

# ***BSMS Building Addendum to District Handbook (2016-2017)***

## **TABLE OF CONTENTS**

WELCOME TO BELVIDERE SOUTH MIDDLE SCHOOL.....	2
2016-2017 SCHOOL CALENDAR.....	3
DAILY BELL SCHEDULE.....	3
ATTENDANCE PROCEDURES.....	4
ABSENCES.....	4
BUILDING ENTRY AND EXIT PROCEDURES.....	4
TARDINESS.....	5
TRUANCY.....	5
CAFETERIA INFORMATION.....	5
FIRE DRILLS, STORM WARNING DRILLS & EMERGENCY DRILLS.....	5
GRADING SYSTEM.....	6
HOMEWORK.....	6
HONOR ROLL.....	6
INTERIM PROGRESS REPORTS (IPR).....	6
MID-TERMS AND REPORT CARDS.....	7
PROMOTION AND RETENTION.....	7
BSMS BEHAVIOR EXPECTATIONS.....	7
PBIS BEHAVIOR EXPECTATION MATRIX - BUCS.....	7
PERSONAL ELECTRONIC DEVICES.....	8
GYMNASIUM FUNCTIONS/ASSEMBLIES/AFTER SCHOOL EVENTS.....	8
HALLWAY CONDUCT.....	8
LOCKERS.....	8
PERSONAL ITEMS.....	8
STUDENT DRESS.....	9
SCHOOL SERVICES.....	9
GUIDANCE SERVICES.....	9
HEALTH SERVICES.....	9
SUPPORT GROUPS.....	10
GENERAL INFORMATION.....	10
ATHLETIC ELIGIBILITY.....	10
BICYCLES.....	10
BUS TRANSPORTATION OF STUDENTS.....	10
COMPUTER TECHNOLOGY.....	10
EXTRA-CURRICULAR ACTIVITIES.....	11
FIELD TRIPS.....	11
LEARNING CENTER.....	11
LOST AND FOUND.....	11
MTSS.....	11
PHYSICAL EDUCATION UNIFORM POLICY.....	11
SALES TO STUDENTS.....	12
SCHOOL CANCELLATION ANNOUNCEMENT.....	12
SCHOOL DANCES.....	12
SKATEBOARDS/ROLLER BLADES.....	12
SNOWBALLS.....	12
VISITORS.....	12
WITHDRAWAL FROM SCHOOL.....	12
STUDENT DISCIPLINE.....	12
PROHIBITED STUDENT CONDUCT.....	13
WHEN AND WHERE CONDUCT RULES APPLY.....	15
DISCIPLINARY MEASURES.....	15

## **WELCOME TO BELVIDERE SOUTH MIDDLE SCHOOL**

Dear Student,

**WELCOME!!** As a newcomer or returning student to Belvidere South Middle School, we hope you will find this school year to be a memorable and exciting one. Cooperation is, of course, the key and towards that end we suggest that you read this handbook thoroughly. It will tell you and your parents exactly what we expect of you and what services and benefits you might expect from the school. We hope you will take both messages to heart.

May this year be one of the most rewarding in your school career!

Ben Commare  
Principal

Steven Repka  
Assistant Principal

Caitlin Benes  
Assistant Principal

### **MISSION**

*The focus of our educational program is to create a safe, healthy, and collaborative learning environment, which addresses the unique needs of early adolescents and ensures all students acquire the knowledge and skills essential to be college and career ready in the 21st century.*

### **VISION**

- We believe adolescents have specific social, emotional, and academic needs, and we will support our students in the development of these areas.
- We believe our middle school team structure is a strength, which supports students in the important transition from elementary school to high school and in the preparation for college and career.
- We believe that diversity is a strength and that mutual respect, cooperation, and understanding are traits that lead to lifelong success.
- We believe that helping all students learn requires a collaborative and collective effort between student, families, and staff.
- We believe that to assess our effectiveness in helping all students learn we must focus on results (evidence of student learning) to improve our professional practice and respond to all students' needs.

### **BELVIDERE SOUTH MIDDLE SCHOOL PHILOSOPHY**

The middle school is a unique entity. It bridges the gap for students between elementary school and high school. It must serve the educational needs of students during a critical phase of transition from childhood to adolescence. During these years, preparation for future educational experiences must be planned with emphasis on the sound emotional and social growth of each student.

In considering the needs of the middle school age students, we recognize that the school for these students should be unique, with its own philosophy, purposes, and organization. It should be organized to recognize and deal with the transitional nature of early adolescence and to meet the needs of a student population that is diverse in background, aspirations, developmental stages, and rates of growth. The instructional program should create a balance between academic, social, physical, and personal growth. Opportunities should exist for the development of both basic skills and a positive self-image.

Programs for early adolescents should provide an atmosphere conducive to the personal and educational development of young people. Close student-teacher relationships and a child-centered approach to learning enhance this atmosphere. The curriculum must be flexible, promote academic excellence, and encourage the development of each student's individual talents, intellect, and curiosity.

The educational process of each individual is a lifelong activity. In order to provide each individual with a foundation on which to grow and mature, it is important to provide a variety of educational experiences. Through these experiences, students will be able to explore, to discover, to develop individual talents, and to enhance feelings of positive self-worth.

## 2016-2017 SCHOOL CALENDAR

Institute Days .....	August 16 and 17
First Day of School .....	August 18
Labor Day (No School) .....	September 5
Early Dismissal (1 hour) .....	September 14
School Improvement Day (No School) .....	October 7
Columbus Day (No School) .....	October 10
Early Dismissal (1 hour) .....	October 12
Evening 6-8 Parent/Teacher Conferences .....	October 20
End of First Quarter .....	October 21
Evening K-8 Parent/Teacher Conferences .....	October 26
Early Dismissal (1 hour) .....	November 9
Day Before Thanksgiving (No School) .....	November 23
Thanksgiving Day (No School) .....	November 24
Day After Thanksgiving (No School) .....	November 25
End of Second Quarter .....	December 21
Winter Break .....	December 22 – January 3
Early Dismissal (1 hour) .....	January 11
Martin Luther King Day (No School) .....	January 16
Early Dismissal (1 hour) .....	February 8
School Improvement Day (No School) .....	February 17
Presidents' Day (No School) .....	February 20
Early Dismissal (1 hour) .....	March 8
End of Third Quarter .....	March 10
Spring Break .....	March 27 – 31
Early Dismissal (1 hour) .....	April 12
School Improvement Day (No School) .....	April 13
Good Friday (No School) .....	April 14
End of Fourth Quarter .....	May 22
Emergency Days .....	May 23-26, May 30
Records Day (Day after last student attendance day) .....	May 31

### DAILY BELL SCHEDULE

8:30 First Bell                      8:38 Tardy Bell                      3:10 Dismissal Bell

### EARLY DISMISSAL BELL SCHEDULE

8:30 First Bell                      8:38 Tardy Bell                      2:10 Dismissal Bell

#### DISCLAIMER

**All school rules, whether listed or not listed, are subject to change as needed to insure continued compliance with federal and state laws, the Board of Education policy, or as necessary for the routine operations of the school.**

## ATTENDANCE PROCEDURES

Illinois State Law requires that all children between the ages of six and sixteen attend school. State law mandates that parents must call the school when their child is absent from school. Board Policy states that students can receive an excused absence when they are absent from school for the following reasons: 1) death in the immediate family; 2) illness of the student; 3) serious illness of a member of the family which necessitates the absence of the student; 4) other absences **which have had prior approval of the principal's office.**

### ABSENCES

When a student is absent from school, a parent should call the school (544-3175) as soon as possible (the District requests this call by 9:00 a.m.). If parents do not call the school, an automated message will attempt to notify parents at home of the absence. All absences will be considered unexcused until the school receives a phone call or note explaining the absence. The student should deliver the note to the office when he/she returns to school.

If students miss more than one instructional period the absence will be counted as  $\frac{1}{2}$  day per Illinois Code of Attendance.

If at all possible, doctor, dentist, etc. appointments should be made during non-school hours. If appointments during school hours are necessary, parents should notify the school, by phone or note, stating the time of the appointment. The student will be issued a pass to be excused from class for the appointment.

Students should report to the office when they return to school. They will be issued a pass to class.

In the event that a vacation is scheduled during the school year, the parent should notify the Belvidere South Middle School office. The student should also notify the teachers ahead of time so that make-up work can be arranged. Assignments are due upon the student's return to school.

### ABSENCE MAKE-UP WORK

**Make-up work is the responsibility of the student.** Students should consult teachers for work missed due to absence. Make-up procedures may vary from class to class. In general, unless a student has an extended illness, all make-up work must be completed within two days for each day absent.

Students absent for one day or less should wait until they return to school or contact a fellow classmate for make-up work. Parents may request assignments for students who are **absent two or more days.** We request twenty-four (24) hours notice for teachers to prepare make-up assignments. Assignments may not be available from all classes as some work cannot be completed outside the classroom. In some cases, students may be required to make up missed work before or after school. When time is spent preparing assignments and collecting books and materials, it is expected that the student will complete the work prior to returning to class.

### BUILDING ENTRY AND EXIT PROCEDURES

**School hours are from 8:38-3:10.** School doors will open at 8:10. **Once students arrive on school grounds in the morning, for student safety, they are expected to remain at school and wait in the front of the building. Students should not arrive at school before 8:00 a.m. unless they are involved in a specific school related activity.**

After 8:10, sixth grade students **must** report to the cafeteria. Seventh and eighth grade students may remain outside, go to the cafeteria for breakfast, or go to the Gymnasium. Once a student enters the building, he/she is expected to remain there until dismissal. Students may not leave without permission of the supervisor. Open drink containers should not be brought into the building (i.e., fast food drinks, coffee, energy drinks, etc.).

The school day ends at 3:10. Unless involved in a school related activity or with a teacher, students should not remain in the building or on the school grounds after 3:30.

## **TARDINESS**

Classes begin at 8:38. Students should plan to arrive by 8:30 to give them time to prepare for class. Students who arrive late for school should report to the office to get a pass to class. Parents must notify the school (note or phone call) to explain the tardiness. Detentions may be assigned for unexcused tardiness. Additionally, students are expected to be on time for all classes. There is ample time to get to any classroom in the building. Most often a student will be assigned a detention for an unexcused tardy. Habitual tardiness may result in additional consequences.

## **TRUANCY**

Truancy is being absent without permission or valid reason from any scheduled class to which the student has been assigned. Students who are truant will be assigned a consequence which may be after school to make up for time missed from school. A full day of truancy may result in up to five one-hour detentions and/or an In-School Suspension. Students with excessive unexcused absences may be referred to the Regional Attendance Cooperative.

## **CAFETERIA INFORMATION**

Students should not leave school for lunch. Students may bring sack lunches or buy lunch in the cafeteria. Students may pay for lunch daily or pre-pay. Students should use their PIN number when buying lunch from the cafeteria. This procedure applies to all students, including students who are eligible for free or reduced lunch. Neither Sodexo nor the school will loan money to students. Parents may not deliver fast food lunches to their children at school.

## **CAFETERIA EXPECTATIONS**

1. Students should not “cut” in line or save places in lines for other students.
2. Restrooms are located immediately outside the main entrance of the cafeteria. After obtaining permission from a lunchroom supervisor, students should use the restroom before returning to class.
3. Students are responsible for keeping their area clean. Both the table and the floor must be clean before students are dismissed.
4. Students may not leave the cafeteria until the supervisor dismisses them.
5. Failure to follow all cafeteria rules or engage in any unacceptable behavior may result in assigned seats or suspension from the cafeteria.
6. Students are not allowed to loan or borrow money during lunch.
7. Students should eat their own lunch.

Students who fail to follow cafeteria expectations may be assigned to the alternative lunchroom in Room 99.

## **FIRE DRILLS, STORM WARNING DRILLS & EMERGENCY DRILLS**

Fire drills, storm warning drills and emergency drills will be held throughout the year. Evacuation instructions are posted in each room. Students should become familiar with the evacuation procedures in each of their classrooms.

Students should move quickly and quietly to their designated area. If a storm alarm should sound during passing time, students should go to the closest storm safety area. If a fire alarm should sound during passing time, students should calmly leave the building from the closest exit. Students should not leave school property unless directed to do so by a staff member.

Remember that these drills are designed to save lives in the event of an emergency. They should be taken seriously.

## GRADING SYSTEM

### GRADING SCALE

Belvidere South Middle School staff members use both a traditional and Standards-Referenced grading scale to provide feedback to students. Only grades on the traditional scale are reported on Report Cards, Mid-Terms and Interim Progress Reports.

**Traditional Grading Scale**

90-100	A+
99-92	A
91-90	A-
89	B+
88-82	B
81-80	B-
79	C+
78-72	C
71-70	C-
69	D+
68-62	D
61-60	D-
59 & Below	F

**Standards-Referenced Scale to Traditional Grade**

Scale Score	Traditional Grade
3.75-4.00	A+
3.26-3.74	A
3.00-3.25	A-
2.84-2.99	B+
2.67-2.83	B
2.50-2.66	B-
2.34-2.49	C+
2.17-2.33	C
2.00-2.16	C-
1.76-1.99	D+
1.26-1.75	D
1.00-1.25	D-
Below 1.00	F

**Standards-Referenced Scale**

Score 4.0	More complex learning goal
Score 3.0	Target learning goal
Score 2.0	Prerequisite/simpler learning goal
Score 1.0	With help, partial success at score 2.0 content and score 3.0 content
Score 0.0	Even with help, no success

### HOMEWORK

Homework is a necessary part of each student’s educational program. Each student is expected to spend some time at home on school assignments in addition to scheduled class instruction time to achieve satisfactory grades. It is important that each student complete all homework assigned by the “due date”. Online Parental Gradebook Access is available by calling 815-544-0301 and speaking with Ms. Beard for your access code.

### HONOR ROLL

The Honor Roll is published at the end of each grading period. The purpose of the Honor Roll is to recognize those students who achieve excellence in their classroom work. To be eligible for the Honor Roll, you must earn a minimum grade point average of 3.25 with no D’s or F’s in any courses. All subjects will be used in the computation.

### INTERIM PROGRESS REPORTS (IPR)

Students receive weekly progress reports generally the first school day of the week indicating their current classroom grade. IPRs will be distributed in homeroom. Students failing two or more classes on their weekly IPR will complete missing work or redo poorly done work while eating their lunch in an alternative learning environment. Through the Online Parental Gradebook Access, parents can select the option to have each IPR also emailed to them.

## MID-TERMS AND REPORT CARDS

After approximately the first four and one half weeks of each grading period, the parents will receive a mid-term grade/progress report for each class. Pupil progress is reported to students and parents formally four times per year. Report cards are issued to students at the end of each nine-week grading period.

## PROMOTION AND RETENTION

It is the policy of Belvidere South Middle School to promote students to the next grade or retain students in the same grade based on the best academic program for each individual student. Promotion or retention decisions are based on the completion and quality of all work in each subject for the year.

If a student receives an “F” or incomplete for the year in more than one academic subject, he/she may not be eligible for promotion to the next grade. All subjects are considered for final promotion and retention decisions.

## BSMS BEHAVIOR EXPECTATIONS

### PBIS BEHAVIOR EXPECTATION MATRIX - BUCS

Positive Behavior Interventions and Supports (PBIS) is a proactive systems approach to developing a school wide support to teach students positive and appropriate behaviors. PBIS helps promote social, emotional and academic success.

	<b>BSMS Citizenship</b>	<b>Classroom</b>	<b>Hallway</b>	<b>Cafeteria/ Recess</b>	<b>Library/ Labs</b>	<b>Bus</b>	<b>Restroom/ Locker room</b>	<b>Emergency/ Drills</b>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>• Be polite and respectful to adults and peers</li> <li>• Personal technology used only at designated times</li> <li>• Follow team expectations for field trips and assemblies</li> </ul>	<ul style="list-style-type: none"> <li>• Follow adult directions</li> <li>• Refrain from inappropriate and negative language</li> <li>• Listen politely and speak respectfully</li> <li>• Model good behavior even when others don't</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate language and volume</li> <li>• Refrain from disrupting other classes in progress</li> <li>• Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>• Wait your turn in line</li> <li>• Listen and respond politely to adults</li> <li>• Eat your own food</li> <li>• Seven students in line at a time</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate language and volume</li> <li>• Refrain from changing technology settings</li> <li>• Treat materials and equipment with care</li> </ul>	<ul style="list-style-type: none"> <li>• Follow requests of the driver</li> <li>• Use appropriate language and volume</li> </ul>	<ul style="list-style-type: none"> <li>• Use restroom/locker room in a timely fashion</li> <li>• Use appropriate language and volume</li> <li>• Maintain privacy of self and others</li> <li>• Flush</li> </ul>	<ul style="list-style-type: none"> <li>• Become quiet and listen</li> <li>• Follow directions immediately</li> <li>• Stay in assigned area with adult</li> </ul>
<b>Understanding</b>	<ul style="list-style-type: none"> <li>• Utilize appropriate negotiating and compromising skills</li> <li>• Effectively give support to others</li> <li>• Apply perspective-taking skills and disagree respectfully.</li> </ul>							
<b>Cooperative</b>	<ul style="list-style-type: none"> <li>• Follow dress code</li> <li>• Stay organized and record your assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Complete your own work on time</li> <li>• Come to class on time and prepared</li> <li>• Work well with others during group work</li> </ul>	<ul style="list-style-type: none"> <li>• Keep a direct route to your destination</li> <li>• Refrain from jumping to touch objects</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time to lunch</li> <li>• Stay in designated areas until dismissed by adults</li> </ul>	<ul style="list-style-type: none"> <li>• Ask adult to print</li> <li>• Sign in with assigned username/password</li> <li>• Return materials on time</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive prior to pick-up</li> <li>• Enter/exit in orderly fashion</li> </ul>	<ul style="list-style-type: none"> <li>• Use restrooms during passing time or follow team procedures</li> <li>• Use bathroom fixtures appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Remain quiet and listen for further instructions</li> <li>• Find nearest safety area</li> </ul>
<b>Safe</b>	<ul style="list-style-type: none"> <li>• Report bullying/harassment to adult, bully box, or hotline 1-815-596-0858</li> <li>• Remain substance free</li> <li>• Use emotional management strategies to positively cope with stress</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your area clean</li> <li>• Remain seated</li> </ul>	<ul style="list-style-type: none"> <li>• Walk on the right side</li> <li>• Keep hallways free of congestion</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your area clean</li> <li>• Wash your hands</li> <li>• Use caution when playing games</li> </ul>	<ul style="list-style-type: none"> <li>• Keep everything in working order</li> <li>• Use approved websites</li> </ul>	<ul style="list-style-type: none"> <li>• Remain seated</li> <li>• Face Forward</li> <li>• Keep aisle clear</li> </ul>	<ul style="list-style-type: none"> <li>• Wash hands</li> <li>• Keep bathrooms clean</li> </ul>	<ul style="list-style-type: none"> <li>• Get to your destination quietly and calmly</li> </ul>

## PERSONAL ELECTRONIC DEVICES

Because of their ability to disrupt the learning environment, violate the rights of others (including the ability to take pictures or videos), and their potential to be used to contact others during classes/exams, personal electronics need to be turned off and out of sight during the school day (8:38am-3:10pm) unless: a) a supervising staff member grants permission, or b) it is lunchtime in the cafeteria. Use of electronic devices at lunchtime is limited to listening to appropriate music or game-playing functions. Outside of the times indicated above, headphones should not be in the ear(s).

Any electronic device that is seen or heard during the school day, outside of the allowed times above, may be confiscated and the parent may be required to come pick it up at school. The student may also be issued consequences.

Using electronic devices take photographs, and/or taking video recordings is **strictly prohibited unless specifically approved by a teacher**. Using the device to post videos or pictures to the Internet violates the rights of others and may result in additional legal consequences in addition to school consequences.

## GYMNASIUM FUNCTIONS/ASSEMBLIES/AFTER SCHOOL EVENTS

Assemblies, sport events, and other programs are held on occasion. The purpose of these activities is to provide entertainment, to gain knowledge, and to experience being in an audience. On these occasions, the students of Belvidere South Middle School have an opportunity to show guests and performers the courtesy and attention that are characteristic of our school. Friendly and enthusiastic applause is welcome. Whistling, stomping, booing, and other unsuitable noises are not allowed.

For safety reasons, students are not allowed to leave and return as spectators for afterschool sporting events.

## HALLWAY CONDUCT

1. Walk on the right side of the hall.
2. Proceed to class promptly and do not block traffic by standing in groups.
3. No shouting - ordinary conversation is acceptable.
4. No running, pushing, tripping, de-booking others, etc.

## LOCKERS

Each student will be assigned a locker. To prevent problems related to lockers:

1. Keep your combination to yourself.
2. **Do not share lockers with any other student. You are responsible for items in your locker.**
3. Keep your locker locked at all times, when not in use.
4. Keep your locker clean and neat at all times and do not store items outside of your locker.
5. Close your locker quietly by lifting the handle as to not disturb classes in session.
6. Due to spills, no open beverage containers are allowed (i.e., fast food containers, cans, energy drinks, coffee, etc.)

Students are reminded that lockers are the property of the school district. **Authorized personnel may inspect lockers and its contents any time it is felt to be necessary.**

## PERSONAL ITEMS

1. Only school approved books or magazines should be brought to school.
2. Students are urged not to carry a large amount of money to school. If you do, please leave it in the office for safekeeping.
3. Permanent markers (ex.: Sharpies) are not allowed . If needed, they will be provided in class.
4. While students are allowed and encouraged to use book bags, they may not be carried from class



- to class throughout the day.
5. Notebooks and notes for the purpose of personal correspondence with friends are not allowed.

**\* BSMS is not responsible for any items lost or stolen during the school day. School administration/staff may not be able to successfully find and return these items. We do not encourage students to bring personal items with them to school.**

## **STUDENT DRESS**

One way students reflect their attitude toward school is in the way they dress. The purpose of school is for students to learn. Clothing which is inappropriate or disruptive distracts from the learning process. Students should use good judgment as they choose their style of dress. Some guidelines to follow are:

1. Undergarments should be worn only as undergarments and see-through clothing is prohibited.
2. Short shorts/skirts, halter-tops, bare midriffs, and bare shoulders (**sleeveless**) are unacceptable. (General Guideline: Shirts/blouses are acceptable if the bottom of the shirt reaches the top of the belt line of the slacks or skirt **when a student raises his/her hands above his/her head**. Skin should not be exposed above the **bottom of the fingers** when arms are fully extended at the side.)
3. Hoods, hats, coats and sunglasses are not to be worn in the building. These articles should be kept in the student lockers.
4. Obscene words, phrases, or pictures on clothing are prohibited.
5. Advertisements for alcohol, tobacco, or drugs on clothing are prohibited.
6. Dress and/or personal appearance, which are deemed to be disruptive, will not be permitted.
7. Students may not change clothes with other students after arriving at school.
8. Make-up kits and personal cosmetics should remain in your locker.
9. Studded jewelry (rings, collars, wristbands, chains) is not allowed.
10. Writing on or carving on any area of the body is not permitted.

Wearing any of the above examples of inappropriate clothing will result in the student being required to change.

## **SCHOOL SERVICES**

### **GUIDANCE SERVICES**

Guidance Services are available to all students at Belvidere South Middle School. Counselors can help students adjust to school life. Counselors can help students with future school and career plans. Counselors are also available to discuss problems or concerns dealing with personal growth and social development.

While counselors may at times be involved in the solution of a discipline problem, the primary role of counselors is to foster positive student/school relationships. If a student wants to meet with a counselor, he/she should set up an appointment with the counselor, who will see the student at an appropriate time. A student should receive a pass from a teacher to complete a counselor request form in the office; therefore the student should report to class before going to the counselor.

Students are assigned to counselors alphabetically, according to the first letter of their last name. However, students may request to see either counselor.

### **HEALTH SERVICES**

If a student becomes ill in school, he/she should report to the nurse who will decide what should be done. **Students must not leave the building because of illness without authorization of school personnel.**

If a student becomes ill in class, he/she should notify the teacher. A student should receive a pass from a teacher to see the nurse; therefore the student should report to class before going to the nurse.

## **MEDICATION**

**It is expected that in most instances medication will be given at home and not in school.** Students who are on medication must bring the medication to the nurse's office. The nurse will supervise the handling of medication and in most cases instruct the student on self-medication procedures and safeguards. This policy exists for all medications, even over-the-counter type medicine, including aspirin. For specific guidelines on medication procedures during school hours, please refer to the Belvidere Community School Parent Handbook.

## **SUPPORT GROUPS**

There are several special groups designed to meet the diverse needs of BSMS students. Some examples are eating disorders, self-esteem, and anger management. Information about available groups can be obtained by contacting Mr. Lassandro in the guidance department.

## **GENERAL INFORMATION**

### **ATHLETIC ELIGIBILITY**

Students who participate in athletics should remember it is mandatory to maintain acceptable grades. Eligibility is determined each week based upon the cumulative grade for that grading period.

Students who are failing one or more subjects will be ineligible. This will result in the following restrictions:

- Warning week. Student will be given one week to raise their grades. They may participate.

If they fail to raise all their grades to a passing mark the next week they will:

- Not be dressing for, or participating in, any interscholastic game or activity.
- Not be permitted to travel with any group for such purpose.
- These restrictions will remain in effect for a minimum of one week or until such time the deficiency has been corrected.

### **BICYCLES**

Bicycles should be parked in the racks. Bicycles cannot be housed in the school. If your bike cannot be kept outside, do not bring it to school. We suggest you lock your bicycle for safekeeping. The school is not responsible for bicycles brought to school.

### **BUS TRANSPORTATION OF STUDENTS**

Any student wishing to ride a bus other than their own must bring a parent-signed note to school for an administrator to sign. Students may not board a school bus at any other school in the district.

### **COMPUTER TECHNOLOGY**

Students shall abide by the *Authorization for Electronic Network Access* expectations signed during registration. Please visit the office if a copy is needed.

## EXTRA-CURRICULAR ACTIVITIES

Sports  
Volleyball  
Football  
Cross Country  
Basketball  
Cheerleading  
Poms  
Wrestling  
Track  
Soccer

Clubs  
Student Council  
Drama Club  
Yearbook  
Academic Bowl  
Math Counts  
Peer Mediation  
National Junior Honor Society  
Geography Bee  
Spelling Bee  
Art Club  
Technology Club  
LEGO Club

Music  
Band  
Chorus  
Jazz Band  
IMEA

## FIELD TRIPS

Throughout the school year students may be able to participate in educational field trips off school grounds. Students receiving an out-of-school suspension or any student who displays unsafe behavior at school may be excluded from field trips.

## LEARNING CENTER

The Learning Center is available for students to check out books, complete research, or as a quiet study environment. When checking out a book, be sure to return it to the library in a timely fashion. The replacement cost of a lost book will be the price of the book.

## LOST AND FOUND

If you find any personal or school property, please return it to the office. If you lose an item, be certain to ask about it in the office. The quicker we know about the missing article the better our chances of returning it. One should check several times to see if the item has been turned in.

**\* BSMS is not responsible for any items lost or stolen during the school day. School administration/staff may not be able to successfully find and return these items. We do not encourage students to bring personal items with them to school.**

## MTSS

The Multi-Tier System of Support model is a tiered level approach to provide interventions (assistance) to students in need. There is progress monitoring of these students on a continuous basis using universal screening tools (AIMSweb, MAP, or NWEA Skills Pointer). Results from these tools are used to make decisions on the need for further researched based interventions within the classroom setting. As a result of the MTSS process students may also be assigned to an intervention class.

## PHYSICAL EDUCATION UNIFORM POLICY

All students must wear the Belvidere South Middle School physical education uniform. The uniform consists of:

1. District 100 Grey PE shirt (or other school assigned shirt)
2. Black, District 100 PE shorts.
3. Appropriate gym shoes.
4. Only “post earrings” may be worn in PE class. They must be taped to prevent injuries. In the interest of safety, some body piercings may be required to be removed rather than taped.

A sweatshirt, sweat pants, and spandex shorts may be worn along with the uniform for certain weather conditions

and activities or as deemed appropriate by the teacher.

**NOTE: All gym clothes must be adequately labeled for easy identification. Student names should be imprinted on the outside of the uniform.**

### **SALES TO STUDENTS**

Students are not allowed to sell such items as candy or gum to other students, either for personal profit or as fund-raising projects for non-school organizations.

### **SCHOOL CANCELLATION ANNOUNCEMENT**

In case of inclement weather, the no school announcement will be made using the District's automated phone system. Local radio and TV stations will also be informed at approximately 6:00 A.M. This information will also be posted on the district web site. The decision of another district does not mean District #100 will automatically close.

### **SCHOOL DANCES**

School dances may take place throughout the school year. Attendance at these dances will be related to good behavior and good grades. Students with poor grades or suspended from school may **not** be eligible to attend these events. The final decision will rest with the building administrators.

### **SKATEBOARDS/ROLLER BLADES**

Skateboards and roller blades are prohibited on school property. This is due to safety concerns.

### **SNOWBALLS**

Throwing snowballs is not allowed on or near school property. **Laws prohibit throwing snowballs at vehicles.**

### **VISITORS**

- Parents may visit the school at any time. Please make appointments in advance of your visit.
- All visitors must report to the office.
- Students from other schools are not allowed in the building during school hours.

### **WITHDRAWAL FROM SCHOOL**

If a student moves from the school district or withdraws from the school during the year for any reason, the student or parent should notify the attendance office. Students will be given a form to take to each of their teachers. Students should check with their teachers prior to their last day to make sure all work has been completed and all fees and fines have been paid. This way, students will make sure that all necessary items have been taken care of and that grades may be sent to the new school upon their request.

A form also needs to be completed for students being "home schooled".

### **STUDENT DISCIPLINE**

Our policy is to strive for the highest standards of behavior in school, on the bus, at school-related activities, and in the community. District discipline policies and rules are in effect at all school-related activities, on all district property, and while students travel to and from school activities. We look forward to the partnership between students, staff, and parents in support of our efforts to maintain a productive educational environment.

## **CLASSROOM DISCIPLINE PROCEDURES**

Each teacher has behavioral rules, which students must follow. Rules may vary slightly between teachers. Each teacher informs students of specific rules and consequences for failure to follow classroom rules. Consequences for classroom disruptions vary dependent upon the seriousness and/or frequency of the student infraction. Generally, discipline procedures follow a progression of consequences, from warning, to removal from class, until the unacceptable behavior stops. However, a student may be immediately removed from class for serious infractions.

## **SCHOOL-WIDE DISCIPLINE PROCEDURES**

Administrators at Belvidere South Middle School use a variety of consequences when dealing with inappropriate student behavior. If a student is referred to the office for disruptive behavior of any kind, action may involve a variety of consequences. Final decisions are based on the seriousness and/or frequency of the student infraction. The consequence imposed is determined on a case by case basis.

## **PROHIBITED STUDENT CONDUCT**

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” All cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

## **WHEN AND WHERE CONDUCT RULES APPLY**

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

## **DISCIPLINARY MEASURES**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

### **CORPORAL PUNISHMENT**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **WEAPONS PROHIBITION**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **GANG & GANG ACTIVITY PROHIBITED**

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **RE-ENGAGEMENT OF RETURNING STUDENTS**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student’s ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

#### **DISCLAIMER**

**All school rules, whether listed or not listed, are subject to change as needed to insure continued compliance with federal and state laws, the Board of Education policy, or as necessary for the routine operations of the school.**