



400 South Highland Avenue | Arlington Heights, IL 60005 | (847) 398.4250  
[www.sd25.org/South](http://www.sd25.org/South) | [@ahsd25South](https://twitter.com/ahsd25South) | [facebook.com/ahsd25](https://facebook.com/ahsd25)

August 2018

Dear South Student,

Welcome to the 2018-2019 school year! Whether you are new to South or returning, we are so happy you are a member of our school community.

With almost 900 students, we always have so much information to share in order to best support students and families. On the following pages, there is information about many different “in’s and out’s” of South Middle School. We also reinforce important school expectations and procedures. If you ever have any questions or need help, please reach out at anytime. We are all here to support you!

This student planner will help you stay organized. Organization is a life skill. You will be introduced to planners at all ages and stages of your life. Each year is a new start!

We truly want South Middle School to be a place where ALL individuals feel included, safe, enthusiastic, comfortable, and ready to learn. Our South staff works hard to foster a positive school environment. However, you also play a critical role in creating this positive school environment. All students have an impact each and every day, especially through following the Cardinal Way of Being Safe, Being Respectful, and Being Responsible.

Practicing the Cardinal Way really just means you live your life in a way that is positive and caring to yourself, others around you, and your environment. It should be practiced in the classroom, common areas, at home, and really anywhere. Students who follow the Cardinal Way regularly make a positive impression on other students, teachers, parents, and community members. Sometimes they do this in a loud, outgoing way and sometimes they are quiet leaders. Regardless, they lead by doing. The more positive leaders we have the more positive of a school we can be.

We look forward to a great school year with you!

Sincerely,

Ms. Boston, Principal

NAME: \_\_\_\_\_ TEAM: \_\_\_\_\_

HOME BASE TEACHER & ROOM NUMBER: \_\_\_\_\_

TEAM LEADER: \_\_\_\_\_

**Regular Schedule**

<b>Monday - Friday</b>			
First Bell	7:45 am		
Warning Bell	7:48 am		
1 <sup>st</sup> Period Homebase	7:50 am	-	8:09 am
2 <sup>nd</sup> Period	8:13 am	-	8:53 am
3 <sup>rd</sup> Period	8:57 am	-	9:37 am
4 <sup>th</sup> Period	9:41 am	-	10:21 am
5 <sup>th</sup> Period	10:25 am	-	11:05 am
6 <sup>th</sup> Period (6th Lunch)	11:09 am	-	11:49 am
7 <sup>th</sup> Period (7th Lunch)	11:53 am	-	12:33 pm
8 <sup>th</sup> Period (8th Lunch)	12:37 pm	-	1:17 pm
9 <sup>th</sup> Period	1:21 pm	-	2:01 pm
10 <sup>th</sup> Period	2:05 pm	-	2:45 pm

## **South Middle School Pep Assembly Bell Schedule**

First Bell	7:45 AM
Warning Bell	7:48 AM
Period 1 - HB	7:50-8:00 AM
Period 2	8:04-8:40 AM
Period 3	8:44-9:20 AM
Period 4	9:24-10:00 AM
Period 5	10:04-10:40 AM
Period 6	10:44-11:20 AM
Period 7	11:24-12:00 PM
Period 8	12:04-12:40 PM
Period 9	12:44-1:20 PM
Period 10	1:24-2:00 PM
Assembly	2:00-2:45 PM

\*To be used most assembly days, however, there may be variations/exceptions.

## Frequently Used Passwords

<i>Name of Website</i>	<i>URL (address)</i>	<i>Username</i>	<i>Password</i>
South's Website	<a href="http://southweb.sd25.org/pages/South__MS">http://southweb.sd25.org/pages/South__MS</a>		
Library Website	<a href="http://southmiddleschoollmc.weebly.com/">http://southmiddleschoollmc.weebly.com/</a>		
Schoology	<a href="http://sd25.schoology.com">http://sd25.schoology.com</a>	Login with Google Account	
Google Account	accounts.google.com Use all Google Apps for Education Resources	d25FirstnameLast4digitsofphonenum ber	ID number0 0
Clipart	<a href="http://schools.clipart.com/Images/Photos">http://schools.clipart.com Images/Photos</a>	smsstudent	25student
World Book	<a href="http://worldbookonline.com/wb/products?ed=all&amp;gr=Welcome+Arlington+Hts+School+Dist+25">http://worldbookonline.com/wb/products? ed=all&amp;gr=Welcome+Arlington+Hts+School +Dist+25</a>  Info on all topics	ahsdwbo	district25
Student Resources in Context	<a href="http://infotrac.galegroup.com/itweb/arli19946?db=SUIC">http://infotrac.galegroup.com/itweb/arli199 46?db=SUIC</a> Magazines/Newspapers		arli19946
Country Reports	<a href="http://www.countryreports.org">http://www.countryreports.org</a> A database of cultural and geographical information (including maps) on all countries.	smssouth	cardinal
Career Cruising	<a href="http://public.careercruising.com/en/Career%20information%20and%20portfolio%20for%208th%20graders">http://public.careercruising.com/en/ Career information and portfolio for 8th graders</a>	sms6261  Portfolio login: d25FirstnameLast4digitsofphonenum ber	ahsd25  Portfolio login: ID number00
Brain Pop	<a href="http://www.brainpop.com">http://www.brainpop.com</a> Interactive website for all subjects	smsahsd25	south
Edmodo	<a href="http://southms.edmodo.com/">http://southms.edmodo.com/</a>	d25FirstnameLast4digitsofphonenu mber	ID number or ID number0 0
Easy Bib/ImagineEasy	<a href="https://www.easybibs.com/assignments">https://www.easybibs.com/assignme nts</a>	Login with Google Account	

### GENERAL INFORMATION:

#### ACTIVITIES, CLUBS, AND SPORTS

South offers a variety of clubs and activities, some take place during school hours and some take place after school. Clubs typically meet during lunch or after school from 2:45 PM - 3:25 PM on dates determined by the club sponsor. Extracurricular sports activities typically meet after school and beyond the 3:25 PM activity bus time. Physicals are required before tryouts for those participating in interscholastic sports. Information can be found on both the District and South web pages regarding paperwork for physicals, dates, etc. **According to Section 26-1 of the Illinois School Code students need to be present for five clock hours. They will not be allowed to actively participate in that day's extracurricular activities or events, if they are not present for five clock hours.** Students who are in attendance for less than five clock hours may attend the activity but not actively participate. **Eighth grade students need to be in attendance for the entire day in order to participate in events like the Graduation Dance, Graduation Ceremony, etc.** A student may not sit out of PE class for more than three days without a physician's note on file in the Health Office. If there is a medical reason why your child should not participate in PE class, you must secure a statement to that effect from a physician. A form and checklist is available on our website to assist families and physicians with the information needed.

#### ACTIVITY BUS

Students who are regular bus riders and attend school sponsored after school activities will have access to the activity bus. This includes only those activities supervised by a South staff member. Students are not permitted to ride the activity bus without a bus pass. Buses leave the school at 3:35 PM and run an abbreviated route on the north and south side of the commuter tracks. Students should be supervised by a South staff member during the

entire after school activity period. **Temporary bus passes are not issued for the activity bus.** (If students don't have their bus pass, they should not stay after school that day.)

## ASSIGNMENT NOTEBOOKS

All students are encouraged to use the assignment notebook that is provided by South Middle School and Schoology provides a nice cross reference for both students and parents.

## ATTENDANCE

State law stipulates that a student is to be in attendance. When a student is absent, valuable class instruction is missed and the continuity of schoolwork is affected. However, students should not attend when it is detrimental to their health or the health of others. **Absences are excused only by a phone call or other approved school communication prior to 8:00 AM from a parent on each morning of each absence.** A student's absence is recorded. When a parent does not call the school, state law requires the school contact the parent. This may necessitate calling parents at work. If a parent is not reached, emergency contact numbers are tried. If there is no response within a reasonable time, to ensure student safety, 9-1-1 will be called for police to conduct a wellness check.

The State of Illinois defines a "chronic truant" as a student who is absent without valid cause from attending school for 5% or more of the previous 180 regular attendance days. They define "chronic absenteeism" as absences that are at or exceed 10% of the previous 180 regular attendance days. Parents have the legal responsibility to make sure their children are in school on a regular basis and we have a legal responsibility to track students' attendance patterns, especially when they are concerning. The school will monitor each student's attendance and inform parents or guardians of any attendance pattern concerns. Students absent more than 3 consecutive days may be required to provide medical documentation. When a student is absent for more than 3 consecutive days, parents can request assignments. Before calling the office for assignments, every effort should be made to get the assignments from Schoology or electronically from teachers. If worksheets, etc. are needed, they may be requested by calling the Attendance Office **before 10:00 AM** and may be picked up by the parent between **3:00 PM - 4:00 PM**. For laboratory/project related subjects or assessments, a reasonable amount of time will be given for the work to be completed at school. It is the student's responsibility to schedule and complete all make-up work.

**We strongly encourage parents to plan vacation periods at times other than when school is in session. It is extremely difficult for a student to make up missed work over an extended period of time because of the sequential nature of the teaching and learning processes.** Parents who find they must remove the student from school are requested to discuss the matter with the team leader well in advance of the dates of absence so teachers can appropriately provide work for students when possible. The principal and teachers are available to discuss the probable effects upon the child's education due to the extended absence and the expectations for completing missed schoolwork.

South Middle School tracks tardies to school. It is important that students arrive on time for Homebase each morning. Administration will intervene when a pattern of tardies (excused or unexcused) emerges in order to improve a child's on time attendance and overall school experience.

## BICYCLES/SKATEBOARDS/ROLLERBLADES/SCOOTERS

Bicycle racks are provided for student use and all bikes need to be locked to the rack. It is the responsibility of students to ensure that their bicycle is secured properly and brought home each evening. Students should know and practice bicycle "Rules of the Road," as well as the following school rules:

- Ride with traffic on the right side of the street.
- Ride without cutting in or out among parked cars.
- Carry no passengers.
- Ride single file and close to the curb.
- Once on school campus, students must **WALK THEIR BIKES/PICK UP THEIR SKATEBOARDS/SCOOTERS, OR TAKE OFF ROLLERBLADES.** If they fit, students can store in their lockers; otherwise, they should bring them to the office. Student should not ride anywhere on the school grounds or in the parking lot for safety reasons.
- Park bikes in the proper rack and lock it to the rack. Skateboards and rollerblades can be kept in the school office, if they do not fit into student lockers.

The school reserves the right to disallow a student from riding his/her bike if the rider is negligent with these rules and administration is concerned for the safety of the student and/or others.

## CLOSED CAMPUS

South operates on a closed campus policy during the lunch periods, meaning students may not leave the school grounds without written permission from a parent or guardian. **Students are not allowed to leave campus during lunch with another student's parent/guardian.** If a student needs to leave for a medical appointment, the student must sign out when leaving and sign back in when they return. Students cannot leave school without an adult.

## CONFERENCES

Parent-student-teacher conferences are formally held two times a year per the District 25 School Calendar. As

parents or teachers have specific concerns throughout the school year, individual teacher or **team conferences can be requested at anytime through the classroom teacher and/or team leader. Conferences held outside of designated conference days can generally only be accommodated during staff times of 7:45 AM-3:15 PM.** At South, we feel it is important for middle school students to be involved in discussions whenever possible and appropriate.

### **EXCUSING STUDENTS**

Medical and dental appointments should be made after school hours. When it is necessary for a student to leave during school hours for an appointment, parents need to write a request for the child to leave the building and/or call and leave a message on the attendance line. If the student brings a note, he or she must come to the office and sign out. Students will only be released to the care of an approved adult. They cannot leave campus alone. **The following information is required: name, Homebase, time out, and reason for leaving.** The student will keep the note from the parent to use as the pass to leave class. The student will get his/her materials and report to the office to sign out. If the parent calls in on the phone and leaves a message, the student will be called to the office to get his/her pass to leave class. If the student is returning to school, he/she needs to report to the office to get a pass to go back to class. The student should follow sign-in procedures, and he or she is responsible for any missed schoolwork.

### **FOOD/BEVERAGES/SNACKS**

Students are not regularly permitted to store food in their lockers, unless it is part of an approved snack or sack lunch for that day. Due to life-threatening allergies, students should not share food or beverages with their peers.

### **HALL PASSES**

Students are to have a proper pass from a staff member when in the halls during class periods and/or when arriving to classes late.

### **HOMEWORK HELP AND STUDY SKILLS**

While homework times may vary, South students generally average 1.5 hours a night, including independent reading time. If you find that your child is consistently working under or over that time to a concerning level, we encourage you to reach out to teachers or team leaders to discuss and help address the concern. Teachers and teams have varying plans for students seeking after school help during the times of 2:45 PM-3:25 PM.

### **HONOR ROLL**

We maintain two quarterly honor rolls at South, High Honors and Honors. Students receive points for their quarterly grades:

A = 4 points	D = 1 point
B = 3 points	F = 0 points
C = 2 points	

Students receiving a grade point average (GPA) of 3.85 to 4.0 points will receive "High Honors." Those students who receive 3.25 to 3.84 points will receive "Honors." This criteria is applicable to both middle schools in the district. Students who are graduating with a 4.0 GPA will receive special recognition. (See Presidential Academic Excellence Awards)

### **INTERNET SAFETY RULES**

South students are allowed to use the Internet during school hours for class assignments. Below are some Internet safety rules that are important to keep in mind while using the Internet.

- Never give out your password, photo, phone number, or address.
- Tell an adult when you're uncomfortable with anything you see or read while online.
- Keep information about you and your family private.
- Never say you will meet someone in person without first discussing it with an adult.
- If someone says something that makes you feel unsafe or strange, sign off and tell an adult.

### **LOCKERS**

Students will be provided with a hall locker for books and personal belongings and a second locker for physical education class. **A student should only use his/her locker and keep it locked at all times. It is wise not to give the combination to anyone at anytime. It is the responsibility of the student to properly care for his or her assigned locker.** Students should promptly notify the office of any locker problems. The student, not the school, is responsible for his/her personal property. Building Administration may access any hallway or PE locker at anytime. Purchased shelving and locker accessories cannot be installed level to the combination lock, must fit easily so that the door opens/closes in an unrestricted manner, and should not cause damage to any part of the locker.

### **LOCKER DECORATIONS**

Students are given the privilege of decorating a friend's locker for birthdays and other celebrations. Specific guidelines and approval procedure are in place that all students are expected to follow which includes the first step in getting permission and a decorating pass from their homebase teacher, all decorations and statements must be school appropriate, and the decorator is responsible for all cleanup and removal of decorations. Detailed guidelines are noted on each pass.

## LOCKER DECORATING GUIDELINES

- All decorations must be on the outside of the locker only.
- Homebase teachers must approve decoration materials and decorating plans.
- Students staying after school to decorate a locker MUST get a pass from their homebase teacher prior to staying after school. If the homebase teacher is not available, another teacher must be present.
- Decorations will remain on one locker only and will not get in the way of neighboring lockers. Decorations will not extend to the ceiling or the floor.
- Decorations will not prevent the door from opening.
- NO balloons or food can be used as decorations.
- Scotch tape, painter's tape and post it notes are the only approved adhesives.
- The decorator must remove all decorations and tape no later than a week after the locker was decorated.
- ALL decorations must be school appropriate, including pictures and words.
- If a locker is damaged as a result of the decorations the decorator will be held responsible.

## LOST AND FOUND

Students are responsible for all of their personal belongings. The "Lost and Found" is located in the cafeteria. Students seeking lost and found articles should check during lunch, before, or after school. Please clearly mark all your personal belongings, such as: books, jackets, hats, gloves, lunch bags, gym shoes, etc. Items not claimed from lost and found are typically donated during the November, March, and June breaks.

## LUNCH

The cafeteria is available to all students and hot lunches are served at a minimal cost. Monthly lunch menus, prices, and ingredients are posted on our district website for all families to reference. Students may also bring a sack lunch. Sundry items such as milk and ice cream are available. Students should turn their lunch money into the office by 10:00 AM with their ID number on the check or envelope. **Money will not be available from the office for lunch loans. Alternative lunch options for a fee will available for students without funds.** Parents can monitor students' lunch accounts through signing up on [www.mymealtime.com](http://www.mymealtime.com).

## PARKING

Parent cooperation is imperative for the proper safety of all students. The area directly in front of the building is designated as a fire lane. Therefore, there should be no unattended vehicles parked in that area. Visitor parking is provided in the small lot in front of the building and in the big lot to the North of the building. Community members can also park on Highland Avenue. Please do not drop off or pick up your child(ren) in the North Staff parking lot or the bus lane. Also, **according to Public Act 96-0131 it is illegal to use cellphones in school zones. We greatly appreciate your cooperation in providing a safe environment for our students.**

## POWERSCHOOL GRADEBOOK AND SCHOLOGY

These sites are online portal resources for students and parents to access in order to monitor grades and homework. Schoology is used in and outside of the classroom to note assignments, post resources, and sometimes submit work online. Powerschool Gradebook will allow students and parents to track their grades in each class.

## PRESIDENTIAL ACADEMIC EXCELLENCE EDUCATION AWARDS

All graduating eighth grade students with a cumulative GPA of 3.50 or higher, with no grades below a C during their time at South, will qualify to receive the President's Award for Academic Excellence. Students with a cumulative GPA of 4.0 will receive an additional special recognition.

## PROGRESS REPORTS

South Middle School students traditionally maintain high scholarship. To assist students and parents in evaluating the efforts of the students, we maintain a progress reporting system at the end of each quarter, which is nine weeks. At the mid-term point of each quarter, grades will be updated and posted on Power Gradebook and emails will be sent alerting parents. Teachers update the online gradebook at least once a week. Academic achievement uses the following letter grades on the quarterly progress reports:

A - Outstanding	D - Low-Passing
B - Above Average	F - Unacceptable
C - Average	E - No grade given

## SCHOOL DAY

Students are permitted to enter the building at 7:45 AM. Classes begin at 7:50 AM and end at 2:45 PM. The 2:45 PM - 3:25 PM period is a designated time for requested special help, extracurricular activities, etc. **All students are asked to leave the school by 2:50 PM**, unless they are under the direct supervision of a SMS teacher and/or attending a specific school event.

## SCHOOL CLOSINGS (EMERGENCY)

In the case of an emergency school closing due to inclement weather, please refer to the procedures for Closing

Schools in the District Student/Parent Handbook. Also, a phone message will be sent to you via our School Messenger Service and be posted on the following websites at [www.sd25.org](http://www.sd25.org) and [www.emergencyclosings.com](http://www.emergencyclosings.com), if a decision is made to close the schools between the hours of 5:00 AM and 7:00 AM.

## **TARDINESS**

With the time given between classes, it is possible for every student to be on time for all classes throughout the day. Students are to be prepared for class and in their seats at the beginning of each period. We have a policy to track tardies during periods 2-10 as well as students arriving late to school in the morning. Students who arrive late to school should report to the office to sign in and receive a pass. According to state law, persistent school tardiness (excused or unexcused) is considered truancy and parents will be contacted to discuss appropriate remediation. It is important that students arrive to school on time to begin the school day. Students may enter the building at 7:45 AM are expected to be in their seats at 7:50 AM to begin the day.

## **TECHNOLOGY**

The student is responsible for appropriate behavior as outlined in the Appropriate Use Policy (see Parent/Student Handbook) while using technology. Each student will be provided a Chromebook for school and home usage as decided by each family. Students will be introduced to the Chromebook Way, outlining expectations for both school and home usage in addition to the Appropriate Use policy. Students shall use only use accounts and passwords provided by the school; use the provided school network accounts in an ethical, responsible and legal manner for school-related tasks only; report all "Pages Blocked" hits; report malfunctions and problems to an adult. Students who knowingly tamper with or destroy workstations, technology equipment or software; use devices without adult supervision; and/or download any software, music, apps, photographs, or video without permission will be disciplined according to the school and district discipline policies. Inappropriate usage of technology may result in loss of privileges and limited use of technology in school. They may also be financially responsible for damaged or lost materials.

## **TELEPHONE "CELL PHONE" DEVICES AND USAGE**

School phones may be used by students who have adult permission. Cell phones may be brought on school property under the following rules and regulations:

- Cell phones are not to be used during school hours unless with adult permission. This includes calling parents due to illness, requesting items to be dropped off, etc.
- In general, cell phones are to be turned off before reporting to Homebase, kept out of sight and stored in the students' lockers, and not turned back on until the dismissal bell rings.
- Possession of a cell phone at school is a privilege that may be forfeited by any student who fails to abide by the terms of this policy.
- The school is not responsible for lost or stolen cell phones. If a cell phone is stolen or damaged, the district will not repair or replace it.
- Families should carefully review the district handbook for additional cell phone usage guidelines.

*South Middle School has the following procedures for students who violate our school policy of not having/using their phones unless with staff permission.*

- **First Offense:** Cell phone is taken from student, turned into the office to administration for documentation purposes, and returned to the student at the end of the school day.
- **Second Offense:** Cell phone is taken from student, turned into office to administration for documentation purposes, and will be returned to a parent.
- **Third Offense:** Cell phone is taken from student, turned into office to administration for documentation purposes, and will be returned to a parent. Student may lose privilege to use cell phone at school for a specific period of time or remainder of the school year.
- Additional disciplinary action will be imposed, if deemed necessary, especially per the District 25 Parent/Student Handbook.
- If a student uses a cell phone for an unlawful purpose, he or she will be subject to disciplinary action according to the District 25 and school's discipline guidelines and possible police notification.

## **WITHDRAWALS**

Parents should notify the school as soon as they know they are leaving the school community. When possible, please provide the name and address of the receiving school. Students will need to turn in all of their books and library materials as well as clean out their lockers and turn in bus passes before leaving South Middle School.

## **STUDENT RESPONSIBILITIES:**

### **CARE OF PROPERTY**

Students are responsible for the proper care and use of all District 25 books, supplies, furniture, and technology. Students should be respectful of all parts of the South Middle School campus. Those students who do not care for materials properly may be assessed fines and/or other consequences as appropriate for damages and/or replacement of the property.



## **DRESS CODE**

Students like to dress in the styles of the day. However, all students should avoid clothing that is distracting to themselves, their fellow students, or to the educational environment and atmosphere of the school. When the school deems that a student's appearance is disruptive to the educational process, the student will be directed to change his or her appearance. The following are some general guidelines to help all students understand our school dress code.

- If tops with straps less than 2 fingers wide are worn, a shirt must be worn over or under them.
- Tops need to be long enough to be tucked in, even though the shirt does not have to be tucked, and cover the abdomen.
- Tops and pants should be worn so that undergarments are not visible.
- Students should not wear shorts or skirts where the buttock is exposed. Short styles and body types vary. Some guidelines regarding appropriate length include: 1.) When a student is standing with arms to the side and fingertips facing downward, shorts or skirts should reach the mid-knuckle point of the hand or beyond. 2.) Students should wear shorts with a 2 inch in seam or more.
- Hats may not be worn in school.
- Any clothing displaying drug or alcohol symbols, and/or clothing that is determined to be sexually suggestive or promote inappropriate adolescent behaviors is not allowed.

The administration always reserves the right to make determinations of appropriate dress for school. It is assumed that parents wish to and will cooperate in disallowing extremes of any type. If there is a school concern, students will tactfully be asked to change into a gym uniform or be provided the option to call home for an alternative. If there are persistent concerns with a student's dress, parents will be notified.

## **FIRE, DISASTER, AND SAFETY DRILLS**

Evacuation, Hard Lockdown, and Shelter-in-Place practice drills are required by law. Drills will be held at regular intervals. For any drill, it is important that when a signal is heard, it is essential that students are completely silent and promptly follow the instructions. Families receive a letter outlining the important elements of our District 25 Crisis Plan each school year.

## **HALLWAY VIOLATIONS**

Students who receive a hallway violation for inappropriate behavior in the hallway will be given a report form filled out by the referring teacher. These are generally a first level discipline step meant to reinforce students in being safe, respectful, and responsible during passing periods.

## **LIBRARY MATERIALS**

Students are expected to be punctual when returning library items. Due dates can be renewed to lengthen the checkout time. A student may not check out any further materials from the library if his/her name is on an overdue listing. Lost books will be the financial responsibility of the student. Consequences may be given for the return of late materials.

## **TRANSPORTATION**

Students who ride the bus must be aware that safety is vital and conduct will be appropriate in order to have transportation privileges. Safety procedures will be reviewed with all students early in the school year. Bus riders must have bus passes to ride before school, after school, or on the activity bus. Bus drivers are requested to deny access to the bus without a regular bus pass or a temporary pass from the office. Students may not ride a different bus home with a friend due to insurance reasons.

### ***Expectations for Bus Riders***

Student behavior on the school bus plays a major role in determining how safe the ride will be. It is essential that the bus driver is not distracted by disruptive behavior. Bus riders are expected to comply with the following guidelines or face disciplinary action.

- Give the driver your cooperation at all times.
- The driver has authority to assign seats.
- Do not move forward until the bus has stopped.
- Be courteous with your conduct and your words.
- Do not eat or drink on the bus.
- Do not throw anything out the bus windows.
- Remain seated, facing forward while the bus is in motion.
- Keep books, coats and other object out of the aisles.

### ***Disciplinary Procedures:***

**1st Offense:** Bus Incident Report sent home and possible seat assignment.

**2nd Offense:** Bus Incident Report sent home and three (3) school days suspension of bus privileges.

**3rd Offense:** Bus Incident Report sent home and six (6) school days suspension of bus privileges.

**4th Offense:** Bus Incident Report sent home and ten (10) school day suspension of bus privileges.

**5th Offense:** Bus Incident Report sent home and permanent suspension of bus privileges.

Bus I.D. passes are required for students who ride school transportation regularly. In mid-August, a separate

mailing will be sent to bus riders. Students will be receiving a photo ID pass and will have pictures taken within the first two weeks of school. Students must have their bus pass every time they ride the bus. Duplicate passes may be purchased at a cost of \$5.00 in the office. Students are only to ride on the bus assigned to them. If a student forgets or loses his or her bus pass, they can get a temporary pass. Students can go to the office during lunch or homebase. The students will take their temporary pass and use it until a new pass is given to them.

**IMPORTANT PARENT INFORMATION:**

**HEALTH SERVICES**

Students who become ill during the school day will be sent to the Nurse’s Office. The nurse will assess the student and contact the parent if necessary. **If a student needs to go home, the school nurse will notify the parent and the student will be released with parental approval. We do not release the students to go home unless they are picked up by a parent or emergency contact.** While an unexpected illness or injury can be inconvenient, it is the parent’s responsibility to pick up the child as soon as possible, this is for the health and safety of the student as well as that of the student body.

**HOMEWORK REQUEST PROCEDURE**

If your child is ill, please check Schoology daily for their homework. On the third consecutive day of a student absence, if materials are needed other than what your child can access online or at home, homework/materials can be requested by 10:00 AM and the teachers will have it ready for you to pick up between 3:00 PM and 4:00 PM.

**FINAL SCHOOLWIDE EXPECTATIONS AND DISCIPLINE:**

**CLASSROOM DISCIPLINE SYSTEM**

The Cardinal Way values for success at South Middle School are:

- I am Respectful.
- I am Responsible.
- I am Safe.

Teachers will review these expectations and their expectations for building and maintaining a positive classroom environment. We use a reflection system to review inappropriate behaviors with the classroom teacher, parent, and team leader as needed.

**SCHOOL-WIDE POSITIVE BEHAVIOR EXPECTATIONS**

The following universal expectations (Be Respectful, Be Responsible, and Be Safe) have been developed for all the non-structured areas for South Middle School students to display appropriate behavior. We do much as a school to reinforce all the positive behavior we see each day through everyday teacher reinforcement, Cardinal Cash drawings, special privileges, CARDS recognitions, etc. Students who do not display appropriate behavior in the non-structured areas may be given a violation; referred to the student’s team lead; referred to the supervising staff member; or referred to an administrator. In each case the student will conference with a teacher or team lead after school; parents/guardians will be contacted; and the student will review the school wide positive behavior expectations; and reflect on his or her behavior.

**SOUTH MIDDLE SCHOOL  
“The Cardinal Way”**

	<b>Bathrooms</b>	<b>Buses</b>	<b>Cafeteria</b>	<b>Hallways</b>	<b>Stairwells</b>
<b>Be Respectful</b>	Be respectful with your conduct and words.  Respect the privacy of others.  Respect personal and school property.	Be respectful with your conduct and words.  Respect personal and school property.	Be respectful with your conduct and words.  Clean up after yourself.  Use conversational tones.  Respect personal and school property.	Be Polite, Stay to the Right.  Be respectful with your conduct and words.  Respect personal and school property.	Be Polite, Stay to the Right.  Be respectful with your conduct and words.  Use conversational tones.  Respect personal and school property.

<b>Be Responsible</b>	Report any inappropriate behavior and/or comments directly to an adult.	Give the bus driver your full cooperation at all times.	Follow directions given by staff.	Follow directions given by staff.	Follow directions given by staff.
	Throw any unwanted items in the wastebasket.	Report any inappropriate behavior and/or comments directly to an adult.	Report any inappropriate behavior and/or comments directly to an adult.	Report any inappropriate behavior and/or comments directly to an adult.	Report any inappropriate behavior and/or comments directly to an adult.
	Use bathrooms in an appropriate and timely manner.	Accept responsibility for your action(s).	Clean up after yourself.	Accept responsibility for your action(s).	Accept responsibility for your action(s).
	Accept responsibility for your action(s).		Throw any unwanted items in the wastebasket.		
			Accept responsibility for your action(s).		
<b>Be Safe</b>	Use facilities appropriately.	Remain seated at all times.	Walk, no running	Walk with a purpose.	Walk with a purpose up and down the stairwells.
	Keep your hands, feet, and other items to yourself.	Keep your hands, feet, and other items to yourself.		Keep your hands, feet, and other items to yourself.	Keep your hands, feet, and other items to yourself.

In addition to following the District 25 Parent/Student Handbook, South uses the discipline charts on the following pages to share potential disciplinary steps and actions for behavior that is not consistent with South expectations.

<b>CATEGORIES OF BEHAVIOR FOR DISCIPLINARY ACTION</b>		
<b>CATEGORY 1: Disciplinary Action Short of Suspension</b>	<b>CATEGORY 2: Disciplinary Action/ Possible Suspension/ Possible Notification of Police Authorities</b>	<b>CATEGORY 3: Disciplinary Action/ Suspension/Notification of Police Authorities/Possible Expulsion</b>
Arriving tardy to school or class an excessive number of times.	Causing or attempting to cause damage to school property or another person's personal property, vandalism.	Committing arson.
Behaving in a disrespectful manner.	Committing multiple or repeated Category 1 Offenses	Committing assault, battery.
Cheating, copying, lying, plagiarizing, forgery.	Demonstrating involvement in gangs or gang related activities, including the display of gang symbols or paraphernalia.	Committing robbery, burglary.
Chewing gum in school or eating/drinking outside of condoned areas.	Disobeying a reasonable directive from a school official and/or rules and regulations governing student conduct.	Committing sexual assault.
Disobeying student dress code.	Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.	Using, possessing, purchasing, or being under the influence of illegal drugs, controlled substances, look-alike drugs, or drug paraphernalia.
Failing to attend school or class without valid cause.	Participating in hurtful teasing, bullying, defamation based upon a student's race, color, gender, gender identity, ancestry, age, religion, creed, physical, or mental ability.	Selling or distributing illegal drugs, controlled substances, look-alike drugs, or drug paraphernalia.

Failing to report an observed disciplinary offense.	Participating in sexual harassment or sexual misconduct.	Using, possessing, controlling, or transferring a weapon or any object that can reasonably be considered, or looks like, a weapon.
Gambling	Possessing illegal materials including fireworks/explosives.	Using, possessing, distributing, purchasing, selling, or being under the influence of alcoholic beverages.
Leaving school without permission.	Possessing medication of any kind unless formally approved through school authorities.	Making a Bomb Threat.
Possessing material not appropriate for school.	Misusing technology including violating the Internet Use Agreement.	
Using profanity/obscenity.	Setting false fire alarm or tampering with apparatus	
Using electronic devices (e.g. cellular phone, ipod, laser pens inappropriately.	Stealing, or attempting to steal school property or another person's personal property, possessing stolen property.	
Possession of electronic devices.	Using fighting, violence, force, coercion, harassment, threats, intimidation, fear, or other comparable conduct toward anyone or instigating other students to engage in such conduct.	
	Possessing smoking paraphernalia, using, distributing, purchasing, or selling tobacco materials.	
	Demonstrating gross disrespect.	
	Misuse of school computers/technology.	
	Possessing pornography.	

<b>Disciplinary Actions by Category of Behaviors</b>	
<b>Category 1: Short of Suspension</b>	
<b>Warning</b>	A verbal or written notice to a student that a specific behavior is unacceptable and may result in stronger action if the behavior is not corrected. Verbal or written notices may be issued for unacceptable behavior in school, on school grounds, or when using school transportation.
<b>Alternative Consequence</b>	Other consequences as deemed appropriate by school staff i.e. withholding privileges, assigned task (writing on the table/wash table), or removal from setting (inappropriate behavior in a class/removal from classroom).
<b>Major Detention</b>	A student who violates a school rule or policy may be required to spend a specific period of time with a staff member during the school day or after school. Parents will be informed about any detention issued to their child.
<b>Minor Detention</b>	A student who violates a school rule or policy may be required to spend a specific period of time with a staff member during the school day up to 3 periods. Parents will be informed about any detention issued to their child.
<b>Lunch Detention</b>	A student may have a lunch detention in the office if they violate a rule or policy of the school. This is a one period detention but may be a specific number of days.
<b>Student Conference</b>	A conference involves the student, teacher, and administrator for the purpose of discussing and solving behavioral problems.
<b>Parent Conference</b>	A conference that may include the parent(s)/guardian(s), teacher(s), and administrator for the purpose of discussing and solving behavioral problems.
<b>Personal Counseling</b>	A referral to a social worker or psychologist will be made when it is felt that it might help a student solve a behavioral problem.
<b>Category 2 or 3: Suspension</b>	

<b>Bus Suspension</b>	The principal or assistant principal may suspend bus-riding privileges.
<b>Notification of Authorities</b>	Whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, weapons, or is a threat to the general safety of others.
<b>In-School Suspension</b>	The principal or assistant principal may issue an in-school suspension up to five school days. An administrator or their designee will make sure that the student is properly supervised.
<b>Out-of-School Suspension</b>	The principal or assistant principal may suspend a student from school and all school-sponsored events, for up to ten school days. Before suspension, the student will have a conference and be given a chance to respond, unless the student poses a danger or threat to the safety of others or is disrupting the educational process. The suspension will be reported immediately to the student's parents. The parents will receive a written notice of suspension, including the rule that was violated. Upon parental request, a review of the suspension may be conducted.
<b>Category 3: Expulsion</b>	
<b>Expulsion</b>	The Board of Education may expel a student for a definite period of time up to two years. Expulsions will only be exercised through a formal action of the Board of Education after a review hearing by the Board of Education or designated hearing officer.