



W.T. Eich Middle School

Site Information

2024-2025

HOME OF THE WILDCATS
“Preparing Students for the Global Economy”

An International Baccalaureate (IB) World School
A California Distinguished School
A Project Fit America School
A National Blue Ribbon School
A Kindness Campus

1509 Sierra Gardens Drive
Roseville, CA 95661

Phone: (916) 771-1770; Fax: (916) 783-7292

Website: eich.rcsdk8.org

Facebook: <https://www.facebook.com/RCSDEich>

Instagram: <https://www.instagram.com/eichkindness>

Darren Brown, Principal
Kristina Allison Assistant Principal
Bria Johnson, Assistant Principal

NOTICE REGARDING PARENT/GUARDIAN-STUDENT HANDBOOK:

This handbook is reviewed and edited annually prior to being sent for printing. Due to changes in education, campus protocol, district direction, and/or school needs, information in this handbook may be changed, edited, or require additional information. As updates are needed, information will be communicated with students, families, and staff. Administration reserves the right to review and change school policies or procedures at any time to ensure a positive, safe learning experience for all students.



General Information

Absences

Absence Hotline:

Call: 916-771-1770, Option 1

Email: EichAttendance@rcsdk8.org

It is your responsibility to be in school every day. Excused absences are as follows:

1. Personal illness or injury;
2. Medical or dental appointment;
3. Immediate family member funeral.

If you are going to be out of school for the day or part of the day your parent must call the absence hotline number at 916-771-1770 (choose option #1) the morning of the absence. Please state the student's first and last name, date of absence, the reason for the absence, and your relationship with the student. It is necessary that a phone call is made. If contact has not been made, the student must bring a written notice upon return to school. The written excuse must be presented to the attendance office upon your arrival at school following the absence. Failure to verify absences may result in a recorded day of truancy. For all classes missed, your work must be made up to the satisfaction of the teachers. In order to request homework for absent students, please contact your student's teachers via email or log into Otus online. If further assistance is needed, contact the office. For more details, refer to the RCSD Handbook at rcsd.org.

Assemblies/Rallies, Dances, and After School Activities

To be eligible to attend school assemblies, rallies, dances, sporting events, or participate in extracurricular activities, a student must attend school the day of the activity.

Students who are not picked up after an activity within 20 minutes may be subject to consequences, which could include exclusion from the next activity.

All school rules apply to all extra-curricular activities. When attending school dances, students are expected to follow the school dress code. The administration reserves the right to decide the appropriateness of the student's attire. Inappropriately dressed students will be expected to change clothing.

Students are expected to be respectful to each other and to the chaperones at all student activities. At dances, students are expected to dance appropriately at all times. Students who violate these expectations will be subject to disciplinary action.

Backpack

Backpacks and the contents within them, including cell phones and other electronic devices, are the responsibility of the student. The school accepts **no responsibility** for lost or stolen articles or books. **Keep your backpack with you at all times.**

Bicycles, Skateboards, Rollerblades, and Scooters

Bicycles are to be parked and locked in the bike racks located either behind the gym or on the Eich-West side near the front entrance. All scooters and skateboards are to be placed and locked in the tower racks located on Eich-West near the front entrance or on Eich-East located between the office and the B-Wing. Per *RMC 11.18.040* all bicycles, skateboards, rollerblades, scooters, and other vehicles **may not** be ridden on school grounds which also includes the blacktop area. Students tampering with another student's bicycle, skateboard, or scooter will be subject to disciplinary action. Students riding bicycles, skateboards, and scooters to and from school must obey all traffic rules and regulations in alignment with the city traffic safety ordinance. The bike rack will be locked at 9:05 a.m. and unlocked at 3:14 p.m.

Care of Property

Eich Pride can be shown by student respect of the buildings and campus by keeping desks, floors, and walls clean from all unnecessary marks and by throwing away all trash. Any student who destroys or damages school property is responsible for restitution.



Electronic Device Policy

We recognize that cell phones and electronics have become common tools for communication. However, they can also significantly distract the learning environment and are vulnerable to theft. **Students may not use cell phones, smartphones, smartwatches, or other mobile communication devices once they have entered campus for the instructional day.** Devices must be turned off and placed out of sight during the school day. Students who need to call a parent/guardian may use phones located in the administrative office. Students may resume the use of their mobile communication devices after the last period of the day and during after-school extracurricular and sporting activities. The school accepts no responsibility for lost or stolen cell phones or electronic devices. The school will not reimburse for lost, stolen, or damaged cell phones, tablets, laptops, or other electronic devices. Portable/Bluetooth speakers are not permitted at school which includes before and after school hours as well as during the school day.

Parents/guardians are asked to please carefully monitor all use of social media by their students to ensure that it does not negatively impact other students or impede the academic environment as improper use could result in disciplinary consequences. Illegal use of cell phones will be referred to the police.

Students who violate this policy will receive the following consequences:

- 1st Violation:** Student will be asked to go up to the office and given a warning which is documented.
- 2nd Violation:** Student will be assigned a school consequence and the administration will notify parent of violation.
- 3rd Violation:** Student will be assigned a school consequence. Students will attend a parent meeting with an administrator and may be required to check in their phone with the front office daily.
- 4th Violation:** Student will check cell phone at the office in a locked location at the beginning of the day and pick it up at the end of the day.

Closed Campus

Eich Middle School maintains a closed campus. Our gates will be closed at 8:05 a.m. and opened at 2:16 p.m. All students/parents must enter through the front door of the administration building at 1509 Sierra Gardens Drive. Students leaving campus without permission after arriving at school or during school hours will be subject to disciplinary action.

School Safety Plan

Students are to follow the School Safety Plan posted in each classroom and must remain with their adult supervisor unless otherwise instructed. Students who do not follow proper procedures will be subject to disciplinary action.

Display of Affection

School is a place of business and should be treated accordingly. Inappropriate display of affection by students is not acceptable at school or at any school-sponsored activity and will result in disciplinary action.

Emergency Guidelines/Drills

To continually provide a safe environment for students and staff and effectively respond to emergencies, the Roseville City School District uses the five actions from the Standard Response Protocol from the I Love U Guys Foundation. These same actions are used in RCSD schools and the Roseville Joint Union High School District. Using the common language from the actions will provide consistency for staff and students and for the first responders in our community.

Gum

Gum chewing is **NOT** permitted on the school campus.



Independent Study

If you are planning on being out of school for three (3) or more days then please call the Attendance Clerk at 771-1770, Ext. 23305, for Independent Study arrangements. **All arrangements must be made ahead of time and contracts signed before the student leaves.**

Leaving Items/Messages for Students

Any items dropped off for students (including food) will be left at the front office designated with the student's name. The office staff is NOT responsible for informing students to pick up any items left. Food delivered by restaurants or food delivery services will not be accepted. The office staff will not deliver messages to students during the school day, unless it is deemed urgent.

Leaving School Early

If a student must leave school early, it is necessary that he/she brings a note from a parent or guardian stating the reason for leaving, date, time, and who will be picking up the student. Before leaving and upon returning to school, the student and parent must check in at the Attendance Clerk in the office per *Penal Code Section 627*. Only those listed on a student's emergency card and above the age of 18 will be allowed to check a student out of school early unless the legal parent(s) or guardian(s) give permission to the office in person or in writing and must present a current picture ID card at the front office.

Lost and Found

Lost and found is kept in the cafeteria and in the multipurpose room. You can check for any lost items before school, during lunch, and after school. All unclaimed items will be donated to charity at the beginning of winter break and summer recess.

Lunch Procedures and Rules

Students are to walk to lunch.
Students must keep the area in which they eat clean at all times and before they leave.
Students are not permitted to take food and/or drinks beyond the areas marked with a "yellow or red line".
Students are not permitted to go beyond the areas marked with a "red line" at any time during the lunch period.

Parent Teacher Organization (PTO)

W.T. Eich Middle School appreciates the active Parent Teacher Organization (PTO) and its generous support of our staff and students. We need you! Please contact the Assistant Principal, Kristina Allison, at 916-771-1770, if you want to become an active member in the Eich PTO.

Parents/Visitors on Campus

Per Penal Code Section 627 all parents and visitors must sign in with valid government issued identification at the office and wear a visitor's badge while on campus. Any person who would like to visit a classroom must make arrangements at least 24 hours in advance with the teacher(s) and office.

Permit to Leave Class

If a student needs to leave class at any time other than regular passing time, permission must be received from the teacher and the student must have a pass in his/her possession. A student **MUST** have a pass to come to the office during the school day. Students must use the attendance office door to enter the administration building.

Physical Education Program

The California Education Code states that all students must participate in Physical Education unless possessing a certified medical excuse from their physician. **Students must dress out daily.** P.E. clothes may be purchased through the P.E. Department; however, clothes may be brought from home as long as the clothes are the required colors as stated in the physical education



syllabus. P.E. clothes brought from home must also have the student's last name and first initial written on them in permanent marker.

Prices of P.E. Clothes

Shirt	\$15.00
Short	\$15.00

Prohibited and/or Inappropriate Items

The following items are not appropriate for school: laser pointers, water guns, weapons, smoke or stink bombs, flowers, and balloons. It is not possible to list every item that is inappropriate; therefore, common sense should be used. Students who bring items that may cause a disruption to the learning environment as determined by the administration, will receive consequences.

School Hours

Mondays, Tuesdays, Thursdays, and Fridays: 8:05 – 2:16 p.m.
Wednesdays: 8:05 – 12:55 p.m.

Eich Middle School provides supervision twenty minutes before and twenty minutes after school. School begins at 8:05 a.m. each day. Therefore, students are **not** to be on campus before **7:45 a.m.** Students are to go directly home at dismissal time which is 2:16 p.m. on Mondays, Tuesdays, Thursdays and Fridays; and 12:55 p.m. on Wednesdays. Students must be picked up no later than 20 minutes after the dismissal bell. The exception of these hours is only for students involved in extracurricular activities such as athletics or academic tutoring before and/or after school. Students may also be on campus outside the designated school hours for detention.

Student Identification Card

Student ID cards will be issued to all students after fall pictures. **ID CARDS MUST BE WORN AT ALL TIMES** while on campus. ID cards are required to check out library books, textbooks, and to gain admittance to extra-curricular activities. **The cost to replace a lost ID card is \$5.00.**

Students Walking To and From School

Those students who are within the designated walking area (2.8 miles from Eich) are to proceed to school via the safest route. They are to remain on sidewalks at all times, crossing streets only at intersections and marked crosswalks. Students are to respect and obey all crossing guards. **It is always recommended to walk in groups for safety purposes.** Students who interfere with other schools' campuses or private property on their way to or from school will be subject to disciplinary action. Students are expected to maintain safe, respectful, and responsible behavior coming to school and on the way home.

Tardy Policy

Warren T. Eich expects students to arrive at school on time. When the bell rings for each class, the student is expected to be in the classroom ready to learn. Attendance is taken at the beginning of each class period. Teachers must mark a student who is tardy to class in PowerSchool. Parents/guardians will receive a notification when a student is tardy to classes during the school day. Students who are late to school must first check in with the office, they will come to class with a tardy pass from the front office (the tardy will already be entered in PowerSchool). A student who has a medical/dental appointment before school starts and arrives late to school must bring a note from the medical/dental office.

Textbooks/Chromebooks

Textbooks, Chromebooks, and Chromebook chargers are issued during the first few weeks of school. Chromebooks for elementary students stay in their classrooms. Students in middle school are expected to bring their Chromebook to and from school. Middle school students will check back in their Chromebook before the end of the school year.



Students should write their name in ink on the front cover of the textbook and show the librarian any major damage before a book is checked out to the student. It is recommended to cover all textbooks.

Students should not loan their textbooks, Chromebooks or chargers to other students. The student must pay for all lost or damaged textbooks, Chromebooks, and/or Chromebook chargers.

Academics

Grade Program

The ability to monitor your child's grades, attendance, and any assignment information can be securely viewed from your internet browser at home. We are providing this access through Otus. This secured access requires an internet connection and a confidential username and password issued to the parent by the school. If parents have any questions, please contact the Registrar at 771-1770, Ext. 23308 or visit sites.google.com/rcsdk8.org/rcsdlearningsite.

Student Academic Progress

It is highly recommended parents check their child's grades weekly in Otus to monitor his/her academic progress. If parents have any questions, please contact the Registrar at 771-1770, Ext. 23308.

Athletics/Extracurricular Activities

Roseville City School District (RCSD) Eligibility Requirement

Students participating in school-sponsored extracurricular activities shall demonstrate positive learning behaviors. Students are expected to not have a total of four or more "Rarely" scores (Buljan, Chilton, Cooley), or five or more for IB Schools (Eich).

Students are expected to meet school-wide behavior expectations as outlined in the school handbook. The athletic director, club advisor, or principal designee shall validate if the student is meeting school-wide behavior and learning behavior expectations.

If students do not meet the above criteria for participation in any extracurricular activities, the student has the right to appeal the decision to the site administration.

Behavior Eligibility Requirement

Athletes accept responsibility for their actions both on and off the court or field. An athlete's behavior should not embarrass himself/herself, the team, the school, the district, or the community. Since players are admired, respected, and are role models, they exert a significant influence over the actions and behavior of other students. To stress the importance of positive behavior the following behavior eligibility requirements must be met in order to participate in athletic activities:

1. Any student exhibiting inappropriate behavior at school or during a game or event may be removed from the team by the coach or administration at any time
2. Academic eligibility **does** carry over from one school year to the next within the Roseville City School District.
3. Students **must be** in attendance for at least half of the day on the day of the activity to be eligible to participate.

Athletics

Students who are selected for extra-curricular athletics, a voluntary donation will be suggested by each sports coach. Donations will



help defray the costs associated with transportation, bus driver fees, field maintenance, referee/starter fees, and uniform upkeep.

Sports Offered

Eich participates in the Foothill Intermediate School Athletic League (FISAL). The following sports are offered at Eich:

Fall Sports: Flag Football, Girls' Volleyball, Cross Country; **Winter Sports:** Boys' Basketball, Girls' Basketball, Wrestling; **Spring Sports:** Boys' Volleyball, Track and Field.

Participation in Concurrent Sports

Students who wish to participate in school-sponsored athletics and have overlapping seasons in another sport, including dance and spirit team, may do so only if the student can meet the commitment of consistent attendance at practices and games of both sports.

Coaches shall have the authority of determining if the student's request for dual participation will work and the ability to decide whether a situation that has been approved is to continue or if a change is necessary.

Dress Code

Parents or guardians of students are primarily responsible for establishing and implementing appropriate dress and grooming standards. All Roseville City School District schools are responsible for establishing a classroom and campus atmosphere that creates the appropriate environment for teaching and learning middle school-aged students. The dress code aims to optimize a productive learning environment, protect all students' health, safety, and welfare, allow for self-expression, and ensure all students are treated equitably.

GENERAL DRESS CODE POLICY:

Clothing worn on campus must promote a safe atmosphere that is conducive to learning. Certain body parts and undergarments must be covered for all students at all times.

Students Must Wear:

- A shirt (with opaque fabric in the front, back, and on the sides under the arms) that covers the majority of the torso
- Pants or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts)
- Shoes

Students May Wear, as long as these items do not violate the General Dress Code policy above:

- Hoodies and hats (including beanies) must allow the face to be visible to staff and may be worn indoors at the discretion of the adult supervisor
- Religious headwear
- Ripped jeans, as long as underwear and certain body parts are not exposed
- Tank tops and shorts
- Slides or sandals, as long as appropriate footwear for PE is worn

Students Cannot Wear:

- Images or language that depict weapons or violence
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia, any illegal item or activity, or gang activity
- Hate speech, profanity, or images or language that are overly sexual in nature
- Images or language that creates a hostile or intimidating environment
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Accessories that could be considered dangerous or could be used as a weapon
- Any item that obscures the face (except as a religious observance or for health purposes)
- Blankets in replacement of jackets or sweatshirts



If a student's attire, clothing, jewelry, accessories, or appearance violates the dress code outlined above, or becomes a distraction to the learning environment, they may be asked to change and/or a parent/guardian may be contacted. Repeated offenses may result in disciplinary action.

Behavior/Discipline Policy

Student Behavior Philosophy

Warren T. Eich Middle School has implemented the Positive Behavioral Interventions and Supports (PBIS) program, a school-wide proactive and positive approach to student behavior. This is also known as "The Wildcat Way." As part of this program three school-wide expectations have been adopted for all students:

1. **Safe**
2. **Respectful**
3. **Responsible**

All staff, students, and parents will be expected to work together to ensure that a positive and safe learning environment exists at Eich. Students will receive instruction of the school-wide expectation grid by the staff at the beginning of the school year and throughout the school year as needed. "The Wildcat Way" recognizes the positive behaviors of students that lead to a safe, respectful, and responsible environment. The staff uses Cat Paw points to recognize students for making positive decisions. School-wide discipline is based upon a progressive form of discipline. As repeat behaviors occur, consequences and behavior interventions will become more severe. The expectations of conduct apply to all Warren T. Eich Middle School students when they are:

1. Going to or from school.
2. On school grounds, in school buildings, or on school-provided transportation.
3. Away from school grounds or school buildings when representing the school at a school activity

WARREN T. EICH COMMON AREA EXPECTATIONS

	Safe	Respectful	Responsible
Office	Keep hands and feet to self Use chairs and desk appropriately	Use appropriate language Use kind words and actions Use an inside voice Wait patiently and quietly	Written pass obtained and visible State your purpose politely Sign in
Lunch/Cafeteria & Multi-purpose room	Walk at all times Sit while eating	Use appropriate language Use kind words and actions Use garbage cans and recycling bins	Wait in line patiently Eat at tables/designated areas Clean up after yourself
Lunch/Field	Walk at all times Keep hands and feet to self Follow rules of games	Use appropriate language Use kind words and actions	Keep garbage picked up Return equipment
Common Areas Hallways/Quad	Walk at all times Keep hands and feet to self	Use appropriate language Use kind words and actions	Have office/restroom pass visible during class hours Use garbage cans after eating.
Assemblies/Special Events	Keep hands and feet to self Stay seated Wait for dismissal instructions	Use appropriate language Use kind words and actions Listen respectfully Applaud at appropriate times	Focus on presentation Sit quietly during presentation Stay with your class



Restrooms	<p>Keep water in sink Wash hands Put paper towels in garbage can</p>	<p>Use kind words and actions Give people privacy Respect property – yours and others</p>	<p>Flush Toilets Wash Hands Keep the restroom clean Inform adults of vandalism</p>
Bike Rack	<p>Walk bikes and scooters</p>	<p>Use appropriate language Use kind words and actions Respect others property</p>	<p>Lock your bike</p>
Classrooms (Library and Computer Room)	<p>Keep Hands and feet to self Use chairs and tables appropriately Maintain safety with regard to backpacks</p>	<p>Use appropriate language Use kind words and actions Use inside voices Follow classroom rules</p>	<p>Enter and exit quietly Sit in assigned seats Return items to proper place Stay on task Push chair in</p>

Behavior Referral Levels

	Classroom Incident	Classroom/Office Referral	Office Referral
	Tier 1	Tier 2	Tier 3
A C T I O N	<p>Expectation Violation Running Loud voices/yelling Off-task behavior Out of seat Missing homework Not being prepared Minor disruption Minor aggression Off task use of electronic devices Dress Code Tardy Gum</p>	<p>Repeated Tier 1 Violations Inappropriate Language Physical Contact Disrespect Disruption Inappropriate use of Technology Property Damage/Misuse Skipping Class</p>	<p>Repeated Tier 2 Violations Abusive/Inappropriate Language Fighting/Serious Physical Aggression Major Disrespect Major Disruption Harassment - Teasing/Taunting Harassment - Racial/Religious Harassment - Sexual/Gender Harassment - Cyber Forgery/Theft/Lying/Cheating Tobacco/Alcohol/Drugs Vandalism/Property Damage Weapons</p>
C O N S E Q U E N C E	<p>Verbal warning Re-direct Move seat Parent call Parent Email Proximity Other per discipline plan</p>	<p>Mindfulness Minute Parent call Parent email Teacher Detention Class Suspension Referral to office Restorative student/admin created plan</p>	<p>Admin assigned Lunch Detention Restorative student/admin created plan Parent Conference Counselor Referral Class Suspension Suspension</p>



E N C E		Parent Conference Counselor Referral	
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Behavior Probation

Students who receive 3 or more major referrals in one trimester or were suspended, will be placed on behavior probation. Students on behavior probation are unable to attend school activities, including games, dances, rallies, and performances. Students can be removed from probation by completing a behavior contract approved by the administration.

Suspensions and Expulsions

Suspensions and expulsions are determined by administration based on California Education Code.

Unlawful Harassment of Students

Warren T. Eich Middle School maintains a **strict policy prohibiting harassment of students because of sex, race, color, national origin, ethnicity, religion, age, mental or physical disability, sexual orientation, gender, gender identity, gender expression or any other basis protected by federal, state or local law, ordinance or regulation. All such harassment is unlawful.** Sexual harassment is a form of sexual discrimination under *Title IX of the Education Amendment of 1972* and is prohibited by both federal and state law. Irrespective of law, Warren T. Eich Middle School believes that all such harassment is offensive. Violation of this policy by another student may result in discipline, which may include **suspension or expulsion**, depending on the nature and seriousness of the violation. Unlawful harassment because of sex, race, ancestry, physical or mental disability, age or any other protected basis includes, but is not limited to:

1. Verbal conduct such as derogatory comments, slurs, or unwanted sexual advances, invitations, comments, or epithets.
2. Visual conduct such as derogatory posters, photography, cartoons, drawings or gestures.
3. Physical conduct such as assault, unwanted touching, blocking normal movements, interfering with academic performance, or progress directed at a student because of sex or race or any other protected basis.
4. Retaliation for having reported or threatened to report harassment.

Other types of conduct which are prohibited in the District and which may constitute unlawful harassment include:

- Unwelcome repeated acts of leering, sexual flirtations or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- Graphic verbal comments about an individual's body, or overly personal conversation.
- Sexual jokes, stories, drawings, pictures, or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominately single-sex class.
- Touching a person's body or clothes in a sexual way.
- Purposely limiting a student's access to educational tools based on student's rejection of or protest against prohibited conduct of a sexual nature.

Gang Affiliation and Activity Per Board Policy 5136. Adopted: 10/15/15

The Board of Education desires to keep district schools free from the threats or harmful influence of any groups or gangs which exhibit drug use, violence or disruptive behavior. The Superintendent or designee shall take steps to deter gang intimidation of students and staff and confrontations between members of different gangs. He/she shall



exchange information and establish mutually supportive efforts with local law enforcement authorities.

The Superintendent or designee shall provide in-service training which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources.

The Board realizes that students become involved in gangs for many reasons, such as peer pressure, the need for a sense of belonging, and lack of refusal skills. Age-appropriate gang violence prevention education shall start with students in the early elementary grades and may start in kindergarten.

To further discourage the influence of gangs, the Superintendent or designee shall ensure that school rules of conduct and any school dress code prohibiting gang-related apparel are enforced consistently. If a student exhibits signs of gang affiliation, staff shall inform the parent/guardian.

Per Administrative Regulation 5136. Approved: 10/15/15

In order to discourage the influence of gangs, school staff shall take the following measures:

Any student displaying behavior, gestures, apparel or paraphernalia indicative of gang affiliation shall be referred to the principal or designee.

1. The student's parent/guardian shall be contacted and may be asked to meet with school staff.
2. The student may be sent home to change clothes if necessary.



Warren T. Eich Middle School Anti-Bullying Pledge

As a student of Warren T. Eich Middle School I agree to join together with faculty and students to stamp out any potential bullying at our school.

I believe that everybody should enjoy our school equally, feel safe and secure, and be accepted regardless of beliefs, color, race, gender, popularity, athletic ability, intelligence, orientation, religion and nationality.

I understand bullying can include, but is not limited to, pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. "Cyber bullying" is when a person is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another person using the Internet, interactive and digital technologies or mobile phones. I also understand that by taking part in any of these bullying activities it will result in disciplinary action(s) as stated in the Parent-Student Handbook.

By signing this pledge, as a student at Warren T. Eich Middle School, I agree to:

1. Value individual differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the school's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a faculty member.
5. Support students who have been or are subjected to bullying.
6. Talk to staff members and/or parents about concerns and issues regarding bullying.
7. Work with other students and faculty, to help the school deal with bullying effectively.
8. Participate fully in school assemblies and programs dealing with bullying.

Print Name: _____








Signature: _____

Date: _____

Rev. 5/31/17



Emergency Guidelines/Drills

Safety Procedures by Type of Emergency	Lockdown  <small>LOCKDOWN</small>	Secure  <small>SECURE</small>	Evacuate  <small>EVACUATE</small>	Shelter  <small>SHELTER</small>
What will I hear?	"Lockdown. Locks, Lights, Out of Sight"	"Secure. Get inside. Lock outside doors."	"Evacuate!"	"Shelter..." (Then the hazard and directions)
Why? (Possible Reasons)	Intruder	Police Activity in Area, Concern in Parking Lot/Front Office	Fire, gas leak, bomb threat	Earthquake, Severe Weather
What do I do if I'm inside? 	Move away from windows and down onto the floor Find shelter behind or under furniture Stay calm and be patient	Stay in your room Continue working in class	Leave belongings in the room Move calmly to the evacuation area Stay with your class at all times for roll call	Move away from the windows and down on the floor Find shelter under furniture Stay calm and be patient
What do I do if I'm outside? 	Get to the closest room/building and follow procedures above If needed, escort students offsite	Go straight to your classroom (if during class). Go straight to your next class (if during passing period or lunch)	Move calmly to the evacuation area for your first period class	Earthquake Go to open area (away from things that might fall down), get down low and stay until shaking stops Severe weather Stay away from open spaces and tall objects, seek shelter immediately
Hold  <small>HOLD</small>	Stay where you are until you receive further instructions			



EICH KINDNESS CENTER

Levels of Support



Make an Appointment with the School Counselor for these reasons:

Academic Concerns
Career/College Planning
Friend/Relationship/Home Issues
(unless you or someone is unsafe- if unsafe, see an adult right away)

Call for ALC/send to the Kindness Center for a 5-minute break:

To self-regulate/calm down when feeling anxious, overwhelmed, or stressed.

- Students need to check in with their teacher first.

Call for a Counselor if:

The student or someone the student knows is in danger:

- Suicidal thoughts
- Threats to hurt self/others
- Violence at home/school/in relationship

Students will be allowed limited visits to the Kindness Center per Trimester. Here are some rules:

- You must check in with your teacher before going to the Kindness Center.
- Visits will be limited to a 5-minute timed break.
- Phones will not be allowed in the Kindness Center.
- Your parents/ guardians will be notified of EVERY visit to the Kindness Center.



BE SAFE BE RESPECTFUL BE RESPONSIBLE



*The Kindness Center
at Eich Middle School
will serve as a
safe space for all
students needing a
moment to recharge,
recover, and reset.*