

# South Middle School Handbook 2016-2017

*This handbook is featured at the beginning of all students' assignment notebooks, which will be distributed on the first day(s) of school.*

*The intention of this handbook is to serve as a reference for South Middle School families. It reinforces and details information in our Arlington Heights School District 25 Handbook. (Which can be found on the school and district website pages.) Additionally, this handbook references information specific to South Middle School. Families should review both handbooks to begin each new school year.*

*We are reflective in our practice and will always provide additional clarification and/or make amendments to this handbook, if we feel it best serves our school community.*

*Sincerely,*

*The South Administration and Staff*

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

HOMEBASE 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	11:09 am	-	11:49 am
7 <sup>th</sup> Period	11:53 am	-	12:33 pm
8 <sup>th</sup> Period	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
Period 2	8:04-8:41
Period 3	8:45-9:22
Period 4	9:26-10:03
Period 5	10:07-10:44
Period 6 (7 <sup>th</sup> Grade Lunch)	10:48-11:25
Period 7 (6 <sup>th</sup> Grade Lunch)	11:29-12:06
Period 8 (8 <sup>th</sup> Grade Lunch)	12:10-12:47
Period 9	12:51-1:28
Period 10 (Call downs begin at 2:05)	1:32-2:09
Assembly	2:09-2:45

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

## Frequently Used Passwords

<i>Name of Website</i>	<i>URL (address)</i>	<i>Username</i>	<i>Password</i>

**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.**

**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 and plan on taking the activity bus that day.)

**ASSIGNMENT NOTEBOOKS**

All students are encouraged to use the assignment notebook that is provided.

**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 prior to 9:00 AM from a parent on each morning of each absence.** A student's absence is recorded by a phone call, from a parent, to the attendance line. Leave a message, via voicemail by calling 847-506-6999.

As soon as the recording comes on, press 7300# and follow the instructions. 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. 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 problems or 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 Edline 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, a reasonable amount of time will be given for the work to be completed at school. It is the student's responsibility to return the completed assignments and resource books to the classroom teachers.

**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. 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.

### **BICYCLES/SKATEBOARDS/ROLLERBLADES**

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/OR TAKE OFF ROLLERBLADES**. 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 other 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.

### **CONFERENCES**

Parent-Student-Teacher Conferences are formally held one-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, to help them make the transition of monitoring their individual progress.

### **EDLINE**

This is an online portal for students and parents to access in order to monitor grades and homework. Each year, we remind families to sign up. On our website, we feature parent resources to sign up and use Edline.

### **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. **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 after the Pledge of Allegiance 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 permitted to store food in their lockers, unless it is part of an approved snack or sack lunch for that day. Providing 2

days notice, teachers may allow students to bring unflavored bottled water and/or snacks into the classroom. 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.

## HOMEBASE

Students will meet in Homebase groups at the start of each school day. The purpose of this program is to place students in a small group setting with one teacher advocate/advisee to address needs such as self-esteem, interpersonal skills, and other areas that are appropriate for middle school students. Should a student have a problem of a more serious nature, (s)he may see the school social worker.

## 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 help address the concern. Teachers and teams have policies 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 3.5 to 4.0 GPA will receive additional 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 your password, photo, phone number, or address to anyone you meet on the Internet.
- 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 their assigned lockers.** Students should promptly notify the office of any locker problems. The student, not the school, is responsible for his/her personal property. Any personal property left in either the hall locker or the gym locker after the clean-out date given by the teachers at the end of the year will be discarded. Building Administration may access any hallway or PE locker at anytime.

## 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. There will be consequences for those students who violate the policy.

## 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 commons area in the cabinet. Students seeking lost and found articles should check before or after school. Please clearly mark all your personal belongings, such as books, 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. 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 cell phones in school zones. We greatly appreciate your cooperation in providing a safe environment for our students.**

## 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 Educational 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 Edline and emails will be sent alerting parents. Teachers update Edline at least once a week. You may access your Edline account using your username and password at [www.edline.net](http://www.edline.net). 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 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. Students who arrive late to school should report to the office to sign in and receive a pass. An unexcused tardy will be noted as part of his/her attendance record, unless there is a parental note or phone call. According to state law, persistent school tardiness (excused or unexcused) is considered truancy and parents will be contacted to discuss appropriate remediation.

## TECHNOLOGY

The student is responsible for appropriate behavior as outlined in the Appropriate Use Policy (see Parent/Student Handbook) while using technology. Students shall use only user 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 "wall" 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.

## TELEPHONES/CELL PHONES

School phones may be used by students who have adult permission. Phone calls resulting in a delivery from home should be left in the office. 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. 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**

#### **ASSEMBLIES**

Assemblies are throughout the school year to enhance the student's academic program. Appropriate behavior and decorum are expected at all school functions.

#### **BULLYING**

Please refer to the District 25 Student/Parent Handbook policies regarding school bullying, harassment, verbal/physical aggression, etc. Our school Homebase/Advisory Program regularly works to address positive social behaviors and strategies to support students in handling incidents of bullying.

#### **CYBERBULLYING**

According to Arlington Heights School District 25 board policy 7:180 and 7:310, South Middle School does not tolerate bullying and harassment by any electronic device including but not limited to computers, tablets and cell phones. Students shall not use any Internet or other communication device to intimidate, bully, harass, or embarrass other students or staff members.

**Students who engage in such activity on school grounds or off campus and create a disruption to school operations will have school administration and Arlington Heights Police Department determine disciplinary action.**

**Illinois state law 720 ILCS 135/1-2 encompassing Harassment or Threats through electronic communications states the following:**

- Making any comment, request, suggestion or proposal which is obscene with an intent to offend is considered harassment.
- Transmitting an electronic communication or knowingly inducing a person to transmit an electronic communication for the purpose of harassing another person who is under 13 years of age, regardless of whether the person under 13 years of age consents to the harassment, if the defendant is at least 16 years of age at the time of the commission of the offense;
- Threatening injury to the person or to the property of the person to whom an electronic communication is directed or to any of his or her family or household members.

#### **CARE OF PROPERTY**

Students are responsible for the proper care and use of all books, supplies, and furniture provided by the school district. 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**

Appropriate dress is required. Students should avoid clothing that is distracting to the educational environment and atmosphere of the school.

- 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.
- Shorts or skirts should not be shorter than mid-thigh or finger tip level when a student is standing with arms to the side.
- 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 does reserve 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.

## **ILLEGAL SUBSTANCES**

Please refer to the District 25 Parent/Student Handbook and South Middle School Discipline Chart.

## **INAPPROPRIATE ITEMS**

Please refer to the District 25 Parent/Student Handbook and South Middle School Discipline Chart.

## **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.

## **THROWING OF OBJECTS**

Due to the serious safety risk, the throwing of snowballs, rocks, or any object is prohibited unless in a supervised activity. Please refer to the South Middle School Discipline Chart.

## **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 their 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 Edline daily for their homework. On the third consecutive day of a student absence, if materials are needed other than what your child has at home can access online, homework/materials can be requested by 10:00 AM and the teachers will have it ready for you to pick up between 3pm and 4pm

### **MEDICAL/ACCIDENTS**

Minor accidents that happen during the school day are to be treated by the school nurse. If the injury or ailment appears to be of serious nature, the school nurse will try to contact the parent or legal designee using the telephone numbers provided. If an injury/or ailment requires immediate attention, the paramedics will be summoned and the student will be transported to the emergency room of Northwest Community Hospital. Parents should be aware that the cost of medical care is the obligation of the parent, even though school officials may arrange for the child to be taken to the hospital. If the injured student carries insurance offered by the school and the services of a doctor are required, the parent should obtain an accident report from the school and complete it according to the requirements of the policy.

## **FINAL SCHOOLWIDE EXPECTATIONS AND DISCIPLINE**

### **DISCIPLINE (AHSD 25 Board Policy, 7:190)**

The development of self-discipline is vital to the success of a student. Good conduct is expected at all times during the school day and at school sponsored activities. The staff will work with students to maintain appropriate behavior. Responsibility and respect for one another will be discussed thoroughly with all students early in the school year and should be demonstrated throughout the year. School rules are devised to protect the health and safety of students and guarantee the right to an education for all students. We appreciate your cooperation in our quest to not only have an orderly and effective school, but also to build in every student those vital values of respect and self-control. Together, our results can be infinitely more lasting and far more effective.

### **GRAY CARD SYSTEM**

The Gray Card System is implemented across all instructional environments. The Cardinal Way values for success at South Middle School are:

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

If one of the values is not exhibited/demonstrated the following will occur:

- First Offense:** Verbal Warning given to student by teacher/adult.
- Second Offense:** Card is placed on the student's desk.
- Third Offense:** Card is turned over and student leaves the classroom to go to the team leader's room and the student fills out the card.

Student, referring teacher, and team leader will have a conversation about the behavior exhibited and a phone call will be made to the student's parent(s).

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

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.

**CATEGORIES OF BEHAVIOR FOR DISCIPLINARY ACTION**

<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.