**BELVIDERE CENTRAL MIDDLE SCHOOL**
8787 BELOIT ROAD
BELVIDERE, ILLINOIS 61008
(815) 544-0190
www.district100.com/Schools/CentralMiddle/Pages/home.aspx

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**DISCLAIMER**
**Failure to read this handbook does not excuse students from the requirements and regulations described. The handbook may be amended during the year without notice.**

Dear Student,

**WELCOME** to Belvidere Central Middle School, we hope you will find this school year to be a memorable and exciting one. The purpose of this handbook is to review the expectations and benefits of being a Belvidere Central Middle School student. There are many exciting and rewarding opportunities at BCMS. We hope you are able to jump right in and enjoy your middle school experience. Good luck with the new school year!

| | | |
|---|---|---|
| Mrs. Nicole Difford | Mrs. Linda Colson | Mr. Brad Piech |
| Principal | Assistant Principal | Assistant Principal |

***MISSION STATEMENT***

*Central Middle School creates responsible, respectful, productive future members of the 21st century community. We focus on a safe and academically challenging environment which encourages students to take ownership of their learning and actions.*

**2016-2017 SCHOOL CALENDAR**

| | |
|---|---|
| 1st Day with Students……. | August 18, 2016 |
| Labor Day (No School)…….. | September 5, 2016 |
| School Improvement Day…….. | October 7, 2016 |
| Columbus Day (No school)…….. | October 10, 2016 |
| End of 1st Quarter…….. | October 21, 2016 |
| Veterans Day (No School)…….. | November 11, 2016 |
| Day before Thanksgiving (No School)…….. | November 23, 2016 |
| Thanksgiving (No School)……. | November 24, 2016 |
| Day after Thanksgiving (No School)…… | November 25, 2016 |
| End of 2nd Quarter…….. | December 21, 2016 |
| Winter Break (No School)……. | December 22, 2016 |
| School Resumes…… | January 4, 2017 |
| Martin Luther King Day (No School)…… | January 16, 2017 |
| School Improvement Day…… | February 17, 2017 |
| Presidents' Day (No School)…….. | February 20, 2017 |
| End of 3rd Quarter…… | March 10, 2017 |
| Spring Break (No School)……. | March 27- March 31, 2017 |
| School Resumes…….. | April 3, 2017 |
| School Improvement Day…… | April 13, 2017 |
| Good Friday (No School)…… | April 14, 2017 |
| Last Day of Student Attendance (5 hours only)…… | May 22, 2017 |
| Records Day (Staff Only) …… | May 23, 2017 |
| Emergency Days…… | May 23-30, 2017 |

**<u>DAILY BELL SCHEDULE</u>**

| | | | |
|---|---|---|---|
| 8:10 Breakfast Bell | 8:30 First Bell | 8:38 Tardy Bell | 3:10 Dismissal Bell |

**BUILDING ENTRY TIME AND PROCEDURES:** School hours are from 8:38-3:10. The breakfast bell rings at 8:10 and the first bell rings at 8:30. Students should not arrive at school before 8:00 unless they are involved in a specific school related activity.

After 8:10, students may enter for breakfast or to see teachers with a pass. Once a student enters the cafeteria, he/she is expected to remain there until dismissal at 8:30. **Open drink containers should not be brought into the building (i.e. fast food drinks, coffee, energy drinks, etc). Containers will be confiscated/thrown away.**

**BUILDING EXIT TIME AND PROCEDURES:** 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.

## ATTENDANCE PROCEDURES

Illinois State Law requires that all children between the ages of six and seventeen 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, parents should call the school (544-0190) as soon as possible. If parents do not call the school, an automatic computerized call is made.

If students miss more than one instructional period – a ½ day absence will be marked per Illinois Code of Attendance. Perfect attendance will not be awarded to those students who arrive late or depart early from school or any class.

If parental contact has not been made, the school will accept a note from parents explaining absences. The student should deliver the note to the office when he/she returns to school. All absences will be considered unexcused until the school receives a phone call or note explaining the absence.

**Students should not leave school property unless directed to do so by staff.**

**APPOINTMENTS: Doctor, Dentist, etc.:** 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 nature and time of the appointment. Students should report to the office when they return to school. They will be issued a pass to class.

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

We have schoolwork up to the final day of student attendance. Students who leave early are required to complete all work, including tests, prior to leaving school. Students who fail to do so may expect to receive zeroes for any work missed.

**MAKE-UP WORK: Make-up work is the responsibility of the student, not the teacher.** Students should consult teachers as to 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 whose make-up work is not completed within the required time may be given a failing grade for that work.

Students absent for one day or less should wait until they return to school, contact a fellow classmate for make-up work, or utilize the school website for assistance. **Parents may request assignments for students who are absent two or more days. It takes twenty-four (24) hours to prepare make-up assignments.** Assignments may not be available for

all classes. 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 students will complete the work prior to returning to class.

**TARDINESS TO SCHOOL AND CLASS:** Classes begin at 8:38 and students should plan to arrive by 8:30 to give themselves time to prepare for class. Students arriving late for school should report to the office prior to class. Students are expected to be on time (sitting in their seat at the beginning of the period) for all classes.

**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 detention to be served after school to make up for time missed from school. A student with excessive unexcused absences may be referred to the Regional Attendance Cooperative.

## CAFETERIA PROCEDURES

Students are not allowed to leave school for lunch. Students may bring sack lunches or buy lunch in the cafeteria. Students may pay for lunches daily or prepay. 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.** Outside delivery of food is prohibited.

**CAFETERIA RULES:**

1. Students should not "cut" in line or save places in lines for other students.
2. Students may leave the cafetria to work with teachers only with a pass.
3. Restrooms are located near the south main entrance. Students must get permission from the supervisor and take a pass before using the restroom.
4. Aluminum cans and plastic bottles are recycled and should be placed in the proper container.
5. Students are responsible to make sure their area is clean. Both the table and the floor must be clean before students are dismissed.
6. Students may not leave the cafeteria until the supervisor dismisses them.
7. Failure to follow all cafeteria rules or engaging in any unacceptable behavior may result in assigned seats or lunch detention.

## PHONE CALLS AND MESSAGES

**Students should not be receiving or sending text messages/phone calls during class hours** (cell phone use is allowed at lunch and when approved by teachers). All phone messages should go through the office to limit disruption to the school day.

## FIRE DRILLS, STORM WARNING DRILLS and 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 and students should be silent and follow teacher directions.

## GRADING SYSTEM

**HOMEWORK:** Homework is a necessary part of each student's educational program. Each student is expected to spend some time on school assignments in addition to scheduled class instruction time in order to achieve satisfactory grades and ensure profiency. It is important that each student complete all homework assigned by the "due date". Use of parental access through the on-line grading program is strongly encouraged. Contact the office for more information (815-544-0190).

**HONOR ROLL:** Belvidere Central Middle Schooll identifies two levels of honor roll students. Those students meeting the following criteria are listed as either honor roll or high honor roll students. To be eligible for the honor roll, a student must have a 3.0 grade point average and not have any "D" or "F" grades. To be eligible for the high honor roll, a student cannot have a grade lower than an "A."

**GRADING:** All subjects will be used in the computation of grade point average. Each grade is given points as follows:

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

Total your points and divide that figure by the number of subjects.

Student achievement is graded on the following basis:

| | | |
|---|---|---|
| **90-100** | **A** | **(superior achievement)** |
| **80-89** | **B** | **(above average achievement)** |
| **70-79** | **C** | **(average achievement)** |
| **60-69** | **D** | **(below average achievement)** |
| **below 60** | **F** | **(achievemnt not yet demonstrated)** |

**MID-TERMS AND REPORT CARDS:** Progress is reported to students and parents formally eight times per year. Quarter report cards and mid-terms are issued to students at the end of each 4 ½ week and 9 week grading period.

**PROMOTION AND RETENTION:** It is the policy of Belvidere Central 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 subject he/she may not be eligible for promotion to the next grade. All subjects, including physical education and electives, are considered for final promotion and retention decisions. Students not eligible for promotion may not advance to the next grade level.

## GUIDANCE SERVICES

**COUNSELORS:** Guidance Services are available to all students at Belvidere Central Middle School. Counselors can help students adjust to school life, create future school/career plans, and 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 talk to a counselor, he/she should set up an appointment with the counselor, who will see the student at an appropriate time. Students are assigned to counselors by alphabet. However, students may request to see either counselor. Counselor assignments are as follows using the first inital of the last name:

Mrs. Ramboldt: A-L
Mrs. Repka: M-Z

**SUPPORT GROUPS:** There are several special groups designed to meet the diverse needs of BCMS students. Some examples are eating disorders, self-esteem, and anger management. Information about available groups can be obtained by contacting Mrs. Sheila Repka in the guidance department.

## GYMNASIUM FUNCTIONS/ ASSEMBLIES/ AFTER SCHOOL EVENTS/ DANCES

The purpose of these activities is to provide entertainment, build social skills, to gain knowledge, and to experience being in an audience. All school rules apply at any special event/function. The students of Belvidere Central 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. Please stay seated, getting up only at half-time/intermissions, to not disturb people around you.

Students should be picked up promptly from after school and evening activities. Please check with your student prior to each activity to be sure of the pick-up time. Students that are routinely not picked up on time may not be able to stay for future after school events.

## HALLWAY CONDUCT

1. Protect Instruction- Do not disrupt ongoing instruction in other classes.
2. Promote Safety- No running, pushing, tripping, debooking others, etc.
3. Be Respectful- No shouting, ordinary conversation is acceptable.
4. Be Timely- Do not block traffic by standing in groups.

## LOCKERS

Each student will be assigned a locker. Students are reminded that lockers are the property of the school district. **Authorized personnel may inspect lockers any time it is felt to be necessary.**
To prevent problems related to lockers, follow these guidelines:

1. Do not share your combination with any other student.
2. Do not share lockers with any other students.
3. Keep your locker closed and locked at all times, when not in use.
4. Backpacks should be kept in lockers and not carried throughout the day.
5. No open containers of any type of beverage are allowed in student lockers (i.e. bottle, fast food containers, cans, energy drinks, etc.). Containers will be confiscated/thrown away.

## HEALTH SERVICES

If a student becomes ill at 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.**
Medications may be given to a child at school in an emergency or if it is required in order for the child to remain in daily attendance for comfort or as a necessity. A written order for prescription and non-prescription medications must be obtained from the student's licensed prescriber in accordance with the prescriber's license each school year. All medications must be brought to the nurse. In some instances students will be allowed to carry specific medications for emergencies. For specific guidelines on medication procedures during school hours, please refer to the Belvidere Community Schools handbook.

## PHYSICAL EDUCATION UNIFORM POLICY

All students wear the Belvidere Central Middle School physical education uniform in PE. Uniforms are sold at the school. The uniform consists of:

1. Gray shirts with black writing and black shorts with gray writing are the colors adopted by the school board for all 6-12 students.
2. Shorts may not be worn low.
3. Tennis Shoes, which must be secured.
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. Students are required to dress in a P.E. uniform for P.E. each day. Students may purchase a uniform from the P.E. department any time during the school year as needed. Occasionally, a student will forget his/her uniform at home. The P.E. department has a limited number of uniforms from which the student may borrow. The uniform will be washed following student use, thus a laundering fee will apply. In addition to the laundering fee, students will lose points from their grade each time they need to borrow a uniform. Therefore, students are encouraged to keep their uniform in the P.E. locker during the week. Excessive borrowing of uniforms may result in loss of points for the class. **All PE clothes must be adequately labeled for easy identification. Student names should be written on the outside of the uniform.**

## 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 judgement as they choose their style of dress. Some guidelines to follow are:

1. Undergarments should be worn only as undergarments and not seen.
2. See-through clothing should not be worn alone. Please condiser modesty.
3. Halter tops, bare midriffs or 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, jeans, or skirt **when students raise their hands above their heads.** Shorts should be long enough to cover when pariticing in daily school activities.)
4. Backpacks, hoods, hats and coats are not to be worn in the building.
5. Obscene words, phrases, or pictures on clothing are prohibited.
6. Advertisements, in any language, for alcohol, tobacco, or drugs on clothing are prohibited.
7. Clothing which has been purposely torn, ripped, or cut off between the knee and shoulder should be paired with items that maintain modesty.
8. Belts/chains may not be worn to the side.
9. Students may not change clothes with other students after arriving at school.

**Wearing inappropriate clothing may result in the student being required to change into different clothing or a PE uniform.**

## COMMUNICATION

There are a variety of communication methods to keep parents informed: CMS website, emailed weekly announcements, and Facebook. Please notify the principal if you do not want your child's picture or name to be posted in any of the above listed formats.

## ELECTRONIC DEVICES

Students need to be responsible for their devices, realizing that it is at their own risk. School officials will not be able to spend valuable time looking for electronic items that may have been lost or stolen.

## GENERAL INFORMATION

**NO SMOKING POLICY:** Belvidere School District #100 board policy calls for a smoke-free environment on all district property at all times. The No Smoking Policy applies to all students, staff, and parents. This includes electronic cigarettes.

**ATHLETIC ELIGIBILITY:** Students who participate in athletics should remember it is mandatory to maintain acceptable grades in their subjects. 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.** The first week is a warning and the second week in a row will result in the following restrictions:

1. Not dressing for, or participating in, any interscholastic game, practice, or activity.
2. Not being permitted to travel with any group for such purpose.
3. These restrictions will remain in effect for a minimum of one week.

**NO SCHOOL ANNOUNCEMENT:** In case of inclement weather, a school announcement will be made through the automated school messenger. The decision of another district does not mean District #100 will automatically close.

**TELEPHONE**: Telephone calls may be made from the office. **Students must have permission from a teacher/staff member to use the phone.** Use of the telephone should be limited to necessary calls only. Cell phone use is limited to the cafeteria or with teacher permission. **Taking photos or videos of others using cellphones is strictly prohibited**.

**LOST AND FOUND:** If you find any personal or school property, please turn it into a staff member immediately. If you lose an item, the lost and found is located in the main office.

**BICYCLES:** Bicycles should be parked and locked in the racks. Bicycles cannot be housed in the school. BCMS is not responsible for lost/damaged bicycles.

**SKATEBOARDS/ROLLER BLADES:** For student safey, skateboards, roller blades, and tennis shoes with wheels are not allowed.

**SNOWBALLS:** Throwing snow is not allowed on or near school property. Law prohibits throwing snowballs at vehicles.

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

**VISITORS/VOLUNTEERS:** Parents may visit the school. Please make appointments in advance if visiting a classroom or lunch. All visitors must report to the office, sign in and provide picture identification. Students from other schools are not allowed in the building during school hours.

**BUS TRANSPORTATION OF STUDENTS:** Students are to ride their assigned bus unless prearranged with the bus company (544-9766) or the BCMS administration (parent notes from both parties). All school rules apply on buses. Bus violations may result in bus suspensions or other consequences determined by administration (see Student Discipline).

**WITHDRAWAL FROM SCHOOL:** If you move from the school district or withdrawal from the school during the year for any reason, you should notify the office. The student will be given a form to take to each teacher to fill in the necessary information and return the form to the office. Check with teachers prior to the last day to make sure all work is completed and all fees and fines paid. In this way, you will make sure that you have all necessary items taken care of and that student grades may be sent to the new school upon their request.

**COMPUTER TECHNOLOGY:** The use of student owned software on school computers is not allowed. Students using computers shall not violate copyright laws. Students should not attempt to change settings, remove files and/or modify files on district computers. Students should not attempt to use other user passwords or otherwise break into district networks.

## BCMS EXTRA-CURRICULAR ACTIVITIES

| Sports | | Clubs | Music |
|---|---|---|---|
| Volleyball | Wrestling | Student Council | Band |
| Football | Cheerleading | Drama Club | Chorus |
| Cross Country | | Yearbook Club | |
| Basketball | | Academic Bowl | |
| Poms | | National Junior Honor Society | |
| Track | | Math Counts | |
| Soccer | | | |

## 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 a partnership with BCMS parents to support 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, contacting the parent, 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:** The ultimate goal is to encourage students to improve and change disruptive 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." Unless otherwise banned under this policy or by the building principal, 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, present school identification 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. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. 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. Community service.
8. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
9. Suspension of bus riding privileges.
10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
11. 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.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
13. 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 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the Unites 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. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(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 alikes" 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 may 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.

# BELVIDERE CENTRAL MIDDLE SCHOOL

HANDBOOK REVIEW FORM
2016-2017

Student Name (print)_____

Grade_____ Team _____

Homebase _____

**I have reviewed the 2016-2017 Belvidere Central Middle School Building Addendum to the District 100 Handbook. Failure to read this handbook does not excuse students from the requirements. The handbook may be amended during the year without notice.**

Student's Signature_____Date _____

Parent Signature _____ Date _____