

*Rockford Environmental Science Academy*  
*Parent/Student Handbook*  
*2007-2008 School Year*

From the Principal:

Welcome to the Rockford Environmental Science Academy (RESA). We are excited to start another year and hope that this handbook can help give you an understanding of the policies and procedures that have been designed to help students be successful learners at our school. This agenda will also serve as a valuable tool to help sustain academic success. **We have high expectations for our students at RESA. We believe all students can be "*excellent*" students.** All students are entitled to a safe and orderly environment that promotes a positive educational experience. It is our job to maintain this type of environment. It is the responsibility of both parents and students to make the best of this experience. Students are here to learn, period. **Please indicate your acknowledgement, understanding and support of the above stated and all other RESA information contained in this handbook by signing below.**

Valid Home Phone Number \_\_\_\_\_

Student Printed Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

It is very important that every student carry this agenda to every class except PE throughout the entire school year.

We expect Excellence from all of our students here at RESA.  
What is an Excellent Student? An Excellent Student is a student who STRIVES!

- S. Self-Disciplines (stays in control, acts responsibly)
- T. Tries hard to succeed
- R. Respects self and others (peers, teachers, administrators, school staff)
- I. Interacts appropriately with others (keeps hands and feet to themselves, does not use put downs, insults, or profanity)
- V. Values education... you are at school to learn so that you can be successful
- E. Expects to be an excellent student (Students must demand this of themselves)
- S. Stops and thinks before acting or responding to a situation.

Additionally...

Excellent Students follow the directions of teachers and staff.

Excellent Students are on time to every class every day; in their seat before the bell rings.

Excellent Students raise their hands before speaking in class.

Excellent Students are always moving to their next location; never standing around in hallways.

Excellent Students do not discuss inappropriate topics at school.

Excellent Students give total effort to complete in-class assignments/activities and homework.

**These are goals that our staff members are committed to achieving this year...**

1. To provide a positive and engaging classroom atmosphere where students desire to be
2. To increase the academic success rate with all students
3. To implement positive classroom management techniques that model, teach, and reward appropriate behaviors

**These are the top three expectations that we have for our students....**

1. Students should be responsible
2. Students should be respectful
3. Students know and adhere to the school rules

**Parents...What can you do to meet the educational and social-emotional needs of your student(s) and make your student's education a top priority?**

1. **Do not wait until you receive a failing progress report or a report card.** It is the responsibility of the parent to contact the teachers for this information. Make sure that you know how your student is doing in his/her classes **EVERY TWO WEEKS!**
2. Review this handbook and the school's discipline code with your child regularly.
3. Make sure that the school has an updated phone number of someone to contact in case the school needs to contact you. This is a safety issue that must be addressed.
4. Make an effort to be involved in at least one school activity with your child.
5. Be a positive example/model for your child. Speak with your child no less than 15 minutes a day regarding academics. Ask, "How are you doing in your classes?" Do not settle for the answer, "I don't know."
6. Volunteer, Volunteer, Volunteer!!! We have many opportunities for parents to become involved in your child's school. Examples include lunchroom supervision, chaperoning REC nights and dances, etc. RESA Booster Club is the way to go!
7. **We encourage you to visit us here at RESA! District 205 policy requires you make an appointment 24 hours in advance before visiting. Please contact your child's grade level counselor or principal to set up an appointment. Classroom visits should be limited to no more than 20 minutes. You must sign in at the main office and wear a visitor's pass.**

## General RESA Information

### Rockford Environmental Science Academy

1800 Ogilby Road

Rockford, IL 61102

Phone – (815) 489-5509

Fax – (815) 966-5360

Homework Hotline – 1-815-962-7127

### Administration

Dr. DeLacey      Principal

Mrs. Kloss      6<sup>th</sup> Grade Assistant Principal

Mr. Ady          Associate Principal/7<sup>th</sup> Grade Assistant Principal

Mr. Ferguson    8<sup>th</sup> Grade Assistant Principal

Mrs. Reimer     Assistant Principal/Athletics

### School Hours

The school day will begin at 9:30 A.M. and conclude at 3:30 P.M. Students participating in an after-school activity will be dismissed at 4:50 P.M. Activity buses will leave the school parking lot at 5:00 P.M. 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.

Main Office 489-5509

Unable to Attend School? - A parent or guardian must report their child's absence by calling our main number, 986-2010 or 489-5509, between the hours of 8:30 A.M. to 3:00 P.M. on the day of the absence. If these hours are not convenient, please leave a message on our voicemail system indicating the student's name and the reason for the absence. If we are not contacted, our automated call system will contact the home in the evening. RESA's educational program is built on the premise that regular attendance is vital to a student's success. We hope that you will work with us to ensure your child's regular attendance.

Late To School? - Any student arriving at school after the beginning of 1<sup>st</sup> period should report directly to the Main School Office to be issued a pass. If a legitimate reason exists for the tardiness, parents should write a note or call to indicate the reason for the tardiness. Tardy excuses are not accepted the day after the tardy has occurred. Tardy students will be issued a consequence per the discipline code.

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. If leaving school early, students need to bring a note to the office upon entering school. This note should be written and signed by parents. The note should explain the reason and time for

student to be picked up. Parents must come to the Main Office and 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.

**School Buses-** Students are not permitted to “stand around” after school. **THE BUS DOORS CLOSE AT 3:36PM!** 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. Students are expected to speak and act appropriately on the bus. They must be seated keeping their hands, feet, and objects to themselves. Inappropriate behavior may result in a suspension or complete loss of riding privileges.

**Feeling Sick?** - Unfortunately students do, from time to time, become ill at school. 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 must come to the Main Office to sign students out of school. Please make sure that the school has a current phone number and address.

**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

**Homework/Make-Up Work-** We are happy to prepare homework for a child who is going to be absent for two days or more. Core teams will need one-day notice to prepare this homework for students. When requesting homework, please specify the student’s name, grade and team. We also offer the services of a Homework Hotline 967-7127.

If your student is suspended out of school, it is their (and the parents’) responsibility to request make-up work no later than 48 hours after the first day of suspension.

**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. Please understand that we are responsible for providing a safe environment for all students and staff. We must maintain appropriate security measures.

**Curriculum-** Students will participate in a curriculum that blends the environmental science theme of our school into the standard District 205 core curriculum. The teachers work as a team to plan instructional delivery.

**All RESA students** attend classes in Mathematics, English, Language Arts, Social Studies and Science. Students will also have encore classes: P.E., Art, Health, and Environmental Science. Students may also opt for a full year band class.

**Physical Education-** P.E. students are required to dress each day. When assigned to the pool, students will need appropriate swimwear. Swimwear that is too revealing and two-piece swimsuits are not allowed. Towels are provided for new students. Students who fail to dress in the appropriate gear will be issued a consequence per the discipline code. All students will have PE as a semester course, except for those who have band or art.

**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.
- Keep your locker clean and organized.

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

**Don't bring things to school that don't belong on school property:** This excludes materials that are required for specific projects. Your teachers must give you permission to bring such. These items will be confiscated. Parents must pick the item up from school.

- Radios, cassette players, headphones, electronic games, communication devices, pagers, cell phones, cameras or laser pointers
- Skateboards, roller blades, Trading/Game cards, cologne and toys
- Chains, valuables of any type, cash in excess of \$10. The school is not responsible for money or valuables that are lost or stolen. This includes CELL PHONES! If it is valuable or important, don't bring it to school!
- Playing cards
- Permanent markers are not allowed in school.

**Computer Use-** Computer technology is an essential tool in the curriculum at RESA. We are very excited about the state of the art technology equipment that has been installed in our building. This equipment will provide many unique educational opportunities. Responsible and ethical use of this system will be expected of every student and adult in the RESA family. **Every student will be required to have a parent/guardian sign an *Internet Access Waiver* in order for students to access the Internet at school.**

Would you like a work permit? You must be at least 14 years of age and demonstrating academic success in your classes to obtain a permit. Ask your counselor for more details.

Grading Practices- Each teacher or team of teachers is expected to communicate clear guidelines to students and parents as to how student work is graded and assessed. If you are not sure about these guidelines, please ask the teacher or team of teachers for additional information.

Report Cards/Progress Reports- Report cards will be sent home every nine weeks. Progress reports will be mailed at the midpoint of the grading period to students in danger of failing. At this point, teachers, parents and the student need to develop a plan of remediation to address the student's areas of need. Please do not feel that you must wait for progress reports and report cards in order to determine how your student is doing.

Grading Period Ends	Progress Reports Issued Week of	Report Cards Issued Week Of
October 26	October 1	November 5
January 17	December 10	January 28
March 20	February 25	March 31
June 3	April 28	June 16

Parent/Teacher Conferences- We have 4 parent-teacher conferences scheduled for the 2007-2008 school year.

**Fall Dates:** Thursday, November 8<sup>th</sup> from 4:00 to 7:00 and Tuesday, November 13<sup>th</sup> from 4:00 to 7:00.

**Spring Dates:** Thursday, March 13<sup>th</sup> from 4:00 to 7:00 and Tuesday, March 18<sup>th</sup> from 4:00 to 7:00.

Additional conferences between parents and teachers can be arranged at any time by contacting your student's teachers or counselor.

Food Service/Lunchroom Procedures- Students enter an individual access code into a keypad to purchase their lunch. This technology offers students the option to prepay for lunch. To pay for lunch in advance, send cash or a check (payable to RESA Cafeteria) to school. The amount is credited to the student's account.

A hot lunch program is operated daily. Ala Carte items, snack bar and submarine sandwiches are also available. Prices will be posted in the lunchroom. Students may also bring their own lunches. A free or reduced lunch program is available for those who qualify. Confidential applications are available in the Main Office.

Cafeteria Behavior- Students are expected to use common sense and courtesy while eating lunch. We have more than 450 students per lunch period. Students must conduct themselves in the same manner they would while dining at home or in a restaurant. The following rules govern cafeteria behavior and **will be enforced:**

- Students must stay seated until their table/team is called. Students are required to remain in their **assigned seats** until dismissed. Students must raise their hands if they need to be excused.
- Students must stop talking when someone is addressing them on the microphone.
- Students are not allowed to “beat” on tables, braid/comb hair, “scream/yell”, or sit more than 9 persons at a table.
- Students are responsible for keeping their table area clean.
- Contents of trays are to be dumped in trashcans, and trays are to be taken to the window by one student from each table. Placing trays in the trashcan is unacceptable.
- Unless students have staff permission, they must remain in the cafeteria for the entire lunch period.
- Unless students have permission, no food or beverage may be taken out of the cafeteria.
- Improper conduct will result in alternative seating or removal from the cafeteria. Severe misbehavior will be cause for immediate office referral. Consequences will be at the discretion of the principal or assistant principal.
- Stealing from the cafeteria will result in disciplinary action.
- Throwing/flicking food or any other items, no matter how small, in the cafeteria will result in a disciplinary consequence.

## Student Behavior & Discipline Policy

**Responsibilities & Expectations-** It is the responsibility of every student to:

- Respect Him/Herself
- Respect others and their personal property
- Respect the environment, both physical and natural
- Preserve and improve for future generations that which has been preserved for us.

If everyone in the RESA community accepts these responsibilities, students will:

- Have a chance to be the best they can be.
- Feel safe in the classroom, cafeteria, hallways, bus, school grounds and walking to and from school.
- Be able to seek and receive support when they need assistance.

**Discipline Code-** RESA administrators closely follow the District 205 Discipline Code. Consequences are assigned according to the seriousness and persistence of the infractions.

The most commonly assigned consequence for disruptive behavior is Lunch Detention. However, a student’s failure to attend the detention will result in harsher consequences.

Students who have been suspended from school are not to return to school until their suspension is over. Students who come on school property during their suspension are considered trespassers and may be arrested.

Student Tardy Policy- Students who are not seated in their scheduled classroom when the bell rings will be considered tardy. Students will have a five-minute passing time between classes. This is ample time for students to get to electives, exploratory classes and core classes. Students who are chronically late are forming an unacceptable habit that needs to be addressed. Consequences will be assigned for students late to class. We want our students to be in a successful environment and prepared for the "real world." In the "real world," when you are late, you are simply late. Eventually it will lead to consequences (i.e. loss of job, loss of pay.) We have high expectations for all of our students. A successful RESA student needs to be on time and present every day.

#### RESA Mandatory School Uniform

All RESA Students must wear the uniform every day. This includes during field trips and picture days. NO EXCEPTIONS will be made. Students out of uniform will be directed to call home for a parent to bring the appropriate school uniform. If we are not able to reach a parent or guardian the student will not be allowed to attend classes; other arrangements will be made by the administrator. (Ex. Student may be required to sit in the main office or an administrator's office for the day.) Any student who is repeatedly out of uniform may receive out of school suspension. Dress code violations are listed in the Rockford Public Schools Discipline Code. The dress code has contributed to better academic performance and fewer disciplinary infractions.

#### The following is what is expected of our students in regard to the school uniform:

- Boys and girls may wear plain (solid in color, no logos, stripes etc.) khaki or navy blue pants or shorts. **NO CARGO PANTS! Pants must be worn at the waist! PANTS AND SHORTS MUST BE KHAKI OR BLUE... NOT WHITE!!!**
- Girls may wear plain (solid in color) khaki or navy blue knee-length skirts.
- Boys and girls may wear plain (solid in color) white, navy blue or forest green collared "polo style" shirts/blouses or oxford shirts that must be tucked in.
- Boys and girls may also wear plain (solid in color) white, navy blue or forest green crewneck sweaters, or crewneck sweatshirts.
- Zippered sweatshirts or sweatshirts with a hood (hoodies) may not be worn.
- Sweatshirts and sweaters must be appropriate length, falling no more than 8 inches below the waist or belt line.
- No jeans or denim, no logos, stripes...only what is listed above!
- Shirts must be long enough to be tucked in!!!
- Shirts must fit appropriately! (Not too tight, long enough to cover midsection and to be tucked in!)
- No cap sleeves or sleeveless polos

- **T-shirts worn underneath uniform shirts MUST be solid white...NO EXCEPTIONS!**
- **School lanyards with ID cards are a part of the uniform and students are required to wear these around the neck and visible at all times. (lost lanyards may be purchased for \$1.00, lost ID cards may be purchased for \$5.00)**

We require our students to tuck their shirts in. We want our students to take pride in their appearance and in RESA. We do not want students to wear their shirts untucked and down to their knees. This does not look appropriate. We are preparing our students for life. Part of that preparation is for students to take pride in their appearance. Parents, please enforce this at home with your child.

**Inappropriate Items-** The following items are inappropriate for school and are not allowed:

- Clothing or jewelry that is gang identifiable
- Headbands, neckbands, wristbands, **rubber bands around pant legs**
- Socks or shoelaces that do not match (ex. A red sock and a black sock)
- Clothing or jewelry with racist, sexist, satanic or any other inappropriate or derogatory message
- Clothing or jewelry that depicts and/or promotes drugs, alcohol, tobacco or violence
- Shorts, skirts or dresses that are too short (**with arms at sides, these items must be at least equal to the middle finger; hands extended**)
- Clothing that is too tight and “revealing”.
- Pants or shorts that are worn in such a way that undergarments are exposed. No pajama pants.
- Bicycle pants or leotards
- Clothes with excessive holes
- Picks, combs, hair rollers, bandanas, hats and outdoor headwear of any type are not to be worn in school
- House shoes/ slippers are not allowed.

Any item that has been confiscated will only be returned to parents. If items are brought back a second time they may be kept until the end of the year.

**Book Bags, BackPacks, Purses & Coats-** Book bags, backpacks, purses, coats, along with other outdoor accessories, are to be left in lockers during the school day. These items are not permitted in classrooms or P.E. areas.

**Bathroom Passes** - Students have 5 minutes to pass from class to class. This is plenty of time to use the restroom and get to class with time to spare. Teachers will not issue a bathroom pass during class-time unless it is an emergency! We ask that our students and teachers use discretion when asking for or issuing a bathroom pass. Students are allowed to use the restroom

during their lunch hour. After lunch, students are to go directly to class... restrooms will be off limits immediately following lunch.

### Co-Curricular Activities

Intramural Program- RESA's intramural program offers a wide variety of clubs and hobby activities as well as athletics. We believe these programs are an important part of the educational process and critical in our efforts to address the various interests of our students.

Competitive Athletics- We offer many opportunities for our students to participate in sports. We offer soccer, track, swimming, girls' and boys' basketball, and girls' volleyball. Additionally we will offer football during the 2006-2007 school year for the first time! We encourage all of our students to take advantage of the many great opportunities to participate in athletics here at RESA.

School Dances- There will be four school dances. The first three dances will be for all three grade levels. The last dance is for eighth grade students only.

### Identification for Students, Staff, & Visitors

Staff Members- Each RESA staff member will be issued picture identification with his/her name. Staff will be encouraged to wear their ID's at all times.

Students- Each RESA student will be issued a student identification (ID) card with her/his name and picture. The cards will be color-coded indicating the grade level of the student. Sixth grade ID cards will be red, seventh grade green, and eighth grade blue. Students **must** wear their ID cards at all times. Students will be **required** to show their ID cards in order to ride an after-school activity bus, borrow books from the library, attend Rec Nights, school dances and other after school activities.

Visitors- All visitors will be required to sign-in (you may be asked to provide photo identification) and state the reason for their visit. Visitors will be given a visitor's badge to wear while visiting our building. Photo identification will be returned, after signing out.

## **IMPORTANT DATES TO REMEMBER**

August 23<sup>rd</sup> and 24<sup>th</sup> – Teacher Institutes  
August 27<sup>th</sup> – First day of school for students  
September 3<sup>rd</sup> – Labor Day – No School  
September 13<sup>th</sup> – Open House – 5:30 to 7:00  
September 28<sup>th</sup> – Rec Night – 6:00 to 8:00 (No referrals)  
October 2<sup>nd</sup> (Tuesday) – Parent Math Night – 6:00 to 7:30  
October 8<sup>th</sup> – Columbus Day – No School  
October 9<sup>th</sup> – School Improvement Day  
October 19<sup>th</sup> – Rec Night – 6:00 to 8:00 (No referrals)  
October 26<sup>th</sup> – Last day of the 1<sup>st</sup> quarter grading period  
November 8<sup>th</sup> & 13<sup>th</sup> – Parent-Teacher Conferences from 4:00 to 7:00 (Thursday and Tuesday)  
November 12<sup>th</sup> – Veterans' Day – No School  
November 16<sup>th</sup> – Rec Night – 6:00 to 8:00 (No referrals)  
November 22<sup>nd</sup> – Thanksgiving Day – No School  
November 23<sup>rd</sup> – No School  
December 14<sup>th</sup> – Rec Night – 6:00 to 8:00 (No referrals)  
December 21<sup>st</sup> to January 2<sup>nd</sup> – Winter Break  
January 17<sup>th</sup> – Last day of 2<sup>nd</sup> quarter grading period  
January 18<sup>th</sup> – Teacher's Institute – No School  
January 21<sup>st</sup> – M.L. King Day – No School  
January 25<sup>th</sup> – Rec Night – 6:00 to 8:00 (No referrals)  
January 29<sup>th</sup> – Family Math Night – 6:00 to 7:30  
February 15<sup>th</sup> – Rec Night – 6:00 to 8:00 (No referrals)  
February 18<sup>th</sup> – Presidents' Day – No School  
March 3<sup>rd</sup> – Casimir Pulaski Day – No School  
March 10<sup>th</sup> thru March 20<sup>th</sup> – ISAT testing and make up testing  
March 13<sup>th</sup> and 18<sup>th</sup> – Parent-Teacher Conferences from 4:00 to 7:00 (Thursday and Tuesday)  
March 14<sup>th</sup> – Rec Night – 6:00 to 8:00 (No referrals)  
March 20<sup>th</sup> – Last day of 3<sup>rd</sup> quarter grading period  
March 21<sup>st</sup> to March 28<sup>th</sup> – Spring Break  
April 12<sup>th</sup> (Thursday) – Lighted Libraries from 5:30 to 7:00  
April 18<sup>th</sup> – Rec Night – 6:00 to 8:00 (No referrals)  
May 23<sup>rd</sup> – School Improvement Day  
May 26<sup>th</sup> – Memorial Day – No School  
June 1<sup>st</sup> – Last Day of School  
June 3<sup>rd</sup> – Last day of 4<sup>th</sup> quarter grading period