

Student Handbook

Old Orchard Junior High



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Introduction

This handbook is designed to acquaint students with the rules, procedures, and other relevant information necessary for the orderly functioning of our school. This handbook is not all inclusive, therefore additional rules and procedures may not appear in this book.

General School Information

School hours

School is in session from 8:30 a.m. until 3:25 p.m. Tuesday through Friday, and from 8:30 a.m. until 2:54 on Monday. Unless participating in a before school activity or attending breakfast, students are not expected to arrive at school before 8:10 a.m.

After school activities

After school activities are posted on the TV announcements. For a full list of activities available, please visit the Old Orchard website, search under the “Students” tab for Clubs and Activities. After school activities begin at 3:30 p.m. If a student is attending after school activities, they are expected to be at that location by 3:30 p.m. when that bell sounds. When attending an after school activity, students can get a bus pass to ride the activity bus home. Activities end at 4:20 p.m. and the buses leave to start taking the students home at 4:25.

After School Activity Bus

If a student does not attend an after school activity, they can not ride the activity bus home. An after school activity bus is available and departs at 4:25 p.m. for those students participating in an after school activity. All students may use this service without charge by obtaining an activity bus pass from the activity sponsor, which is good only on the date issues. There is no after school bus on Mondays.

Before School Activity Bus

A before school activity bus arrives at school at approximately 7:45 a.m. for those students who are participating in a before school activity and/or meeting with a teacher. This service is available Monday-Friday *only for paid bus riders*.

I.D. Cards

Students must have their ID cards in the back of their iPad case. Students will use their I.D. to purchase breakfast and lunch and check out library books. Students may not deface their I.D. cards. If I.D. card is lost or damaged a new one must be purchased for \$5.00.

Standards Based Grading

Standards-Based Grading (SBG) is a set of teaching and reporting practices that communicate how a student is performing against a predetermined set of standards. SBG also separates out learner qualities; communicates respectfully, follows expectations in the classroom, participates in learning, quality of work, and preparation for class to give the most accurate picture of student learning.

We Believe

- All students can learn at a high level and it is our responsibility to utilize best practices to that end
- The primary purpose of assessment and evaluation is to improve student learning
- The most accurate reporting systems are those that separate academic achievement from behavior reporting
- Students deserve multiple opportunities to demonstrate what they know and can do after learning
- Learning is a process and where you finish is more important than where you start or how long it takes you to get there

Why We Grade

- To provide constructive and timely feedback for students
- To identify the academic strengths and needs of each student to support student –learning
- To promote student self-reflection and engagement in the learning process.
- To strengthen communication between home and school with a focus on student learning
- To communicate the student’s progress towards the achievement of the Illinois Learning Standards

Key Grading Practices

Zeros are not given as a grade on assignments. Zeros are almost impossible to overcome and are rarely accurate. How often does a student know nothing? Students have multiple opportunities to turn in work to better provide an accurate picture of their learning.

Our students often work in groups on classroom assignments and projects. In an SBG system, students will receive an individual grade based on their own learning when they participate in group work.

In an SBG system, extra credit is not given to students, because it distorts their grade. The goal of SBG is to provide an accurate picture of student learning aligned to the standards.

Providing students with opportunities to retake assessments and redo activities is sound educational practice that is in the best interest of our students. We recognize that all students learn at different rates and should be granted opportunities to correct mistakes. Each teacher will clearly communicate to students and parents their retake procedures.

The purpose of homework is to provide meaningful independent practice opportunities, background information, or to enrich classroom experiences. In an SBG environment homework is used to practice a skill, to prepare students for upcoming learning, and to reinforce and extend learning, but never to learn material for the first time. Homework - although a useful tool for learning - should not have an impact on a student’s academic grade within an SBG system because it is practice aimed at increasing the student’s capacity to meet a standard. Additionally, it is not possible to verify that the student who is assigned the homework completed the homework on his/her own. As a result, homework will be used for formative feedback only and will not be included in the formation of the academic grade.

Performance Levels

Not Meeting	Approaching	Meeting
Student demonstrates significant gaps in understanding the standard and needs support from teachers to progress.	Student demonstrates some gaps in understanding the standard.	Student is able to demonstrate understanding and/or application of the skills and concepts of the standard.

Learner Qualities

Learner Qualities	Does Not Meet Expectations	Approaching Expectations	Meets Expectations
	Student does not yet demonstrate the qualities regardless of teacher support. *I do not yet demonstrate these qualities with or without teacher support.	Student needs teacher reminders to successfully demonstrate qualities. *I demonstrate these qualities with teacher support.	Student demonstrates the qualities most of the time - often independently. *I am able to demonstrate these qualities most of the time without teacher support.
Follows expectations in the classroom <ul style="list-style-type: none"> Follows routines and instructions Uses class time effectively Uses class time for class assignments 	I am not yet able to follow classroom expectations with or without teacher support.	I am able to follow classroom expectations with teacher support.	I am able to follow classroom expectations usually without teacher support.
Communicates respectfully <ul style="list-style-type: none"> Shows respect for self Shows respect for others Participates respectfully (voice level, appropriate language, tone, body language) 	I am not yet able to communicate respectfully with or without teacher support.	I am able to communicate respectfully with teacher support.	I am able to communicate respectfully usually without teacher support.
Quality of work <ul style="list-style-type: none"> Puts forth effort/evidence of thinking in work that is completed (quality) Directions are followed completely 	I am not yet able to turn in quality work with or without teacher support.	I turn in quality work with teacher support.	I turn in quality work usually without teacher support.
Preparation for class <ul style="list-style-type: none"> Completes tasks and assignments on time Consistently completes independent practice/homework to improve understanding in order to be prepared for class Consistently brings required supplies to class 	I am not yet able to come prepared for class with or without teacher support.	I come prepared for class with teacher support.	I come prepared for class usually without teacher support.
Participates in learning <ul style="list-style-type: none"> Engages effectively in collaborative activities Actively listens Independently works without supervision Seeks help when needed 	I am not yet able to participate in learning with or without teacher support.	I am able to participate in learning with teacher support.	I am able to participate in learning usually without teacher support.

OOJH students are expected to uphold the Honesty Policy by being responsible for their own work and learning, as well as being honest in their dealings with others. Students who attempt to submit work that is not their own have violated the Honesty Policy by cheating. Specific actions that constitute cheating include:

- Taking a test and receiving help of any kind from others or from hidden answer sheets, notes, or devices. This includes copying or receiving answers from others, seeing a copy of the test beforehand, checking answers from another student, or giving help to another person.
- Lending or borrowing homework or class work, unless the teacher has specifically instructed students to work together, plagiarizing work, including copying out of books, the Internet, or other sources without proper citation.
- Intentionally misgrading either your work or another's work.
- Representing homework or a project as your own when a member of your family or another person actually did the work.
- During a quiz, talking to yourself or anyone other than the teacher. This includes any form of communication with another student.
- Forging a parent(s) signature.

The consequences of violating the Honesty Policy or cheating include notification to parents and consequences may include detention, suspension, additional assignment, or loss of privileges.

Honors and Awards

Every trimester, students will be acknowledged for demonstrating the learner qualities of the Standards Based Grading system. Upon completion of the third trimester, students will be acknowledged for academic achievement and growth.

Trimester Awards

- "The Bulldog Way Award: Dedicated Learner" will be earned with 3's in quality of work, prep for class, and participating in learning. Students earning this award will receive a magnet.
- "The Bulldog Way Award: Community Builder" will be earned with 3's in following expectations, communicating respectfully. Students earning this award will receive a magnet.
- "Top Dog Award" will be given by individual classroom teachers for the student's achievements in both academics and learner qualities.
- Students will also be recognized for extra-curricular activity participation.

Trimester 3 Awards

- "Academic Achievement Award" will be earned if a student meets standards in all strands.
- "Academic Advancement Award" will be earned if a student demonstrates academic growth.

8th Grade Graduation Awards

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Presidential Award for Educational Excellence

If a student receives a score in the 85th percentile or above for 7 out of 9 MAP scores across 6th through 8th grade. For students that are not required to take the MAP at every administration, they will need to score in the 85th percentile or above, on a specific amount of MAP scores across 6th through 8th grade, as determined by administration. Students must have all 3's for learner qualities for three trimesters of 8th grade. Students that transfer to OOJH will have their school records reviewed. If school records are not available, then their highest MAP score at OOJH will fill in for their missing MAP scores. Students earning this award will receive a white cord to wear at graduation.

Academic Eligibility for Sports/Activities

Tryouts/Auditions:

Students must earn an academic grade of Meeting, Approaching, or Not Meeting in order to be eligible to tryout for interscholastic athletics. Students may not have any Insufficient Evidence (IE) grades. Students must demonstrate a 2 or 3 in all learner qualities, in all classes to be eligible to try out for interscholastic athletics. If a student has an in school suspension or out of school suspension on the day of tryouts, that student may not participate in tryouts.

Game/Performance:

Once a student is on an interscholastic team, they must maintain an academic grade of Meeting, Approaching, or Not Meeting in all classes to play in games. Students may not have any Insufficient Evidence (IE) grades. The student must also maintain a 2 or 3 in all classes, in all learner qualities. The coach will check academic and learner quality status, in all classes, on a weekly basis to determine eligibility for game play. If a student has an in school suspension or out of school suspension on the day of a game, that student may not participate in the game.




Sportsmanship:

Student Athletes are expected to demonstrate positive sportsmanship by showing respect to all student-athletes, coaches, spectators, and officials. If a student demonstrates unsportsmanlike behavior they may be suspended from game play at the discretion of the coach and Dean of Students.

**Students may apply to the Dean of Students for an athletic waiver for consideration of extenuating circumstances.

Expectations By Location

The Bulldog Way

-  Be Respectful to others
-  Be Responsible for yourself
-  Be Ready to learn

<u>Location</u>	<u>BE RESPECTFUL</u>	<u>BE RESPONSIBLE</u>	<u>BE READY</u>
<u>Activity</u>	<ul style="list-style-type: none"> * Use appropriate language and tone of voice * Keep hands, feet, and objects to yourself * Display good sportsmanship * Listen and respond politely to your peers 	<ul style="list-style-type: none"> * Listen and respond politely to adult directions * Use equipment appropriately 	<ul style="list-style-type: none"> * Have correct passes * Arrive and leave on time * Dress appropriately * Bring & leave w/ necessary materials
<u>Assembly/ Field Trips</u>	<ul style="list-style-type: none"> * Enter/exit building quietly * Listen for directions * Applaud appropriately * Be a polite audience member * Keep hands, feet, and objects to yourself * Use appropriate language, volume and tone of voice 	<ul style="list-style-type: none"> * Follow guidelines of forum/gym or the place you are visiting * Remain with assigned group * Listen and respond politely to adult directions 	<ul style="list-style-type: none"> * Be on time * Bring necessary supplies * Dress appropriately * Use washroom prior to start of trip

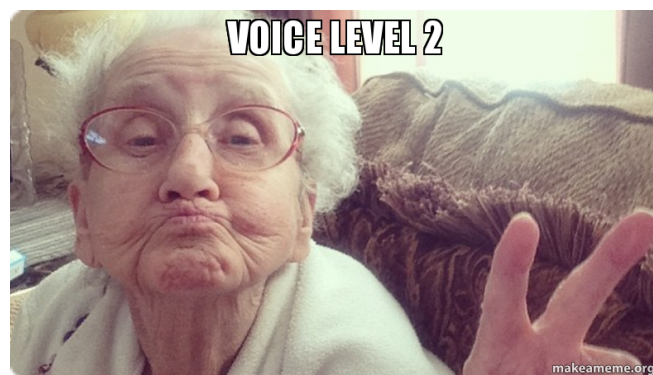
<u>Location</u>	<u>BE RESPECTFUL</u>	<u>BE RESPONSIBLE</u>	<u>BE READY</u>
<u>Arrival/ Dismissal</u>	<ul style="list-style-type: none"> * Enter/exit in a safe and orderly manner * Remove all non-religious headwear upon entering * Use appropriate language, volume and tone of voice * Keep hands, feet, and objects to yourself * Listen and respond politely to your peers 	<ul style="list-style-type: none"> * Remain on school grounds once arrived * Monitor personal belongings * Listen and respond politely to adult directions 	<ul style="list-style-type: none"> * Vacate the building/hallway/ school unless staying for supervised activity * Arrive on time * Have a communication plan established with home * Dress appropriately for the weather
<u>Bathrooms/ Locker Rooms</u>	<ul style="list-style-type: none"> * Be considerate of others privacy * Be considerate of school property and property of others * Return to class in a timely manner * Use appropriate language, volume and tone of voice * Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> * Dispose of trash appropriately * Listen and respond politely to adult directions * Flush * Wash hands * Monitor personal belongings 	<ul style="list-style-type: none"> * Demonstrate good hygiene * Bring necessary materials and supplies
<u>Before and After School Activities</u>	<ul style="list-style-type: none"> * Use appropriate language and tone of voice * Keep hands, feet, and objects to yourself * Display good sportsmanship 	<ul style="list-style-type: none"> * Remain in a supervised environment at all times * Follow extracurricular code * Be on task * Actively participate * Listen and respond politely to adult directions * Inform parents/guardians of plans 	<ul style="list-style-type: none"> * Have necessary materials and supplies * Arrange transportation in advance

<u>Location</u>	<u>BE RESPECTFUL</u>	<u>BE RESPONSIBLE</u>	<u>BE READY</u>
<u>BBC</u>	<ul style="list-style-type: none"> * Use all the materials appropriately (tools for learning-not toys to trash) * Be courteous and polite * Use appropriate language and tone of voice * Keep hands, feet, and objects to yourself * Listen and respond politely to your peers and adults * Voice level 2 or below * No food or drink 	<ul style="list-style-type: none"> * Return all materials that can be reused in their appropriate places * Follow all technology rules * Do your own work * Manage time wisely * No cell phones (even before or after school) * Leave lights on and doors open in small rooms unless otherwise needed for technology 	<ul style="list-style-type: none"> * Know why you are there * Bring necessary supplies
<u>Bus</u>	<ul style="list-style-type: none"> * Be considerate of school property and property of others * Enter/exit in an orderly fashion at your stop only * Use appropriate language, volume and tone of voice * Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> * Remain seated * Keep aisles clear * Wear your seatbelt * Listen and respond politely to adult directions * Follow bus guidelines 	<ul style="list-style-type: none"> * Have your bus identification card ready
<u>Cafeteria</u>	<ul style="list-style-type: none"> * Use appropriate language, volume and tone of voice * Be polite * Wait patiently in line * Keep hands, feet, and objects to yourself * Listen and respond politely to your peers 	<ul style="list-style-type: none"> * Remain seated at table * Keep area clean * Listen and respond politely to adult directions * Purchase and eat own food * Keep all food and drink in cafeteria 	<ul style="list-style-type: none"> * Be prepared with lunch money and/or order * Arrive and leave on time * Be ready to invite someone new to your table
<u>Classrooms</u>	<ul style="list-style-type: none"> * Listen attentively * Wait to be acknowledged * Honor the differences of others * Use appropriate language, volume and tone of voice * Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> * Be on task * Ask for help when necessary * Actively participate * Listen and respond politely to adult directions * Do your own work * Give your best effort 	<ul style="list-style-type: none"> * Bring necessary materials and supplies * Complete all assignments on time * Be in seat when bell rings * Have assignment notebook

<u>Location</u>	<u>BE RESPECTFUL</u>	<u>BE RESPONSIBLE</u>	<u>BE READY</u>
<u>Hallways/ Lockers/Stairs</u>	<ul style="list-style-type: none"> * Walk, don't run Be courteous and polite * Walk on the right * Be mindful of other people moving through the halls * Keep moving and avoid causing a traffic jam * No louder than a voice level 2 * All devices should be put away so you can see where you are going * Only one earbud * Keep hands, feet, and objects to yourself * Listen and respond politely to your peers * Stay to your right * Remember to dispose of trash properly 	<ul style="list-style-type: none"> * Care for school property and property of others * Continue moving to your assigned destination * Keep all food in sealed containers * Use only your own locker * Lock your locker * Keep locker neat * Have a pass except during passing periods * Listen and respond politely to adult directions * No Screens should be seen 	<ul style="list-style-type: none"> * Arrive and leave on time
<u>LMC</u>	<ul style="list-style-type: none"> * Use materials and equipment appropriately * Be courteous and polite * Use appropriate language, volume and tone of voice * Keep hands, feet, and objects to yourself * Listen and respond politely to your peers 	<ul style="list-style-type: none"> * Keep area clean * Return all materials to appropriate place * Follow all computer rules * Listen and respond politely to adult directions * Do your own work * Manage time wisely * No cell phones (even before or after school) 	<ul style="list-style-type: none"> * Know why you are there * Bring necessary supplies
<u>Main Office/ Health Office</u>	<ul style="list-style-type: none"> * Enter/exit quietly * Wait patiently * Be polite * Use appropriate language, volume and tone of voice * Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> * Listen and respond politely to adult directions * Arrive with a pass from an adult 	<ul style="list-style-type: none"> * Know why you are there

Common Phrases for correcting behavior

- “Respect the bubble” ---Hands to your self
- “Stay seated”-- Sit back down
- “One ear please”--Take off one headphone or one earbud
- “Phones away”--no phones visible, or it will be taken
- “Voice level 2”-- Low volume talking. Slightly higher than a whisper
- “Stay to the right”-- walk on the right side of the hallway
- “Walk and Talk” -- walk towards your destination to clear the hallway
- “No screens”-- iPads should be closed



Video Examples of Behavior

Assembly Video: <https://youtu.be/E-5YMhf7a08>

Dismissal and School Bus Video: <https://youtu.be/gkMFZE0jVXo>

Morning Arrival Video: <https://youtu.be/FUYtV9E5rCY>

Substitute Teacher Video: https://youtu.be/ZNPY54FmK_8

Example Video: <https://youtu.be/FUYtV9E5rCY>

Doors Open at 7:45 a.m.

When students arrive on school grounds, they must enter the building and not leave school grounds.

When students enter school, they must choose to go to 1 of the following locations:

- 1) Cafeteria to eat breakfast
- 2) Teacher (must get pass from inside cafeteria)
- 3) LMC (must get pass from inside cafeteria)
- 4) BBC (must get pass from inside cafeteria)

Doors open at 7:50 a.m. if you are not attending any of the above. These students must go directly to their assigned hallway.

Expectations for the Cafeteria in the morning:

- Volume level 2 or lower
- If entering after 8:00, get a breakfast pass
- Clean up after yourself and friends
- At 8:10, anyone without a breakfast pass must go up to their hallway using the correct stairwell
- Cafeteria stops serving breakfast at 8:20

Expectations for the LMC in the morning:

- No food or drink
- Sign in and give the pass to the teacher in the LMC
- Volume level 1
- Do Individual work or read
- No Cell Phones

Expectations in the BBC in the morning:

- No food or drink
- Sign in and give the pass to the teacher in the BBC
- Volume level 2 or lower
- Quiet group work or individual work
- Must ask permission to use a small room for group work
- No Cell Phones

Expectations for the hallways in the morning:

- 7th/8th Graders use Main Stairwell
- 6th Graders use back 6th Grade Stairwell
- Remain seated with back against wall.
- Do not leave the designated area.
- Speak at voice level 2 or lower
- Follow adult directions.
- Hands, feet and objects to self.
- No food or drink (water only).
- iPads and earbuds (1 ear only) are allowed.
- Ask permission to get pass to use restroom, go to locker, or visit office.
- Phones are to be turned off at the 8:23 bell

Games are an extension of the school environment, therefore general school expectations are consistent during games as well. Due to the fact that attending games is a privilege, if students do not respond to initial redirection/reminders, you can have students exit the game. Students may be asked to leave the game due to their behavior are not allowed back at games for the duration of the season.

- Students are not allowed to bring any food or drink (water is okay) into the gyms.
- At games in the gyms, students must enter the gym right after school and stay there. They are not allowed to leave school grounds and come back.
- Once the ball has been handed over during a free throw or the whistle has been blown for a volleyball serve nothing should be screamed out.
- Students are not allowed to enter and leave the gym without permission. Students may enter at 4:20 when the other after-school activities let out.
- If a student needs to exit during the game, they must use the doors at the northeast corner of the gym.
- Students can use the restroom one at a time.
- Students can get a bus pass to take the 4:20 activity bus from the supervisor
- Students are expected to communicate with their rides to be picked up immediately at the end of the activity. If there is an excessive wait to be picked up and/or it becomes common for a student, they may not be allowed to attend after school sporting events or be required to take the bus home.
- Cell phones are allowed at sporting events, but taking photos or videos are not permitted.
- Students are prohibited from visiting an opposing school for a game unless they are with a responsible parent



Participation in End-of-Trimester or End-of-Year Activities

Participation in end-of-trimester or end-of-year activities are tied to the student's score on learner qualities. Students must have earned a 2 or 3 on all of the learner qualities in order to participate in any end-of-trimester or end-of-year activities.

Attendance

Regular attendance and promptness are essential for good performance. The Dean of Students monitors absences. Excessive absences may result in conferences with social work, the Dean of Students, the team of teachers and possibly with the Skokie Police Department and/or Cook County Truancy Officer.

The following procedures are expected to be followed for the safety of the student body:

- If a student is absent on a regular school day, they are disqualified from participating in any school related activities or events that day.
- Student must make up any missed work. Students should check Canvas for what they are missing. Teachers will work with the student to provide sufficient time to complete assignments.

Tardiness to School

The first class of the school day begins at 8:30 a.m. Any student who arrives to first period after 8:30 a.m. will be considered tardy to school. If the student is entering the school after 8:30, they will need a pass from the front office to enter the school. Tardiness to school is monitored by the Dean of Students. If a student is tardy more than 50% of the week, the student will have a meeting with the Dean and will make up the time owed by eating lunch in office the following week. Excessive tardies may result in conferences with social work, the Dean of Students, and/or the team of teachers. This conference may lead to meetings with parents or loss of school privileges.

Tardiness to Class

Prompt arrival to all classes is essential for good performance. Students are expected to arrive in their classrooms before the bell rings each period. Students who demonstrate a pattern of tardiness will be issued consequences such as a detention, meeting with the teacher, and/or contact home. Chronic tardiness to class is referred to the Dean of Students' office for additional disciplinary action.

Our school is a place of learning, and we want to minimize distractions in the building. In addition, we want to promote a safe environment where the privacy of all persons is respected. Therefore, students are not allowed to carry their cell phones with them during the school day. Cell phones should be turned off and locked in students' lockers before the school day begins at 8:30 a.m. through the end of the school day (Mondays 2:54 p.m. and Tuesdays-Fridays 3:25 p.m.). Students may use their cell phones between 3:25 p.m. and 3:30 p.m. Cell phones may not be used at after school activities and clubs from 3:30 p.m.-4:20 p.m. Cell phones may be used at athletic events. Please note that a smartwatch may not be used for communicating with others during the school day. The school assumes no responsibility for the security of these items. If students and parents need to communicate during the school day, they should do so through the Main Office. The number is (847) 676-9010.

Consequences for Violating The Cell Phone Policy

Offenses are cumulative throughout the school year. Consequences are given based on offenses throughout all classrooms, not given in one specific classroom.

- **1st Offense:** The teacher will confiscate the phone and give it back at the end of class. The student will be directed to put the phone in their locker. If the phone is confiscated outside of the classroom the teacher will bring the phone to the Front Office to be picked up at the end of the period.
- **2nd Offense:** The teacher will confiscate the phone and bring it down to the Front Office. The student will get their phone back from the Front Office at the end of the school day.
- **3rd Offense and further:** The phone will be turned in to the Dean and the Dean will set up a phone call or meeting with the student's parents. The student's phone will be released according to the plan set up between the Dean of Students and the student's parents. The student may be required to check their phone in with the receptionist for a duration of time.

Discipline

We believe that each student is a vital part of our classroom community. We value the learning that takes place in the classroom; therefore we approach all disciplinary action in an individualized way that is based on restorative practices. These practices maintain the humanity and integrity of our students while teaching them the pro-social skills necessary to be successful in our multicultural world. When infractions occur, students are guided to understand the impact their actions have on others and then work to make amends. The relationships that are built within our school community establish a sense of value and belonging that lead to success both in school and in life.

Consequences are determined on a case-by-cases basis. Consequences may include, but are not limited to: contact home, written reflection, written apology, assignment to deepen understanding of a topic, time-owed with teacher, cleaning, loss of privileges, detention before school, lunch detention, after school detention, bus suspension, in-school suspension, or out-of-school suspension.

Alcohol, tobacco, vape, and other drug use are illegal and interfere with learning and health. Students are prohibited from possessing, transferring or using any drug. Students violating this rule will be subject to suspension and/or expulsion. Police will be notified and referral for a ticket will be initiated when deemed necessary by building administration and the school resource officer.

Medical Excuse from Physical Education

In order to be medically excused from Physical Education, a note from a physician must be brought to the Health Clerk. Upon receiving that note, it will be determined if the student will gain access to the elevator. If determined as necessary, the Health Clerk will give the student an elevator key. The student may bring no more than one other student in the elevator to assist with belongs.

Medication Policy

Students are not allowed to carry their own medication with them at school. This includes over-the-counter medicine such as pain relievers and allergy medication. Any medicine that needs to be taken during school hours should be brought to the Health Clerk with written instructions from both a physician and parents. All medicine must be delivered to the Health Clerk by a parent.

Personal Property

Bicycles, Skateboards, Skates, and Scooters

Students who ride their bikes to school must walk their bike to the bike rack on school grounds. Bicycles are to be parked and locked in the school bike racks. The school is unable to assume any responsibility for loss or damage to bikes brought to school. Riding skateboards, scooters, roller skates, Heely's (shoes with wheels in them), and in-line skates is prohibited on school property during school hours.

Lockers

Lockers are assigned to students in order to provide safe and secure storage of outdoor clothing, lunches, school-related materials, cell phones, and personal items which students are legally entitled to have in their possession. District 68 maintains ownership of the lockers. The school reserves the right to open lockers, backpacks, and purses (with or without the student's knowledge) for general inspection or when there is a reasonable concern that the student has an illegal or harmful substance or article. Lockers must always be locked. In order to protect materials stored inside them, lock combinations should be kept confidential and should not be pre-set or shared.

Combination locks for P.E. maybe purchased through the school or parents may purchase their own. However, for student safety, all combinations are stored in the P.E. offices, therefore students who purchase locks other than those available through the school must provide the number combination to their P.E. teacher. Key locks are not permitted. Lockers must always be locked. In order to protect materials stored inside them, lock combinations should be kept confidential and should not be pre-set or shared.

Lost and Found

Old Orchard Junior High has a lost and found area where children or parents may claim lost articles such as clothing or school materials. The lost and found is in the brown bench in the cafeteria. The box is emptied periodically and unclaimed items are donated to charity. Check with the Main Office for more valuable items such as cell phones, jewelry, and ipads.

PE Clothing

All students are required to wear uniforms for physical education class. These uniforms may be purchased from the P.E. teachers during the school year. Students are expected to clean their uniforms weekly. Students should have proper athletic shoes. During the fall and spring, outdoor physical activity is scheduled. Students should have warm clothes for outdoor days. Generally, physical education classes will be held outside when the temperature, including allowances for the wind chill factor, is above 40 degrees. P.E. uniforms should be worn during P.E. classes only. P.E. uniforms are not permitted to be worn outside of the P.E. class period due to personal hygiene concerns.

Valuables

Students should never bring valuable or prized possessions to school. This includes toys and all electronic devices, as well as prized possessions such as jewelry, souvenirs, collections, and large sums of money. Additionally, students should not buy, sell, or trade any items at school or on the bus. The school is unable to secure children's personal possessions and cannot be responsible for lost or damaged personal property. Similarly, the school is not liable for accidental damage that may occur to personal items it may be necessary for children to bring to school (eye glasses, hearing aids, dental apparatuses, etc.).

Prohibited Behaviors

- Possession or use of illegal substances is prohibited and will be referred to local police.
- Fighting, “play” fighting, and public displays of affection are prohibited. OOJH has a “hands off” policy and students are reminded to keep their hands to themselves at all times while on school grounds or riding the bus.
- Intimidation or threat of violence against any student, district staff member, and/or district property is not tolerated. This intimidation or threat can be written, verbal or over social media. Joking about engaging in violent acts against others that can reasonably be interpreted by others as a threat is also prohibited. These statements will be taken as serious threats. All reports of such threats or statements will be fully investigated. Students violating this will be subject to discipline up to and including suspension and expulsion. Additionally, cases may be referred to the police for prosecution.
- Bullying, Hazing, Harassment or Cyberbullying of other students or district personnel.
- Theft of any kind; personal property, school property, school work or other students or school personnel.
- Intentional damage to, destruction of, or any other attempt to damage or destroy property of other students or school personnel.
- Profanity and verbal abuse of any kind; written or verbal.
- Forgery of a parent signature

- Insubordination to school personnel
- Gambling
- Selling items at school for personal profit or trade.
- Meals must be consumed in the cafeteria. Only water, fruits, and vegetables are allowed in the classrooms as snacks.
- Cologne, perfume, and other fragrant spray products must not be used in school.

Prohibited Items

- Personal entertainment devices, including but not limited to: video players, laser pointers, videogame units, digital cameras, etc.
- Items considered by staff or administrators to present clear hazards to staff or students, including but not limited to, matches, lighters, weapons, look-alike weapons, fireworks, spiked bands, heavy chains, and smoke bombs.
- Tobacco, alcohol, drugs, vape, placebos, drug paraphernalia, inhalants, or look-alike items.
- Clothing or jewelry with reference to drugs, alcohol, sex, obscenities, violence, ethnic slurs, or gangs.
- Hats, head coverings, and bandanas may not be worn at OOJH, except for medical or religious reasons.
- Any item that would interrupt, distracts from, or interfered with the educational process.

Social Media and Privacy

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Student Dress Code

Students are expected to dress in a manner that upholds acceptable standards for cleanliness, modesty, and safety during the school day and at all school events. If a student is inappropriately dressed, a parent will be called to bring appropriate clothing to school, or the student will be issued "temporary clothing". The following apparel guidelines must be observed:

- Students must be covered from shoulders to mid-thigh
- No thin strapped or spaghetti-strap tank tops. Bib overalls may only be worn with a T-shirt underneath.
- No bare midriffs, no crop tops, no halter-tops, no sheer materials or exposed bra straps.
- No extremely short shorts or skirts.

- No clothing or jewelry with reference to drugs, alcohol, tobacco, sex, obscenities, violence, ethnic slurs, or gangs may be worn.
- All pants, shorts, and skirts must be worn at the waist and waistbands should not be turned or rolled down. All pants should be worn properly and the legs of the pants should not be rolled up.
- No coats or outerwear may be worn in classes. Coats and backpacks must remain in lockers during the school day.
- Retractable roller-skate/shoes may not be ridden on school grounds.
- Hats, head coverings, and bandanas may not be worn at OOJH, except for medical or religious reasons.
- Students are not permitted to wear their PE uniforms during the school day due to hygiene concerns.

Reporting Bullying, Gross Misconduct or Safety of Classmates

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited (not allowed).

“Bullying” includes *cyberbullying* (*bullying through technology*) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. causing a substantially detrimental effect on the student's or students' physical or mental health;
3. substantially interfering with the student's or students' academic performance; or
4. substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is illustrative and non-exhaustive.

How to Report

Gross misconduct of students should be reported to administration. Examples of gross misconduct are: bullying, threatening, intimidating, vaping/drugs, vandalism, theft, etc. There are three ways to report this to administration.

1. Come to the office to report what was witnessed.
2. Use the ‘I am an Upstander’ link on the OOJH website. It is under the ‘Student’ tab at the top of this website. This is an anonymous reporting system that immediately gets sent to the Dean of Students and the social workers to address the concern. Students have the option to put their name if they do not want to remain anonymous.
3. Use the ‘See Something, Say Something’ QR code that is around the school. This is a direct link to the ‘I am an Upstander’ report.



*See something,
say something*



I am an Upstander

Fill out this anonymous form to describe a bullying incident. All reports of bullying will be taken seriously and may result in interviews of students and parents until issues are resolved. Investigations by law enforcement officials and/or internet vendors may also be involved.

* Required

Time of the incident *

Choose ▾

Location of Incident *

Choose ▾

Who was involved in the incident? *

Your answer

What happened? (If in a hall or restroom, please give specific on which one) *

Your answer

How did you respond? *

Your answer

Optional: Provide your name if you are comfortable

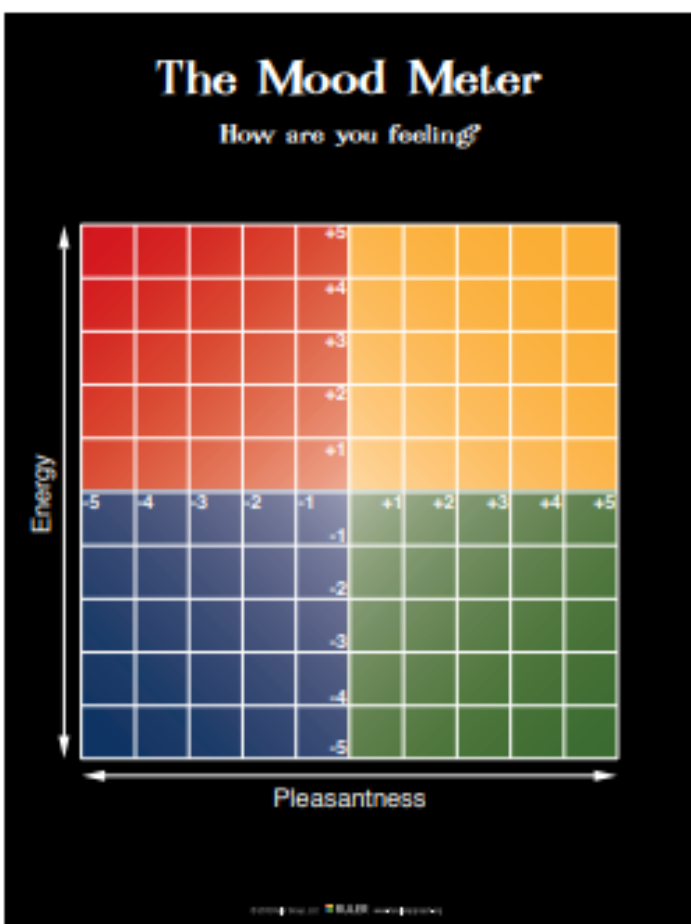
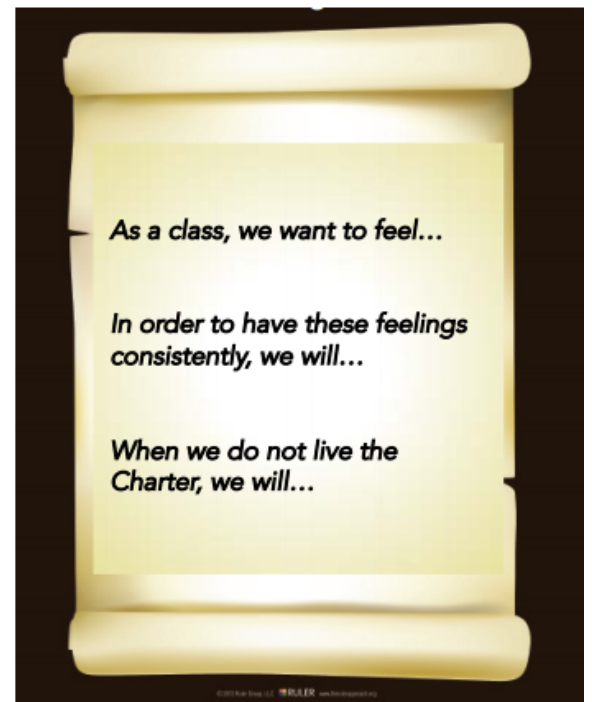
Your answer

RULER is the evidence-based approach to social and emotional learning developed at the Yale Center for Emotional Intelligence. There are 4 anchor tools that teachers and students will use throughout the year.

- R**ecognizing emotions in self and others
- U**nderstanding the causes and consequences of emotions
- L**abeling emotions accurately
- E**xpressing emotions
- R**egulating emotions effectively

Charter

The Emotional Intelligence Charter is the first anchor tool of RULER and is focused on facilitating a safe psychological and emotional climate. It is a vision shared by every adult/student in your building and a commitment to focus on desired feelings, rather than rules or restrictions.



Mood Meter
The mood meter helps adults and students, label, recognize, and regulate their emotions.

Meta Moment

1. Something happens. You are triggered by something real or imagined (thought, person, place, event).
2. You notice shifts in:
 - Cognition: How you are thinking
 - Physiology: How your body feels on the inside
 - Expressive Behavior: How your facial expressions, body language, and vocal tones are expressed
3. Stop. You pause and breathe in order to calm down and avoid responding in an unhelpful manner.
4. See your best self.
5. Strategize.
6. Succeed!



Blueprint

The Blueprint is a problem-solving tool for situations and conflicts in the past (any situation that did not work out well), present (a disagreement), and future (planning for an upcoming difficult test).

Solve problems with
The Blueprint

Describe	What happened?	
RULER Skill	Me	Other Person
Recognize & Label	How did I feel?	How did ___ feel?
Understand	What caused my feelings?	What caused ___'s feelings?
Express & Regulate	How did I express and regulate my feelings?	How did ___ express and regulate his/her feelings?
Reflect & Plan	What could I have done to handle the situation better? What can I do now?	

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LMC

Each student receives a plastic ID card, which is used to check out materials. All materials and books have a circulation period of 3 weeks, except reserve and overnight books, which are checked out at the end of the day and are due before school the following school day. Students are expected to present their Student ID card when requesting to check out materials. Students are held financially responsible for any materials checked out on their account and will be required to pay a replacement fee for any lost items.

Technology

The iPads and Chromebooks are the property of District 68. If a student forgets their iPad, it is in for repair, or it is not charged, the student can check out a Chromebook for use during the school day. This ability to check out a Chromebook could be taken away if it becomes a habit or excessive. If the iPad or chromebook is damaged or lost due to neglect or abuse, repair costs are billed to the student account. As a reminder, a Student and Parent Agreement for iPad use was signed that stated the rules for technology use. These rules, include, but are not limited to the following:

- taking full responsibility for my assigned iPad.
- using the iPad as a learning tool.
- never leaving my iPad unattended.
- charging my iPad battery daily.
- keeping food and beverages away from my iPad.
- not disassembling any part of my iPad or attempt any repairs myself.
- keeping my iPad in its case at all times.

Textbooks

District 68 loans textbooks and other instructional materials to students. Students are expected to take care of these materials at all times. Books are returned to teachers at the end of the school year. If books are lost or damaged, a fine is assessed up to the cost of replacing the book.