

***Rockford Environmental Science Academy
Parent Handbook
2020-2021 School Year***



RESA Middle School Mission Statement

The mission of the RESA Professional Learning Community is to mentor, inspire and empower our students to be successful.

RESA Student Creed

As a RESA student, I will always STRIVE to be an excellent student and an excellent human being. I am a unique person with special talents and it is up to me to develop these talents while I am at school. I understand that if I truly STRIVE to be excellent, I will be successful!

General Rockford Environmental Science Academy Information

Rockford Environmental Science Academy
1800 Ogilby Road
Rockford, IL 61102
Phone – (815) 489-5509
Fax – (815) 489-2783

Absences - A parent/guardian must report their child's absence by calling our main number 815-489-5509, between the hours of 8:00 A.M. and 10:00 A.M. on the day of the absence. If we are not contacted, our automated call system will contact the home in the evening. A message may be left on the RESA voicemail before office hours.

Buses - Students are **not permitted to "stand around" after school.** **THE BUS DOORS CLOSE AT 4:07pm!** At that point the student will be directed to call home for other arrangements. We do not allow students to ride any bus other than their own.

Check-in/Check Out- Because the safety of your child is paramount, no student is allowed to leave school without being excused through the Main Office. **Parents/Guardians must come to the Main Office and present a photo I.D. to sign their child out of school.** Students waiting to be picked up by a parent will wait in the Main Office. Students returning to school during the day must return to the Main Office to sign in.

Early Dismissal – is for emergencies only. Your child's education is very important to all of us and in order for your child to receive the most of their education; **they need to be in school the entire day.** If leaving school early, students need to bring a note to the office upon entering school. This note should be written and signed by parent/guardian. The note should explain the reason and time for student to be picked up.

Entering and Exiting the School Building- All students should enter and exit the school building through their designated entry door....

- **Sixth Grade:** east entrance, to the left as you face the building. Closest to bus loading
- **Seventh Grade:** main entrance, or doors directly in front of the flagpoles
- **Eighth Grade:** west door, to the right as you face the building

Students will not be allowed to enter the building until the first bell rings. Unless participating in one of our many after-school activities, students should immediately exit the building at dismissal. Students found loitering in the building after school hours will be considered trespassers.

I.D. and Lanyard- Students must wear both at all times while in school and when attending school-sponsored events. All students will be given one ID and lanyard at the beginning of the year and they are responsible for keeping them in good condition each day.

- **I.D. = \$2 to replace**
- **Lanyard = \$1 to replace**
- **These items may only be purchased in the Main Office in the morning before classes begin.**

Inclement Weather and Emergency Procedures- School cancellation due to inclement weather will be announced over local radio and television stations.

Television Stations: WIFR 23/WTVO 17/WREX 13

Radio Stations: WROK 1440 AM/WQFL 98.5 FM

Late Arriving Students - Any student arriving at school after the beginning of 1st period is Tardy. If a legitimate reason exists for the late arrival (doctor/dentist/court/other appointment), parents should send a written note to indicate the reason for the absence to have the tardy excused.

Locks & Lockers- All students are assigned hall lockers and P.E. lockers. All lockers are equipped with a combination lock. Should the lock be lost, the student will be charged a lock replacement cost. Please remember the following locker tips:

- Do not give your locker combinations to other students.
- Do not share your locker with other students.
- Make sure your locker is locked at all times.
- Replacement fee for locks is \$10

Lockers are the property of the school and may be inspected at any time by a school official without notification or permission.

Home Access Center - In an effort to provide expanded access to student information, RPS205 is now utilizing a Web based tool called the Home Access Center. This portal provides real-time access to grades, attendance records and other student information. Parents and guardians have their own log-ins; the same username and password will be used to access online information for all children in your household. If you need help logging in please contact the main office.

Parent/Teacher Conferences – We will have parent-teacher conferences scheduled for the 2020-2021 school year.

Fall Dates: Tuesday, October 20 and Tuesday, October 27 4:15 to 7:15 pm.

Spring Dates: Tuesday, March 2 and Tuesday March 9 4:15 to 7:15 pm

Additional conferences between parents and teachers can be arranged at any time by contacting your student's teachers or counselor. (Any parent/guardian wanting to visit the school should call and give a 24 hour notice of the desired visit. No parent/guardian will be permitted to visit a classroom unannounced.)

Peachjar - Rockford Public Schools now uses an electronic flyer communication tool called **peachjar**. Parents/guardians receive informational flyers via email, provided that they have shared their email address with their school's Main Office staff. You can also view flyers on our school's website homepage. Look for the orange "Peachjar" button.

Personal Items – **DO Not** bring things to school that don't belong on school property. Non-school related items may be confiscated and parents/guardians must pick the item up from school. The school is not responsible for money or valuables that are lost or stolen. This includes cellphones, tablets, etc. If it is valuable or important, don't bring it to school! RESA will not replace or pay for these items.

Physical Education- When assigned to the pool, students will need appropriate swimwear. (girls- modest one piece suit & boys-swim trunks with liner)

Report Cards/Progress Reports- Grades can be checked any time through Home Access Center.

School Hours -The school day will begin at **9:00 A.M. and conclude at 4:00 P.M.** Students participating in an after-school activity are able to ride an Activity bus. Students must present their school identification card to ride the activity bus. Please make sure that you pick your student up on time from after-school events.

Security – **A valid photo I.D. is required to enter RESA.**

Sickness - If a student becomes ill during the school day, he or she should obtain a pass from a teacher and report to the Nurse's Office. If the school nurse deems it is in the student's best interest to go home, the nurse will call parents to pick up the student. Parents/Guardians must come to the Main Office and present a photo I.D. to sign students out of school. Please make sure that the school has a current phone number and address.

Student Behavior - It is the responsibility of every student to:

- Be Respectful
- Be Responsible
- Be Safe

Rockford Environmental Science Academy administrators follow the Student Code of Conduct issued by District #205 when providing disciplinary interventions and assigning consequences. Consequences are assigned according to the seriousness and persistence of the infractions.

Students will be considered tardy if they are not in their scheduled classroom when the bell rings. Students will have a five minute passing time between classes. Interventions/Consequences will be assigned in accordance with the Rockford Public Schools Discipline Code of Conduct. Being on time is a life skill and something our students will need to do when they have a job and for the rest of their lives. We expect our students to be on time to class.

RESA Grading Policy

RESA believes in developing habits and skills of independent study, so students can be prepared for high school and beyond.

At RESA students need to complete every assignment and if they have difficulties then teachers, administrators and parents will work together to support them. We believe that parents, teachers, and students need to work together for the success of all RESA students.

1. **Student Expectations:** Students are expected to complete all work and submit it to their teachers on time. Students need to ask for help if they are struggling.

2. **Teacher Expectations:** Teachers will correct, assess, and/or provide feedback on all work promptly. Grades will be updated at the end of the day every Wednesday. When students ask for help, teachers will take action to assist those students.

3. **Parent Expectations:** Parents are expected to monitor their child's progress by checking Home Access Center (found at rps205.com) or the eSchoolPlus Family app once a week. Parents need to attend both Fall and Spring Parent Teacher Conferences. If parents have any concerns about their child's progress or grades, they should contact their child's teacher by email or phone. Email addresses of teachers are located in the eSchool Plus Family app. To ensure academic success parents should provide a routine time and place for students to complete assignments. If your student does not have any assignment, then ask your child to show you their grades on the eSchool Plus Family app.

4. **Encouraging regular attendance:** RESA students need to be in school **every day**. Students who attend school every day are more successful academically and are building persistence and lifelong skills. In the 2018-2019 school year, 39% of RESA students were considered chronically absent from school. This means that they missed 17 or more days of school. Research shows that nearly 90 percent of high school freshmen who miss less than a week of school per semester will graduate. This is why we are asking for your help in building good habits now.

5. **Grade book setup:** Gradebooks will be required to have only two weighted categories. Evidence will be 80% and Classwork will be 20%. Since summative assessments are worth 80% of a student's grade, at least 3 summative assessments and 3 classwork assignments will be provided in each quarter.

Examples of Evidence include assessments, posters, tests, essays, book reports, labs, models and other assignments that determine the mastery of a standard. Examples of Classwork are paired assignments, classroom assignments, practice, bell ringers, homework, and any work that is helping the student achieve mastery of the standard.

6. **Late Work:** Assignments that teachers give students are important to their academic development and not optional. **All students will be required to complete all assignments.** Late work will be accepted until the end of the quarter without a grade penalty.

7. **Retakes:** Retake/Revision: Students are encouraged to retake any summative assessment that has not been mastered. The student can retake a summative assessment to master the content. The highest score earned will go into the gradebook. Teachers will likely require additional practice work before allowing the student to retake a summative assessment.

RESA Middle School Uniform Policy

All RESA Middle School students are required to follow the uniform code to and from RESA every day during the school year.

Uniform Style and Colors:

The uniform shirt will be a collared/buttoned polo shirt or button down oxford in **white, navy blue, or forest green** (solid in color).

Trousers, skirts (knee length) and shorts (knee length) will be khaki or navy blue.

Shirts worn under the uniform may be of any color provided they do not have a hood, and are not obscene, offensive, or disruptive to the learning environment.

Shoes must be low-heeled, closed toe, and have hard soles.

RESA spirit shirts and hoodies may be worn any day.

Additional Requirements:

RESA IDs and lanyards are a part of the uniform. Students are **required** to wear their ID around their neck so it is visible at all times. ID's may not be altered or defaced in any way i.e. stickers, marker, scratched, etc.

RESA team jerseys may be worn only on game days and not in PE class. Only members of the team may wear said jersey.

How to Wear the RESA Uniform:

Shirts, shorts, skirts, and trousers must fit appropriately (not too tight or excessively large)

Pants/shorts/skirts must be worn at the waist.

Exposing the stomach area or upper torso of the body is not allowed.

Shirts and tops are too short if the midriff is exposed when arms are raised.

Tights may be worn under a skirt or shorts.

There will be no substitutions or alterations of the uniform, and it must be kept clean and neat. If you alter the uniform, you will be considered out of uniform.

Uniform Violations:

No jeans (If you aren't sure and the pants have a rivet then it is probably not allowed)

No denim

No leggings, leotards, or spandex,

No undergarments may be showing.

No coats or jackets may be worn while in the building. (If taking a coat to PE for class outside you may carry the coat to PE, but it may not be worn in the halls)

No headwear may be worn in the building: no caps, hoods, kerchiefs, do rags, scarves, bandanas, picks, or combs.

Sleeveless shirts or cap sleeves are not allowed

No flip-flops, slippers, house shoes, open toed shoes, or sandals

RESA PE shirts may not be worn outside of PE class

Additional Allowances:

Sweaters and sweatshirts are permissible over your uniform provided they are **white, navy blue, heather grey, or forest green** with no writing or patterns on them. A single logo smaller than a 3"x5" index card is allowed.

Hooded sweatshirts (including ones with zippers) are not jackets under our uniform policy and are allowed provided that they meet the sweater and sweatshirt requirement above.

What happens when a student violates the dress code?

Dress code violations are addressed as infractions in the student code of conduct. Students out of uniform will be served a lunch detention and directed to call home for a guardian to bring the appropriate school uniform. Repeated violations are subject to progressive discipline which may be referred to GDM (2).

ROCKFORD PUBLIC SCHOOLS
HEALTH and DENTAL EXAMINATIONS
IMMUNIZATION INFORMATION

ROCKFORD PUBLIC SCHOOLS HAVE ESTABLISHED AN EXCLUSION DATE AS THE **FIRST DAY OF SCHOOL** - IN ORDER TO MEET THE REQUIREMENTS FOR HEALTH EXAMINATIONS AND IMMUNIZATIONS STUDENTS MUST HAVE THE FOLLOWING EXAMS/IMMUNIZATIONS **BEFORE AUGUST 20, 2018**, THE FIRST DAY OF SCHOOL. STUDENTS WILL NOT BE ALLOWED TO ATTEND SCHOOL UNTIL THESE SCREENINGS ARE COMPLETE.
NO APPOINTMENT CARDS WILL BE ACCEPTED.

Health Exams A student must have a physical examination within one year of entering:
Pre-school Kindergarten Sixth Grade Ninth Grade

New students (new to IL) who register after the first day of school have 30 days following registration to comply with the health examination and immunization regulations.

Immunizations Students are required to show proof of basic immunizations and required boosters for

Diphtheria, Tetanus, Pertussis, Polio, MMR (Measles, Mumps and Rubella),

and the following:

Pre-K: Haemophilus Influenzae Type B

Pre-K and 6th through 12th grades: Hepatitis B

Children 2 years up to 5th birthday (24-59 months): Pneumococcal

Vaccine

Pre-K and Kindergarten: must show proof of lead screening

Kindergarten, 1st, 2nd, 6th, 7th, 8th, 9th, 10th, 11th grades: must show proof of **two** vaccinations for Varicella (chickenpox)

6th, 7th, 12th grades: must show proof of meningococcal vaccination.

The required health examinations, immunizations, and lead screening may be obtained at the doctor's office or clinic of your choice and must be completed on form IL444-4737 (R-01-05).

Dental Exams All Illinois children in Kindergarten, 2nd, and 6th grades are required to have an oral health exam by a licensed dentist prior to May 15th of the school year.

Eye Exams All children enrolling in Kindergarten and any student enrolling for the first time in a public, private, or parochial school are required to have an

eye exam before the first day of school. The exam must be completed by an optometrist or ophthalmologist.

Objections

A child's parent or legal guardian who objects to health or dental examinations or immunizations must submit an Illinois Certificate of Religious Exemptions form. For the correct form required by the state, please contact your health care provider.

These required health examinations, immunizations and lead screening may be obtained at the doctor's office or clinic of your choice, including your child's primary care physician, the Winnebago County Health Department (815-720-4000), the Ronald McDonald Care Mobile (815-971-5800, ext. 5) or Crusader Community Health School Based Health Center/Auburn Campus (815-490-1600).

Medications at School

Prescription Medication

Medications shall be administered to students by the school nurse or voluntary school personnel only when absolutely necessary for the critical health and well-being of the student. Medication prescribed daily, twice, or three times per day should be administered by the parent around school hours. If it is determined that the student shall receive medication at school, the procedures set forth below shall be followed:

1. The student's physician shall provide written orders detailing the name of the student, the type of disease or illness involved, the name of the drug, dosage, time interval in which the medication is to be taken, the desired benefits of the medication, the side effects, and an emergency number where the physician can be reached.
2. The student's parent or legal guardian shall provide to the school nurse a written request authorizing the administration of the prescribed medication at school including a parent emergency phone number.
3. Medication shall be brought to the school, by the parent or legal guardian, in the original container appropriately labeled by the pharmacy or physician. Prescription drugs shall display all of the following information: Student name, prescription number, medication name/dosage, administration route and/or directions, date and refill, licensed prescriber's name, pharmacy name, address, and phone number, name or initials of pharmacist. Non-prescription drugs shall be brought to school and stored with the manufacturer's original label indicating the ingredients and the student's name affixed to the container. No medication will be given by school personnel unless these guidelines are followed.

Administration of Approved Discretionary Medication

The School Health Council of the Winnebago County Medical Association and the Supervisor of Health Services has approved the intermittent administration of certain non-prescription medications, which may be made available at the school, following appropriate physical assessment, by the registered school nurse: Tylenol, Advil, Visine, Gaviscon or Tums (generic substitutes allowed). This service is offered to

alleviate the child's minor discomforts and to avoid early dismissals from school. It is our hope that providing this service improves attendance and enhances academic performance.

Parent or legal guardian written consent must be obtained before any medication is given to the child. Only the School Nurse / Registered Nurse may administer these medications in accordance with established protocols. The approved consent form requires the parent/guardian to select which medication may be made available for their child. The consent is effective for that current school year only.

Approved discretionary medications are intended for occasional use only. If the child requires any prescription medication or non-prescription medication on a regular basis, the parent or legal guardian must obtain and complete an "Authorization for Medication" form, a written order from the child's doctor, and provide a supply of the medication in the original container.

No discretionary medication will be given by the school nurse unless these guidelines are followed.

If a student experiences an extreme allergic reaction during school hours, the school nurse may administer epinephrine (Epi-pen) in accordance with district protocols. If this occurs, Emergency Medical Services (EMS) will be called and parent or designated emergency contact will be notified

If you have any questions, please call the Rockford Public Schools Health Services Office at 815-966-5254