct.

This Code of Conduct applies to all school-sponsored activities that are neither part of an academic class nor otherwise carry credit or a grade. Sponsors shall create a roster of students who are participants in an extracurricular activity and maintain attendance records.

The goal of the extracurricular program is to provide opportunities for students to pursue interests and develop life skills beyond the classroom. An additional goal of the athletic program is to develop the physical skills of student athletes, which will allow them to compete to the best of their ability within the School Board policies and the by-laws of any association of which the school is a member.

Members must conduct themselves at all times, including after school and on days school is not in session, as good citizens and exemplars of their school, they must behave in ways that are consistent with good sportsmanship, leadership, and appropriate moral conduct. They are expected to demonstrate good citizenship and exemplary conduct in the classroom, in the community, and during all facets of the activity.

Students and their parents/guardians are encouraged to seek assistance from District 48 regarding alcohol or other drug problems. Family referrals or self-referrals will be taken into consideration in determining consequences for Code of Conduct violations.



## **Students who participate in extracurricular activities or athletics shall not:**

- Violate the District's policies or procedures on student discipline
- Use a beverage containing alcohol (except for religious purposes)
- Use tobacco in any form
- Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia
- Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look alike" weapon. This prohibition does not prohibit legal use of weapons in cooking and in sports, such as archery, martial arts practice, target shooting, hunting, and skeet
- Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors
- Act in an unsportsmanlike manner
- Vandalize or steal
- Haze other students
- Violate the written rules for the activity or sport
- Behave in a manner that is detrimental to the good of the group or school
- Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff
- Falsify any information contained on any permit or permission form required by the activity or sport.

*Note: All tryouts & practices are closed to the public. Only sponsors and participants are able to attend.*

## **Absence from School on Day of Activity**

Any student who is absent from school on the day of an activity is ineligible on that day or evening unless the absence has been pre-approved in writing by the principal prior to that day. Exceptions may be made if pre-arranged and approved with the principal. Any student who has been suspended from school will also be suspended from participation in extracurricular activities.

Any student who is absent from school on the Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the extra-curricular advisor or administration.

## **Travel**

All athletes or extracurricular members shall travel to after school events and return home with the team, club, or group on school approved means of transportation. Students will only be allowed to go home with a parent if a written note is given to the coach identifying who the student is to go home with. This notice must be signed by the student's parent or guardian. Oral requests shall not be honored and oral permissions shall not be valid. Any student athlete / extra-curricular participant found to be in violation of this rule shall be subject to disciplinary action.

## **Due Process Procedures**

Students who are accused of violating the Code of Conduct for Extracurricular Activities are entitled to a due process as outlined in Salt Creek School District 48 Board Policy 7:240-AP1