



**STUDENT HANDBOOK
2019-2020**

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MISSION STATEMENT

Sterling Middle School staff, in collaboration with parents, families, and the community, will develop decent human beings through improved teaching and learning while promoting personal and academic growth.

INTRODUCTION

Welcome to the start of the 2019-2020 school year at Sterling! The Sterling community has worked hard to raise our expectations and to meet our goals in the areas of academics, attendance, and behavior. This year, we are inviting all members of the Sterling community to “step up” in order to reach new heights in the following areas:

Staff will provide our students a top-notch education. We will provide students with an education that focuses on the “whole student,” fostering their curiosity as learners, helping them to become more reflective, critical thinkers who effectively collaborate and problem-solve, and providing them with opportunities to learn about, appreciate, and connect with other cultures.

Students will continue their climb for outstanding academics and behavior. Students will step up to attend school every day and to be on time. Sterling students will demonstrate good manners and behavior at school and in our community. Sterling students will take steps toward academic excellence by exhibiting accountability for their own learning and growth.

Parents and community members are invited to step up to become actively involved at Sterling in a number of ways. First, please make sure your child is ready for school with the proper supplies and uniform. Second, please keep your contact information up to date with the school so that we can reach you with information and in any case of emergency. Lastly, if you can, please come to school to partner with your child’s teachers to ensure the very best educational outcomes for your child. We enjoy seeing parents in our school on a daily basis and for all special events and activities!

PEORA PUBLIC SCHOOLS’ GOALS

1. Increase the percentage of students reading on grade level.
2. Increase the percentage of students meeting or exceeding standards in math.
3. Increase the percentage of staff and students with access to technology.
4. Increase the percentage of students graduating in four years ready for work and/or college.

Please make contact with your child’s teacher in the first weeks of school to begin a relationship based on mutual goals for your child. You may call, email, or schedule a visit, giving 24 hours of notice prior to the visit! Staff email is firstname.lastname@psd150.org. You can also find staff emails on the district or Sterling websites at www.psd150.org/sterling.

STERLING MIDDLE SCHOOL OFFICE HOURS

The school’s front office is open from 7:00 AM to 3:30 PM. Please try to conduct school business during these hours. The phone number for the middle school office is 672-6557. If you call after hours, please leave a voice mail so that a call can be returned to you.

EXTRA ACTIVITY HOURS

Extracurricular activities, club meetings, practice sessions, and academic assistance may take place as early as 7:00 AM and as late as 6:00 PM. Some competitive activities may extend well beyond these times. The school newsletter and website will contain schedules for school events.

ENTRANCE INTO SCHOOL

The school is opened at 7:15 am each morning. For student safety reasons, students should not be on the school grounds before this time—there is no supervision. Exceptions to this time would be for make-up work, extracurricular activities, or special meetings that are scheduled with a staff member in advance. Students are not to be in the building before or after school unless supervised by a staff member. Sterling Middle School students will wait on the back playground and begin entering school when the bell rings at 7:20.

If students are brought to school by parents, parents are asked to drop students off behind the building in the back parking lot, not the front of the school building. Please drive slowly and carefully when entering or leaving the driveways and lots and **DO NOT BLOCK** the buses.

All visitors will enter through the front doors.

LEAVING SCHOOL

Students are not permitted to leave school without permission once they have arrived—this includes lunch times. In the event a student becomes ill, has forgotten something, or has an urgent need to leave grounds, permission to leave must be obtained from the office. Classroom teachers will make the decision to send the students to the office for these emergencies. **Teachers are instructed NOT to allow any student to leave their classrooms for any reason except for extreme emergencies or when requested by school office personnel.** Students are not to use cell phones to contact parents and will be held accountable to rules governing cell phone use. Parents who need to contact their children should do so using the school office number—please **DO NOT** call or text your child’s phone during the school day, as this disrupts the learning environment for your student and others and subjects your child to school discipline.

At the end of the day, it is expected that unless students are staying for an activity or an appointment with a teacher that they leave the school grounds quickly. Supervision is not available except through appointments with staff or during school activities; therefore, students should go straight home.

EARLY PICKUP

Should a guardian need to pick up a student during the school day, advanced notice is required. Please call the school office or send a note to the front office with your student. Please note that students will not be released between the times of 2:00-2:30 p.m. If you need to pick up your student early, it must be done prior to 2 p.m.

PARKING

Sterling Middle School has public parking lots in front of the building and on the side of the building. Please observe all signs for buses and for reserved parking.

ACCESS TO SCHOOL BUILDING

Under **Section 10-22.10 of the Illinois School Code**, the Board is charged with the responsibility of control and supervision of school buildings and school grounds. Any person may have access to school buildings and school grounds upon the following conditions:

1. Persons other than a student or an employee of the District may enter the school building and grounds after securing permission of the building principal or person in charge of the school facility. The term “student” is defined as any person of school age, enrolled in the particular school and in good standing.
2. Teachers and other employees of the District may request that any person who has entered the school building or is on the school grounds to identify himself or herself and the purpose of their entry.
3. High school students visiting Sterling Middle School must be accompanied by a parent.
4. No person who has entered a school building or grounds with permission shall refuse to depart after being given verbal notice to do so by any employee of the District.
5. No person shall be on school property or grounds after having received a written notice that they are forbidden to do so.
6. Disruptive behavior, including threats by any person, will not be tolerated and is subject to any or all of the following:
 - a. *Removal from the building*
 - b. *A notice not to return to the premises except under certain conditions*
 - c. *General prosecution.*

STUDENT ATTENDANCE / ABSENCES

If a student is too ill to attend school, the parents/guardian should make that decision at home in the morning and call the school. Students should not be at school if: a fever is present or has been in the past 24 hours; vomiting or

diarrhea has been present in the past 24 hours; a contagious illness is present; or illness has resulted in the child being too sleepy or lethargic to work.

When a student is to be out of school, parents should call the school between 7:00 AM and 8:30 AM to report the reason for the absence and the student's homeroom teacher's name. Please inform the school if the reason for the absence will require additional time off from school so that a daily call will not be necessary.

If a student becomes ill at school, the teacher will send the student to the office. Please note that the school does not dispense non-prescribed medication to manage student illness—this includes Tylenol, Tums, toothache gel or any other over-the-counter medication. In addition, the school cannot accommodate a student's need to lie down or to sleep. If a student is too ill to be in school, parents will be contacted to make arrangements for the student to leave. Students will not be sent home without parent knowledge. Parents must come into the school to sign the student out. **At no time will a student be allowed to walk home from school when he/she is ill, unless the principal and parent give permission.**

To ensure the safety and well-being of all our students, parents will be made aware if their son/daughter is absent without permission. The computerized "Phonemaster" will contact the home of each student whose parent or guardian has not contacted school about their child's absence.

In the event of an emergency involving your child, it is critical that we be able to reach you by phone. Please keep the Sterling office informed of any and all changes in your phone number, your address, your place of employment, and the emergency contacts you have listed for your child. Please do not leave phone numbers of business switchboards, as our message may be too general for the operator to relay to the proper individual. If parents/guardians are employed outside the home, the phone number of grandparents, aunts and uncles, and/or neighbors can be better alternatives for contact in case of emergency.

If a parent has called and spoken directly to the secretary or the principal concerning a student's absence, it is not necessary for the parent to write a note to the school or teacher upon the student's return to school. However, if the parent has not spoken to anyone at the school, in order for the student to make up work missed during the absence, he/she must bring a note from the parent/guardian excusing that absence within 48 hours of his/her return to school.

The secretary will advise the teachers of all absences (excused and unexcused) on a daily basis. Excused absences are illness, doctor appointment, court appointment, or a funeral. Running errands or staying home to take time off are **not valid reasons for school absence and will be documented as Unexcused**. Exceptions may be made only if discussed with the school principal. Unexcused absences include: being more than 60 minutes late for school and missing all or a part of any school day for any reason other than those listed above as valid reasons for missing school.

REQUESTING STUDENT WORK DUE TO ABSENCE

Occasionally students are required by their parents to miss school for a prolonged length of time due to a death in the family, extended trip, special visits, etc. Students are allowed to make up the work if the following conditions are met:

- *Notify the Principal in writing at least 2 days in advance of the day of departure to determine whether the absence will be excused or unexcused.*
- *Teachers will provide a list of homework to be completed during the absence*
- *All homework must be completed and turned in on the day the student returns to school.*

Excused absences

For a non-attendance day to be an excused absence, a note or a phone call will be required from the student's recognized guardian within two (2) attendance days of the student's return to school. Excused students will be given forty (40%) for missing assignments. The student will be allowed two (2) days for every one day of excused absence to make up missing assignments. A student who completes the assignments within the time guidelines shall receive full credit. The percentage grade would then replace the forty (40%) given. Incomplete work or work not turned in would still be a forty (40%).

Unexcused absences

Students with an unexcused absence, including suspensions, shall be given a forty (40%), but they shall be allowed to make up the work for full credit. Students will be allowed two (2) days for every day of unexcused absence or suspension. A student who completes the assignment within the time guidelines shall receive full credit. The percentage grade would then replace the forty (40%) given. Incomplete or work not turned in would still be given a forty (40%). If an absence(s) occurs at the end of the grading period, the student will be given an incomplete forty (40%). A student who completes the assignment(s) within the time guidelines shall receive full credit. The percentage grade would then replace the incomplete given and the new grade would be issued. Incomplete work or work not turned in would still be a forty (40%).

In the event that a student accumulates multiple absences, excused and unexcused, a letter will be sent to the parent/guardian to notify them of a pattern of truancy. Parents will be called in to the school to develop an attendance plan for the student. Students who continue to accumulate absences may be referred to an outside agency to assist the family with enforcing school attendance.

TARDIES

When a student is going to be tardy, a phone call to the school should be made by the parent stating the reason, the homeroom teacher's name, and the approximate arrival time. School will also need to know whether the student will need a hot lunch, since lunches must be ordered by 8:00 a.m.

Tardy students must report to the office upon arrival to school and then will be sent to the homeroom teacher. They must have a written note from a parent/guardian with a statement of the reason for the tardy. The office will determine if the tardy is excused or unexcused.

The bell schedules LISTED BELOW & ON THE NEXT PAGE must be observed to avoid being marked tardy.

Regular Schedule	Heat Schedule (if needed)
1 st 7:30 – 7:52	1 st . 7:30 – 8:33
2 nd . 7:53 – 8:38	2 nd . 8:33 – 9:06
3 rd . 8:39 – 9:24	3 rd . 9:06 – 9:39
4 th . 9:25 – 10:10	4 th . 9:39 – 10:12
5 th 10:11 – 10:56	5 th . 10:12 – 10:45
6A 10:57 – 11:42 (lunch 11:43 – 12:13)	6A 10:45 – 11:18 (7 th /8 th Lunch 10:45 - 11:15)
6B 11:28 – 12:13 (lunch 10:57 – 11:27)	6B 11:18 – 11:51 (5 th /6 th Lunch 11:18 – 11:48)
7 th . 12:14 – 12:59	7 th . 11:51 – 12:24
8 th . 1:00 – 1:45	8 th . 12:24 – 12:57
9 th 1:45 – 2:30	9 th . 12:57 – 1:30

SIP (early release)

7:20-7:30: Bell rings, pick up Breakfast, and transition to Homeroom

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| 1 | 7:30-8:00 | Morning Announcements/ Advisory |
| 2 | 8:00-9:00 | 5 th /6 th PBIS Booster/ 7 th /8 th Teambuilding |
| 3 | 9:00-10:00 | 5 th /6 th Teambuilding/ 7 th /8 th PBIS Booster |
- 10:00-10:30 Lunches will be delivered to classrooms

PBIS Schedule

- 1st: 7:30 – 7:45
2nd: 7:45 – 8:15
3rd: 8:15 – 8:45
4th: 8:45 – 9:15
5th: 9:15 – 9:45
7th: 9:45 – 10:15
8th: 10:15 – 10:45
6A 10:45 – 11:15 (7th & 8th LUNCH)
6B 11:15 – 11:45 (5th & 6th LUNCH)
9th 11:45 – 12:15
- 12:15 – 1:13
5th & 6th Incentive / 7th & 8th Teambuilding
- 1:15 – 2:13
7th & 8th Incentive / 5th & 6th
- 2:15 – 2:30
DISMISSAL Procedures

GENERAL INFORMATION

SCHOOL UNIFORM

TOPS. Students will be required to wear white, black, blue, red or maroon shirts with a collar. The shirts can be a polo shirt, dress shirt or blouse. The shirt must have a collar free of any logos, stripes, designs, or writing.

BOTTOMS. Students are required to wear tan-colored khaki, black or navy-blue trouser pants, skirts, jumpers, slacks, skorts and shorts when appropriate. This excludes jeans (black jeans or colored jeans), leggings, jeggings, sweatpants, exercise pants, etc. Pants are to be free of designs, studs/rivets, and are to be in good condition (no holes). Shorts, skirts, and skorts must be no shorter than 3” above the knees. If a belt is worn, it must be placed through all belt loops and buckled at the waist. All pants must be worn at the waist.

SWEATERS/SWEATSHIRTS/FLEECEES. During cold weather students may wear sweaters sweatshirts, or fleeces as long as they do not have hoods. Sweaters can be pull over, cardigan, or vest. Sweaters, sweatshirts, and fleeces must be solid colored and free of any design or writing—with the exception of Sterling spirit wear. It is a good idea for students to have an appropriate sweater that they can leave in their lockers for school use.

SHOES. Students must wear closed toed shoes that are fully attached to the students’ feet. Slides, flip-flops and sandals are not permitted.

LOCAL UNIFORM VENDORS. Walmart, Target, Old Navy, Menards and Sam Harris are local vendors of school uniforms. Families are urged to notify the office if assistance is needed with obtaining the proper uniforms.

The following are additional notes considered violations of the dress code:

- Coats, purses, and book bags in the classrooms
- Hats, headwear or sunglasses inside the school
- Bandanas
- Large/heavy necklaces, chains, etc. are not to be worn at school.
- Decals, temporary tattoos, face-paint, and/or writing on body parts

Appropriate student dress must be supervised closely by parents/guardians so that clothing issues do not take away from instructional time. Students dressed inappropriately will be allowed to call home for appropriate clothing. If they cannot reach parents to change clothing, the student will remain in detention until the appropriate uniform is available. The school has a limited number of shirts that can be loaned to students. Students who refuse this option will remain in detention until he/she can obtain the appropriate uniform.

HALL PASSES

During class, students are expected to be in their classrooms unless under the supervision of a staff member. At teacher discretion, individual students may be sent with a pass to the office or to the restroom. Students who abuse this will not be issued further passes. Students without passes will be held accountable. Only one student should be out of a room at a time. Each student is responsible for maintaining a school-issued handbook/planner, which will also be utilized as a record of hall passes.

INCLEMENT WEATHER

When the temperature and weather is inclement, each student should have a hat, coat, gloves, and boots for protection when walking in and out of school. These items are also required for regular PE class and fitness breaks that may be outside for a *short* time during inclement weather. Fresh air helps get more oxygen to the brain to allow for better study.

INSURANCE

Each year student accident insurance is offered to everyone. A brochure explaining the insurance will go home with every student at the beginning of the school year. Please return the envelope properly marked for the plan you desire. If you purchase the insurance, please keep the policy pages for your reference. This insurance may be purchased at any time during the school year. However, we recommend it be purchased the first week for a full year's coverage.

LOST AND FOUND

Items that are found by students and staff are placed in a container in the main office. Students are encouraged to check the lost and found when missing an article. The secretary keeps lost eyeglasses, jewelry and small items in the office. Unclaimed items will be donated to local agencies at the end of each grading period.

MEDICATION

When a doctor certifies that medication is required to be given during school hours for the comfort and convenience of a child, such administration shall be under the proper restraints as recommended by the American Medical Association and the Illinois Association of School Nurses. For long-term medication, the parents must obtain the proper form from the school office and have it completed by the child's doctor. The medication must be provided in an appropriate container labeled by the pharmacy or physician. The school nurse or administrator will then administer the medication—students are not to carry medications with them at school. **A new form is necessary at the beginning of each school year.** If the physician changes the dosage during the year, a new form will be required, completed by the doctor. Medication is not to be sent to school without following the above procedure. Medication is not to be sent in containers other than those mentioned above. **It is the responsibility of the student to report to the office at the appropriate time to receive medication. School personnel will not be responsible for calling a student to the office for medication.**

For short-term medications, a signed note from the parent, with medication in a prescribed container will be necessary. Short-term medication is taken for a short length of time and not throughout the school year. An example would be an antibiotic that must be administered during school hours to treat an ear infection. School personnel will not provide medication of any type to any student regardless of the situation. This includes Tylenol, Advil, Motrin, Tums, toothache gel, etc. If you want your child to have access to these types of medication, you must provide the appropriate and properly labeled medication with a note stating that the office staff may administer said medication when the child requests it. This would be for situations such as headaches, toothaches, stomach issues, cramps, etc.

PTO

The Sterling Middle School Parent Teacher Organization (PTO) welcomes participation by any and all parents. This organization is of tremendous help and support to the school throughout the school year. They provide help with spirit wear, dances, graduation, special purchases, student planners, and teacher appreciation events. Many parents have special skills, knowledge and information that can be useful in the school and we encourage you to volunteer.

PARENT UNIVERSITY

Peoria Public Schools will offer classes and workshops to cover a variety of topics helpful to parents: job skill training, parenting, technology, homework/testing help for students, college preparation, health, Adult Education, and navigating the school system. The classes are open to all parents and will be held at district hubs. More information will be provided in upcoming bulletins and on the district and school websites.

PERSONAL ITEMS

Students are not to bring cameras or recording equipment to school. These items will be confiscated and held in the office for a parent to pick up. Students who use a phone, ipod, mp3 on the way to school must immediately store the device in a locker. Students who are in possession of such devices during the school day will have to submit the item to the office and the item will be held for parent pick-up (i.e.: cell phones, music players, hand-held video games, etc.). **The school will assume NO responsibility for electronic devices that are lost, stolen, shared or damaged at school.** Students who choose to violate this school rule must also accept the responsibility and consequences.

Personal items, such as toys, collectibles, jewelry, etc. are not to be brought to school. **Sterling Middle School is NOT responsible for any article that is lost, stolen, shared or damaged at school.** Students should carry a minimal amount of money with them (i.e.: lunch money, and snack money). Unless money is needed for a specific purpose, please do not bring excessive cash to school.

Again, if any item or cash is lost, stolen or damaged, the school accepts NO responsibility or liability.

SCHOOL COMMUNICATIONS

A Parent Link message, a recorded telephone message that is used to keep parents informed of school news. When this call comes, please listen to the message and do not call the school! The Parent Link system will be used for weekly announcements and also in cases of emergency. The Parent Link will go home every week via phone and email. Athletic schedules, special programs, parent meetings, scheduled activities and special news items from the students, teachers and administration are included. It is intended that some items in this handbook will not need to be repeated in the newsletter. Throughout the year, additional newsletters or bulletins may be sent home if important information needs to be relayed to parents. This handbook, the District #150 Handbook/Calendar, the district's website www.psd150.org, Sterling's website www.psd150.org/Sterling, and the Parent Link should keep you very well informed of school activities and accomplishments. Please be in the habit of talking frequently with your child about what is happening at school. Parents should ask for students to empty their book bags each evening to go over homework, assignments, and any written communications from teachers or the office.

CELL PHONES

Cell phones are an excellent tool for parents and children to communicate. However, cell phones used during school are a significant distraction for the student, staff, and classmates and will have a negative impact on your child's education. Cell phones may be brought to school but must remain in the student's lockers and turned off during school hours. Please do not TEXT OR CALL your student's cell phone during the school day. If students have cell phones out during school hours, the student must submit the phone to a staff member on the first offense and the phone will be kept in the office until the parent or guardian picks it up. The school is not responsible for loss, theft, sharing, or damage of student CELL PHONES. Phones that are confiscated by the school administration will be kept in the office for a parent to pick up. All phones not picked up by the end of the first semester (December 20) and the end of the school year (May 22) will be donated to local organizations that recycle phones.

SCHOOL TELEPHONE

The office phone is a school business phone; however, students will be allowed to make calls when it is an emergency. Students must have permission from a teacher, counselor, a secretary, the principal or assistant principal to use the telephone in the office. Please plan ahead to make sure that arrangements for rides, lunch, books, PE clothes, etc., are taken care of. **Parents are not generally able to call and talk directly to students,** but a message can be delivered to the student and he/she can then call home after school or during lunch if necessary. Classroom instruction time is very precious and will not be used to make phone calls. **Teachers are instructed not to allow any student out of their classroom for any reason other than emergencies.**

VISITORS

Parents and visitors are always welcome, providing their intent is positive and constructive. We ask that all visitors check in at the office for permission to visit—this includes volunteers. Classroom visits should be arranged at least 24 hours in advance with the teacher. Visits to discuss problems with a teacher should also be arranged at least 24 hours in advance to eliminate classroom interruptions and to ensure that you get the time you need to address your concerns. All visitors must enter the front door, which faces Sterling Avenue; all other doors will be locked to the outside.

CONFLICT RESOLUTION

While parents and staff both have a child's best interest at heart, it is reasonable to expect that there may be disagreement from time to time. In order to problem-solve effectively for the child, it is important that we follow steps to resolve disagreements in a mature and respectful manner. If there is disagreement with a staff member that cannot be resolved by direct and respectful communication, the matter should be brought to the attention of the principal or assistant principal. If resolution cannot be reached there, then parents are encouraged to seek additional resources, such as contacting the appropriate individual at the district administration office.

EMERGENCY INFORMATION

Emergency information must be up-to-date. Please make sure emergency contact information and health information regarding your child and are updated during the registration process. Feel free to include extra family or friends' phone numbers, so we can be sure to make contact. Students will only be released to those individuals who have been designated as emergency contacts in Skyward. Please report any and all changes of your address, phone number, or emergency contacts to the school office **immediately** so that we can maintain accurate and up-to-date records. Telephone numbers are held strictly confidential and will not be given out to anyone.

STUDENT RECORD INFORMATION

In accordance with the current "Privacy Laws" and the rules and regulations currently in force involving student records, each child's "School Records" are both maintained and updated throughout the year. If at any time you wish to look at your child's cumulative folder/records, you may make an appointment and one of our staff members will be happy to go over these records with you. (Due to the fact that some of these records, such as test scores, may need some specialized interpretation, access to these records will not always be immediate.) If at any time you have any questions concerning these records, please feel free to ask. NOTE: All information that we possess on any current or former student (or the family of same) is always confidential and thus cannot be shared with anyone but the immediate family.

STUDENT RECORDS/ REMOVAL OF TEMPORARY INFORMATION

Student temporary records are subject to review for purposes of removing all information that is out-of-date, inaccurate or irrelevant. You are entitled to copies of these records prior to their destruction. Please be advised that these records will be destroyed in June following the end of each school year.

NON-CUSTODIAL PARENTS ACCESS TO STUDENT RECORDS

If a request for access to a student's records is made by the non-custodial parent, such information **will be** released unless a copy of a court order giving access to only one parent or other guardian is on file at the school.

TRANSFERRING OF STUDENTS

If, due to a change of residence, a student will be leaving Sterling Middle School, the parent or guardian should notify the school *several days ahead of the departure*, so that student records and materials can be transferred accurately and efficiently. Students going to another District #150 School will take their books to the new school. If the transfer is to be to a school outside of the city, no books will be sent. All student records will be sent directly to the new school immediately following Sterling's receipt of a signed release of records from the NEW school. This process prevents any lost or damaged personal student records.

LOCKERS

All students' desks and lockers are the property of the Peoria Public Schools and school personnel reserve the right to inspect these lockers at any time with or without the presence of the student. Throughout the year students' lockers, desks, book bags, etc. may be searched. Searches of such areas may be based on any reasonable suspicion of illegality, breach of school discipline, or for administrative purposes of discovery of rotting food, overdue books, etc. If warranted, disciplinary action may be taken as the result of material found in the locker regardless of the

reason for conducting the search. Since the security of each student's material is always of prime concern, the sharing of locker combinations is prohibited—students should NEVER give their locker combinations to friends and they should not share lockers for any reason.

BOOK BAGS

All book bags must be kept in lockers. Book bags, tote bags, purses, etc are not to be carried between classes or brought to any classroom. Students are responsible for carrying needed books and materials to class. Book bags may be searched with or without the student present.

HOMEWORK

Middle school students should have some homework each day. Homework assignments are to be completed at home. These assignments may be for practice, reinforcement, research or exploration. Students should read every day, whether it is assigned or not.

TEXTBOOKS

Textbooks will be issued to each student the first day of school. Any books that are lost or damaged must be paid for at the full purchase price; consequently, it behooves every student to be very responsible for the textbooks—be cautious about leaving them on the playground or bus, loose in the halls, or loaning them to a classmate. Books should not be marked in any places other than the name, room, school and year at the front. **Each student is responsible for his/her books. Parents will be billed for lost or damaged books.**

SUPPLIES

In order for students to be successful at school and for the day's events to move at the necessary pace, it is important for students to have the following supplies at the beginning of the school year and replaced as needed: pens & pencils, paper & notebooks, Kleenex and the school provided planner. Teachers may require additional items for their classroom and/or projects throughout the year.

PROGRESS and GRADE REPORTS

Grading will be cumulative throughout each semester resulting in a Semester 1 percent/grade and a Semester 2 percent/grade. Progress Reports will be given four times each semester approximately every four weeks throughout a semester. Parents should monitor the progress being made by their child (ren). These reports serve as an excellent tool to help identify potential problems before it is too late to raise grades. Parents are encouraged to contact the child's teacher at any time there is a concern about grades or progress.

	SEMESTER 1		SEMESTER 2	
H	September 18 th	Progress Report #1	February 12 th	Progress Report #1
O	October 16 th	Progress Report #2	March 18 th	Progress Report #2
	<i>October 16th</i>	<i>Parent-Teacher Conferences</i>		
N	November 19 th	Progress Report #3	April 29 th	Progress Report #3
O	December 20th	Semester #1 Final Grade	May 22nd	Semester #2 Final Grade

HONOR ROLL

The academic honor roll is attainable each semester by meeting the following criteria:

Principal's First Honor Roll: All A's in CORE subjects and B or better in all other subjects.

Principal's Second Honor Roll: All B's or better in CORE subjects, no lower than C in all other subjects.

PROMOTION/RETENTION

Students must meet criteria to pass to the next grade level. CORE subjects must be passed, and progress demonstrated. Any student who fails two or more CORE subjects will be retained in the same grade level for the following year. Promotions will not be made on the basis of age. Parents will be notified in January and again in the spring if their child is at risk of retention. It is critical that student, parent, and teacher monitor progress closely and act on any potential failure immediately.

All 8th graders must meet the following requirements in order to participate in the promotion celebration at the end of the school year:

- Pass a minimum 3 of 4 core academic subjects (Math, ELA, Social Studies, and Science). Passing fewer than 3 core academic subjects may result in retention.

Fees – All fees must be paid prior to the end of the 8th grade year:

- A. Lost or damaged book replacement costs.
- B. Fines for library books
- C. Fundraiser fees for any and all organizations
- D. Transportation fees

In addition:

- Student must be passing ALL subjects during the second semester, not just the major courses.
- Students must have fewer than 3 office referrals during the final nine weeks of school. Any student that receives more than 3 major referrals during the final nine weeks may lose the right to participate in promotional celebration activities.
- Student must have ZERO suspensions during the final nine weeks. Any student who is suspended during the final nine weeks may lose the right to participate in the promotional celebration and promotional ceremony.

Students who have been expelled from school during the school year or who do not meet criteria will not be allowed to participate in the promotion activities but may be promoted to 9th grade provided all requirements are met.

DISTRICT WIDE TESTING

Sterling Middle School participates in a variety of Peoria Public School sponsored testing programs to evaluate the progress of our students. These include the state assessments in the spring and the Measure of Academic Progress (MAP) assessments in the fall, winter and spring. Parents will be made aware of all testing dates in order to help their child prepare for the best testing situation possible. Results will be made available to parents following testing situations. Other measures may be used to determine student progress, including teacher assessments, computerized skill assessments, and bench-marking assessments. These data provide students, parents, and teachers valuable insight into a student's progress—or lack thereof, allowing planning for individual instruction and support.

DISCIPLINE

Sterling Middle School follows the district's discipline handbook in all discipline related matters. The district discipline handbook can be found by visiting www.peoriapublicschools.org/discipline or requesting the document in print by visiting the school office.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

Expectations for conduct at Sterling are displayed in a matrix, known as Sterling Expectations, or may be displayed as appropriate to the area they concern. Sterling Expectations matrix is posted in classrooms, hallways, and in all common areas in the school. All students, staff, parents, and visitors are responsible for knowing and exhibiting the behavioral expectations found in the Sterling matrix.

BREAKFAST/LUNCH

This year, Sterling will benefit from the CEO program funded by the United States Department of Agriculture. As a program school, ALL students will receive a free breakfast and lunch, regardless of need. Students are encouraged to take advantage of this offering. Grab-and-Go breakfasts will be offered each day between 7:20 and 7:30 in the school cafeteria and gym, and students may eat their breakfasts in class at 7:30.

The school lunch program will begin the first full day of school and will be available every day through the year, including the last day. The menus are published weekly in the local newspaper, are on the school website, and are given to each student in our school on a monthly basis. Please do not call school to get the menu.

Each class will have a 30-minute lunch period. There is adequate seating and time for everyone to be served and to eat. Students may bring a sack lunch. Please be advised that microwave ovens are not available to students for

cooking frozen meals or warming their lunches. We recommend that everyone eats a lunch. Because nutrition and a child's learning are related, children will not be allowed to eat foods brought in more than single-servings: bags of chips, cookies, candies, etc. These items will be taken to the office for parents to pick up. Further, students are not permitted to go to any local "fast food" establishments to eat, nor will they be allowed to order any "fast food" for delivery. Parents are discouraged from dropping off special lunches for their children—in the event that a student returns from an appointment with a fast food lunch or the parent drops one off, the student will eat away from peers. The hot lunches include three or more items and milk.

Students who bring sack lunches may also purchase milk. Sack lunches are to contain individual servings of food/snacks only—large bags of chips, candy, or other snacks will be taken to the office for parents to pick up as noted above. Students who require an alternative to milk or lunches served due to allergies or other practices must have a written request from a parent.

During lunch, all students must sit at their homeroom tables to allow the serving process to go as rapidly as possible. Students are to remain in their seats until dismissal. ALL GARBAGE is to be disposed of by the individual student in the proper containers.

SNACKS

There is to be no food, gum, candy, soda or other foods and/or drinks in the hallways, classrooms, gym, library, etc unless it is associated with a teacher-directed activity. Snacks will be sold after school only during athletic events or special activities. Food, candy, drinks, etc that are being held or distributed by students will be confiscated and disposed. Repeated offenses by students will result in disciplinary action.

BIRTHDAY TREATS

Students may bring birthday treats. These must be individually wrapped and prepackaged. Students who wish to bring birthday treats must arrange a date and time with their homeroom teacher.

BUS TRANSPORTATION – TRANSPORTATION PHONE # 693-4418

Please become familiar with rules and procedures for using school transportation. To ensure continued service, all students must comply 100% with the rules!

Buses will pick up and drop off middle school students on the side of Sterling. All middle school students are to walk to the back playground and line up in their homeroom lines. ALL BUS ROUTE INFORMATION IS IN THE MAIN OFFICE.

Riding the bus is a privilege. Bus drivers will make written reports of rule infractions to the principal. Students who do not follow the rules may be suspended from riding the bus. Students living less than 1½ mile from school must pay to ride the bus. District #150 Transportation Department has determined that certain areas less than 1½ miles from Sterling Middle School are "hazardous" - students living in a "hazardous" area will be allowed to ride the bus at no charge.

Payment for bus transportation is on a space available basis. Parents who want this service may call 693-4418 for information relating to fees and routes. Paying bus riders are required to show the payment verification form to the bus driver each month. A list is given to the bus driver each month. Call the office for more details if you are not clear on this. At no time will a student who walks be permitted to ride a school bus, even with a note from the parent/guardian.

RULES FOR BUS RIDERS

The following is a list of rules that will help you become a better passenger on the school bus. These rules will aid the driver of your bus in striving to transport you safely and comfortably to and from school.

It is expected that all bus riders:

- Recognize and obey all school rules while waiting for and riding the bus.
- Board bus promptly and carefully.
- Respect the driver and other students at all times.
- Remain seated for the entire ride (no sitting on feet).

- Use windows for viewing and never place body parts or objects out of window.
- Use polite, quiet voices when talking on the bus.
- Report problems to the driver or monitor.
- Keep all objects to self—no eating, drinking, or toys, etc.
- If you suspect the bus is late or you miss the bus, please call 693-4418 to request a late bus.
- Drop offs anywhere but home will occur only with written parent permission—no exceptions!

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees.

BICYCLE RACKS

There are bicycle racks at the FRONT parking area. For safety reasons, students should not ride bicycles on the school grounds between 7:00 AM and 2:45 PM. Students riding bicycles to school should follow all bicycle traffic safety rules, including walking bikes across intersections at the proper crossing points, then carefully ride the bike to the rack where it should be locked and left. No one should be near the bicycle racks unless they are arriving or leaving with their own bike. It is recommended that a written description, including serial number, color, and make/model of each student's bicycle be given to the Campus Resource Officer. Students must lock their bicycles! The school is not responsible for stolen or damaged bicycles.

RULES FOR WALKERS

For our student's safety when walking to and from school, the students should always walk on the sidewalk; if the street doesn't have a sidewalk then the student should walk along the side of the street and not in the middle of the street. Any student who walks in the middle of the street may be ticketed at the cost of \$75.00. This is for the student's safety. Please remind your children each day. Students should not use foul language or destroy property on their way to and from school. Students who walk East away from Sterling must not walk on the golf course. Students who trespass on Newman Golf Course are subject to tickets from the Park District police.

ATHLETICS/EXTRA-CURRICULAR ACTIVITIES

STUDENT ORGANIZATIONS & ACTIVITIES. The school program is enhanced with many student organizations and activities. Students are encouraged to get involved in these extra-curricular activities to enhance their learning experience:

Field Trips	Young Authors	Chess Club
Math Counts	Band	Student Council
Cheerleading	Girls'/Boys' Soccer	Boys' Baseball
Student Leadership	Girls'/Boys' Volleyball	
Girls'/Boys' Basketball	Girls' Softball	

Others may be organized as the need, interest and personnel are available and approved.

ATHLETIC ELIGIBILITY

AGE REQUIREMENT: A student whose **15th birthday** is **prior to August 15**, at the beginning of the current school year will **NOT** be eligible to participate in the middle school athletic program, including cheerleading. A student in the 5th or 6th grade whose **13th birthday** is prior to **August 15th**, at the beginning of the current school year will **NOT** be allowed to play Junior Varsity

ATTENDANCE: To participate in an inter-school game, a student athlete must be in attendance 50% of the day a contest is schedule, or 50% of the day before if a contest is to be on a non-school day. Students should be present in school by **10:45 am to be eligible to play**. No student may participate if he/she is absent for the entire day of the contest. If a partial day absence is due to illness, personal, or family problems, the principal shall decide if a student may participate.

ACADEMIC REQUIREMENTS. Eligibility shall be determined weekly during the scheduled season. Ineligibility shall begin the Monday following the report of failing work. Grades should be reported on the last attendance day of the week.

MINIMAL STANDARDS:

Students who receive a cumulative semester average of an "F" in ANY subject, will be ineligible for one week until the student has raised grades. Passing is defined as a grade that if on any given date the student should transfer to another school, work on an accumulative semester passing grade would immediately be certified to the school to which he/she transfers.

An eligibility policy and additional school or athletic rules shall be given to each student that is participating in inter-school athletics. A written statement from the student/parent indicating that he/she has read the rules shall be filed with the principal. **A copy will be forwarded to the Middle School Athletic Director and Associate Supt. in charge of Middle Schools.**

DISCIPLINARY ACTION:

- A student may be declared ineligible, even though academic requirements have been met if a committed offense is considered gross disobedience or misconduct.
- A policy shall not be interpreted to prohibit a coach from dismissing a student athlete from a sport if there is a violation of the coach's/school/district rules.
- The principal or his designee has the final responsibility for the eligibility of the student.
- Students (who are participants on one a school's athletic teams) and who are suspended from school during the season of the athletic event, should be removed from that athletic team for the remainder of the season which includes the post-season tournament.
- Teams that refuse to accept their trophies or who refuse to show proper sportsmanship during the tournament may be banned from the next years' post season play.

STERLING MIDDLE SCHOOL'S ACADEMIC REQUIREMENTS FOR ATHLETIC PARTICIPATION

Sterling Middle School expects that all those representing our school hold him/herself to the highest standard in academic achievement, attendance, and behavior. For that reason, students who wish to participate in sports or teams must abide by the Peoria Public Schools and Sterling requirements.

- Students participating in athletics must adhere to the following:
 - First referral/detention/conference: Student must sit out a game.
 - Second referral/ detention/conference: Student sits out a game and parents meet with coach.
 - Third referral/ detention/conference: Automatic removal from the team for the remainder of the season.
- A suspension from school automatically removes a student from the team for the remainder of the season.
- Students must remain eligible during the season. Grades will be figured on a yearly basis, beginning in August and continuing until June. It is the grade a student receives upon withdrawal/transfer from school. ANY "F's" in any subject will cause a student to be ineligible.
- Any student who walks off the team during practice or an event will not be reinstated to the team for the remainder of that season.
- All students must have a current physical and signed parent permission to participate in a current sport.

Each extra-curricular athletic activity a child participates in will require the student and parent to sign a "Rules of Conduct" form before participating. NO EXCEPTIONS!

JAGUAR FANS!!

Parents are encouraged to attend and support their son or daughter when they are participating in any athletic, choral, band, orchestra, cheerleading events at Sterling. All visiting school-aged attendees must be accompanied by a parent or guardian. Failure to comply with the rule will result in being refused admittance to future contests or events.

All Sterling students who are enrolled at Sterling may attend any athletic event without their parent as long as their behavior is deemed appropriate by the principal or assistant principal. This does not apply to Choral or Band concerts where parents must be present.

High school students will not be allowed entrance to any event or contest without their parent being present for the entire event.

RULES OF CONDUCT & SPORTSMANSHIP FOR ATHLETIC & EXTRA-CURRICULAR EVENTS

Reasonable rules of conduct and sportsmanship for athletic and extra-curricular school events are necessary for the orderly operation of athletic and extra-curricular school programs. Any spectator, whether a student or non-student, who violates the rules of conduct established by the Administration may be denied admission to school events for not more than one (1) year, provided that a written ten-day notice of the violation is given to such person and a hearing thereon pursuant to Administrative Procedures. Prior to a hearing, a principal may suspend the right of any spectator who violates the rules of conduct established by the Administration for a period of up to 14 calendar days, after discussing the reasons for such suspension with the person and allowing the person an opportunity to rebut such reasons. Any certified employee or security agent of any school may sign complaints as agents of the School District against any persons who are alleged to have violated the rules of conduct at any school sponsored event. The rights of all persons who attend athletic and extra-curricular school events must be respected and protected and the School Board will not permit the disruption of athletic and extra-curricular school events or the interference with the lawful rights of others attending such event.

EMERGENCY SITUATIONS

DISASTER DRILLS. During the school year we will have several fire drills, a tornado drill, and a drill that places the school on lockdown. The principal and fire department schedule fire drills. The tornado drill occurs only once during the school year, usually in the early spring.

Each room has an evacuation route posted. All students should become familiar with the routes in the rooms of their classes. During fire drills everyone will evacuate the building to the outside and move away from the building. Teachers will direct each class. All students should stay with their class and be accounted for by the teacher. If you happen to be somewhere else when a drill begins, exit by the nearest door and join your class outside. **DO NOT RUN OR PUSH!** Stay quiet in line. Tornado Drills require students to “take shelter” in the building in the prescribed places. The “prone-protective” position will be practiced. During an actual tornado, or in anticipation of one, students will not be dismissed to anyone but parents. In the event the “all clear” is not sounded by dismissal time, students will **NOT** be dismissed or allowed to board the buses until the all clear is sounded.

SAFE SCHOOL PLAN. Sterling Middle School has developed a Safe School Plan to be used in the case of an emergency. This plan designates specific procedures for individual staff members in the case of an emergency in the building, including: airborne contamination/hazardous materials; armed attack; assault/sexual assault; bomb threat; bus accident; earthquake; evacuation; extended day; hostage situation; intruder; lockdown; missing student; weapon; suicide threat/attempt/death; fire, and tornado. Practice drills will be held to familiarize the students with the proper procedures. Information regarding parents’ role in the Safe School Plan will be distributed at Back to School Night, posted on the school’s website, and will be posted near the entrances of the school.

In the event of an emergency during the school day, the principal may activate the Parent Link phone system of notifying parents by phone and by email. **Again, it is critical that your accurate and up to date phone number is on record in the school office so that we notify you promptly.** If you receive an automated call from school, information and instructions will be given to you via a voice recording. **Please listen to the full message and do not call the school back—this only ties up the line, making emergency procedures difficult to enact.**

SPRAYING & MAINTENANCE OF GROUNDS

On occasion, particularly in the fall and spring, our custodial team or the district personnel will be spraying our grounds to control weeds and insects. If you would like to be notified ahead of time of when we will be spraying, please call the office at (309)672-6557, and we will place you on a phone list to be notified ahead of time.

INTERNET POLICY

DISTRICT AUTHORIZATION FOR INTERNET ACCESS PROCEDURES. We now have the ability to enhance our students’ education through the use of the Internet. The Internet offers vast, diverse and unique resources. The District’s goal in providing this service is to promote educational excellence by facilitating resource

sharing, innovation and communication. The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- *Limited electronic mail communications with people all over the world*
- *Information from government sources, research institutions and other sources*
- *Discussion groups*
- *Many libraries, including the catalog to the Library of Congress and the Educational Resources Information Clearinghouse (ERIC).*

With this educational opportunity also comes responsibility. The user should read carefully this Authorization for Internet Access Procedures, which can be found on the district's website, the student calendar, the registration packet, or by coming in to the school office. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember also that the user is legally responsible for his/her actions.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material.

Please read carefully the terms and conditions for the Authorization for Internet Access. Any violations of the agreement may lead to termination of internet use at school. Any questions or concerns regarding these procedures should be directed to the Principal or his/her designee.

The staff at Sterling Middle School extends a Welcome to all of our Sterling families and wishes each and every student a year of great success!

**Sterling Middle School
2315 N. Sterling
Peoria, Illinois 61604
309-672-6557**

August 1, 2019

Dear Parent:

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, the Peoria Public School District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the

professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. *Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.*
2. *Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.*
3. *The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.*
4. *Whether the child is provided services by paraprofessionals and, if so, their qualifications.*

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have questions, please feel free to contact your District Superintendent Dr. Sharon Desmoulin Kherat, at the following phone number (309)672-6512.

Sincerely,

Lynn M. Lane, Principal

Acknowledgement & Agreement

I have read the Sterling Middle School Handbook and understand and agree to follow the content of this handbook. I understand my responsibilities to seek further information through use of district resources and to support my student's effort to succeed in school. I will support and uphold the requirements for my child's education.

Parent Signature

Date

I have read the Sterling Middle School Handbook and understand and agree to follow the content of this handbook. I understand my responsibilities to meet my expectations and to take responsibility for my education.

Student Signature

Date