Von Steuben Middle School
Parent/Guardian & Student
Handbook 2020-2021
Welcome to Von Steuben Middle School. I am excited and honored to be part of the Von Steuben team. I am deeply committed to making a positive difference in the lives of your children. We will accomplish this by setting high academic expectations for all children and providing supportive systems to assure they are met. By addressing school culture, setting high standards for teacher performance, increased academic expectations for all students and engaging the community, it is our goal at Von Steuben Middle School that all students are prepared academically, socially and emotionally to make the transition to high school on their journey to college and careers.

We embrace the challenges of the future while we continue to cherish and celebrate the traditions of the past. Our remarkable staff involved parents and committed students come together to make Von Steuben Middle School a wonderful and unique place.

We hope your visit to our website will give you a quick snapshot of life at our school. Please explore our links to find out more about curriculum, programs, and daily events at Von Steuben Middle School.

If you would like to contact me please call the school at (309) 672-6561.
In exchange for our dedication to your student, we ask that you review the student handbook with your child and please remember to sign the verification form to indicate that you have read and understand this handbook. It is important to especially note our uniform policy, attendance policy, electronic device policy, lunch policy and bus riding eligibility policy. Please note that their attendance and willingness to always do their best will directly impact their level of success.

I am looking forward to working with you and your student as we work toward an academically successful school year.

Go Vikings!

Dr. Michelle Cruz, Principal

Mrs. Annie Nevitt, Assistant Principal

*The Von Steuben Middle School Handbook was printed using Title I funding.*
"The policies and procedures outlined in this Student Handbook are subject to change for the 2020-21 school year. If any changes are made, they will be posted on the school's and district's websites."
MISSION

To guarantee each student will develop a strong academic and social foundation to meet the challenges in an ever-changing society by providing a safe, positive learning environment; creating partnerships among students, families, staff and community member; preparing students for transition to high school; honoring diversity and ensuring a staff dedicated to professional growth and student learning.

BE RESPECTFUL

BE RESPONSIBLE

BE SAFE

*Our school's discipline policies are now outlined in a district discipline handbook which can be downloaded by visiting www.peoriapublicschools.org/discipline.

"The policies and procedures outlined in this Student Handbook are subject to change for the 2020-2021 school year. If any changes are made, they will be posted on the school's and district's websites."

2020-2021 School Calendar
### 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 17</td>
<td>Monday</td>
<td>Faculty Institute, 8:00 a.m. – 1:00 p.m.</td>
</tr>
<tr>
<td>August 18</td>
<td>Tuesday</td>
<td>Faculty Institute, 8:00 a.m. – 1:00 p.m.</td>
</tr>
<tr>
<td>August 19</td>
<td>Wednesday</td>
<td>Full Day – All Students</td>
</tr>
<tr>
<td>September 7</td>
<td>Monday</td>
<td>LABOR DAY – HOLIDAY</td>
</tr>
<tr>
<td>September 30</td>
<td>Wednesday</td>
<td>Professional Learning SIP – ½ day for all students</td>
</tr>
<tr>
<td>October 19</td>
<td>Monday</td>
<td>Evening Parent Conferences (4:00 p.m. – 7:00 p.m.)</td>
</tr>
<tr>
<td>October 20</td>
<td>Tuesday</td>
<td>Evening Parent Conferences (4:00 p.m. – 7:00 p.m.)</td>
</tr>
<tr>
<td>October 21</td>
<td>Wednesday</td>
<td>FALL BREAK (adjustment for conference nights) – NO SCHOOL</td>
</tr>
<tr>
<td>October 22</td>
<td>Thursday</td>
<td>FALL BREAK – NO SCHOOL</td>
</tr>
<tr>
<td>October 23</td>
<td>Friday</td>
<td>FALL BREAK – NO SCHOOL</td>
</tr>
<tr>
<td>October 26</td>
<td>Monday</td>
<td>School Resumes</td>
</tr>
<tr>
<td>November 4</td>
<td>Wednesday</td>
<td>Professional Learning SIP – ½ day for all students</td>
</tr>
<tr>
<td>November 25</td>
<td>Wednesday</td>
<td>THANKSGIVING RECESS – NO SCHOOL</td>
</tr>
<tr>
<td>November 26</td>
<td>Thursday</td>
<td>THANKSGIVING RECESS – HOLIDAY</td>
</tr>
<tr>
<td>November 27</td>
<td>Friday</td>
<td>THANKSGIVING RECESS – NO SCHOOL</td>
</tr>
</tbody>
</table>

December 21 – January 3, 2020 | WINTER BREAK

### 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 4</td>
<td>Monday</td>
<td>Faculty Institute, 8 a.m. – 1 p.m.</td>
</tr>
<tr>
<td>January 5</td>
<td>Tuesday</td>
<td>School resumes for all students</td>
</tr>
<tr>
<td>January 18</td>
<td>Monday</td>
<td>MARTIN LUTHER KING’S BIRTHDAY – HOLIDAY</td>
</tr>
<tr>
<td>February 3</td>
<td>Wednesday</td>
<td>Professional Learning SIP – ½ day for all students</td>
</tr>
<tr>
<td>February 15</td>
<td>Monday</td>
<td>PRESIDENT’S DAY</td>
</tr>
</tbody>
</table>

March 29- April 5 | SPRING BREAK | NO SCHOOL

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 6</td>
<td>Tuesday</td>
<td>School Resumes for all students</td>
</tr>
<tr>
<td>April 28</td>
<td>Wednesday</td>
<td>Professional Learning SIP – ½ day for all students</td>
</tr>
<tr>
<td>May 15</td>
<td>Saturday</td>
<td>High School Graduation Day</td>
</tr>
<tr>
<td>May 27</td>
<td>Thursday</td>
<td>Last Day of School for Students (If emergency days are not used)</td>
</tr>
<tr>
<td>May 28</td>
<td>Friday</td>
<td>Faculty Institute, 8:00 a.m. – 1:00 p.m. – Institute</td>
</tr>
<tr>
<td>May 31</td>
<td>Monday</td>
<td>MEMORIAL DAY OBSERVANCE – HOLIDAY</td>
</tr>
</tbody>
</table>

*May 28, June 1, 2, 3, 4 will be student attendance days if any emergency days are used.*

### SUMMARY

- Days in Attendance: 179 (Includes 5 Emergency Days)
- Institute Days – All Day - No School for students: 4
- Professional Learning – School Improvement Days: 4
- Parent Conferences – All Day – No school for students: 2
August 17, 2020

Dear Von Steuben Family;

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 Von Steuben Middle School at (309) 672-6561.

Sincerely,

Dr. Michelle Cruz
Principal
Von Steuben Middle School
Von Steuben Middle School
801 E. Forrest Hill Avenue
Peoria, Illinois 61603
Phone: (309) 672-6561
Fax: (309) 685-7631

August 17, 2020

Queridos padres:

En cumplimiento de ESEA Sección 1111 h 6 DERECHO DE LOS PADRES A ESTAR INFORMADOS, el Distrito Escolar Publico 150 notifica a los padres de todos los alumnos de escuelas Title I, que tienen el derecho y pueden requerir información sobre la cualificación profesional de los profesores de sus hijos, incluyendo como mínimo la siguiente información:

1. Si el profesor ha adquirido la cualificación profesional necesaria para el nivel y la materia que imparte.

2. Si el profesor está trabajando con alguna certificación provisional o de emergencia que haga que el estado le exima de tener la obligación de tener una cualificación adecuada.

3. Información sobre la especialidad de su titulación universitaria.

4. Si el alumno está siendo instruido por otro tipo de profesionales y de ser así sus cualificaciones.

Si el alumno ha sido instruido durante 4 o más años consecutivos por profesores no considerados altamente cualificados, el colegio lo ha de notificar a los padres. Si tiene alguna duda, por favor, contacte yo en el número siguiente, Von Steuben Middle School at (309) 672-6561.

Atentamente,

Dr. Michelle Cruz
Principal
Von Steuben Middle School
TEACHERS & STAFF
Von Steuben Middle School
2020-2021

OFFICE
Dr. Micelle Cruz – Principal      michelle.cruz@psd150.org
Mrs. Annie Nevitt – AP            ann.nevitt@psd150.org
Ms. Kristen Musgrove – Secretary  kristen.musgrove@psd150.org

TEACHERS
Mr. David Askew                  david.askew@psd150.org
Mrs. Emily Dawson                emily.dawson@psd150.org
Mrs. Becky Donahue               becky.donahue@psd150.org
Mrs. Heidi Dowell                heidi.dowell@psd150.org
Ms. Patricia Fierce              patricia.fierce@psd150.org
Ms. Stephanie Goldring           stephanie.goldring@psd150.org
Mr. Aaron Gradberg               aaron.gradberg@psd150.org
Mr. Michael Holland              michael.holland@psd150.org
Mr. Brad Jacobson                brad.jacobson@psd150.org
Ms. Kimberly Keith               kimberly.keith@psd150.org
Mrs. Karen Lune                  karen.lune@psd150.org
Mrs. Theresa Meadows             theresa.meadows@psd150.org
Ms. Suzanne Mullen               susanne.mullen@psd150.org
Ms. Rena Musgrove                rena.musgrove@psd150.org
Mrs. Debra Rude                  debra.rude@psd150.org
Mr. Justen Rayner                justen.rayner@psd150.org
Ms. Katie Welch                  katie.welch@psd150.org
Mrs. Mindy Welsh                 mindy.welch@psd150.org
Ms. Christine White              christine.white@psd150.org
Mrs. Francine Williamson        francine.williamson@psd150.org
Ms. Melissa Kauffman             melissa.kauffman@psd150.org
Mr. Darryies Johnson             darryies.johnson@psd150.org
Mrs. Carolyn Joshua              carolyn.joshua@psd150.org
Ms. Rebecca Kenyon               rebecca.kenyon@psd150.org
Mr. Randy Trisler                randy.trisler@psd150.org
SPECIALISTS
Mrs. Michaura Gordon – Counselor michaura.gordon@psd150.org
Mr. Scott Donahue – Instructional Coach scott.donahue@psd150.org
Mrs. Sherri Henry – Interventionist sherri.henry@psd150.org
Mr. Keith Vaughn – Nurse keith.vaugh@psd150.org
Mr. Kevin Causley – Social Worker kevin.causley@psd150.org
Mrs. Morgan Braun – Psychologist morgan.braun@psd150.org
Mrs. Connie Wall– SpEd Coordinator connie.wall@psd150.org
Dr. Ann Bond- Director of Special Education ann.bond@psd150.org
Ms. Katy Pittman – Children’s Home Therapist katy.pittman@psd150.org
Linda Rohren-Kenny-Speech Therapist linda.rohren-kenny@psd150.org

SUPPORT STAFF
Officer Cory Scott - SRO
Mr. Tavaras Woods – Head Custodian
Mr. Gerald Compton – Second Shift Custodian
Mrs. Recia Wallace – Cafeteria Manager
Ms. Dianna Tutt – Cafeteria
Mr. Chance McHenry- Cafeteria
Mrs. Kristin Oliver-Cafeteria
Mr. Charles Bledsoe – Paraprofessional
Mrs. Virginia Clark - Paraprofessional
Mr. Orville Skinner – Paraprofessional
Mrs. Connie Graves – Librarian
Ms. Gail Johnson – Attendance Liaison
Larry Alston – ISS/ACE Supervisor
## Full Day Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>7:30 - 8:12</td>
</tr>
<tr>
<td>2nd</td>
<td>8:22 - 9:02</td>
</tr>
<tr>
<td>3rd</td>
<td>9:04 - 9:44</td>
</tr>
<tr>
<td>4th</td>
<td>9:46 - 10:26</td>
</tr>
<tr>
<td>5th</td>
<td>10:28 - 11:08</td>
</tr>
<tr>
<td>6th</td>
<td>11:10 - 11:52</td>
</tr>
<tr>
<td>7A</td>
<td>11:54 - 12:34 - 11:54 - 12:24 Lunch</td>
</tr>
<tr>
<td>7B</td>
<td>12:26 - 1:06 - 12:34 - 1:04 Lunch</td>
</tr>
<tr>
<td>8th</td>
<td>1:08 - 1:48</td>
</tr>
<tr>
<td>9th</td>
<td>1:50 - 2:30 Dismissal</td>
</tr>
</tbody>
</table>

## Half Day Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>7:30 - 8:15</td>
</tr>
<tr>
<td>2nd</td>
<td>8:15 - 8:50</td>
</tr>
<tr>
<td>3rd</td>
<td>8:50 - 9:25</td>
</tr>
<tr>
<td>4th</td>
<td>9:25 - 10:00</td>
</tr>
<tr>
<td>5th</td>
<td>10:00 - 10:30</td>
</tr>
<tr>
<td>7A</td>
<td>11:10 - 11:45</td>
</tr>
<tr>
<td>7B</td>
<td>11:45 - 12:20</td>
</tr>
<tr>
<td>8th</td>
<td>12:20 - 12:55</td>
</tr>
<tr>
<td>9th</td>
<td>12:55 - 1:30 Dismissal</td>
</tr>
</tbody>
</table>
DAILY SCHOOL SCHEDULE
OFFICE HOURS: The school office is open from 7:00 A.M. – 3:30 P.M.

SCHOOL DAY & BREAKFAST HOURS:
- The students’ regular school hours are 7:30 a.m. to 2:30 p.m.
- Students should not be on the school grounds before 7:15 a.m. exceptions to this time would be for make-up work, extra-curricular activities, or special meetings which would be set-up with school personnel prior to that day. **Students are not to be in the building before or after school unless supervised by a staff member.** Students waiting for parents should do so outside or inside the door in inclement weather.
- A grab and go breakfast is available for students beginning at 7:20 a.m. Students need to grab their breakfast immediately upon entering the building and report to their locker to drop off their belongings and then go directly to homeroom to eat breakfast.
- Students are to be dropped off on the Forrest Hill side of the school. The parking lot with the Forrest Hill entry is the designated parent parking area. Students will enter the building at the East gymnasium foyer entry. **Parking on the west side of the building is for staff and administration only.**

EARLY ARRIVAL:
- **PLEASE DO NOT DROP OFF OR LEAVE YOUR CHILD AT SCHOOL BEFORE 7:15 a.m.** This is a safety concern for our staff, parents, and children. There are NO ADULTS on duty for supervision BEFORE 7:15. We do not want our children unattended or unsafe while they are waiting for school to open.
- If you do arrive at school **before 7:15**, you must stay with your child until a staff member is posted on duty outside to supervise.

We **do not** have any supervisors here at school to watch your child if left unattended.

EARLY DISMISSAL: Must be before 2:00 – If your child needs to be picked up prior to dismissal he/she must be picked up by 2:00.

We understand that some appointments cannot be made outside of school hours, but we highly encourage all our parents to try so your child does not miss class. In the case that your child needs to be dismissed from school early, there are procedures in place district wide that we must follow. This is for the safety of our students, staff, and you as their parent/guardian.
- Anyone picking up your child **MUST** show a PHOTO ID and sign the student out.
- That person **MUST** be listed in the Emergency Contact List filled out by parents at the beginning of the school year. If you need to add someone after the school year has begun, we will gladly help get that done for you.
- If the person trying to pick up your child **IS NOT** listed on the Emergency Contact List, **WE WILL NOT ALLOW THEM TO TAKE THE CHILD FROM OUR BUILDING.** This is for the safety and well-being of our students.
- In the event a person **IS NOT** listed on the Emergency Contact List and is trying to pick-up your child from school, we will call you to inform you of the attempt to pick up your child.
- In order to add anyone to the Emergency Card, you must come into the office in person.
• If a person attempts to pick up your child and IS NOT allowed to take your child out of school, then we will take the action steps given to us by the district.
• We highly always encourage you to have a working phone number on file at school in cases of emergency. We will follow District Policy sent by our School Safety Department. If you have questions about this policy, please call the office at 672-6561 and we will try to answer your questions as best we can.

EXPECTATIONS

Expectations for School Personnel
• Provide a safe, nurturing and engaging learning environment.
• Reach out to include parents in the education of their children.
• Get to know and care about students and their families.
• Accurately implement the attendance plan.

Expectations for Students
• Come to school every day ready to learn: Have a positive attitude and be dressed appropriately following the school uniform policy and have the necessary school supplies.
• Report to school on time.
• Plan appointments outside of school time.
• For minor health issues, come to school rather than stay at home.
• If problems occur, communicate your needs to school personnel or a parent/guardian for help
• Follow our attendance plan
• Include attendance in your personal educational plan.

Expectations of Parent/Guardian(s)
• Remember that our regular school hours are from 7:30 a.m. to 2:30 p.m.
• Help your children get adequate sleep (8 – 10 hours depending on age).
• Make sure your children come to school every day ready to learn with a positive attitude, school supplies and the appropriate school uniform for our school.
• Make sure your children arrive at school on time every day.
• Plan appointments for children outside of the school day.
• Understand and follow the attendance plan.
• Communicate with school personnel. Seek support and assistance when problems arise.
ATTENDANCE

It is the commitment of the Peoria Board of Education, Administration, and staff to ensure each student in our school district is successful in reaching his/her full academic and personal potential. Through education, this outcome can be achieved. However, it requires children to be at school every day, on time and ready to learn. ALL students, ages 7 – 17 are subject to compulsory school attendance. A student’s parent(s)/guardian(s) must:

(1) Upon the child’s enrollment, provide telephone numbers to the Building Principal and update them, as necessary, and (2) authorize all absences and notify the school in advance or at the time of the child’s absence.

Excused Absence: The parent/guardian(s) authorizes absence and notifies the school within 48 hours of the student’s absence regarding any of the following events:

- Illness
- Observation of Religious Holiday
- Death in Immediate Family
- Family Emergency
- Situations beyond the student’s control as determined by the Board of Education
- Other circumstances which cause reasonable concern to the parent for the safety or health of the student

Unexcused Absence: The parent/guardian(s) has not authorized absence nor notified the school in advance or at the time of the child’s absence for any event listed above:

- Absent without valid cause for a school day or portion thereof

ABSENCE PROCEDURES

If your child is absent, the parent/guardian will need to phone the school office or provide a note giving the reason for the absence within 48 hours of the absence. Students are not permitted to leave school without permission once they have arrived. In the event a student has become ill, has forgotten something at home, or has a "problem," permission must be obtained from the office before the student can leave the school building. Permission must first be obtained from the teacher to leave the room. Students are never to leave the school grounds during the lunch period or lunch recess without getting permission from the office. Students will not be sent home without your knowledge. To phone home students must get permission from office staff to use a school phone. Students are not to call home on their personal phones. Parents/Guardians who pick up their child(ren) prior to the 2:30 p.m. dismissal time, must do so prior to 2:00 p.m. and must sign them out in the office before leaving.

12
Attendance Plan in Brief
(What happens when students are absent from school)

➢ 2\textsuperscript{nd} absence (excused and/or unexcused): Teacher will call home.

➢ 4\textsuperscript{th} absence (excused and/or unexcused): Teacher will call home.

➢ 5\textsuperscript{th} excused and/or unexcused absence: Letter will be sent home; referral will be made to Project TARGET for K-8 students.

➢ 7\textsuperscript{th} absence (excused and/or unexcused): K-8 principal/certified designee will call parent at 7 absences and high school principals/certified designee will call parent between 7-10 absences; an intervention plan/contract will be developed and signed. If unable to make contact, a letter will be sent home requesting a conference either in person or by phone.

➢ 9\textsuperscript{th} excused and/or unexcused absence: Letter will be sent home.

➢ 9\textsuperscript{th} unexcused absence: Letter will be sent home notifying parent that their students is a chronic truant; Project TARGET will be notified of 9 unexcused absences for K-8 students.

➢ 10\textsuperscript{th} absence (excused and/or unexcused): If it is determined to request a doctor’s note for future absences, the principal/certified designee will notify parent of such.

➢ 18\textsuperscript{th} excused and/or unexcused absence (K-8): Letter will be sent home to notify parent of 18 absences and the ramifications of excessive absences.

18\textsuperscript{th} excused and/or unexcused absence (high school): Letter will be sent home notifying parent of 18 absences and warning of danger of being dropped for the semester after 20 absences.
ACCESS TO SCHOOL BUILDING

The School Board is charged with the responsibility of the control and supervision of the school buildings and school grounds. Technically, for those of you who may wish to look this up, that is Under Section 10-22.10 of the School Code. Any person may have access to the school buildings and school grounds upon the following conditions:

1. Persons other than a student or an employee of the District may enter school buildings and grounds upon securing the 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 school and in good standing.

2. Teachers and other employees of the District may request that any person who has entered a school building or upon school grounds to identify himself and the purpose of his/her entry.

3. No person who has entered a school building or school grounds without permission shall refuse to depart after being given verbal notice to do so by any employee of the District.

4. No person should be on school property or grounds after having received a written notice that they are forbidden to do so.

5. Disruptive behavior, including threats by any person will not be tolerated and is subject to any or all the following:
   - Removal from the building
   - A notice not to return to the premises except under certain conditions
   - General prosecution

6. Individuals wishing to confer with a teacher must contact the teacher by phone or in email to make an appointment.

All visitors to the school, including parents/guardians, must use the main entrance and go directly to the office before proceeding to their destination.
ATHLETIC ELIGIBILITY

Academic eligibility must be maintained by each athlete. This progress is monitored on a weekly basis and is not seasonal. A participant must be passing at a checkpoint, on a weekly basis, Monday morning. The grades must average passing for the cumulative quarter grade. Once it is determined that a student is failing one or more subjects, ineligibility begins the following week. The student will not be allowed to participate on a weekly basis. A participant may participate in practice sessions during ineligibility. Students who quit any sport, etc. will not be reinstated to that sport.

1. AGE / HEALTH REQUIREMENTS:

An athletic physical exam form for the current school year must be submitted before the student can participate, this includes try-outs, practices and games, etc.

For all JV athletic activities, a student shall be eligible through age thirteen (13). If a student in an athletic activity becomes fourteen (14) at any time during the season, he/she is not eligible to participate in that activity.

For all Varsity athletic activities, a student shall be eligible through age fifteen (15). If a student in an athletic activity becomes sixteen (16) at any time during the season, he/she is not eligible to participate in that activity.

2. ATTENDANCE:

To participate in an interschool game, a student athlete must be in attendance half of the day (3½ hours on a full day, 1½ hours on a SIP day) a contest is scheduled, or half of the day before if a contest is to be on a non-school day. If absence is because of illness, personal, or family problems, the principal decides if a student may participate.

3. ACADEMIC REQUIREMENTS:

- Eligibility shall be determined weekly during the scheduled season. Ineligibility shall begin the Monday following the report of failing work. It should be reported on the last attendance day of the week.
- Students who receive cumulative F's in any graded subject area will be ineligible for a minimum of one week.
- 3 Passing is defined as work of such grade that if on any given date the student should transfer to another school, work on an accumulative passing grade would immediately be certified to the school to which he/she transfers.

4. ANNUAL SPORTS PHYSICAL:

Annual sports physicals are required for all middle school students participating in athletics. Each student must have a sports physical on file in the school before the student can try-out, practice or participate in an athletic contest. The required 6th grade entrance physical will be counted as a sports physical ONLY IF PHYSICIAN CHECKED “Interscholastic Sports.”
5. DISCIPLINARY ACTION:

- 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 rules.
- The principal or his designee has the final responsibility for the eligibility of the student.

ATHLETIC RULES/BEHAVIOR

Students participating in a sporting activity (including cheerleading, dance, and step must adhere to the following):

A) Detentions/Suspensions

1. An In-School Suspension, Bus Suspension or Out of School Suspension from school automatically removes a student from the team for the remainder of the season.

2. First detention: **Student must sit out one game.**
   - Second detention: Student sits out one game and parents/guardian must meet with coach prior to playing the next game.
   - Third detention: **Automatic removal from the team for the remainder of the season.**

B) Release Slip – Each extra-curricular athletic activity will require the student and parent to sign a Rules of Conduct form before being allowed to participate. **NO EXCEPTIONS!!**

RULES OF CONDUCT / SPORTSMANSHIP FOR ATHLETIC/EXTRACURRICULAR SCHOOL EVENTS

Reasonable rules of conduct and sportsmanship for athletic and extracurricular school events are necessary for the orderly operation of athletic and extracurricular school programs. **Any spectator, whether a student or non-student, who violates the rules of conduct established by the Administration to attend athletic or extracurricular school programs, 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 had 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 fourteen 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 extracurricular school events must be respected and protected, and the school board will not permit the disruption of athletic and extracurricular school events or the interference with the lawful rights of others attending such events.
COMMUNICATION

A newsletter for parents will be sent home once a month with the students. Please watch for it and keep it for reference. Athletic schedules, parent club meetings, scheduled activities and special news items from the students, teachers and administration are included. Parent link messages will be sent out via phone and email every Sunday evening beginning at 6:00 p.m. Please check our website often for new information.

Teachers will post newsletters on their websites. Teacher websites will also include upcoming lessons and homework.

BOOK BAGS & PURSES

All book bags and purses must be kept in student lockers. They are not to be carried between classes or brought to any classroom. With teacher permission, female students will be allowed to go to their lockers for feminine products as needed.

LOCKERS

All students have locker privileges at Von Steuben Middle School. There should be no sharing of lockers between two or more individuals. In addition, since the security of each student's books, supplies, and other possessions is always of prime concern, the sharing of locker combinations is prohibited. Students are also responsible for the replacement of locks if they are lost. Once assigned a locker, students will not be allowed to change lockers unless permission has been granted by the principal.

INTERNET ACCESS POLICY

Student use of the Internet is consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior of students. However, some specific examples are provided. The failure of any student to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary actions, and/or appropriate legal action.

TERMS AND CONDITIONS FOR INTERNET USE

1. ACCEPTABLE USE - Access to the District's Internet must be for the purpose of education or research, and consistent with the educational objectives of the District.
2. PRIVILEGES - The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The principal or his designee will make all decisions regarding whether or not a student has violated this Authorization and may deny, revoke, or suspend access at any time.
3. UNACCEPTABLE USE - Students are responsible for their actions and activities involving the Internet network. Some examples of unacceptable uses are:
   a. Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of any U.S./State regulation;
b. Unauthorized downloading of software, regardless of whether it is copyrighted or free of viruses;
c. Downloading copyrighted material for other than personal use;
d. Using the network for private financial or commercial gain;
e. Wastefully using resources, such as file space;
f. Gaining unauthorized access to resources or entities;
g. Invading the privacy of individuals;
h. Using another user's account or password;
i. Posting material authored or created by another without his/her consent;
j. Posting anonymous messages;
k. Using the network for commercial or private advertising;
l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
m. Using the network while access privileges are suspended or revoked.

4. NETWORK ETIQUETTE - Students are expected to abide by the generally accepted rules or network etiquette. These include, but are not limited to, the following:
   a. Be polite.
   b. Do not become abusive in messages to others
   c. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
   d. Do not reveal the personal addresses or telephone numbers of other Internet users.
   e. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail.
   f. Messages relating to or in support of illegal activities may be reported to the proper authorities.
   g. Do not use the network in any way that would disrupt its use by other users.
   h. Consider all communications and information accessible via the network to be private property.

5. NO WARRANTIES - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the student suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the student's errors or omissions. Use of any information obtained via the Internet is at the student's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. INDEMNIFICATION - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, arising out of, any breach of this Authorization.

7. SECURITY - Network security is a high priority. If your student can identify a security problem on the Internet, the student must notify the principal or his designee. Students should not demonstrate the problem to other users. Other security issues your child should know:
   a. Keep account and password confidential.
b. Do not use another individual's account without written permission from that individual.
c. Attempts to log-on to the Internet as another individual will result in cancellation of user privileges.
d. Any student identified as a security risk may be denied access to the network.

8. VANDALISM - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses, equipment/hardware

9. TELEPHONE CHARGES - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs

BUS RIDERS / NON—BUS RIDERS

Students who live more than 1 1/2 miles from the school will be provided bus service at no cost. Service begins on the first day of school. If you live within the 1 1/2-mile radius and are interested in arranging bus service for your child, please call the school office. The transportation cost will depend on the number of siblings in the family.

Non-bus riders are not permitted to ride a Peoria Public School’s school bus before or after school. Students may ride the bus during the day for field trips and other school sponsored events.

BUS RIDERS RULES AND SAFETY

Your child's responsibility for good behavior and cooperation should not stop when he/she becomes a passenger on a Peoria Public School bus. Each student has a responsibility to behave in a safe and sane manner. Unacceptable behavior will not be tolerated. Each bus driver has a serious and demanding responsibility to transport students to their destinations safely, and all students should recognize their part in obeying the basic rules and instructions in assisting drivers in carrying out their duties.

The following is a list of basic rules of conduct that all students will be expected to obey:

1. Students are always to remain seated except when boarding or leaving the bus.
2. There is to be no fighting, pushing, or tripping.
3. Profanity is not to be used at any time.
4. Objects are never to be thrown out of windows.
5. Hands, feet, heads or any other objects are never to be hanging out of windows.
6. Students responsible for vandalism may be responsible for the cost of damage and may also be suspended from the bus and/or school.
7. Students are not to tease, annoy, or aggravate other students in any manner.
8. Excessive noise can be a distracting safety factor and will not be tolerated.
9. Items/objects are never to be thrown on the bus and all litter should be picked up and disposed before leaving the bus.
10. There is to be no smoking or lighting of matches, lighters, etc.
11. Food and drink are not permitted on the bus.
12. Any article that may be injurious or objectionable in nature is not to be brought on the bus.
13. The driver and/or monitor should always be obeyed.
14. Students are to be on time, stay off the road - wait in designated areas and wait until the bus completely stops before boarding or leaving the bus.
15. At dismissal, if a student leaves the school grounds, they may not ride the bus home.
   **Please keep in mind that riding the bus is a privilege! This privilege can, and will, be revoked because of unacceptable behavior. Written notices will be mailed to the parents/guardians when bus incidents occur.**

**PARKING**

The Von Steuben School public parking lot is on the East side of the building (entry on Forrest Hill). PLEASE DO NOT PARK in the Administration parking lot on the West, or in the church lot. You may park on the street where and when it is legal. **Please do not drive into the administrative/teacher lot to drop off students.** This is dangerous and causes congestion problems. Students are NOT to walk through the Staff or Administration parking lot.

**SAFETY PATROL**

Crossing guards MAY be available at the corner of Wisconsin and Forrest Hill to supervise the crossing of students. Students are always to obey the Crossing Guards. Refusal to obey a Crossing Guard may result in some form of discipline, especially for repeated offenses. Students are not to walk in the streets except at designated crossing areas and in front of the school perpendicular to Maryland.

**ACTIVITY HOURS**

Extra-curricular activities, club meetings, practice sessions, and academic assistance may take place as early as 7:00 A.M., and as late as 6:00 P.M. Some competitive activities may extend well beyond these times under some circumstances. Athletic schedules in the newsletter indicate times and dates for each. Please make sure your child is picked up when an event or activity is over.

**FINE ARTS PERFORMANCES**

Students who participate in band and/or chorus and/or orchestra are required to attend the Fall and Spring Concerts, as well as, certain other performances. Students who fail to perform (unless a valid reason is given to the instructor prior to the performance) will receive a lower grade in the course. These subjects are required during the regular day and students are given time during the
school day to practice. Students may not be allowed to attend other performances such as Spring Arts at the Courthouse.

INCLEMENT WEATHER

When the temperature is below 15 degrees (above zero) we will not send the students outside for lunch recess and students will be admitted into the school to designated areas at 7:15 a.m. However, each student should have hat, coat, gloves, boots, etc., to wear outside at lunch recess on days when it is snowy, cold, wet, etc. We will not send them outside in rain, or below 15 degrees, as a usual procedure. Those items are also needed for the daily PE class which may be outside for a short time. We also ask that you not send students to school early during inclement weather, since we have no early supervision. Excused absences may be granted by the District’s Central office in the event of extreme inclement weather.

BICYCLES

There are bicycle racks on the East side of the building by the parent parking lot. For safety reasons, students should not ride bicycles on the school grounds between 7:15 am. and 2:45 pm. Students riding bicycles to school, should stop across the street, walk 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.

RELATIONSHIPS

Holding hands, hugging, kissing, etc. are not acceptable behavior while at Von Steuben. These actions will not be tolerated in the classroom, hallways, playground, lunchroom or any other area on school property during school hours or other school activities.

Students are expected to refrain from displaying the above actions or discipline may result.

OFFICE TELEPHONE

The office phone is a school business phone only. Students are not to use the office phone for last minute arrangements that should have been made at home that morning or the night before. Emergency use is permissible, with permission of the principal. Students will not be excused from class to make phone calls except with the permission of the principal. Parents are not to call the school and ask to talk directly to students. A message will be given to the student and he/she can then call home after school.

GUM, CANDY, SODA, FOOD, DRINKS

No food, gum, candy, soda, or other foods & drinks allowed in the classrooms, gym, library, hallways, etc. Snacks may be allowed during school hours for classroom incentive with the principal’s permission. Students may not bring their own snacks. Snacks must remain in the classroom that they were received. All uneaten snacks will be disposed of prior to leaving that
classroom. Detentions may be issued by the classroom teacher for insubordination if a teacher has requested a student to throw away their candy, etc. after being reminded to do so previously.

**SELLING OF ITEMS**

No personal items or items for non-school related organizations can be sold at any time. This excludes school fundraiser items. Students who are caught may be disciplined for gross insubordination.

**ELECTRONIC DEVICES**

Students are not to bring headphones, IPODs, MP3 Players, or any electronic device to school. If a student is caught with any electronic device, **it can be confiscated** and held until a parent comes to pick up the device. **Cell phones are not allowed on a students’ person during school hours.** Phones will be sent to the office and must be picked up by a parent or guardian personally. Repeat offenses will result in the device being held until the end of the school year. The school will not assume any responsibility for any electronic devices that are lost, stolen or damaged at school.
STUDENT DRESS & GROOMING CODE

While the main responsibility for dress and grooming rests with the student and his/her parents, the Board has the responsibility to insure a minimum standard, which would not be disruptive to the educational process, or create a health or safety hazard. Parents, please monitor the shortness and tightness of shorts, skirts, and any other apparel. School officials reserve the right to request parents to bring clothes for students wearing unacceptable items. The principal or his designee will determine the appropriateness of clothing being worn. See following Uniform Policy.

VON STEUBEN MIDDLE SCHOOL UNIFORM POLICY & CODE

BOTTOMS:
- Solid Blue, Black or Khaki uniform pants (NO JEANS of any color)
- Belts may be color but must always be school appropriate and buckled.
- No lettering or logos, cargo or carpenter pants are acceptable. Pants may not have holes, rips/tears, patches, extra zippers or decorative items.
- Pants must be worn at the waist and the appropriated size. (no sagging)
- Shorts length - must be at the tip of the students fingers when standing with hands to his/her sides or greater and worn at the waist. (no sagging)
- Skirts - no higher than 4” from the top of the knee cap and worn at the waist

NOT PERMITTED

Jean material, yoga, athletic pants, sagging, joggings, leggings, tights, pajama bottoms or leisure pants (leggings or tights of a solid school designated color may only be worn under a skirt or jumper).

TOPS:
- Long/Short sleeved Solid Blue, Black, or White Collared shirts. (No lettering)
- Solid polo, oxford, turtleneck shirt is acceptable.
- Tops must be tucked in at all times.
- Any undershirt must be a solid “uniform” color (white, blue, black) with no lettering.

NOT PERMITTED

Low-cut or revealing necklines and only the top button can be unbuttoned (appropriateness of the button placement is left to the discretion of the Principal)
SWEATERS & SWEATSHIRTS

- Solid, White, Black, or Blue Cardigan V-neck, and Crewnecks are acceptable when worn with collared shirt underneath.

NOT PERMITTED:

- Tops of any kind containing a hood.
- Jackets or outerwear with a full zipper

SHOES:

- Shoes must have a back or back straps and closed toes.
- Gym shoes should have white or non-marking black soles and be appropriate for athletic activity.
- PE is scheduled for every day. Students must have appropriate shoes every day for PE.

NOT PERMITTED

House slippers, flip flops, athletic flip flops, shoes with no toes or backs

Hair shall be neat and clean. Hair rollers, curlers, a head scarf, etc. may not be worn. Bandanas will not be permitted to be worn for any reason even as a headband. No sweat-bands, arm or wrist bands will be worn.

Uniforms must be worn in the manner they were designed. No rolling, pinning, tucking in socks or otherwise inappropriate display determined by the discretion of the Principal.

**Von Steuben School authorized Spirit Wear T-shirts and sweatshirts may be worn any day of the week with uniform bottoms!**

UNIFORM FREE DAY EXPECTATIONS:

Appropriate dress is expected on Uniform Free Days. Jeans must be a solid plain color. Jeans may not have any additional zippers, patches, rips, tears, added jewelry, etc. Tops must be school appropriate. Students who dress inappropriately may be provided with a uniform or be allowed to call home for appropriate clothing. Students who continually violate the uniform policy may lose uniform free day privileges.
NOT PERMITTED INCLUDING UNIFORM FREE DAY

- Bare midriffs, chests, or totally bare shoulders are not allowed. Tank tops or string tops are not to be worn unless another shirt is worn underneath. Skirts, dresses, slacks, shorts or other clothing must not be so short, tight fitting, or of such a nature as to be suggestive or revealing as determined by the Principal.

- Hoodies, jeggings, tights, and leggings are not allowed.

- Hats and overcoats are not permitted to be worn inside the school buildings. This definition includes items such as nylon jackets.

- Cleats or metal taps which cause noise or floor damage are not allowed.

- Clothing cannot display slogans, pictures or emblems which exhibit obscene or profane expressions of cigarettes, alcohol, drug culture, or gang related, etc. and must be uniform appropriate.

- School officials reserve the right to require parents to have their child change clothes, hair color, cover tattoos and markings, etc. that cause disruption in the classroom and interfere with the learning process

- Students who dress inappropriately may be provided with a uniform or be allowed to call home for appropriate clothing. Students who continually violate the uniform policy may lose uniform free day privileges.

Violation of the dress code will result in the student being sent to the office to call home for the proper uniform clothing. The student will then wait in ISS for the proper uniform to arrive. If uniform violations continue, the Principal can issue the appropriate additional consequences for insubordination.

**Picture Day is not a uniform free day.**
STUDENT ORGANIZATIONS & ACTIVITIES

The school program is enhanced with many student organizations and activities. Some are as follows:

- Band
- Cheerleading
- Young Authors
- Math Counts
- Dance
- Community Based Instruction (CBI)
- Chess Club
- Chorus
- Soccer
- Art Contests
- Student Council
- Horizons club
- AVID
- Softball
- Volleyball
- Basketball

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

VON STEUBEN PARENTS’ CLUB

The Von Steuben Parents’ Club welcomes participation by any, and all, parents and guardians of our students. Many parents have special skills, knowledge, and information that can be useful in the school if you will let yourself be a volunteer. This year Parents’ Club meeting dates are yet to be determined. We will try to accommodate as many families as possible when setting the meeting times and days. Your support is vital to the success of our school. If you can’t commit to regular meetings, PTO is often looking for parent volunteers for fundraising. Von Steuben appreciates any assistance from parents in this area.

Contact the school, 673-6561 for more information or if you are interested in getting involve.

SERVICE PERSONNEL

In order to serve the students and families the best way, we have the following service personnel:

1. Speech Pathologist
2. Nurse
3. Psychologist
4. Social Worker
5. Teachers
6. Secretary
7. Principal
8. Assistant Principal
9. School Counselor
10. Children’s Home Therapist

Initial concerns should be discussed with the teacher, and solved, or referred, from there. Problems requiring the CSSS Team or Problem-Solving Team need to be referred on a team referral form. Consult the office for proper procedure.

LOST & FOUND

Items that are found should be turned in to the office if the owner is unknown. There is a lost and found location in the office. If you have lost clothing articles, look there. If you have lost other types
of items; i.e. rings, watches, books, etc., look there and check in the office. Smaller items are usually turned in to the office. The school is not responsible for any item brought to school then lost. Clothing items not claimed at the end of each grading period will be given to agencies such as Good Will. Items left in lockers during school and after summer vacation begins are not the responsibility of the school but the student. Such items may be disposed of without notice.

**FEES FOR INSTRUCTIONAL MATERIALS**

1. Each student is required to pay an annual textbook rental fee (see below). This fee is used to purchase textbooks and instructional materials.
2. All parents have the opportunity to pay textbook fees on-line. Directions can be found on the district web page at www.psd150.org. Please see page 18 for instructions.
3. If your child is approved to have the textbook fee waived, you will be notified. An “Income Form” has been sent home for parents to complete in order for this decision to be made. All our families must complete the “Income Form” every year even though students receive free breakfast and free lunch.
4. The Textbook Fees for Each Grade Level Are: Grades 5 – 8 $55.00
5. If your child has a lost or damaged book, you will be charged according to the cost of that book.
6. The students are assigned books by our new bar-coding system. Students who lose or damage their books will be responsible for that textbook regardless whether or not you receive lowered or free textbook fees.

**DISASTER DRILLS**

During the school year we will have several drills for fire, safe schools, and tornado. Each room has an evacuation route posted. All students should become familiar with the routes in the rooms of their classes.

**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 quietly in line. (4)

**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 be detained until the all clear is sounded. They will not be dismissed or put on buses. (2)

**Bus Evacuation** - all students will participate in at least one bus evacuation drill. (1)

**Safe School Drill** – when the school is in “lockdown,” no one will be allowed to enter or leave the building without the permission of the principal or acting principal. (2)

**School Evacuation Drill** – when there is eminent danger within the school, students will be escorted to a designated safe place. (2)
BREAKFAST/ LUNCH

Von Steuben 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. The school Hot Lunch Program will begin the first full day and will be available every full day throughout the year, including the last full day of school. The only exceptions are the shortened sessions for teachers’ workshops. Please do not call school to get the menu, see District website for information.

Each class will have a 30-minute lunch period. We have adequate seating and time for everyone. A student may bring a sack lunch or receive a Hot Lunch. If a student chooses to eat a Hot Lunch, they may not bring in additional food or drink (this is a program guideline). We recommend that everyone eat a lunch.

Because nutrition and a child’s learning are related, children will not be permitted to bring in other snacks such as a bag of chips, cookies, candies, soda, etc. if they are eating hot lunch. These items will be taken to the office for students to pick up after school. If they are not picked up on the same day, they will be thrown away.

Von Steuben is a closed campus. 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/guardians or sponsors, who wish to eat with the student and bring in outside food, will eat that lunch in an alternative setting, at the Principal’s discretion, away from the cafeteria. Arrangements must be made in advance.

Breakfast will be available to students during homeroom each morning beginning at 7:20 a.m. until 7:30 a.m. Students arriving after 8:00 a.m. will eat an alternative breakfast for a shortened period in the cafeteria.

Hot Lunches are to be ordered one day in advance through the Homeroom Teacher each morning. Students who are absent and did not order a lunch will receive a lunch but not necessarily the most popular selection for that day since limited numbers lunches are available for those students who have placed an order the previous day.

If a student is going to be tardy, a phone call before 7:30 is necessary! Hot Lunches include three or more items, and milk.

Students must sit where they are directed. Students are to remain in their seat until dismissal (for a short recess – weather and behavior permitting). The Principal or his designated (Cafeteria Supervisor) may assign seats in the cafeteria to any and all students at their discretion. ALL GARBAGE is to be disposed of by the individual student, in the proper containers.

PLAYGROUND RULES

1. Students should be asked to arrive at school no earlier than 7:15 A.M. unless they are taking part in a before-school activity. All students report to their homeroom when they
enter the building with their teachers and get a breakfast on their way by the lunch personnel.

2. Students should leave school at dismissal time and go straight home, unless they are taking part in after-school activities or kept after school. There is no supervision for students waiting for a sibling in an after-school activity; therefore, they are requested to walk home.

3. If a student leaves the school grounds without prior permission from the Principal, they may not ride the bus home or re-enter the building for any school activity.

4. Bicycles are not to be ridden on the school grounds on school days between 7:00 A.M. and 3:00 P.M. If a student rides his/her bike to school, it should be walked from across the street and to the bicycle rack – then locked and left, no one is to stand near the bike racks unless locking or unlocking his/her own bicycle and leaving...NO ONE ELSE!!!

5. SKATEBOARDS are not to be ridden to school or at school on school days between 7:00 A.M. and 3:00 P.M. Skateboards should be left home.

6. The school will not be responsible for bicycles, ball gloves, electronic devices, watches, etc., if they are brought to school and lost or stolen.

7. There should be no type of softball, baseball or football played near the school on the blacktop from 7:00 A.M. to 3:00 P.M. on school days. These activities have a place on the grass or at the ball diamonds. Balls should not be thrown, kicked against or near the building.

8. Students will be taught their doors for entrance and exit and should use them regularly.

9. There should be no running near the edges and/or corners of the building, as well as in and out the doors.

10. Proper manners and respect for adults, other students, and crossing guards, will be strictly enforced. Teach all students what is expected for all occasions. Students may be given detentions for failing to obey crossing guards.

**TRANSFERRING OF STUDENTS**

If you find that you will be leaving Von Steuben Middle School, please try to notify the school several days ahead of your departure. Since it takes a minimum of several hours to adequately complete the transfer process, this will allow everyone ample time to complete this process.

If your child will be going to another Peoria Public School, he/she will take his/her books (except for the Science, Social Studies and Math) with them. 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 our receiving a release form which you, the parent, have signed at the new school. This process will hopefully avoid any lost or damaged personal student records.

Students who owe money for lost/damaged books, book fees, fundraiser, or fines and transfer to a new school will be expected to pay the amount owed. Failure to do so will result in your account being turned over to a collection agency.

**HOMEWORK**

Students in the Middle School should have some homework each day. Homework is intended to be assignments to be done at home. These assignments may be for practice, reinforcement, research, or exploration. Students are required to record homework in their planners.

**PLANNERS**

Students will also be issued a school planner. They will record all school/home work in their planner. Parents can use the planner to see what the daily expectations are for their student. The planner will also contain the student’s hall pass. The student is responsible for their planner and if they lose it, they will need to purchase a replacement for $5.00. This planner should be kept with the student at all times.

**Student will not be allowed to leave the classroom without their planners.**

**HONOR ROLL**

Each grading period, students who work hard to achieve good grades are given a certificate for being on the honor roll. Von Steuben has 3 honor rolls. They are “A” honor roll for students who earn all “A’s” in every class. Honors for students earning all “A-B’s”.

**DISTRICT – WIDE TESTING PROGRAM**

Von Steuben Middle School participates in a wide variety of District #150 sponsored testing programs to help evaluate the progress of our students. The testing program evaluates the many different aspects of our educational program that directly affect our student population.

This testing will provide both the student and the school with an accurate report on the student’s strengths and weaknesses. With this knowledge, both the school and the student can work together to insure the very best possible education opportunity for the student.

<table>
<thead>
<tr>
<th>NWEA All Students</th>
<th>PAARC All Students</th>
<th>District Common Assessments 5th grade</th>
<th>ACCESS (ELL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>September, January, May</td>
<td>Spring – TBD</td>
<td>October, December, February, May</td>
<td>September, January, April</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>January</td>
</tr>
</tbody>
</table>
CURRICULUM

Students in grade 5 through 8 will have the following subjects for a required amount of time each day/week:

English Language Arts, Math, Science, Social Sciences, PE, Computer, Music, Visual Art, Fine Arts (Band, Chorus or Orchestra)

6th – 8th Grade are also able to apply to be in the AVID Elective class each Spring.

PROGRESS REPORT AND REPORT CARD DATES

Progress reports will be given out four times during the school year. You should monitor the progress being made by your child. These reports serve as an excellent tool to help identify problems before it is too late to raise the grade(s). Progress reports and report card dates are listed in the school calendar and in the monthly newsletter. Family Access is available 7 days per week, 24 hours.

DISCIPLINE POLICY

Von Steuben 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.

STUDENT BEHAVIOR

It is our belief that an atmosphere conducive to learning must be in place before effective education begins. A comfortable, secure, and consistent classroom environment is an integral part of the learning process. Therefore, the staff have instituted a classroom management program for all 5th, 6th, 7th, and 8th grade students called PBIS (Positive Behavior Intervention and Supports). Your involvement in your child’s education is the foundation of the learning experience. Please contact your child’s teacher(s) if you have any concerns or questions.

PBIS – Positive * Behavior * Interventions & * Supports

The basic premise of PBIS is to use different strategies to achieve positive outcomes. These outcomes are important both socially and academically to prevent problem behavior. We prevent problem behaviors by teaching what is expected in every area of our school. We model positive behavior. We reteach positive behavior when necessary. We provide incentives for the expected behaviors.

The PBIS team is made up of staff at our school who look at the whole school’s data and problem solve how to inspire positive behavior from our students. Behaviors are taught through
modeling and Cool Tools. Cool Tools are lessons that structure how staff teaches the expected behaviors and are taught at least once each week.

Data is the resource that we use to measure the status of our students’ behavior as a school. We analyze the data and then create ways to reteach expected behavior.

Zones of Regulation and Lion’s Quest will be introduced and used by all students and staff.
CORRECTIVE MEASURES
"The policies and procedures outlined in this Student Handbook are subject to change for the 2020-2021 school year. If any changes are made, they will be posted on the school's and district's websites."

1. A teacher may issue detentions for minor offenses that are deemed disruptive, disrespectful or disobedient. Any conduct deemed in violation of classroom rules or misconduct of any type on school property, before, during and after school hours and during school functions may also result in a detention.

2. Upon receiving a detention, the teacher will complete the Detention Form, give the student a copy of the form, turn a copy of the form in to the Detention Supervisor, and notify the parent/guardian informing them of the reason, date and time of the detention.

3. Detentions will be served during lunches. Detention is held in the ACE room and will be scheduled for the next available day. Students will serve two lunch periods for each detention they are issued. If a student is late to detention, they will not be able to enter and will receive an additional detention. Students refusing to serve assigned detentions will be issued on full day of ISS.

4. Receiving 3 detentions within one week is equivalent to a major and the student will be sent to the office for consequences determined by the Principal.
FRIDAY SCHOOL

Students who are disruptive to the educational environment or educational process with a Substitute Teacher will be assigned to Friday School. Students who receive three detentions in one week will be assigned a Friday School. Friday School may also be assigned to a student at the discretion of the Principal. Friday School will be from 2:35 to 4:35 pm. Students must make arrangements to be picked up at the assigned time. The students’ failure to attend, or if dismissed from Friday School for inappropriate behavior, will result in the student receiving ISS (In School Suspension) the next attendance day for the student and a parent/guardian being contacted.

The structure of Friday School will be based on re-teaching appropriate behavior by targeting the areas of challenge for the student. Students will be given the opportunity to reflect and determine their own corrective actions.

ACE Room – Alternative Classroom Education

Von Steuben follows BIST (Behavior Intervention Support Team) procedures for redirecting student engagement. Students that are not engaged who are disruptive to the educational environment will follow BIST procedures:

1. Student will be given a warning.
2. Student will be sent to the “safe seat” in the classroom where he/she will be asked to reflect on which life skill he/she needs to improve upon. He/She will be asked to process with the teacher before he/she may return to their regular seat.
3. If the student does not follow the rules in the “safe seat” he/she will be escorted to a “buddy room” and will be required to process with his/her teacher before he/she may return to his/her regular classroom.
4. If the student does not process or does not follow the rules in the “buddy room,” he/she will be escorted to the ACE Room for the remainder of the class period. In ACE the student must properly complete a reflection sheet and school matrix.

After the student has completed the reflection sheet and matrix about their inappropriate behavior, described preventative choices and take corrective actions, they will move their focus to their academics (sent to the ACE room by teachers). Incorporating the academic step provides the student with the opportunity to focus on the purpose for attending school while testing their readiness to return to the classroom. Students will return to the classroom at the end of the class period when they have met all expectations or when Principal or Assistant Principal allows the student to return to the classroom.

While in the ACE room, they will be given assignments that are behavior related and focused on correcting inappropriate behavior. Students will not have the opportunity to participate in social activities while in the ACE Room. Failure to comply with the expectations of the ACE Room and the adult in the room, will result in further disciplinary assignments.

Any student refusing to meet expectations at the teacher’s request will be assigned to the ACE Room. The ACE Room may also be assigned to a student at the discretion of the Principal.
or Assistant Principal. Students who are assigned to the ACE room will have the opportunity to work through their challenges that has interfered with their learning or the learning of others in their classroom or school.

**MEDICATION**

When a doctor certifies that medication is required to be given during school hours, administering of medication will be under the proper restraints as recommended by the American Medical Association and the Illinois Association of School Nurses. Parents must obtain the proper form from the school office and have it completed by the doctor. The medication must be provided in an appropriate container labeled by the pharmacy or physician. The school nurse will then administer the first dose. A new form is **REQUIRED** at the beginning of each year. Medication is not to be sent to school without the above procedures. Also, medication is not to be sent in containers other than those mentioned above.

**STUDENT RECORD INFORMATION**

In accordance with 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 records, you will need to complete a written request through the main office and one of our staff members will be very happy to go over these records with you. If a request of “access” to a student’s records is made by the parent “not having legal custody,” information will not be released unless a copy of a court order giving access to only one parent or other guardian is on file at school. (Due to the fact that some records such as test scores may need some special interpretation, access to records will not always be immediate.) If at any time you have any questions concerning these records, please feel free to ask.

Student temporary records are subject to periodic review for purposes of removing all information which 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 one week after the student’s last day of school.

**PHYSICALS, DENTALS AND IMMUNIZTIONS**

Please see the Peoria Public Schools website for updated information at

[www.peoriapublicschools.org](http://www.peoriapublicschools.org)
Von Steuben Middle School relies on support from parents in the education of their child. The school and teachers cannot do the job of educating your child alone. Your support and involvement are important and appreciated. Working together, we stand a better chance of ensuring that your child will have a successful year.
Von Steuben Middle School
Acknowledgement & Agreement
Return to your homeroom teacher no later than August 31, 2020

I have read the Von Steuben 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 Von Steuben 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

RETURN THIS PAGE ONLY

"The policies and procedures outlined in this Student Handbook are subject to change for the 2020-2021 school year. If any changes are made, they will be posted on the school's and district's websites."