

GENERAL INFORMATION

Absences

Absence Hotline: 916-771-1770, Option 1

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, reason for the absence, and your relationship to 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. You may also check the school website to see if your student's teacher has class information available. If further assistance is needed, contact the office.

Assemblies/Rallies, Dances, and After School Activities

To be eligible to attend school assemblies, rallies, dances, sporting events or participate in extra-curricular activities, a student must not be on probation and 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.

Backpacks

Backpacks and 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 must obey all traffic rules and regulations. 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.

Cell Phones, Tablets, Laptops, Speakers, and Electronics

Cell phones and electronic devices may be used before school, after school, and during lunch time. At lunch cell phones may only be used in the MPR, cafeteria, and the courtyard area on the main campus. Cell phones and electronic devices may not be used in class unless the teacher permits use for a class assignment. Cell phones are not to be used by students in the hallways or restrooms when classes are in session. When the tardy bell rings, all cell phones shall be put on sleep/airplane mode and put away. Cell phones shall not be charged on school campus before/during/after school. Students observed texting, using other forms of social media, and/or listening to music without permission from the teacher during class time and/or instruction are in violation of the cell phone policy. Any use of a cell phone during testing is prohibited. 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. Please keep these speakers at home where they are safest. Parents/guardians are asked to please carefully monitor all use of social media by their student 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.

Closed Campus

W.T. Eich Middle School maintains a closed campus. Our gates will be closed at 9:05 a.m. and opened at 3:14 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.

Gum

Gum chewing is not permitted on the school campus.

Independent Study

If you are planning on being out of school for five (5) 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 student leaves. Please note we will not approve requests during CAASPP testing mid-March to Mid-May.**

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 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 between room E-1 and E-2 on the E-Wing. 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

1. Students are to walk to lunch.
2. Students must keep the area in which they eat **clean** at all times and before they leave.
3. Students are not permitted to take food and/or drinks beyond the areas marked with a "yellow or red line".
4. Students are not permitted to go beyond the areas marked with a "red line" at any time during the lunch period.
5. Cell phone use is permitted in designated areas only.

Parent Teacher Club (PTC)

W. T. Eich Middle School appreciates the active Parent Teacher Club (PTC) and its generous support of our staff and students. We need you! Please contact the Principal's Secretary at 771-1770, Ext. 23301, if you want to become an active member in the Eich PTC.

Parents/Visitors on Campus

Per *Penal Code Section 627* all parents and visitors must sign in 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. Gym clothing should be marked with the student's name.

Prices of Gym Clothes

Shirts	\$13.00*
Shorts	\$13.00*
Sweatpants	\$15.00*
Sweatshirt	\$20.00*

Prices of gym clothes are subject to change. Please check with the P.E. Department for current pricing.

Eich Physical Education sells a limited supply of clean, gently used gym clothes as well. You may check with your P.E. teacher about availability and pricing.

Physical Education recommends a two-pocket folder for all students.

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 that bring items which may cause a disruption to the learning environment as determined by administration, will receive consequences.

School Hours

Monday: 9:05 – 1:53 p.m.
Tuesday-Friday: 9:05 – 3:14 p.m.

Eich Middle School provides supervision twenty minutes before and twenty minutes after school. School begins at 9:05 a.m. each day. Therefore, students are **not** to be on campus before **8:45 a.m.** Students are to go directly home at dismissal time which is 1:53 p.m. on Mondays and 3:14 p.m. Tuesdays through Fridays. Students must be picked up by **3:35 p.m.** The exception of these hours is only for students involved in extra-curricular 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 and/or work service.

Student Identification Card

Student ID cards will be issued to all students after fall pictures. 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.**

Student Telephone Use

The student telephone in the office may be used before school, after school, or during lunch. During school hours the phone may be used with a pass from your teacher.

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. 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. The following procedures will be in place for students who are tardy to school.

Tardy 1 - 2	Student will check in with attendance clerk in the office. No consequence for being tardy. Student will receive a reminder to be at school on time.
Tardy 3	Student will be referred to the school counselor to evaluate the needs of the student and to identify strategies and programs to assist the student to be at school on time. Parent will be contacted.
Tardy 4	Student will receive a verbal warning.
Tardy 5	Student will be referred to Assistant Principal. Arriving Late/Leaving Early Letter will be issued.
Tardy 6 +	Detention will be assigned for every tardy.

Textbooks and Library Materials

Students are responsible for the care and return of all textbooks and library materials checked out in their name during the school year. *RCSD Board Policy 6044* states, in part, the replacement cost for damaged or lost textbooks is the responsibility of the student and parent. A replacement fee for a lost or damaged textbook that is no longer usable will be the current cost of replacing the book. All textbooks and library books must be returned or paid for by a pre-determined date to ensure students may participate in special end-of-year activities.



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 PowerSchool. This secured access requires an internet connection and a confidential user name and password issued to the parent by the school. If parents have any questions, please contact the Registrar at 771-1770, Ext. 23308.

Student Academic Progress

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



RCSD Eligibility Requirement

Students participating in school-sponsored extracurricular activities shall demonstrate positive learning behaviors. Students should not have scores of "Rarely" in three or more classes. Students are expected to meet school-wide behavior expectations as outlined in the school handbook. The athletic director or club advisor shall validate if the student is meeting behavior expectations.

If students are denied participation in any extracurricular activities, the student has the right to appeal the decision to the Principal or designee.

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. A student must have at least 85 merits to try out for an athletic team.
2. If a student participating on a team falls below 85 merits they will be removed from the team and cannot participate in games or practices. Eligibility may be reinstated if the student restores their merits to 100.
3. 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.

Academic and merit eligibility **does** carry over from one school year to the next within the Roseville City School District.

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/dance and spirit team, 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; **Year-round Sports:** Dance and Spirit Team.

PARTICIPATION IN CONCURRENT SPORT TEAMS

Policy

Students who wish to participate in school-sponsored athletics or dance and spirit team 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 and/or dance and spirit team.

Coaches and dance and spirit team advisors 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

Policy

All clothing should be neat, clean, and appropriate attire for middle-school-aged students. The following guidelines shall apply:

Pants/Shorts/Skirts/Dresses

- Oversized pants are not allowed and pants must stay up without a belt.
- Hanging belts are not allowed and suspenders or overalls must be worn over the shoulders.
- **Skirts, dresses and shorts should be *mid-thigh or longer*.**

Shirts/Blouses/Tops

- Low-cut, strapless or revealing tops are not allowed.
- Shirts/tops must be long enough to cover pants, skirts, and shorts so that the midriff is **NOT** visible.
- No "see-through" or "fishnet" blouses or shirts are to be worn. Under garments are not to be visible, such as bra straps, bandeaus, boxer shorts, etc.
- Spaghetti straps and halter tops are not allowed. Straps must be at least two (2) finger-widths wide.

Shoes

- Shoes will be worn at all times.
- High heel shoes and flip flops are considered unsafe and are not recommended.

Hats

- Hats can be a problem and can indicate gang affiliation or identification; however, state law allows students to wear appropriate hats outdoors to protect from the sun.
- Hats, hoods, or head coverings cannot be worn in the classroom.
- No bandanas may be worn at any time.
- Hats are **NOT** to be worn sideways or backwards.

General

- Pajamas, bedroom slippers, etc. are not allowed.
- Inappropriate buttons, pins, or jewelry will be confiscated. These are items bearing profanity, advertising sex, drugs, alcohol, tobacco, gangs, or violence.
- Inappropriate lettering, printing, message patches, or messages on T-shirts, backpacks, binders, book covers, and other personal items are prohibited. These include any references to drugs, alcohol, weapons, satanic themes, violence, sex, etc.
- Wearing of any gang symbols such as handkerchief, hanging suspenders, chains, shoestrings, earrings, jackets, colors, or devices associated with group intimidation or gang affiliation is strictly prohibited. Suspenders or overalls must be worn over the shoulders.
- Sunglasses may be worn when students are outside. They must be removed prior to entering the classroom or any building on campus. Appropriate sunglasses include those in good taste and those which do not cause distractions such as resembling toys, tricks, being oversize and having inappropriate language. The school cannot take responsibility for lost sunglasses.
- Clothing and accessories which are unsafe and/or dangerous will be confiscated (for example: studded belts, wrist bands, metal belts, chains, handcuffs, earrings, etc.)
- Students are not to write or draw on arms, hands, face, legs, etc. as it causes a distraction in the classroom.
- The administration reserves the right to decide the appropriateness of the student's attire.

Make-Up

Students are asked to refrain from extreme use of make-up as it may be an educational distraction to other students or to the teacher.

Hair

Hair shall be clean and neatly groomed.

We reserve the right to assess the appropriateness of clothing, hair, and accessories and give consequences if deemed necessary.

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 tickets 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.

2019-2020 SCHOOL-WIDE EXPECTATION GRID

	Safe	Respectful	Responsible
Office	<ul style="list-style-type: none"> Keep hands and feet to self Use chairs and desk appropriately 	<ul style="list-style-type: none"> Use appropriate language Use kind words and actions Use an inside voice Wait patiently and quietly 	<ul style="list-style-type: none"> Written pass obtained and visible State your purpose politely Sign in
Lunch/Cafeteria/MPR	<ul style="list-style-type: none"> Walk at all times Sit while eating 	<ul style="list-style-type: none"> Use appropriate language Use kind words and actions Use garbage cans and recycling bins 	<ul style="list-style-type: none"> Wait in line patiently Eat at tables/designated areas Clean up after yourself
Lunch/Field	<ul style="list-style-type: none"> Walk at all times Keep hands and feet to self Play games appropriately 	<ul style="list-style-type: none"> Use appropriate language Use kind words and actions 	<ul style="list-style-type: none"> Keep garbage picked up Return equipment
Common Areas Hallways/Quad	<ul style="list-style-type: none"> Walk at all times Keep hands and feet to self 	<ul style="list-style-type: none"> Use appropriate language Use kind words and actions 	<ul style="list-style-type: none"> Have office/restroom pass visible during class hours Use garbage cans after eating
Assemblies/Special Events	<ul style="list-style-type: none"> Keep hands and feet to self Stay seated Wait for dismissal instructions 	<ul style="list-style-type: none"> Use appropriate language Use kind words and actions Listen respectfully Applaud at appropriate times 	<ul style="list-style-type: none"> Focus on presentation Sit quietly during presentation Stay with your class
Restrooms	<ul style="list-style-type: none"> Keep water in sink Wash hands Put paper towels in garbage can 	<ul style="list-style-type: none"> Use appropriate language Use kind words and actions Give people privacy Respect property – yours and others 	<ul style="list-style-type: none"> Flush Toilets Wash Hands Put paper towels in garbage can Inform adults of vandalism
Bike Rack	<ul style="list-style-type: none"> Walk bikes and scooters 	<ul style="list-style-type: none"> Use appropriate language Use kind words and actions Respect others property 	<ul style="list-style-type: none"> Lock your bike
Classrooms (Library and Computer Room)	<ul style="list-style-type: none"> Keep Hand and feet to self Use chairs and tables appropriately Maintain safety with regard to backpacks 	<ul style="list-style-type: none"> Use appropriate language Use kind words and actions Use inside voices Follow classroom rules 	<ul style="list-style-type: none"> Enter and exit quietly Sit in assigned seats Return items to proper place Stay on task Push chair in
Cell Phone Expectations	<ul style="list-style-type: none"> Keep social media accounts private. Only interact with known peers and adults 	<ul style="list-style-type: none"> Only use photos with explicit permission of the student Use appropriate, positive, and kind language 	<ul style="list-style-type: none"> Follow teacher directions during class time for use of electronic devices Keep phone on silent mode during class time Use cell phones in designated areas at lunch

Rev. 6/18/19

Merits / Probation

Incoming new students begin the school year with 100 merits while returning seventh and eighth grade students' merit-standing is rolled over from the previous school year. If a student falls below eighty-five (85) merits they will be placed on a Probationary List and must earn their merits back to 100 before participating in any school-sponsored activities such as, but not limited to, assemblies, rallies, field trips, sports teams, dances, or attendance to after-school activities. During the probationary period, students must earn their merits back to 100 within one month, through the work service program.

Work Service Program

Work service is available daily in the morning from 8:00 – 8:45 a.m. and at lunch recess. In addition, work service is available after school from 3:15– 4:00 p.m. except Mondays (minimum days) only with teachers upon pre-approval. **Twenty minutes of work service is required to earn back one merit.** Students may work for any school staff member, but students **cannot** earn merits during class time. Work service will be evaluated by school staff to determine if the student earns merits. All merits for participating in any activity must be completed by 4:00 p.m. on the day before the activity.

Citation

A citation is issued by teachers and/or staff members to students for **minor** infractions of school expectations. A citation will result in after-school detention the following school day. No detention is held after school on Mondays or on minimum days.

Disciplinary Referral

A disciplinary referral is issued by teachers and/or staff members to students for **major** infractions of school rules. Teachers will attempt to notify parents of students who display behavior that disrupts the learning environment of the school prior to issuing a disciplinary referral. Disciplinary referrals will result in a loss of five (5) merits and after-school detention the following school day.

Detention

Detention is held after school from 3:15 – 4:00 p.m. Tuesdays – Fridays. No detention is held after school on Mondays or on minimum days. Detention is held in a specified teacher's classroom and students are given a courtesy reminder slip the day of detention. It is the student's responsibility to notify the parent(s)/guardians(s) of detention. Students who do not attend detention will be assigned an additional detention. Students who repeatedly miss detention will be given additional consequences such as ALC or possible home suspension. Dismissal from detention for inappropriate behavior may result in ALC assignment. Detention may only be rescheduled by a parent in the case of an emergency or a doctor's appointment. *Title V of the Education Code states that students may be detained in school for disciplinary or other reasons outside the school day hours.*

Alternative Learning Class (ALC)

When a student is suspended for violating the school rules they may be assigned to the Alternative Learning Class (ALC), which is a positive alternative to home suspension. While a student is attending ALC, the ALC teacher will supervise them. The student's assignments will be sent to the ALC from their teachers and it is expected that the assignments will be completed. It is also the responsibility of the student to bring in any unfinished work from their classes to be completed during this time. If any student disobeys the ALC teacher or disrupts the learning environment, he/she will receive a home suspension.

Warren T. Eich Middle School

Discipline Levels Chart

Level 1 Incidental Violations Teacher Managed (Non-refer / Non-record)	Level 2 Minor Violations Teacher Managed Recorded with Citation	Level 3 Major Violations Office Managed Recorded with Referral	Level 4 Illegal Violations Office Managed Recorded with Referral
<ul style="list-style-type: none"> • Out of seat • Eating in class • Running • Minor disrespect • Minor defiance • Loud voice level • Off task • Unprepared • Lack of supplies • Copying homework • Public Display of Affection (PDA) • Littering/Spitting • Gum • Other: 	<ul style="list-style-type: none"> • Repeated Level 1 Violations • Inappropriate Language / Gesture • Physical Contact / Aggression • Defiance • Disruption • Dress Code Violation • Disrespectful • Property Misuse • Technology Device Violation • Tardy to Class/School • Unsafe Behavior • Littering • Other: 	<ul style="list-style-type: none"> • Repeated Level 2 Violations • Overt Defiance • Disrespectful • Disruptive Behavior • Theft / Forgery • Internet Misuse / Cyber – Bullying • Direct Inappropriate Language / Gesture • Harassment / Bullying • Fighting / Physical Aggression • Threats • Vandalism / Property Destruction • Possession of a Dangerous Object • Cutting Class / School • Other: 	<ul style="list-style-type: none"> • Drug use/selling/ possession • Alcohol use/ possession • Weapon use/ possession • Sexual Assault • Tobacco use/possession • Habitual Truancy • Arson • Robbery/Extortion • Bomb Threat • Severe Vandalism • Other:

**** The above list is not intended to be a complete list of all infractions. ****

Rev. 6/18/19

Suspensions and Expulsions

The following are causes for suspension and/or expulsion as defined by Education Code 48900:

- A. (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.
- B. Possessed, sold, otherwise furnished any firearm, knife, explosive, or other dangerous object unless the pupil has obtained written permission to possess the item from a certificated school employee.
- C. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school property or private property.
- G. Stole or attempted to steal school property or private property.
- H. Possessed or used tobacco.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- L. Knowingly received stolen school property or private property.
- M. Possession of imitation firearm.
- N. Committed or attempted to commit sexual assault or sexual battery.

- O. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding or retaliated a complaining witness.
- P. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Q. Engaged in, or attempted to engage in, hazing.
- R. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel.
- T. Aiding or abetting the infliction or attempted infliction of physical injury on another person.
 - 48900.2 Sexual Harassment: In grades 4-12, any inappropriate conduct of a sexual nature that negatively impacts another person or creates an intimidating, hostile, or offensive educational environment.
 - 48900.3 Hate violence: In grades 4-12, any student who has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.
 - 48900.4: In grades 4-12, any student who intentionally engages in harassment, threats or intimidation directed against a pupil or groups of pupils.
 - 48900.7: Terroristic threats against school officials, school property or both.
 - 48915 (a): Mandatory Recommendation for Expulsion: (1) causing serious physical injury; (2) possession of a knife; (3) possession of controlled substance; (4) robbery or extortion; (5) assault or battery upon school employee.
 - 48915 (c): Mandatory Expulsion Requirement: (1) possession, selling, furnishing firearm; (2) brandishing a knife; (3) selling a controlled substance; (4) committing or attempting to commit sexual assault or battery; (5) possession of explosive.

In addition to the above offenses, Eich Middle School also recognizes the following as suspendible offenses:

- Pulling fire alarm
- Attempting to set – or – setting a fire
- Calling 911
- Assault or battery toward school personnel (e.g., threatening, attempting to, or striking, hitting, pushing a staff member)

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, 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:

1. Unwelcome repeated acts of leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominately single-sex class.
7. 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 so 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:

1. Any student displaying behavior, gestures, apparel or paraphernalia indicative of gang affiliation shall be referred to the principal or designee.
 - a. The student's parent/guardian shall be contacted and may be asked to meet with school staff.
 - b. The student may be sent home to change clothes if necessary.

IB Approaches to Learning Skills				
Students Self-Rating Scale: R= Rarely, S= Sometimes, C= Consistently		Trimester Ratings		
ATL Skill		1st	2nd	3rd
COMMUNICATION				
I. Communication skills				
Exchanging thoughts, messages and information effectively through interaction				
Give and receive meaningful feedback				
Use intercultural understanding to interpret communication				
Use a variety of speaking techniques to communicate with a variety of audiences				
Use appropriate forms of writing for different purposes and audiences				
Use a variety of media to communicate with a range of audiences				
Interpret and use effectively modes of non-verbal communication				
Negotiate ideas and knowledge with peers and teachers				
Participate in, and contribute to, digital social media networks				
Collaborate with peers and experts using a variety of digital environments and media				
Share ideas with multiple audiences using a variety of digital environments and media				
Reading, writing, and using language to gather and communicate information				
Read critically and for comprehension				
Read a variety of sources for information and for pleasure				
Make inferences and draw conclusions				
Use and interpret a range of discipline-specific terms and symbols				
Write for a different purpose				
Understand and use mathematical notation				
Paraphrase accurately and concisely				
Preview and skim texts to build understanding				
Take effective notes in class (Cornell?)				
Make effective summary notes for studying				
Use a variety of organizers for academic writing tasks				
Find information for disciplinary and interdisciplinary inquiries, using a variety of media				
Organize and depict information logically				
Structure information in summaries, essays and reports				
Understand and implement intellectual property				
Create references and citations, using footnotes/endnotes and construct a bibliography according to recognized conventions				
Identify primary and secondary sources				
SOCIAL				
II Collaboration skills				
Work effectively with others				
Use social media networks appropriately to build and develop relationships				
Practice empathy				
Delegate and share responsibility for decision-making				
Help others to succeed				
Take responsibility for one's own actions				
Manage and resolve conflicts and work collaboratively in teams				
Build consensus				
ATL Skill				
SELF-MANAGEMENT (continued)				
V. Reflection				
(Re-)considering what has been learned, choosing and using ATL skills				
Develop new skills, techniques, and strategies for effective learning				
Identify strengths and weaknesses of personal learning strategies (self-assessment)				
Demonstrate flexibility in the selection and use of learning strategies				
Try new approaches to learning and evaluate their effectiveness				
Consider content (What did I learn today? What don't I yet understand? What questions do I have now?)				
Consider ATL skills development (What can I already do? What will I work on next?)				
Consider personal learning strategies (How effectively am I learning? What can I do to become a more effective and efficient learner?)				
Consider ethical, cultural, and environmental implications				
Keep a journal to record reflections				
RESEARCH				
VI Information Literacy				
Finding, interpreting, judging, and creating information				
Collect, record, and verify data				
Access information to be informed and inform others				
Make connections between various sources of information				
Understand the benefits and limitations of personal sensory learning preferences when accessing, processing and recalling information				
Use memory techniques to develop long term memory				
Present information in a variety of formats and platforms				
Collect and analyse data to identify solutions and/or make informed decisions				
Process data and report results				
Evaluate and select information sources and digital tools based on their appropriateness to specific tasks				
Understand and use technology systems				
Use critical literacy skills to analyze and interpret media communications				
VII Media Literacy				
Interacting with media to use and create ideas and information				
Locate, organize, analyse, evaluate, synthesize, and ethically use information from a variety of sources and media (including digital source media and online networks)				
Demonstrate awareness of media interpretations of events and ideas (including digital media sources)				
Make informed choices about personal viewing experiences				
Understand the impact of media representations and modes of presentation				
Seek a range of perspectives from multiple and varied sources				
Communicate information and ideas effectively to multiple audiences using a variety of media and formats				
Compare, contrast, and draw connections among multimedia resources				
THINKING				
VIII. Critical Thinking				
Analyzing and evaluating issues and ideas				
Practice observing carefully in order to recognize problems				
Gather and organize relevant information to formulate an argument				
Recognize unstated assumptions and bias				

Trimester Ratings

Trimester Ratings

[illegible]



IB COMMUNITY PROJECT 2019-2020 School Year



The IB Community Project focuses on community and service, encouraging students to explore their right and responsibility to implement service as action in the community.

- MYP Projects Guide 2015

The Basics

- ❖ Minimum of **15 hours** between planning (during RtI) and implementation.
- ❖ Work **individually** or in groups with a **maximum of three people**.
- ❖ This is an **8th grade Promotion requirement**.
- ❖ All 8th graders will be assigned to an **Advisory Group** at the beginning of 8th grade.
- ❖ Meet once a month with your Advisory Group **during RtI** to:
 - Ask questions
 - Generate ideas
 - Work on your Process Journal
 - Prepare for your Presentation

Four types of service

- ❖ **Direct Service:** Involves interaction with people, the environment or animals.
 - **Examples:** tutoring, working in a community garden, helping get animals adopted
- ❖ **Indirect Service:** Not directly involved but will see the benefit to the community or environment.
 - **Examples:** redesigning an organization's website, writing original picture books to teach a language, raising fish to restore to a stream
- ❖ **Advocacy:** Speaking on behalf of a cause to provide action on an issue of public interest.
 - **Examples:** initiating an awareness campaign on hunger in the community, performing a play on replacing bullying with respect, creating a video on sustainable water solutions
- ❖ **Research:** Students collect information through varied sources, analyze data and report on a topic of importance to influence policy or practice.
 - **Examples:** conducting environmental surveys to influence their school, contributing to a study of animal migration patterns, compiling the most effective means to reduce litter in public spaces

School Website: <http://www.eich.rcsdk8.org>

Facebook: RCSD Eich

Rev. 6-18-19



Warren T. Eich Middle School Academic Honesty Policy

INTRODUCTION:

Academic Honesty is a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. Academic Honesty is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modeling and taught skills.

The Academic Honesty Policy is developed incorporating concepts and references from multiple documents used at Warren T. Eich Middle School (Eich). First, Eich's Mission Statement states, *"To empower all students to develop into lifelong learners who are inquisitive, compassionate and accountable. Students will be encouraged to use critical thinking and integrity in their commitment to bettering our local and global community through service and embracing differences."* Second, academic honesty is part of being "principled", a learner profile attribute where leaders strive to "act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences." Last, the Academic Honesty Policy supports Eich's Wildcat Way school-wide philosophy of Safe, Respectful and Responsible.

These qualities, when applied in the classroom environment and production of student work, will establish skills that support sound practices in teaching, learning and assessment. These practices are expected to be introduced, modeled and used both in the school setting and in outside daily practices.

DEFINITIONS:

Plagiarism: to steal and pass off (the ideas or words of another) as one's own (Merriam-Webster online dictionary). The act of plagiarism can include, but not limited to, written work, photos, art, music, etc.

Examples of plagiarism (not an exhaustive list):

- Directly copying the work of another person without proper documentation or paraphrasing through online or electronic translators
- Paraphrasing the ideas of another person without proper documentation
- Failing to properly credit any work or answers that have been generated through electronic translation engines, literary summary sources and inappropriate collaboration with other students
- Recycling previously submitted work by oneself or another student
- Using artwork or pictures (including clip art) that was created by another person without proper citation

Collusion: secret cooperation for an illegal or dishonest purpose (Merriam-Webster online dictionary)

Examples of collusion (not an exhaustive list):

- Allowing your work to be copied by another student
- Giving intellectual property (their own or others) to a student with intent to cheat (divide and conquer method where you are not the sole author on an assignment given by the teacher, unless this is part of the assignment)
- Providing information on how to obtain another student's intellectual property
- Providing information on how to obtain assessment tasks (prior to examination)
- Forging documents for another student and/or helping copy documents for another student
- Providing unauthorized notes to another student during an assessment
- Sharing assessment information on content and questions with other students
- Sharing passwords or intentionally bypassing district firewalls

Misconduct: wrong behavior; behavior or activity that is illegal or morally wrong (Merriam-Webster online dictionary).

Example of misconduct (not an exhaustive list):

- Refusing to follow directions, such as taking test materials from a classroom or using prohibited electronic devices

ROLES AND RESPONSIBILITIES IN SUPPORTING ACADEMIC HONESTY:

***Faculty* (including teachers, counselors, media specialists, aides and support personnel)**

The following are the expectations and responsibilities with regard to teaching students the concepts in the Academic Honesty Policy:

- Cover the contents of the Academic Honesty policy in the beginning of the year packet and through the 8th grade Community Project
- Teach a recognized citation convention for written and non-written works
- Provide opportunities to practice the appropriate way to use citation conventions before a final product is due
- Communicate appropriate collaboration versus collusion with each assignment
- Demonstrate and model academic honesty in presentations, etc.
- Report and record academic dishonesty through a Disciplinary Referral or Citation
- Minimize temptation for malpractice in assignments/assessment situations
- Communicate with students, parents, counselors and administrators with concerns and malpractice offenses
- Teachers, administrators and counselors involve students in reflection/discussion in the instance of malpractice

Students

The following are the expectations and responsibilities with regard to producing authentic work:

- Confirm the understanding of the Academic Honesty Policy by signing the Academic Honesty Policy Contract at the beginning of the school year and 8th grade Community Project Contract
- Report collusion violations to the appropriate school personnel
- Cites any sources used in completing an assignment (this includes, websites, videos, art, photos, music, etc.)
- Acknowledge and understand that by putting a name on a paper indicates the work is original and/or cited appropriately
- Ask for guidance when unsure of the appropriate reference expectations

Administration and MYP Coordinator

The following are the expectations and responsibilities with regard to producing authentic work:

- Support Academic Honesty Policy and investigate all counselor/teacher reports of plagiarism and collusion through the use of the Disciplinary Referral or Citation process
- Ensure that all staff, students and parents understand definitions, responsibilities and repercussions in the Academic Honesty Policy
- Ensure the Academic Honesty Policy is applied consistently throughout the school
- Confirm students' educational rights and the right to due process during investigations of possible violations of the Academic Honesty Policy
- Provide staff development and guidance on academic writing and referencing systems that are available
- Provide teachers with material to guide students in maintaining academic honesty
- Make parent and student contact to reflect on malpractice incidents

Parent and Guardian

The following are the expectations and responsibilities with regard to producing authentic work:

- Confirm the understanding of the Academic Honesty Policy by signing the Academic Honesty Policy Contract at the beginning of the school year and 8th grade Community Project Contract
- Encourage your student to practice academic honesty as outlined in the annual Eich Parent-Student Handbook
- Encourage your student to help maintain the school culture on academic honesty by contacting appropriate personnel when violations occur
- Address concerns with your student and school personnel if plagiarism/collusion instances occur
- Monitor hired tutors or outside help to ensure academic honesty practices

CONSEQUENCES FOR ACADEMIC HONESTY:

Plagiarism, collusion and/or misconduct will be discussed with the student, reported to the parent(s) and the appropriate school personnel. Consequences will be administered in accordance with the school's discipline plan, based on frequency and severity of the violation.

REVIEW OF THE ACADEMIC HONESTY POLICY:

The plan will be reviewed every two years.

Original plan created by: Mr. Beadle, Mrs. Gomez, Ms. Woolsey, Mrs. Ball, Mr. Davis, Mrs. Wright, Mrs. Murray, Mr.

Benedict, Mr. Stephens, Ms. Divilbiss, Ms. Pinder

Revised 5/5/16: Ms. Shrider, Mrs. St. Germaine, Mr. Beadle, Mr. Buljan, Ms. Turner, Mrs. Atkinson, Mr. Benedict

Revised 5/17/17: Mr. Beadle, Ms. Shrider, Ms. Atkinson, Ms. Allen, Mr. Padilla, Ms. Fasl

CITATION OF SCHOOLS AND DISTRICTS USED IN CREATING THIS DOCUMENT:

International Baccalaureate, Academic Honesty in the IB Educational Context, 2014

Bloomfield Hills Middle and High School, "Academic Honesty Policy"

White Bear Lake Middle School, "IB MYP Academic Honesty Guidelines"

Rev. 5/31/17



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: _____

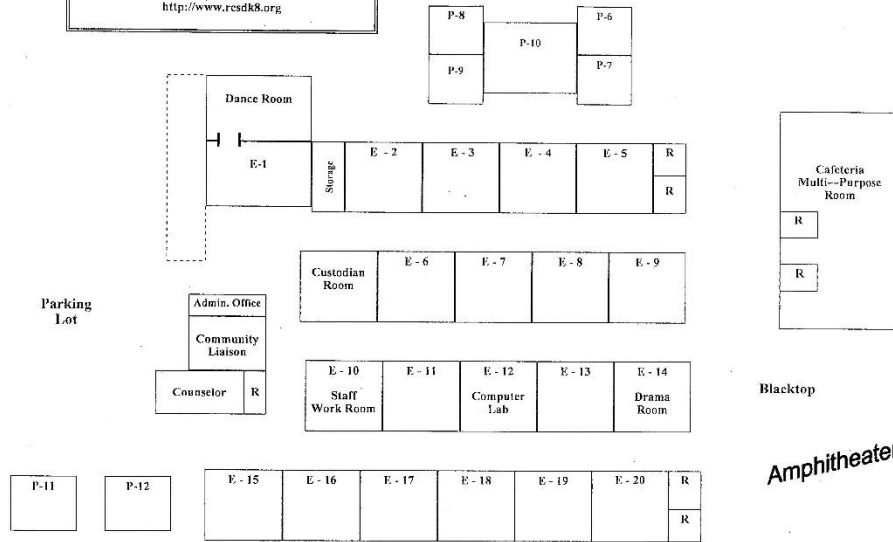
Signature: _____

Date: _____

Rev. 5/31/17

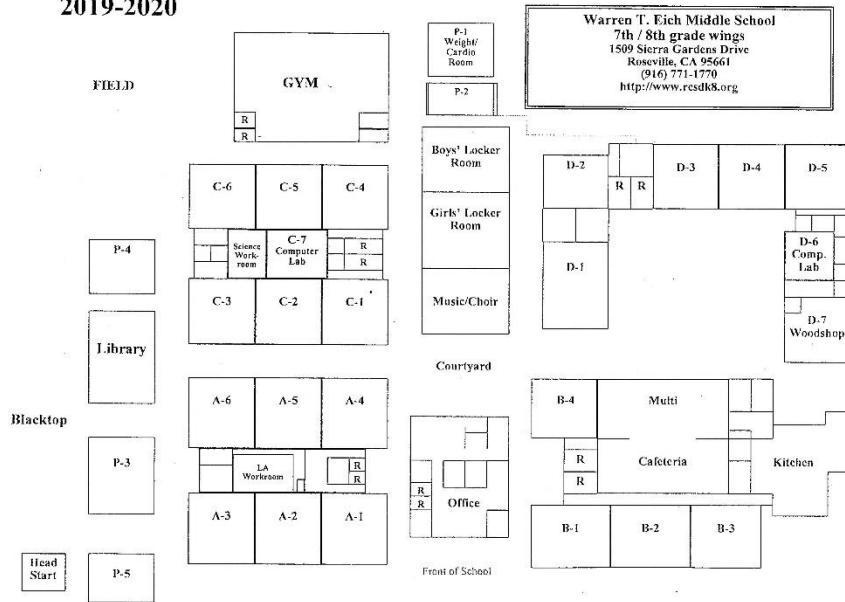
Warren T. Eich Middle School
6th grade wings
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2019-2020



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