

**Trimpe Middle School
Bethalto Community Unit School District #8**



**Student Handbook
2015-2016**

WILBUR TRIMPE MIDDLE SCHOOL
910 Second Street Bethalto, Illinois 62010
(618) 377-7240
2015-2016 Student Handbook

Mrs. Kim Wilks, Principal
Dr. Barrett Deist, Assistant Principal
Mrs. Eileen Broske, Social Worker
Mrs. Sherri Verdun, Nurse

Mrs. Ann Fromme, Secretary
Mrs. Susie Lorts, Secretary
Mrs. Missy Marshall Secretary

TABLE OF CONTENTS

GENERAL INFORMATION	4
General Rules	4
Time Schedule	4
Bell Schedule	4
Office Hours	4
Handbook	4
Student ID Badges	5
Response to Intervention (RtI)	5
School Resource Officer (SRO)	5
School Reach	5
Positive Behavioral Interventions and Supports (PBIS)	6
PBIS Behavior Expectations	6
Character Words of the Month	8
Home/School Compact	8
Trimpe School Dances	8
Cafeteria	9
Bus	9
Medication	10
ACADEMICS	10
Grading Scale	10
Credit System for Grade Level Promotion	10
PowerSchool	11
Academic Assistance	11
Honor Roll	11
ATTENDANCE	11
General Guidelines	11
Truancy/Skipping School	11
Unexcused Absences	12
Excused Absences	12
Homework Requests	12
Tardiness	12
POLICIES AND PROCEDURES	12
Student's Rights and Responsibilities	12
School Safety and Reporting	13
Closed Campus	13
General Classroom Procedures	13
Dress Policy	13
Physical Education Policies	14
Smoking/Vaping/Drugs/Alcohol	14
Sexual Harassment Policy	15
Hate Crimes	15
Search and Seizure	15

Bullying	15
Corporal Punishment	16
Delegation of Authority	16
Lockers/Care of School Property	17
Laptop Access	17
Laptop Expectations	17
Acceptable Use Policy	18
DISCIPLINARY MEASURES	19
Maintaining Discipline	19
Exclusion of Students	20
Disciplinary Consequences	20
Administrative Actions	21
Academic Dishonesty	23
ATHLETICS AND ACTIVITIES	24
Extracurricular Activities	24
Physical and Proof of Insurance	24
Conference Membership	24
Athletics, Cheerleading, Drill Team Rules and Regulations	24
INDEX	26
STUDENT HANDBOOK SIGNATURE PAGE	28
HOME/SCHOOL COMPACT SIGNATURE PAGE	29

GENERAL INFORMATION

This information is to provide both parents and students with the procedures and practices necessary to maintain an efficient school organization.

The Administration has endeavored to identify many aspects of the school environment. However, it is impossible to address each minute detail of every school situation.

GENERAL RULES

- Student visitors are not allowed. However, there may be exceptions with authorization from the principal.
- Parents are welcome to visit the school with authorization from the principal. Parents or other visitors are required to sign-in at the main office and get a visitor pass before visiting their designated area.
- Heavy outer garments, backpacks, book bags, athletic carryalls and other such items should be kept in student lockers and are not permitted in the classroom.
- Fundraising by or for any outside group is prohibited on school property.
- Gift items such as flowers and balloons may not be delivered to students while at school.
- Students suspended or expelled from school are not to be on the school grounds, nor can they participate in any school related activities.
- Students will not be allowed to use the telephone, except for situations approved by a staff member or administration.
- In order to ensure student safety, any adult who picks up their child during school hours will be required to present a valid drivers license or photo I.D. when signing their child out.

TIME SCHEDULE

- School begins at 8:20 a.m. and classes end at 3:15 p.m.
- Doors open at 7:40. Students should not arrive to campus prior to 7:40.
- Students who arrive before 8:10 a.m. should report to the gym or the 6th grade commons. Students should not loiter in the halls.
- Students eating breakfast should report to the cafeteria immediately upon arrival to school and then report to either the gym or sixth grade commons.
- Starting at 8:10 a.m., students will be dismissed to their classes.
- All classrooms should be ready for work at 8:20 a.m.
- There are three lunch periods. When students finish their lunch in the cafeteria, they will be dismissed to go outside, or remain in the cafeteria in cases of inclement weather.
- Unless scheduled to stay for an after-school activity, students should leave the building immediately after 3:15 p.m. and board their bus, walk home, or be picked up by parents/guardians.
- No students should remain on campus after 3:55, unless as part of a school sponsored activity.

BELL SCHEDULE

6th Grade

8:20 – 9:16 Core 1
9:19 – 10:13 Core 2
10:16 – 11:10 Core 3
11:13 – 11:43 Lunch
11:46 – 12:40 Core 4
12:43 – 1:26 Encore 1
1:29 – 2:12 Encore 2
2:15 – 2:45 Extension
2:48 – 3:15 Advisory

7th Grade

8:20 – 9:16 Core 1
9:19 – 10:13 Core 2
10:16 – 10:59 Encore 1
11:02 – 11:45 Encore 2
11:48 – 12:18 Lunch
12:21 – 1:15 Core 3
1:18 – 2:12 Core 4
2:15 – 2:45 Extension
2:48 – 3:15 Advisory

8th Grade

8:20 – 9:05 Encore 1
9:08 – 9:51 Encore 2
9:54 – 10:48 Core 1
10:51 – 11:45 Core 2
11:48 – 12:42 Core 3
12:45 – 1:15 Lunch
1:18 – 2:12 Core 4
2:15 – 2:45 Extension
2:48 – 3:15 Advisory

OFFICE HOURS

Office hours are 7:30 a.m. - 4:00 p.m., Monday through Thursday, and 7:30 a.m. - 3:30 p.m., Friday.

HANDBOOK

The student handbook is loaded on students' school-issued laptops. Students and parents are expected to know and understand the policies and procedures outlined in the student handbook. Paper copies of the student handbook are available in the main office. Upon request, one paper copy will be provided per family.

STUDENT ID BADGES

- Trimpe students are required to wear identification badges during the school day.
- ID badges will be used to check out books in the library, for use of library computers, to pay for lunches, and for safety purposes.
- Student ID badges must be kept on school premises after school hours.
- Students without ID badges must report to the office for a temporary paper ID. A charge of approximately \$.50 will be issued and may be paid at that time or the cost will be deducted from the students' lunch accounts.
- Lost/damaged ID badges will be replaced and students will be charged for the replacement. The replacement cost is approximately \$5 for the ID, \$1 for the lanyard, and \$0.50 for the sleeve. This cost may be paid at the time of receipt or will be billed to the students' parents/guardians.
- Students required to purchase replacement ID badges or temporary paper ID badges may face disciplinary consequences as determined by the Administration.

RESPONSE to INTERVENTION (RtI)

RtI is a federal and state initiative intended to meet a wide range of individual student needs through general education services. The regular classroom teacher and other personnel (other classroom teachers and educational specialists) can help meet the needs of individual students. The goal of RtI is to provide students with the help they need to be successful as early as possible in their school career.

Parents have an important role throughout the RtI process. Teachers may communicate concerns and invite parent participation in telephone conversations and/or team meetings regarding their child. Parents provide insight into a child's learning and development to understand the problem and why it occurs. Parents should contact their child's teacher with any concerns regarding academics or behavior.

SCHOOL RESOURCE OFFICER (SRO)

Our School Resource Officer is part of the staff at Trimpe Middle School and Civic Memorial High School. The SRO maintains an office at Trimpe and Civic Memorial to assist students, parents and staff members. The SRO also attends and participates in events and activities at Trimpe and CM. Students should feel free to contact the SRO with any question, concern or other problems.

SCHOOL REACH

School Reach is an automated phone system that notifies households of important school information, emergencies, or unplanned events that cause early dismissal, school cancellation, or late start.

This requires no registration by the parent on the School Reach website. All information and contact numbers are strictly secure and confidential and are only used for the purposes described herein. Please update the office of any phone number changes.

The caller ID may display 618-377-7200, which is the main number for the Bethalto District, or it may be your child's school number. There is a short pause at the beginning of the message, usually just a few seconds. Answer your phone as you normally would, "Hello," and hold for the message to begin. Saying "Hello" multiple times will delay the message. Inform all family members who may answer your phone of this process.

The system will detect that your answering machine has answered and will play the recording to your machine. The maximum number of rings before the call is canceled is five. Make sure your machine answers after four rings, or you may miss the message.

In the event a cancellation decision is made the night before, or in the early morning hours, the broadcast message will be sent only to home phone numbers. In the event a cancellation decision is made midday, the broadcast message will be sent to home numbers also. General announcements would be sent only to home numbers. If your cell number is listed as your home number, the call will go to your cell phone.

At the end of the message, you will be prompted to "press one" to hear the message again. This is very effective when a child answers the phone and hands it to a parent who can then repeat the message in its entirety.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

In order to promote the development of positive, productive behavior, Bethalto Unit School District #8 schools are implementing a program called Positive Behavioral Interventions and Supports, (PBIS.) This program is designed to teach and reinforce procedures, and to provide the intervention and support necessary, for children to make choices that contribute positively to the overall school environment. All school and classroom rules are developed around three overall expectations: Be Responsible, Be Respectful, and Be Safe.

Students will be provided with an initial orientation to these school rules and procedures at the onset of each school year, and be given opportunities to practice them with his/her schoolmates. Follow-up activities, information, support, and intervention will be provided to large groups, small groups, and individual students as needed to promote the maintenance of a warm, caring school environment. Parents can assist the school with this process by following up on any information and/or activities that may be provided to parents, students, and families. By working together, it is our hope that we can instill in our children the positive, productive character traits, values, and virtues that will impact positively not only on their total school experience but also on their overall quality of life.

PBIS BEHAVIOR EXPECTATIONS

Listed below are the general PBIS behavior expectations for various locations throughout Trimpe Middle School.

CLASSROOM

Be Responsible:

- Have necessary supplies on hand
- Have all assignments completed on time
- Be in seat sitting quietly with materials ready at beginning of each class
- Give your best effort in all areas

Be Respectful:

- Comply with adult requests
- Follow classroom expectations
- Listen attentively
- Use appropriate language and speak with a purpose
- Respect others and their possessions

Be Safe:

- Keep hands, feet, and objects to yourself
- Keep walking areas clear and work areas neat
- Use equipment and materials in a safe manner

CAFETERIA

Be Responsible

- Deposit lunch money on time
- Arrive with lunch and ID when the period begins
- Pay all charges the following day
- When finished, clean up your area and discard trash properly

Be Respectful

- Follow directions from all staff members
- Use proper table manners
- Handle only our own food and drink
- Patiently wait your turn in line, respecting personal space
- Use peaceful and appropriate language
- Ask permission to leave the designated area

Be Safe

- Clean up any spills and food from floor immediately
- Keep hands, feet, and objects to yourself
- Report accidents immediately to staff
- Patiently wait your turn avoiding pushing, kicking, or cutting in line

ARRIVAL/ DISMISSAL

Be Responsible

- Be on time at the beginning of each school day
- Upon arrival, report immediately to the gym, 6th grade commons, or the cafeteria if eating breakfast
- Get temporary ID or drop off absentee notes to the attendance office
- Band students should drop off instruments in the band room before reporting to the appropriate areas
- Leave ID at school at the end of the day

- Move immediately out of the building or to appropriate area

Be Respectful

- Use peaceful and appropriate language
- Follow directions from all staff
- Bus students need to walk quietly to bus lines outside the building unless otherwise instructed
- Respect others property including bicycles, skateboards, cell phones, electronics, etc.

Be Safe

- Keep hands, feet, and objects to yourself
- Sit in assigned seats/area
- Take all safety precautions leaving the building and traveling home

OFFICE/NURSE AREA

Be Responsible

- Have a signed agenda
- You must have staff permission to go to the office/nurse
- Go directly to the office/nurse when permitted
- Have your agenda signed to return to class
- Return directly to class

Be Respectful

- Enter offices quietly
- Use peaceful and appropriate language
- Comply with staff requests

Be Safe

- Keep hands, feet, and objects to yourself
- If you are ill, avoid touching any office/nurse items.

ASSEMBLIES

Be Responsible

- Walk quietly on the right side of the hallway with your designated group
- Await your turn to enter the gymnasium
- Stay with the class and staff member you arrived with
- Use only the bleacher stairs when going up or down the bleachers
- Sit in the area that you are instructed to and quietly await the beginning of the assembly

Be Respectful

- Face the activity
- Be silent when the speaker addresses the audience
- Focus and actively listen with appropriate participation
- Be respectful of personal space

Be Safe

- Keep hands, feet, and objects to yourself

- Use the steps when entering and exiting the bleachers taking one step at a time
- Remain seated in designated areas until dismissed by staff
- File out of the bleachers one row at a time

BUS

Be Responsible

- Sit in assigned seats
- Keep the bus clean
- Food and drink prohibited
- Act in a manner that is not distracting for the bus driver
- Keep all personal items in your possession

Be Respectful

- Comply with bus driver's requests
- Use peaceful and appropriate language
- Respect others and their property

Be Safe

- Keep hands, feet, and objects to yourself
- Stay seated at all times in assigned seats unless directed differently
- Keep aisles clear
- Enter and exit in an orderly fashion
- Use appropriate tone and voice level so that instructions can be heard
- Emergency exits are for emergencies only

HALLWAY AND LOCKERS

Be Responsible:

- Observe time limits (3 minute passing time)
- Move towards destination (do not linger)
- Get all necessary materials
- Have your agenda with you
- Keep hallways and lockers clean
- Use your combination to open locker (do not rig)

Be Respectful:

- Respect others' space
- Use appropriate tone and voice level
- Use appropriate language
- Close lockers quietly
- Hold doors for others

Be Safe:

- Stay to the right
- Keep hands, feet, and objects to yourself
- Be aware of others' space
- Walk steadily and safely at all times
- Use only your assigned locker
- Keep lockers and hallways clean

OUTSIDE PATIO, COURTS, AND FIELD

Be Responsible

- Line up quickly the first time the whistle is blown
- Have your ID on before entering the building
- Dress for the weather
- Listen for directions
- Return equipment to the fence area
- Inform the playground staff as soon as a problem occurs

Be Respectful

- Use equipment properly
- Share equipment and space
- Use appropriate and peaceful language
- Demonstrate good sportsmanship
- Follow directions of staff
- Ask permission to leave the designated area

Be Safe

- Dress for the weather
- Walk to and from the playground
- When playing sports, remove ID and hang on fence
- Stay within the boundaries
- Inform staff of any problems

- Keep hands, feet, and objects to yourself avoiding hugging, kissing, and holding hands
- Food, drinks, candy, or gum are prohibited
- Only non-contact sports allowed (touch football)

LIBRARY

Be Responsible

- Have ID card
- Return loaned materials on time/pay fines in a timely manner
- Know why you came
- Ask for help when you need it
- Have a signed agenda
- Return materials used within the library to the appropriate area

Be Respectful

- Use peaceful and appropriate language
- Wait your turn
- Be polite and courteous
- Respect others' space
- Respect materials loaned to you
- Listen and follow directions

Be Safe

- Keep hands, feet, and objects to yourself
- Push chairs under tables and computer desks

TECHNOLOGY

Be Responsible

- Laptop is charged and ready at the start of each school day
- Keep DOCK visible
- Store laptop in the provided bag and off the floor
- Use your assigned laptop
- Cite all sources when using electronic materials
- Obey copyright laws
- Use the menu items to restart or shut down the laptop
- Apple Screen Savers only, no personal creations
- Only school authorized image may be used for desktop background

Be Respectful

- Use only your assigned laptop
- Treat your laptop gently
- Be aware of name tags to ensure you have your assigned laptop and bag

Be Safe

- Keep passwords/logins private
- Type in web addresses carefully to avoid entering into inappropriate sites
- NEVER give personal information on the Internet
- Always place the laptop in its bag when moving locations
- Within the classroom, carry laptop with two hands
- Refrain from eating and drinking near the laptop

ALL AREAS

Be Responsible

- Wear ID properly
- Keep IDs clean by avoiding attachment of any items, drawing on, or damaging the ID or lanyard
- Use peaceful and appropriate language at all times
- Follow school dress code found within your school agenda
- Gum is not allowed during school hours
- Cell phones must be off and kept out of sight

Be Respectful

- Listen to and follow directions given by staff
- Respect school property
- Respect others, their personal space, and their property

Be Safe

- Immediately report any unknown visitor to a staff member
- All students have the right to come to school and be safe. Report any incidents of bullying no matter if it is physical, mental, or cyber.
- Keep school environment clean

CHARACTER WORDS OF THE MONTH

Please help Trimpe Middle School reinforce the following character traits:

Aug./Sept. - Self-Discipline

February - Caring

October - Trustworthiness

March - Responsibility

November - Citizenship

April - Perseverance

December - Respect

May/June - Acceptance

January - Fairness

HOME/SCHOOL COMPACT

The compact outlines the responsibilities and expectations of teachers, parents, and students of Trimpe Middle School.

As a staff member, I promise to....

- Provide a warm, safe, and caring learning environment.
- Have high expectations.
- Communicate regularly with families about student progress.
- Provide high quality curriculum and instruction.
- Provide meaningful daily assignments to reinforce and extend learning.
- Teach students to monitor their own learning
- Respect the school, students, staff, and families.

As a student I promise to...

- Arrive at school on time and attend regularly.
- Work hard and complete assignments on time in a thorough and legible way.
- Be respectful, be responsible, and be safe.
- Plan study time to avoid conflicts with other activities.
- Monitor my progress at least three times per week using PowerSchool.
- Communicate regularly with my family and teachers about my progress in school.

As a parent/caregiver I promise to...

- Ensure my child is at school on time and attends regularly.
- Provide academic support and encouragement.
- Encourage my child to read for academics as well as leisure.
- Provide a quiet time and place for schoolwork.
- Participate in school by attending academic and extracurricular activities.
- Communicate regularly with teachers and the school to support my child.
- Monitor my child's progress in school.

TRIMPE SCHOOL DANCES

- All school rules will be enforced at the dance.
- Only 6th, 7th and 8th grade students from Trimpe Middle School may attend.
- Students are not to arrive early. Students will not be allowed in the school until, at the earliest, ten minutes before the dance starts.
- Once in the school, students may not leave the building until the dance ends or their parents/guardians pick them up.
- Transportation to and from the dance must be prearranged. Students must be picked up promptly at the end of the dance or they may be excluded from future dances. Students will not be allowed to use the school phone.
- Students must be in attendance on the day of the dance and are not excused to leave school, without a doctor's note upon their return to school or arrival at the dance. Students who leave school during the school day who return to school or arrive at the dance without a doctor's note will not be allowed into the dance.
- Formal attire is not necessary or encouraged. Attire must be appropriate for middle school students. For example, strapless dresses are not appropriate and dresses with spaghetti straps must be covered by another garment. The administration may set further guidelines with regard to student dance attire.
- Students may be excluded for various infractions.

CAFETERIA

Breakfast is served between 7:40 and 8:10 a.m., and the cost is approximately \$1.60.

Students are provided a choice between the class A regular school menu, fast food options, or salad bar. The class A daily lunch price is approximately \$2.45.

Students must be in the cafeteria or outside after eating lunch. Students may not go to their lockers during lunch period.

Trimpe Middle School has computerized cafeteria services. Students will use this system for all breakfast and lunch transactions. Each student has a computerized lunchroom account in his or her name, along with a bar coded ID badge. This badge is used when going through the breakfast or lunch line. All transactions are within one account.

Trimpe Middle School parents may check their student's cafeteria account balance and purchase history via the web through the eLunchroom web portal at <http://tms-elunch.bethalto.org>. You will need your student's ID number and your password to access the system. This information can be obtained by mail or by stopping by the Middle School. For more information, please contact Mrs. Cathorall at 618-377-7240.

Deposits should be placed in an envelope with the student's first and last name, ID number, and a check made payable to "Trimpe." The envelope should be placed in the black box outside the cafeteria. It is to your advantage to pay by check so you will have a record of deposit transactions. Receipts are not given for cash deposits. If a family has more than one student attending the same school, one check can be issued. However, it is necessary to designate on the envelope, not the check, how much money will go into each account. Separate deposits are required if students from the same family attend different schools. Please consider that larger deposits will decrease the frequency of your child needing to bring additional money to school.

If a student's account balance is negative, a letter will be sent home with your child stating the negative balance. Negative balance letters are generated and sent home at the beginning or end of each school week. Requests for account information must be submitted in writing or verbally requested by parents. Written requests should be to the attention of the Cafeteria and may be sent with the deposit.

No student is permitted to charge for breakfast or lunch. If the student is unable to pay for a meal, please send a packed lunch.

It is the responsibility of the parent to notify the cafeteria if you are moving and feel you have money in your child's lunchroom account. Refunds for students moving out of the district must be requested within a month of the withdrawal date; otherwise, any account balance will be forfeited.

If you feel your child may qualify for free or reduced status, forms are available at the school office. However, you are still responsible for any charges you may have incurred prior to approval. Extra milk and milk with a sack lunch is not included in the free program.

We strongly encourage parents/guardians to not bring fast-food lunches as a sack lunch for their student.

BUS

Students are provided with transportation to and from school if they qualify according to district guidelines. Only bus students may ride buses, and they must ride their assigned bus.

Parents who need their child to ride a different bus on a consistent basis must pick up an alternate bus request form in the school office. When approved, your student may begin riding the alternate bus.

On rare occasions, when parents may need their child to ride a different bus from school, a letter stating the reason for the change and the alternate bus number must be submitted to an administrator at the beginning of the school day for approval.

MEDICATION

Students are required to check any and all medication into the office when arriving at school, including over-the-counter medications such as Tylenol and ibuprofen. The school does not provide students with any over-the-counter medications. A written order from the physician must be provided to the school for over-the-counter and prescription medications that are to be administered during the school day. In addition, parents should complete a Medication Authorization Form for the medication to be administered. This form can be obtained from the main office.

Prescription medication should be brought to school in a container appropriately labeled by the pharmacist or the physician. Over-the-counter medication should be in the original container. All medications, except inhalers and epinephrine, must be kept in the office. Students may carry inhalers and epinephrine if the appropriate authorization forms are completed. If an inhaler is needed at school, either a copy of the original prescription label or a doctor's authorization is required. These forms can be obtained from the school office. Students must have a signed note from the parents and approval from the office to take cough drops during the school day.

The school assumes no responsibility that medication will be given at the appropriate times. It is the responsibility of the parent and student to ensure that the student follows the doctor's prescription.

ACADEMICS

GRADING SCALE

The following system is used: 100-92.5 = A, 92.4-89.5 = A-, 89.4-86.5 = B+, 86.4-82.5 = B, 82.4-79.5 = B-, 79.4-76.5 = C+, 76.4-72.5 = C, 72.4-69.5 = C-, 69.4-66.5 = D+, 66.4-62.5 = D, 62.4-59.5 = D-, and 59.4 & below = F.

CREDIT SYSTEM FOR GRADE LEVEL PROMOTION

Based on school board policy, there is no social promotion. The following matrix will be used to calculate credits for grade level promotion.

Semester-Based Classes	Credits per Semester	Year Total
Language Arts	1/2	1
Mathematics	1/2	1
Science	1/2	1
Social Studies	1/2	1
Trimester-Based Classes	Credits per Trimester	Year Total
Art	1/3	1/3
Band	1/3	1
Computer Literacy	1/3	1/3
Music	1/3	1/3
Physical Education & Health	1/3	1
Tier III Reading	1/3	1
Advisory	1/6	1/2
Extension	1/6	1/2
	Total Possible Credits	7.0*

* students are not enrolled in all listed classes

* credits for Language Arts, Mathematics, Science, and Social Studies are calculated at the semester

* credits for Art, Band, Computer Literacy, Music, Physical Education & Health, Tier III Reading, Advisory, and Extension are calculated at the trimester

Explanation:

- Students must earn at least 5.5 total credits for promotion to the next grade level.
- Course credit earned for a percentage grade of at least 60% per semester (semester course) or 60% per trimester (trimester course.)
- Semester grade calculated through an equal average of both quarters.
- Advisory and Extension are graded courses.

POWERSCHOOL

Parents can access student grades by logging into ps.bethalto.org/public. This information is provided at registration. Contact the main office in person to receive access information and privileges. Parents and students are encouraged to check grades at least three times per week.

ACADEMIC ASSISTANCE

Teachers may offer after school academic assistance from 3:20-3:40, Monday through Thursday. A late bus will be provided for bus students. The late bus will depart from TMS at 3:55. It is the student's responsibility to arrange for academic assistance with his/her teacher. No students should remain on campus after 3:55, unless as part of a school sponsored activity.

HONOR ROLL

High Honor Roll is all A's. Honor Roll is all A's and B's.

ATTENDANCE

GENERAL GUIDELINES

Regular attendance contributes significantly to good grades. One day's absence costs two days of work, the day of absence and the lack of preparation for the day of return. Parents can render no greater help to their children than to see to it that they are in school every day.

Sickness of the child, sickness in the family, an appointment with a doctor or dentist, or an emergency making an absence unavoidable are the legitimate reasons for absence from school. Please call the school office if your child will be absent.

If a parent calls on the day of the absence, it may not be necessary for the student to bring a written excuse. If a parent does not call on the day of the absence, a note from the parent detailing the reason for the absence is required on the day of the student's return to school or the absence will be unexcused.

The school will try to call the home in case of absence. The call is made so that the parents and the school may cooperate more effectively.

Students will be given one day for each day absent to turn in missed work. (Example: the student who is absent three days would have three full school days to make-up all work -- maximum ten school days.) Additionally, upon return to school from any absence, students are expected to maintain current daily assignment expectations.

Anytime a student leaves the school before the end of the regular school day due to illness, he/she must notify the main office, and sign-out. Parents/guardians are required to show a government issued photo ID when signing out a student during the school day. If a student returns on the same day, he/she should notify the main office and sign back in to avoid being marked absent for the entire day.

Once a student has missed five days of school in a given semester, all other absences in that semester will require a written physician's excuse for the absence to be excused at school.

Students who have been reported to the Madison County Regional Office of Education Truant Alternative Program are required to provide a written physician's excuse for every absence for the remainder of the school year in order for the absence to be excused.

TRUANCY/SKIPPING SCHOOL

Discipline Progression for Truancy/Skipping School:

- 1st Offense: Double time in ISS. The student will have the opportunity to complete work missed. The student will receive credit for completed work. The parent is notified by phone and a follow up notice is sent to the parent by mail (referral copy). The student is referred to the social worker.
- 2nd Offense: Triple time in ISS. The student will have the opportunity to complete work missed. The student will receive credit for completed work. The parent is notified by phone and mail (referral copy). The student will meet with the SRO regarding truancy.

- 3rd Offense: Three days ISS. The parent and student will meet with Administration and the Madison County Truancy Officer. A truancy referral will be filed with Madison County if the student's attendance records meet Madison County qualifications.
- 4th Offense: The School may bring charges under the Village Ordinance and further consequences at the discretion of the Administration.

Cases of chronic truancy may be referred to the Madison County Regional Office of Education Truant Alternative Program. Truancy may be cause of suspension or Board action leading to expulsion.

UNEXCUSED ABSENCES

It is essential that parents contact the school when their student is absent to ensure the infrequency of unexcused absences. Unexcused absences will be determined and disciplined at the discretion of the Administration. Students who accumulate unexcused absences may be referred to the Madison County Regional Office of Education Truant Alternative Program.

EXCUSED ABSENCES

- Absences may be excused for the following reasons:
- Illness of the student - the excuse must be signed/verified by the parent or guardian.
- Funerals - member of the immediate family, including parents, grandparents, brothers, sisters, aunts, uncles, or anyone living full-time under the roof of the parents.
- Emergency work at home for parents (hardship cases only).
- Doctor and dental appointments with allowance for reasonable time only. Students must sign-out at the Main Office before leaving.
- Trips of educational value must be prearranged with the Administration. Parents must pick up a vacation form in the main office for approval. It is strongly recommended that assignments are obtained and completed prior to being absent. Students will be given one day for each day absent, up to a total of three days, to turn in missed work.

HOMEWORK REQUESTS

Assignments missed due to absence will be provided to students upon their return to school. Students will be given one day for each day absent to turn in missed work. For example, a student who is absent from school all day on Monday should request their missed work from their teachers on Tuesday and turn in the missed work on Wednesday.

TARDINESS

If a student is tardy to school, he or she should report to the office to obtain an admit slip to class. Each student will receive one excused tardy per quarter. The consequence for tardiness to school will be handled as follows:

- Tardiness to school of up to 30 minutes will result in one detention.
- Tardiness to school of more than 30 minutes will result in two detentions.
- Additional consequences are at the discretion of the Administration.

If students are tardy throughout the school day, the classroom teachers will mark them tardy. Students will be assigned one detention for every other tardy, starting with the third tardy. Additional consequences for frequent tardiness are at the discretion of the Administration.

POLICIES AND PROCEDURES

STUDENTS' RIGHTS AND RESPONSIBILITIES

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. These rights include the right to voluntarily engage in individually, non-disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, is not sponsored, promoted, or endorsed in any manner by the school or any school employee. Students should exercise these rights reasonably and avoid violating the rights of others.

Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures. Before receiving disciplinary action, the student shall be given the opportunity to deny or explain his or her conduct. Engaging in any activity that constitutes an interference with school purposes or an educational function or is

disruptive is not tolerated. Grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- On school grounds before, during, or after school hours and at any other time when the school is being used by a school group
- Off school grounds at a school activity, function, or event
- Traveling to or from school or a school activity, function, or event; or anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, an interference with school purposes, or an education function
- Violating the District Acceptable Use Policy for computers and the Internet

SCHOOL SAFETY AND REPORTING

The welfare and safety of everyone at Trimpe Middle School depends on our mutual cooperation and respect for the rules and individual rights. With this in mind, we encourage our students, staff, and parents to report observations or concerns they may have that have any potential to put anyone in harm's way. We also offer assurance that such reports will be handled with discretion and, when appropriate, our assurance of the reporter's anonymity. School violence hot line numbers are: Illinois State Police @ 1-800-477-0024, and Madison County Superintendent @ 1-888-656-5500.

CLOSED CAMPUS

During the school day, students attending Trimpe Middle School will be restricted to Trimpe property. The major purpose of this school board policy is to prevent nonessential, non-school related people from having contact with middle school age students. Students violating this policy will be disciplined, and such infractions could lead to suspension from school or further consequences. Students, who need to leave school for appointments, etc., may do so by being signed out by their parents or guardians. Since Trimpe is a closed campus, parents are encouraged to not sign-out their students to eat lunch off-campus.

GENERAL CLASSROOM PROCEDURES

All classrooms will follow general classroom procedures, but every teacher has the right to maintain classroom specific rules and expectations. General classroom procedures include:

- Students should be in their assigned seats when the bell rings.
- Students tardy for first hour will be sent to the office for a pass.
- Students must have necessary books and materials.
- Students must do their part in providing a neat and clean classroom.
- Students will be dismissed by the teacher.

DRESS POLICY

It is our belief that good taste in dress and appearance has a positive impact on the school environment. It is also our belief that a detailed statement on student dress and appearance is not necessary, but is explained as follows:

- A student's dress and appearance may not be a safety or health hazard or disrupt the educational process. This means students may not be immodest in their appearance.
- Students may not wear tank tops, halter-tops, tops with straps under two inches in width, or clothing that exposes the midriff.
- Students may not wear leggings alone as pants. Wearing leggings under skirts or long tops/shirts is acceptable as long as the skirts or long tops/shirts are of adequate length. See general rule regarding fingertip length.
- Trimpe Middle School has established a position concerning tobacco and chemical (including alcohol) products, as well as illicit drugs. We ask that students refrain from wearing clothing, jewelry, etc., that endorse these products.
- Pants or shorts that sag, so as to expose underwear or impede movement may not be worn. In general, this means that the waistline of slacks or shorts should be very close to the natural waistline.
- The length of shorts and skirts must be modest. As a general rule, shorts/skirts should reach at least fingertip length when the arms and fingers are extended down the side of the torso.
- Headgear is not permitted, including but not limited to caps, hats, bandannas, picks, do-rags, combs, scarves, hoods, etc.
- Ripped jeans, or any clothing with holes or tears above the knee are not permitted.
- Brief or form-fitting clothing, which allows undue exposure of the body, is not permitted.
- Any heavy coat or jacket worn to school as an outer garment should be hung in your locker until lunch time or the end of the school day.

Students who wear inappropriate clothing will be required to change it, and time missed from class for this purpose will not be excused. Repeated infractions will result in a progressive disciplinary response. The administration reserves the right to interpret individual cases in terms of this dress policy statement.

PHYSICAL EDUCATION POLICIES

Each student will need the following equipment:

- Uniform: T-shirt and purple shorts (purchased at TMS) with your name printed legibly on the front with a permanent marker (Sweatshirts/pants are permitted during cold temperatures)
- 1 pair of gym shoes with non-marking rubber soles
- 1 pair of socks (tube socks are acceptable)
- 1 combination lock (rented from school)

It is important for each of the above articles to be marked for identification.

Valuables must be locked in the student's assigned locker.

Laundering equipment is a weekly requirement. Clean equipment will be checked on Monday.

It is recommended that jewelry not be worn during physical education classes. Absolutely no watches, rings, or bracelets with metal will be allowed during class. Other jewelry worn is at the student's own risk. Jewelry must be removed at the discretion of the teacher. Students who choose not to comply with requests to remove such jewelry will lose credit for "dress cuts."

Improper dress will result in a dress cut.

Students may be excused from dressing for P.E. only once per quarter with a parent's note. Any further absence from P.E. requires a written doctor's excuse.

Students who are excused from P.E. by a physician may not participate in other physical activities.

SMOKING/TOBACCO/VAPING/DRUGS/ALCOHOL

Smoking, including vaping, is not permitted anywhere on school property, inside and outside of school facilities. Possession of tobacco products, matches, or lighters by students is prohibited.

Non-medical use of drugs is wrong and hazardous to the health of students. The use, possession or distribution of alcoholic beverages, drugs or look-alike drugs or drug paraphernalia is not permitted on school buses, in school buildings, or on school grounds at any time. This policy extends to all school sponsored and related activities, as well as field trips and athletic and music trips, whether held before or after school, evenings or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs or alcohol. Compliance with the standards of conduct is mandatory. Students found in possession, use, or under the influence of any intoxicating beverages or illegal drug will be subject to suspension with possible expulsion from school and/or possible police referral. The term drug being defined as follows:

- Substances recognized as drugs in the Official United States Pharmacopoeia, Official Homeopathic Pharmacopoeia of the United States, or Official National Formulary, or any supplement of any of them.
- Substances intended for use in diagnosis, cure, mitigation, treatment, or prevention of disease in man or animal.
- Substances (other than food) intended to affect the structure or any function of the body of man or animal.
- Marijuana, hashish, or other substances, which are identified as intended for use as a component of any article specified in clause a., b., c. of this definition.
- Does not include drugs for which a student has a prescription.
- Electronic signaling devices found on District facilities shall be confiscated – by the Superintendent or his designee. The presence of such a device may be cause for further search for possession of drugs and appropriate discipline as established by the School Board.

If there is reason to believe that a student is using drugs illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the student and his parents. Given reasonable grounds for suspicion, school officials may search for and seize illicit drugs brought onto school buses or school property and submit such drugs to the proper authorities for analysis.

Organizations sponsoring activities on the school's facilities outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures. Failure to do so could result in cancellation of that organization's privilege to use District facilities.

SEXUAL HARASSMENT POLICY

Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

- Requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of education aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status.
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) depriving a student of educational aid, benefits, services, or treatment; or (c) making submission of or rejection of such welcome conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with their counselor, social worker, building principal, assistant principal, or dean of students. An allegation that one student was sexually harassed by another student shall be referred to the building principal for appropriate action.

HATE CRIMES

A hate crime is any one or more of several crimes against another by reason of race, religion, gender, or other such classification.

A student who believes he/she is the victim of a hate crime or crimes should report this immediately to a building administrator. Hate crimes may be construed as "gross misconduct" and can result in penalties ranging from suspension to expulsion. Students must understand that a hate crime is a felony under the law, and as such merits very serious penalties.

SEARCH AND SEIZURE

To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. Furthermore, the search of a student's person is permitted as allowed under state and federal law.

BULLYING

Bullying is defined as the ongoing willful, conscious desire to hurt, threaten, or frighten someone. Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, or any other distinguishing characteristic or reason is prohibited in each of the following situations:

- During any school-sponsored education program or activity;
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities;
- Through the transmission or information from a school computer, a school computer network, or other similar electronic school equipment; and
- Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes substantial disruption to the educational process or orderly operation of a school.

Bullying, includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe and/or pervasive physical, verbal, or non-verbal act or conduct, including communications made

in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- Causing a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfering with the student's or students' academic performance; or
- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. Reports may be made orally or in writing to the school's complaint managers or any staff member with whom students are comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the school's complaint managers or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers:

Dr. Barrett Deist, Assistant Principal
Wilbur Trimpe Middle School
910 Second Street, Bethalto, IL 62010
Phone: (618) 377-7240
Email: bdeist@bethalto.org

Mrs. Eileen Broske, Social Worker
Wilbur Trimpe Middle School
910 Second Street, Bethalto, IL 62010
Phone: (618) 377-7240
Email: ebroske@bethalto.org

Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be addressed and the student will face disciplinary action.

Students will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making false accusations or providing knowingly false information will be addressed and students will face disciplinary action.

Anyone engaged in bullying behavior that does physical or psychological harm to someone else and/or urges other students to engage in such conduct shall face appropriate disciplinary action by school authorities that includes, but is not limited to: warning, detention, in-school supervision, out of school suspension, and expulsion.

CORPORAL PUNISHMENT

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, and certificated personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

Physical restraints may be used when necessary to protect the student or other individuals and/or property from harm.

DELEGATION OF AUTHORITY

Each teacher, and any other school personnel, when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment, or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may use reasonable force as needed to maintain the safety of other students and remove students from a classroom for disruptive behavior.

The superintendent, building principal, assistant principal or dean of students are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed.

The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons and may expel a student guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the Board.

LOCKERS/CARE OF SCHOOL PROPERTY

Student lockers and locks are the property of the school. School Administrators will inspect and examine locker contents at their discretion. Students are not allowed to use their personal locks on any school locker.

Pupils will be held responsible for proper care of all books, supplies, library materials, furniture, electronic equipment, etc. furnished by the Board of Education. Pupils who carelessly deface or destroy school property shall be required to pay all damage costs.

Much time, effort, and money are spent annually in maintaining the building and grounds in a clean, sanitary, and attractive condition. Students are expected to refrain from deliberately or thoughtlessly defacing or destroying school property and to cooperate with the custodians in helping to keep it presentable at all times.

Chapter 38, Section 429, Illinois Revised Statutes provides that: Whoever willfully and maliciously or wantonly and without cause destroys, defaces, marks, or injures any school house, church, or other building erected or used for the purpose of education, or religious instruction, or for the general diffusion of knowledge, or any of the out buildings, or furniture, apparatus or other property belonging to or connected with such school house, church, or other building shall be fined not exceeding \$500.00 or confined in the county jail not exceeding one year.

LAPTOP ACCESS

The following general procedures will be followed regarding student laptop access:

- Students may take laptops home on Mondays, Tuesdays, Wednesday, and Thursdays.
- Students must bring laptops and chargers back to school on a daily basis.
- Students must dock laptops at school on Fridays, on early dismissal days, and the day(s) before any school holidays.
- Students who owe money for laptop repair/replacement or charger repair/replacement may be required to dock their laptops at school until the complete payment is made to the school.
- Students may have laptop privileges suspended for failure to follow general and specified laptop expectations.

LAPTOP EXPECTATIONS

Student will show pride and respect the assigned laptop.

Appropriate Behavior

- Refrains from eating and drinking near the laptop
- Places the laptop in the carrying case when moving locations
- Carries the laptop with two hands
- Zip the laptop bag whenever the laptop is inside

Inappropriate Behavior

- Placing the laptop near the edge of the desk or table
- Leaves the computer unattended
- Defaces the computer using stickers, etc.

Student properly maintains his/her laptop computer.

Appropriate Behavior

- Laptop computer is charged and ready at the start of the day
- Carries only the computer, charger, agenda, pens/pencils, ear-buds, and calculator in the carrying case
- Shuts down their computers at the end of each day
- Properly shuts down his/her computer using the shut down menu option
- Quits applications after using them

Inappropriate Behavior

- Laptop is not shutdown at the end of the school day or after a period of long use

Student follows all district expectations along with local, state, and federal laws.

Appropriate Behavior

- Cites all sources when using electronic materials
- Obeys all copyright laws

- Docks are not hidden
- Screen light settings are bright enough to allow teachers to easily see desktop/applications
- Desktop background remains as the default
- Chargers are brought to school on a daily basis

Inappropriate Behavior

- Disrupts the learning environment by hacking, online bullying, abusing software, introducing viruses, or using proxy sites
- Access inappropriate materials such as social networking sites, sites with obscenity or profanity, drugs/alcohol, or fire arms/weapons
- Downloading material that is not approved by the instructor

Student acts with integrity when using the laptop.

Appropriate Behavior

- Uses his/her district assigned laptop
- All passwords/logins are kept private from other students

Inappropriate Behavior

- Sharing personal information through the internet
- Using other students' assigned laptops without permission
- Sharing files without the permission of the instructor
- Modifying or using work that is not your own
- Deleting another student's work

Student access software/sites that support the learning endeavor.

Appropriate Behavior

- Any software that has been pre-loaded on the laptop
- Any website that has been approved by the instructor or by parent/guardian in the home setting
- Using discussion boards related to the classroom subject
- Online games related to subject content

Inappropriate Behavior

- Accessing social network sites
- Illegal downloading of movies or music
- Visiting "Click here if 18" sites
- Any site that contains pornography
- Instant messaging during school hours
- Chat rooms
- Online gambling

ACCEPTABLE USE POLICY

The Internet is an electronic highway connecting computers all over the world and millions of individual subscribers. The term "Internet" will include any network, or any information via computer.

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials, and a user may find controversial information.

The use of Internet is a privilege, not a right, and inappropriate use may result in cancellation of those privileges after the first offense.

Use of the Internet is not to be considered a substitute for doing one's own research, but it can be a valuable addition to one's research base.

As a user of the Internet, you may be allowed to access other networks (and/or the computer systems attached to those networks.) Each network or system has its own set of policies and procedures. Actions that are routinely allowed on one network/system may be controlled, or even forbidden, on other networks. It is the user's responsibility to abide by the policies and procedures of these other networks/systems. The fact that you, the user, can perform a particular action does not mean that you should take that action.

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Be polite. Do not get abusive in your messages to others. Be careful with sarcasm and humor. What you think is funny may offend someone else. Do not "flame" (offend, send nasty, hateful messages, or use all capital letters).
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal your personal address and telephone number, nor anyone else's.
- When e-mail is made available, remember that it is not private. Messages relating to or in support of illegal activities will be reported to the proper authorities.
- Do not use the network in such a way that you would disrupt the network's other users.

Bethalto CUSD #8, the Illinois State Board Of Education (ISBE), or any other provider will not be responsible for any damages you suffer. These include loss, misdeliveries, or service interruptions.

Anyone trying to alter computer hardware or software will lose Internet privileges

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user of Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

Some examples of inappropriate network use are:

- Using the network for any illegal activity, including violation of copyright or other contracts.
- Using the Network for financial or commercial gain.
- Degrading or disrupting equipment or system performance.
- Wastefully using finite resources, i.e., paper and ribbons.
- Gaining unauthorized access to resources or entities.
- Posting anonymous messages.
- Publishing on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive.
- Ordering materials to be sent to your home and billed to the school.
- Using your personal software on school computers.
- Using the computer modems to make unauthorized long distance telephone calls. Telephone calls to ISBE are not long distance.

Internet is provided to students at no charge. However, if a student elects to order materials for which there is a charge (such as a magazine article for OCLC), that student is responsible for paying that fee.

Computer software is protected by copyright laws and users are not to make unauthorized copies of software found on school computers, either by copying them onto your own diskettes or onto other computers, through electronic mail or bulletin boards.

DISCIPLINARY MEASURES

MAINTAINING DISCIPLINE

When the state established the public school system and passed the compulsory attendance law, it recognized the need for order and discipline so the purpose for which the schools exist could be achieved. To do so, the state charged teachers with the responsibility to maintain discipline and to do what is necessary within reason to do so. Section 5/24-24 of the Illinois School Code (1969) states: "Teachers and other certified educational employees shall maintain discipline in the schools. In all matters of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians." This section of the law not only gives to the teacher the right of discipline, but it charges the teacher with maintaining discipline. Therefore, it is the Board of Education's policy that it is the duty of each teacher to maintain good discipline and to correct improper behavior not only within the confines of his/her own room, but throughout the school premises. There are several alternatives available to the teacher in maintaining discipline. As a professional educator, the teacher has the responsibility to use the most appropriate action to correct the situation. If necessary, a teacher may remove a student from the classroom for disruptive behavior. In dealing with student discipline for misbehavior, students must be given an appropriate opportunity to present their side of the situation and be entitled to the provisions of due process as it relates to the school setting.

EXCLUSION OF STUDENTS

It is the policy of the Bethalto Community Unit #8 Board of Education to maintain in the schools an environment conducive to learning and the educational process. A student's conduct is largely a personal matter that should be maintained within limits of acceptability. However, school administrators and teachers have an important responsibility when a student's conduct intrudes upon and endangers the rights of other students to learn. Therefore, whenever it is in the best interests of the student, school, or other students to exclude a student from the education program or related services, the procedures listed below shall be followed.

- Exclusion - means denial of educational services, programs, or transportation, as the case may be, to which a student would otherwise be entitled.
- Suspension - means exclusion for a period not to exceed ten (10) school days.
- Emergency - means a situation where the student's presence poses an immediate or a continuing danger to persons or property or constitutes an on-going threat of disrupting the education process.
- Bus Suspension - means an exclusion from riding a school bus for any length of time.
- Expulsion - means exclusion for a period of more than ten (10) school days, and up to two (2) calendar years.
- Gross Disobedience and Gross Misconduct – means, but is not limited to:
 - The willful refusal to obey the policies, rules, and regulations of the Board of Education.
 - The willful refusal to obey all written or oral instructions of any member of the administrative staff, teaching staff, designated non-certified supervisory personnel, or bus drivers and including the willful refusal to submit to search of oneself or one's possessions by an administrator and based on reasonable suspicion that one may be in possession of contraband including, but not limited to drugs and/or weapons.
 - Willful behavior, which interrupts the orderly process of school affairs.
 - Conduct, which is or may be physically injurious to persons or property and including misuse or abuse of technology
 - Truancy: subject to Section 26-12 of the Illinois School Code.
 - Repeated minor incidents, including chronic tardiness, or misbehavior, which other disciplinary measures have failed to deter.
 - Behavior, which violates or attempts to violate a Board of Education policy, rule, or regulation.
 - Possession, use, delivery, sale, or transmittal of any alcoholic controlled substance or controlled substance or paraphernalia prohibited by the Cannabis Control Act or the Controlled Substance Act other than those prescribed for. (Possession shall include any area over which a student has immediate control as an automobile, locker, purse, handbag, etc.)
 - Being under the influence of any alcoholic beverage, controlled substance, prohibited by the Cannabis Control Act or the Controlled Substances Act other than those prescribed for medicinal purpose or in possession of paraphernalia associated with their use.
 - Excessive unexcused absences.
 - Behavior which constitutes gross disrespect for the property or rights of other students, teaching staff, administrative staff, non-certified staff, or school bus drivers.
 - Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.

In dealing with student discipline for misbehavior, students must be given an appropriate opportunity to present their side of the situation and be entitled to the provisions of due process as it relates to the school setting. Parents have the right to appeal a suspension. Such an appeal should be made first to the building Principal, then to the District Superintendent, and finally the School Board, in that order.

A student who is expelled may not earn credit for any course work during the semester in which the infraction leading to expulsion was committed.

DISCIPLINARY CONSEQUENCES

Listed below are standard consequences issued to students:

- Warning - means a conference with an administrator
- Detention - means a supervised 30-minute period after school. Detentions that are not served within one week of their issue are converted to In-School Supervision
- In-School Supervision (ISS) - means a supervised period of time in a designated room during the school day
- Out of School Suspension (OSS) - means discipline served outside of the school building during the school day

ADMINISTRATIVE ACTIONS

This listing is not intended to be, or should be considered, all-inclusive. Administrative discretion may be used on all issues/consequences as well as addressing “unforeseen” issues that have not been listed. In specific instances, at the discretion of the Administration, local authorities may be contacted for assistance.

Alcohol

Possession, use, being under the influence, distribution, and purchase of any intoxicating beverage is prohibited.

Consequences: Out of School Suspension, Expulsion

Assessment by an agency or institution acceptable to the school and compliance with recommendations based on the assessment may be conditions of readmission to school in such cases. A Breathalyzer, which can be used to determine whether alcohol has been consumed, is available on campus and at all school functions. It may be used in any case when a student is believed to have consumed or be under the influence of alcohol.

Arson

Any attempt or act of committing arson is prohibited

Consequences: Out of School Suspension, Expulsion

Bomb Threat

Making a bomb threat is prohibited.

Consequences: Out of School Suspension, Expulsion

Bullying

Bullying as described within this handbook, or further forms identified by school authorities is not permitted.

Consequences: Warning, Detention(s), In-School Supervision, Out of School Suspension, Expulsion

Bus Behavior

Failure to follow the bus rules, directions of driver, etc.

Consequences: Detention(s), In-School Supervision, Out of School Suspension, Expulsion

Students may also be given an assigned seat, removed from the bus, and/or lose bus transportation services.

Cafeteria and Recess Behavior

Littering, throwing things, excessive noise, leaving trays or other refuse, and any other inappropriate behavior within the cafeteria or at recess are not permitted.

Consequences: Warning, Detention(s), In-School Supervision, Out of School Suspension, Expulsion

Students may also lose cafeteria or recess privileges.

Cell Phones, Electronic Signaling Devices, Laser Pointers, E-readers, and Any Device With Camera Capabilities, and Musical Listening Devices

Using or possessing electronic signaling and cellular radio-telecommunication devices, unless authorized and approved by the building principal is prohibited during the school day.

Consequences: Warning, Detention(s), In-School Suspension, Out of School Suspension, Expulsion

Cell phones should be turned off and stored upon entrance to the building.

Electronic devices will be confiscated and may require pick up by parents/guardians from the main office.

Cheating, Integrity

Acts of academic dishonesty

Consequences: Warning, Detention(s), In-School Supervision, Out of School Suspension

A first offense will result in parental contact and the option to redo the assignment, if applicable, for half credit.

Subsequent offenses will result in parental contacts and zeros for the assignments.

Disorderly Conduct

Behavior inappropriate for the school setting is not permitted.

Consequences: Detention(s), In-School Supervision, Out of School Suspension, Expulsion

Dress Policy Violations

Students who are dressed in violation of the district dress policy

Consequences: Warning, Detention(s), In-School Supervision, Out of School Suspension

A student will be required to change clothes before returning to classes.

Drugs, Controlled Substance, Look-a-likes, Paraphernalia

Possession, use, distribution, or being under the influence of any drugs, controlled substance, look-a-likes, or paraphernalia; and/or the purchase or distribution of any of the above is prohibited.

Consequences: Out of School Suspension, Expulsion

Assessment by an agency or institution acceptable to the school and compliance with recommendations based on the assessment may be conditions of readmission to school in such cases.

Fighting, Hitting, Verbal Threats, Physically Aggressive Behavior, Provoking or Attempting to Provoke a Fight

Physically aggressive actions toward any student or staff member are prohibited.

Consequences: In-School Supervision, Out of School Suspension, Expulsion

Fire Alarm

Activating the fire alarm system without appropriate cause is not permitted.

Consequences: Out of School Suspension, Expulsion

Forgery

Altering information with intent to deceive, including falsified signatures

Consequences: In-School Supervision, Out of School Suspension, Expulsion

Gambling

Gambling of any kind is not permitted.

Consequences: Detention(s), In-School Supervision, Out of School Suspension, Expulsion

Gang, Cult Activity, Secret Society

Involvement in gangs or cults, or gang or cult related activities including display of gang symbols or paraphernalia; being a member of, joining, promising to join, or becoming pledged to become a member of any public school fraternity, sorority, or secret society; soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority, or secret society is prohibited.

Consequences: Detention(s), In-School Supervision, Out of School Suspension, Expulsion

Gum

Gum is not permitted anywhere in the building.

Consequences: Warning, Detention(s), In-School Supervision

Horseplay

Minor actions that disrupt the school environment

Consequences: Warning, Detention(s), In-School Supervision

Inappropriate Language, Profanity, and Obscene Gestures

The use of inappropriate or profane language, both verbal and non-verbal, is not permitted.

Consequences: Detention(s), In-School Supervision, Out of School Suspension, Expulsion

Insubordination, Disrespect

Failure to follow the directions of faculty, staff, or Administration

Consequence: Detention(s), In-School Supervision, Out of School Suspension, Expulsion

Intimidation, Threats, Hazing, Extortion

Any acts of, or attempts at, using any form of aggressive behavior that does physical or psychological harm to someone else and/or urging others to engage in such conduct

Consequences: In-School Supervision, Out of School Suspension, Expulsion

Medication

Failure to follow the medication guidelines as outlined in this handbook, including distribution of over-the-counter or prescription medication to others

Consequences: In-School Supervision, Out of School Suspension, Expulsion

Plagiarism

Copying or paraphrasing material written by another without attributing the source, whether the source is another student or published material

Consequences: Warning, Detention(s), In-School Supervision

A first offense will result in parental contact and the option to redo the assignment, if applicable, for half credit.

Subsequent offenses will result in parental contacts and zeros for the assignments.

Public Display of Affection

Public displays of affection are not permitted at school.

Consequences: Warning, Detention(s), In-School Supervision, Out of School Suspension, Expulsion

Sexual Harassment

Any conduct deemed sexual harassment is not permitted.

Consequences: In-School Supervision, Out of School Suspension, Expulsion

Smoking, Tobacco, Vaping

Smoking, vaping, or using tobacco in any form, and possession of tobacco, lighters, matches, or other incendiary devices are prohibited.

Consequences: Out of School Suspension, Expulsion

Stealing

Taking any property that is not one's own is prohibited.

Consequences: In-School Supervision, Out of School Suspension, Expulsion

Technology Violation

Inappropriate handling or use of computers, or other electronic equipment

Consequences: Warning, Detention(s), In-School Supervision, Out of School Suspension, Expulsion

Administration reserves the right to restrict or take away computer privileges from students.

Trespassing

Students suspended or expelled from school are not to be on school grounds, nor can they participate in any school activities. After hours, students are not to be in the building or on the grounds unless in a school supervised activity.

Consequences: Warning, Detention(s), In-School Supervision, Out of School Suspension, Expulsion

Unauthorized Areas

Students are not allowed in halls/restrooms, outside of passing periods, without a pass, nor are they allowed in restricted areas without permission.

Consequences: Warning, Detention(s), In-School Supervision, Out of School Suspension, Expulsion

Unserved Detentions

Failing to serve detentions within one week of their issue.

Consequences: In-School Supervision, Out of School Suspension, Expulsion

Vandalism

Defacing/destroying any school property is not permitted.

Consequences: Detention(s), In-School Supervision, Out of School Suspension, Expulsion

Weapons

Possession and/or use of weapons including, but not limited to, guns, rifles, shotguns, firearms, any devices that expel a projectile via an explosive, bombs, grenades, rockets, missiles with explosive or incendiary charges, black-jacks, metal knuckles, throwing stars, knives; any other object if used or attempted to be used to cause bodily harm, including, but not limited to, knives, metal knuckles, pens, pencils, ball bats, etc.; "look-a-likes" of such weapons are prohibited.

Consequences: Out of School Suspension, Expulsion

ACADEMIC DISHONESTY

Each of the following constitutes forms of academic dishonesty:

- Obtaining a copy of a test or scoring device.

- Accepting a copy of a test or scoring device.
- Copying another student's answers during an examination.
- Providing another student answers or copies of examination questions.
- Using notes or other materials that are not allowed during "closed book" examinations.
- Duplicating another student's project for admission as one's own work.
- Having someone other than the student prepare the student's homework paper, project, laboratory report or take-home examination for which credit is given.
- Permitting another student to copy the student's homework paper, project, computer program, laboratory report or take-home examinations other than for a teacher-approved collaborative effort.
- Any other action intended to obtain credit for work not one's own.

Consequences for such infractions may include failing grades, loss of credit, and/or other disciplinary measures depending on circumstances of the infraction and administrative discretion.

ATHLETICS AND ACTIVITIES

EXTRACURRICULAR ACTIVITIES

Athletics offered at Trimpe include basketball, wrestling, volleyball, and track. Activities include art club, cheerleading, choir, dance team, STEM club, and student council.

PHYSICAL AND PROOF OF INSURANCE

A physical and proof of insurance or signed waiver must be on file in the office before a student may participate in any athletics, cheerleading, or drill team practice or contest.

CONFERENCE MEMBERSHIP

Trimpe Middle School is a member of the Madison County Junior High Conference. Member schools are Edwardsville Lincoln & Liberty, Roxana, Jerseyville, Granite City Coolidge, Madison, Trimpe Middle School, Lewis & Clark, East Alton, and Alton Middle School (Gray & Red).

ATHLETICS, CHEERLEADING, DRILL TEAM RULES AND REGULATIONS

Trimpe Middle School takes pride in the belief that participation in extracurricular activities is a privilege, not a right.

Drugs and Alcohol - Any squad member participating in athletics who is found guilty of possessing or using alcoholic beverages, tobacco products, drug paraphernalia, or controlled substances will be suspended from participating in sports according to the following guidelines:

- First Offense: 23% of the season if the athlete receives counseling with the School Social Worker, an assessment, and recommended treatment. (Athlete must bring verification in writing of assessment and treatment if recommended by the school.) If the athlete does not follow through, he/she forfeits the right to play until parents and students agree to assessment and recommended treatment.
- Second Offense: Athlete will be suspended from all sports for one calendar year. Students involved in extracurricular activities must understand that rules pertaining to the use and/or possession of tobacco, alcohol, and controlled substances shall be in effect throughout the calendar year.

Unexcused Absence From Practice - Absence from practice without the knowledge and permission of the coach

- First Offense - verbal warning
- Second Offense - dismissal from squad

If a player misses practice the day before a game, his/her playing time will be determined by the coach.

Unexcused Absence From Games – Absence from a game without the knowledge and permission of the coach

- First Offense - not allowed to dress for next game
- Second Offense - dismissal from squad

Grades – Students are expected to maintain passing grades.

- Eligibility lists will be given to coaches every Wednesday.
- Coaches will talk to student if failing in any class.

- A student shall be doing passing work as determined by the local school district in all school subjects, and the school shall certify compliance with this By-Law. Use of a player, contestant, or participant shall be deemed such certification.
 - Example: Question: I have a student who is receiving 4 A's and one F. Is that student eligible to participate?
 - Answer: No, students must be passing each subject each week to be eligible.
- Students who are deemed ineligible beyond two consecutive weeks are subject to dismissal from the team based on the discretion of the coaches and administration.

Conduct and Absenteeism - Conduct of an athlete, cheerleading or drill team member should be of the very best, so that the students, school, faculty, and administration would be proud. Therefore, it is required that participants in extracurricular activities conduct themselves at all times, including after school and on days when school is not in session, and whether on or off school property, as good citizens and exemplars of their school. All squad members must attend school the entire day and follow his/her regular schedule to be able to participate in a contest that evening. Doctor and dental appointments and funerals would be excused absences. Any other deviations from this regulation should be cleared with the building principal.

Jewelry - Athletes are not permitted to wear jewelry during practice or athletic contests. Where jewelry is inappropriate and prohibited for safety, such prohibition shall apply as well to body piercing jewelry including earrings or studs, tongue rings and bars.

Tattoos - Students will not be permitted to compete inter-scholastically for Trimpe Middle School with exposed tattoos.

Transportation - All students participating in athletics, cheerleading, and drill team are required to ride school provided transportation to and from all athletic contests.

Athletic Handbook - All other athletic rules are outlined in the Athletic Handbook.

INDEX

Academic Assistance	11
Academic Dishonesty	23
Academics	10
Acceptable Use Policy	18
Activities	24
Administrative Actions	21
Alcohol	14, 21
Arson	21
Athletics	24
Athletics Rules and Regulations	24
Attendance	11
Bell Schedule	4
Bomb Threat	21
Bullying	15, 21
Bus/Bus Behavior	9, 21
Cafeteria	9, 21
Care of School Property	17
Cell Phones	21
Character Words of the Month	8
Cheating	21
Cheerleading Rules and Regulations	24
Closed Campus	13
Compact	8
Conference Membership	24
Controlled Substance	22
Corporal Punishment	16
Credit System for Grade Level Promotion	10
Dances	8
Delegation of Authority	16
Disciplinary Consequences	20
Disciplinary Measures	19
Disorderly Conduct	21
Disrespect	22
Dress Policy/Dress Policy Violations	13, 21
Drill Team Rules and Regulations	24
Drugs	14, 22
Exclusion of Students	20
Excused Absences	12
Extracurricular Activities	24
Fighting	22
Fire Alarm	22
Forgery	22
Gambling	22
Gang	22
General Classroom Procedures	13
General Information	4
General Rules	4
Grade Level Promotion	10
Grading Scale	10
Gum	22
Handbook	4
Hate Crimes	15
Homework Requests	12
Honor Roll	11
Horseplay	22
Inappropriate Language	22

Insubordination	22
Intimidation	22
Integrity	21
Laptop Access	17
Laptop Expectations	17
Lockers	17
Maintaining Discipline	19
Medication	10, 22
Obscene Gestures	22
Office Hours	4
PBIS Behavior Expectations	6
Physical	24
Physical Education Policies	14
Plagiarism	23
Policies	12
Procedures	12
Profanity	22
Positive Behavioral Interventions and Supports (PBIS)	6
PowerSchool	11
Proof of Insurance	24
Public Display of Affection	23
Recess	21
Response to Intervention (RtI)	5
School Reach	5
School Reporting	13
School Resource Officer (SRO)	5
School Safety	13
Search and Seizure	15
Sexual Harassment Policy/Sexual Harassment	15, 23
Skipping School	11
Smoking	14, 23
Stealing	23
Student ID Badges	5
Students' Responsibilities	12
Students' Rights	12
Tardiness	12
Technology Violation	23
Threats	22
Time Schedule	4
Tobacco	14, 23
Trespassing	23
Truancy	11
Unauthorized Areas	23
Unexcused Absences	12
Unserved Detentions	23
Vaping	23
Vandalism	23
Verbal Threats	22
Weapons	23

**TRIMPE MIDDLE SCHOOL
STUDENT HANDBOOK**

I have received the Trimpe Middle School Student Handbook (loaded onto my school-issued laptop) and agree to all of the rules/regulations enclosed.

I understand that failure to abide by these rules/regulations and any other reasonable rules established by the Board of Education/administration will result in the consequences outlined in the handbook or deemed appropriate by the school administration.

I also understand that the handbook is not all-inclusive and there are situations that can arise that are not outlined in this handbook that the administration/staff must address.

Student Name _____

Signature _____

Date _____

I understand the rules/regulations outlined in this student handbook and support the District and its employees in enforcing these rules and regulations.

I also understand that the handbook is not all-inclusive and there are situations that can arise that are not outlined in this handbook that the administration/staff must address.

Parent Signature _____

Date _____

Wilbur Trimpe Middle School
Home/School Compact



As a staff member, I promise to...

- * provide a warm, safe, and caring learning environment.
- * have high expectations.
- * communicate regularly with families about student progress.
- * provide high quality curriculum and instruction.
- * provide meaningful daily assignments to reinforce and extend learning.
- * teach students to monitor their own learning.
- * respect the school, students, staff, and families.

As a student I promise to...

- * arrive at school on time and attend regularly.
- * work hard and complete assignments on time in a thorough and legible way.
- * be respectful, be responsible, and be safe.
- * plan study time to avoid conflicts with other activities.
- * monitor my progress at least three times per week using PowerSchool.
- * communicate regularly with my family and teachers about my progress in school.

As a parent/caregiver I promise to...

- * ensure my child is at school on time and attends regularly.
- * provide academic support and encouragement.
- * encourage my child to read for academics as well as leisure.
- * provide a quiet time and place for schoolwork.
- * participate in school by attending academic and extracurricular activities.
- * communicate regularly with teachers and the school to support my child.
- * monitor my child's progress in school.

Signature: _____ Date: _____
(Staff)

Signature: _____ Date: _____
(Student)

Signature: _____ Date: _____
(Parent/Caregiver)