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**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.

Peter F. Sloan  
Principal

Steven Repka  
Assistant Principal

Lisa Bergbreiter  
Assistant Principal

**MISSION STATEMENT**

*The focus of our educational program is to create a learning environment of academic excellence, which addresses the unique needs of early adolescence.*

**BELIEFS**

1. We believe our students have specific social, emotional, physical, and academic needs.
2. We believe our students need assistance in the important transition between elementary school and high school.
3. We believe that diversity is a strength and that mutual respect, cooperation, and understanding are keys to success.

**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.

**BELVIDERE SOUTH MIDDLE SCHOOL**  
919 East Sixth Street  
BELVIDERE, ILLINOIS 61008  
(815) 544-3175

**ADMINISTRATION**

**Principal – Mr. Sloan    Assistant Principal – Mr. Repka    Assistant Principal – Mrs. Bergbreiter**

**OFFICE STAFF**

**COUNSELORS**

**Mrs. Cooley  
Mr. Lassandro**

**NURSE**

**Mrs. Robotham**

**SECRETARIES**

**Mrs. Osterberg  
Mrs. Faith  
Mrs. Clark**

**SCHOOL PSYCHOLOGIST**

**TBA**

**TECHNOLOGY COORDINATOR**

**Mr. Shumaker**

**SCHOOL SOCIAL WORKER**

**Ms. Gardner**

**ISS SUPERVISOR/TRANSLATOR**

**Mr. Duran**

**FACULTY**

**ART**

**Ms. Burnett**

**BAND**

**Mr. Hedding**

**BUSINESS EDUCATION**

**Ms. Beetstra**

**FAMILY & CONSUMER SCIENCE**

**Mrs. Peters**

**FOREIGN LANGUAGE**

**Mrs. Morrall \***

**INDUSTRIAL TECHNOLOGY**

**Mr. Waddell**

**LEARNING MEDIA CENTER**

**Mrs. Baumer**

**MUSIC**

**Ms. Stinson**

**PHYSICAL EDUCATION/HEALTH-Team Unity**

**Mr. Avila  
Mr. McGuire \*  
Mrs. Reynolds  
Mr. Pearson  
Mr. Hill  
Mrs. Marks  
Ms. Douglas**

**SPECIAL EDUCATION**

**Mrs. Dreska                      Mrs. West  
Mrs. Bell                        Mr. Wesselhoff  
Mrs. Hernandez                Mrs. Zanocco  
Mrs. Fowler                      Ms. Farris  
Mrs. Gonet\*                      Mr. Vosburgh  
Mrs. Commare                    Mrs. Boggess  
Mrs. Barth**

**CORE TEAMS**

**TEAM 6A (Rangers)**

Mrs. Hamilton	Language Arts
Mrs. Arvidson	Mathematics
Mrs. Davidson	Language Arts
Mrs. Kufalk*	Science
Mr. Ahlberg	Social Studies

**TEAM 6B (Stars & Stripes)**

Mrs. Bender  
Mrs. Henderson \*  
Mrs. Smith  
Mr. Ivacic  
Mr. Seeber

**TEAM 7A (Midnight Riders)**

Mrs. Liebenstein*	Language Arts
Mrs. Nelson	Mathematics
Mrs. Prindiville	Language Arts
Mr. Re	Science
Mrs. Rossignol	Social Studies

**TEAM 7B (Purple Hearts)**

Mrs. Mathelier  
Mrs. Heuer  
Ms. Regan  
Mrs. Blachford\*  
Mr. Rossi

**TEAM 7C (Constitution)**

Mr. Glavan	Language Arts/Social Studies
Mrs. Squier	Science/Math/Social Studies

**TEAM 8A (Independence)**

Mrs. Gorlewski	Language Arts
Mrs. Gallagly	Mathematics
Mr. Marks	Language Arts
Mrs. Gentry	Science
Mr. Link*	Social Studies

**TEAM 8B (Patriots)**

Mrs. Gadowski  
Mr. Rabideau\*  
Ms. Lucia  
Ms. McMahon  
Ms. Walter

**Modified Language Arts and Math**

Ms. Blaney*	Mrs. Schubert
Mrs. Mumma	Ms. Scharff
Mrs. Leon	Mrs. Wesselhoff
Mr. Sterenberg	

\* Team Leader

**CUSTODIANS**

Mr. Poole *	Mr. Hulstedt	Mrs. Hildebrand
Mrs. Kaminski	Ms. Lively	Mr. Sas

**Belvidere Community Unit School District #100**  
**2009-2010**  
**School Calendar**

All Staff Institute.....	August 18 and 19
First Day of School.....	August 20
Labor Day (No School).....	September 7
School Improvement Day (No School).....	October 9
Columbus Day (No School).....	October 12
End of First Quarter.....	October 23
K-8 Evening Parent/Teacher Conferences.....	November 9
K-12 Evening Parent/Teacher Conferences.....	November 10
Veterans Day (No School).....	November 11
Day Before Thanksgiving (No School).....	November 25
Thanksgiving Day (No School).....	November 26
Day After Thanksgiving (No School).....	November 27
Winter Break .....	December 21 – January 1
School Resumes.....	January 4
End of Second Quarter.....	January 8
Martin Luther King Day (No School).....	January 18
School Improvement Day (No School).....	February 12
Presidents' Day (No School).....	February 15
End of Third Quarter.....	March 16
9-12 Evening Parent/Teacher Conferences.....	March 25
School Improvement Day (No School).....	March 26
Spring Break .....	March 29 – April 5
School Resumes.....	April 6
Last Day of Student Attendance.....	May 25
Records Day (No School).....	May 26
Report Card Distribution .....	May 27
Emergency Days.....	May 28, June 1 - 4

Approved by the Board of Education December 17, 2007  
Revisions approved by the Board of Education February 17, 2009

## DAILY BELL SCHEDULE

8:32 First Bell  
3:10 Dismissal Bell

8:38 Tardy Bell

## 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, parents should call the school (544-3175) as soon as possible **after 8:15 a.m.** (the District requests by 9:00 a.m.) If parents do not call the school, we will attempt to call parents at home or at work. Parents may find it more convenient to call the school.

If students miss more than one instructional period—absence will be counted as ½ day per Illinois Code of Attendance.

If parental contact has not been made, the school will accept a note from parents explaining the absence. 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.

### **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. 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 an admit to class.

### **VACATIONS**

In the event that a vacation is scheduled during the school year, the student should contact the Belvidere South 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. A maximum of five days is allowed for the completion of make-up work. 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.* 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. 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. **When assignments are sent home, they must be completed when the student returns to school.**

## **BUILDING ENTRY TIME AND PROCEDURES**

**School hours are from 8:38-3:10.** The first bell rings at 8:32. Students should not arrive at school before 8:32 unless they ride district buses or are involved in a specific school related activity. School doors will open at 8:10. **No students are allowed in the building before 8:10.**

After 8:10, sixth grade students **must** go to the cafeteria. Seventh and eighth grade students may remain outside, go to the Learning Media Center (LMC), or go to Gymnasium. The LMC is to be used only for studying. Once a student enters the building, he/she is expected to remain until dismissal at 8:32. Students may not leave without permission of the supervisor.

## **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.

**NOTE TO PARENTS:** Students should not remain after school, in the building or on school grounds unless they have a genuine, school-related purpose. If the student insists on staying after school, make sure you know why!

## **TARDINESS TO SCHOOL**

Classes begin at 8:38. Students should plan to arrive by 8:32 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.

## **TARDINESS TO CLASS**

Students are expected to be on time for all classes. There is ample time to get to any classroom in the building. Student lockers will be located around their core curricular areas with exception of band students.

*Students are expected to be in their seat at the beginning of each period.* The classroom teacher deals with tardiness. Most often a student will be assigned a detention for an unexcused tardy. Habitual tardiness may result in an office discipline referral.

## **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 full day of truancy may result in up to five one-hour detentions and/or In-School-Suspension.

## **CAFETERIA INFORMATION**

- A letter will be sent to parents from Aramark explaining food service.
- The school will not loan money to students for lunch.
- **Parents may not deliver fast food lunches to their children at school.**

## **CAFETERIA RULES**

1. Students should not “cut” in line or save places in lines for other students.
2. Students are not allowed to leave the cafeteria without permission of the supervisor.
3. Restrooms are located immediately outside the main entrance of the cafeteria. Students must get permission from the supervisor before using the restroom.
4. Cafeteria trays are not recycled.
5. Aluminum cans are recycled and should be placed in the proper container.
6. Students are responsible to make sure their area is clean. Both the table and the floor must be clean before students are dismissed.
7. Students may not leave the cafeteria until the supervisor dismisses them. Students are dismissed by the supervisor one table at a time.
8. Failure to follow all cafeteria rules or engage in any unacceptable behavior may result in assigned seats or suspension from the cafeteria.
9. Students are not allowed to loan or borrow money during lunch.

## **ALTERNATIVE LUNCHROOM**

Students who do not follow school rules and policies while in the cafeteria may be assigned to an alternative lunchroom. The alternative lunchroom is located in a classroom not being used for a regular class and is supervised by a teacher. Rules for the alternative lunchroom are as follows:

1. While in this room, the student may be asked to bring a sack lunch from home.
2. Students are to report directly to the alternative lunchroom. They do not go to the cafeteria.
3. Students are to be in their seats when the bell rings.
4. No talking is allowed while in the alternative room.
5. Students must bring schoolwork to do each day and do it after eating lunch or the day will not count.
6. Only days of good behavior count toward the number of days assigned.

## **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.

## **BSMS GRADING SYSTEM**

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-
59-0	F

## **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. To compute one's 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. All subjects are to be used in the computation. A grade of "F" automatically eliminates one from the Honor Roll.

To be eligible for an award at the end of the year, one must qualify for the Honor Roll each of the four grading periods. Students who qualify for the Honor Roll all four grading periods in one year will receive an Honor Roll pin. Students who qualify for the Honor Roll each grading period for three years receive a Presidential Academic Achievement Certificate.

## **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". A Homework Club will begin in October.

## **PBIS**

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.

## **REPORT CARDS**

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.

## **RTI**

The Response to Intervention (RTI) model is a tiered level approach to provide interventions to students who struggle with learning. There is progress monitoring of these students on a continuous basis using universal screening tools (AIMS web and MAPS). Results from these tools are used to make decisions on the need for further researched based interventions within the classroom setting.

## **SPECIAL REPORTS (Mid Terms)**

After the first four and one half weeks of each grading period, the parents will receive a mid-term grade/progress report for each class.

## **PROMOTION AND RETENTION**

It is the policy of Belvidere South Middle School to promote student 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. If at the end of the 1<sup>st</sup> quarter, a student is failing an academic subject mandatory attendance at Homework Club will be required. All subjects, including physical education and electives, are considered for final promotion and retention decisions. Students not eligible for promotion will be required to complete a "summer school program" in order to be advanced to the next grade level.

## **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 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 alphabetically, according to the first letter of their last name. However, students may request to see either counselor.

### **GUM/CANDY POLICY**

Due to the many-carpeted areas in our building, gum chewing is not allowed at Belvidere South Middle School. We request student cooperation in our policy of **NO GUM CHEWING IN THE BUILDING.**

Candy may be eaten only in the cafeteria during lunch or in classrooms when permitted by a teacher.

Chronic abuses of this policy may result in negative consequences during lunchtime or after school.

### **GYMNASIUM FUNCTIONS**

Assemblies, concert, 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.

Whenever in attendance at a function in the gymnasium, these simple rules should be followed:

#### **ATHLETIC EVENTS**

1. Be seated and stay in the gymnasium.
2. Do not leave until half time or after the games.
3. No pop is allowed in the gym.
4. Have fun – but behave in a sportsmanlike manner.
5. Treat students from other schools as you would guests in your home.

#### **CONCERTS, PROGRAMS, etc.**

1. Be seated and do not disturb the people around you.
2. Do not leave until intermission or until the end of the program, unless it is an emergency.

We would like to encourage parents to pick up students promptly from after school and evening activities. Please check with your child prior to each activity to be sure of the pick-up time.

### **HALLWAY CONDUCT**

1. Walk on the right side of the hall.
2. Do not block traffic by standing in groups.
3. No shouting, ordinary conversation is acceptable.
4. No running, pushing, tripping, debooking others, etc.

## **HALL PASSES**

Hall passes are required any time a student is in the hall other than passing time. The teacher who grants permission to be in the hall gives hall passes. Students without hall passes may be given a one-hour detention.

## **HEALTH SERVICES**

The school nurse is not to be used for “free” medical advice. 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.

## **LOCKERS**

Each student will be assigned a locker. To prevent problems related to lockers, the following guidelines must be followed at all times:

1. Do not share your combination with any other student.
2. Do not share lockers with any other students.
3. Keep your locker locked at all times, when not in use.
4. Keep your locker clean and neat at all times.

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.**

## **PHYSICAL EDUCATION UNIFORM POLICY**

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

1. Belvidere South Middle School, T-shirt.
2. Blue or purple, Belvidere South Middle School, shorts (which may not be worn low).
3. White socks and 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.

**NOTE: All gym clothes must be adequately labeled for easy identification. Student names should be imprinted 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 judgment as they choose their style of dress. Some guidelines to follow are:

1. Students and clothing should be clean.
2. Undergarments should be worn only as undergarments. Pajama pants and boxer shorts are not allowed.
3. See-through clothing should not be worn.
4. 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 a student raises his/her hands above his/her head. Shorts should go to the bottom of the index finger when arms are at the side.)
5. Hats, coats, sunglasses and headphones are not to be worn in the building. These articles should be kept in the student lockers.
6. Obscene words, phrases, or pictures on clothing are prohibited.
7. Advertisements for alcohol, tobacco, or drugs on clothing are prohibited.
8. Clothing which has been purposely torn, ripped, or cut off is prohibited.
9. Dress and/or personal appearance, which are deemed to be disruptive (including inappropriate hair coloring) will not be permitted.
10. Belts/chains may not be worn to the side.
11. Students may not change clothes with other students after arriving at school.
12. Make-up kits and personal cosmetics should remain in your locker at all times.
13. Studded jewelry (rings, collars, wristbands) is not allowed.
14. 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 before being admitted to class.

### **STUDENT DISCIPLINE**

The most effective form of student discipline is self-discipline. Students must show respect for authority and concern for the rights and privileges of others. Our policy is to strive for the highest standards of behavior in school, at school-related activities, and in the community. Courtesy and respect must be maintained toward staff members, substitute teachers, fellow students and visitors. Disruptions of our educational programs caused by inappropriate behaviors will not be tolerated. 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.

All of us want to have strong and effective discipline. We ask for the total support of parents and students in 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. The ultimate goal is to encourage students to improve and change their disruptive behavior. If a student is referred to the office for disruptive behavior of any kind, action may involve a variety of consequences. Definitions of these consequences are listed below. While these consequences are listed according to the order in which they are often used, final decisions are based on the seriousness and/or frequency of the student infraction. The consequence imposed is at the discretion of the administrator.

### **DEFINITIONS AND EXPLANATIONS:**

#### **Warning:**

Explanation of behavior and expectations.

#### **Conferences:**

Conferences may be held between the teacher and the student. They may also include parents, counselors, and administrators.

#### **Parent Contact:**

Contacting a disruptive student's parents is often the most successful solution to discipline problems. Parental contact may be made by phone or in writing.

#### **Detention:**

Detention involves a student spending additional time after school to make up for time lost due to disruptive behavior. Detention may be assigned by individual teachers or by the administration. Students will be given one full day's notice of a detention to enable the student to make arrangements for transportation.

**Failure to report for detention will result in an additional detention or consequence.**

#### **Removal from Class:**

A student may be removed from an individual class for continued disruptive behavior. Removal from class may be for one day up to the remainder of a quarter.

#### **In-School Suspension:**

Generally, suspensions are in-school suspensions. Students are removed from their regularly scheduled classes and assigned to a suspension room. Very strict rules apply for in-school suspension. Students are required to work on homework or special assignments.

If a student is disruptive in any way during an in-school suspension, he/she will be suspended out-of-school.

While serving an in-school suspension, students may not be allowed to participate in any school activity.

**Out-of-School Suspension:**

If assigned a **SUSPENSION**, a student will be sent home and not allowed to attend any classes or school activities. The student may not be present on school district property during the suspension period. Out-of-school suspensions may be assigned for serious and/or repeated infractions of school rules. Out-of-school suspensions may last from one to ten days. Upon receiving an out-of-school suspension, makeup work will be given upon the request of the parent.

**Expulsion:**

Expulsion involves removing a student on a more permanent basis. Expulsion occurs when the misconduct is of such a grave nature that student attendance is disruptive to the educational process and/or dangerous to the student or others in the school environment. Any student expelled from a District 100 school is prohibited from being present on District #100 property or attending any district-related activities during the duration of the student's expulsion.

**The following list of student consequences is a guideline to be used at the discretion of the building administration. Consequences listed are generally maximum penalties. A series of steps or consequences may precede the maximum consequences or the maximum penalty may be imposed. When suspension is indicated, this may be an in-school suspension unless specifically stated. The administrator determines whether a suspension should be in school or out-of-school.**

- A. Disruptive Behavior and/or Insubordination (to include laser pointers)
  - 1<sup>st</sup> Offense: 1-3 day Suspension
  - Subsequent: 1-10 day Suspension
  
- B. Off campus disruptive behavior (including off campus web sites) – Engaging in any behavior, includes the use of off campus and home based computers, which causes a material and/or substantial disruption to the learning environment or poses a true threat to students, staff, or the school.
  - 1<sup>st</sup> Offense: 1-10 Suspension
  - Subsequent: 1-10 Suspension
  
- C. Profanity
  - 1<sup>st</sup> Offense: 1 day Suspension
  - Subsequent: 1-10 day Suspension
  
- D. Threatening another Student (verbal or physical intimidation-including racial slurs, harassment, sexual harassment, and hazing)
  - 1<sup>st</sup> Offense 1-3 day Suspension
  - Subsequent 1-10 day Suspension

**Harassment – Is considered to be any repeated act that offends, embarrasses, or humiliates a student, as a means of making them feel uncomfortable. Harassment is considered to be an act of aggressions, used as an intimidation factor, where there is an imbalance of power between two or more people. It is repeated, intentional and power based.**

- E. Fighting
  - 1<sup>st</sup> Offense 1-5 day Suspension
  - Subsequent 5-10 day Suspension, Recommendation for Expulsion
- **Voluntary spectators, or those who encourage, contribute to, or cause further discipline to a fight situation will also be subject to disciplinary action.**
- F. Vandalism/destruction of School District Property
  - 1<sup>st</sup> Offense: 1-5 day Suspension, Payment for Damages, Police Referral
  - Subsequent: 5-10 day Suspension, Payment for Damages, Police Referral
- G. Verbal Abuse of Staff (profanity, derogatory language, gestures)
  - 1<sup>st</sup> Offense: 1-5 day Suspension
  - 2<sup>nd</sup> Offense: 5-10 day Suspension, Recommendation for Expulsion
- H. Possession/use of Tobacco (any variety)
  - 1<sup>st</sup> Offense: 3 day Suspension
  - 2<sup>nd</sup> Offense: 10 day Suspension, Recommendation for Expulsion
- **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.**
- I. Alcohol, Drugs/paraphenalia (Use and/or possession of)
  - Any Offense: 10 day suspension, Police Referral, Recommendation for Expulsion
- J. Sale/Distribution of Alcohol, Drugs, Prescription Drugs, and/or Look-A-Like Drugs/Alcohol
  - Any Offense: 10 day Suspension, Police Referral, Recommendation for Expulsion
- K. Gang-Related Activity (to wear, possess, distribute, display, draw, or sell any jewelry, clothing, emblem, badge, symbol, sign, or other activity of a secret society or gang including electronic devices such as pagers)
  - 1<sup>st</sup> Offense: 1-5 day Suspension, Police Referral
  - 2<sup>nd</sup> Offense: 5-10 day Suspension, Police Referral, Recommendation for Expulsion
- L. Extortion (obtaining money, property or services of any sort by threats)
  - 1<sup>st</sup> Offense: 1-5 day Suspension, Police Referral
  - 2<sup>nd</sup> Offense: 5-10 day Suspension, Police Referral, Recommendation for Expulsion
- M. Theft
  - 1<sup>st</sup> Offense: 1-5 day Suspension
  - 2<sup>nd</sup> Offense: 5-10 day Suspension, Police Referral, Recommendation for Expulsion
- N. Weapons and/or Look-A-Like Weapons (possession and/or use of) included but not limited to razor blades, pocket knives, or utility knives
  - Any Offense: 5-10 day Suspension, Police Referral, Recommendation for Expulsion

- O. False Fire Alarm, Bomb Threat, Setting Fires, Firecrackers, 911 Hang-ups, etc.
  - 1<sup>st</sup> Offense: 5-10 day Suspension, Police Referral, Recommendation for Expulsion
  - 2<sup>nd</sup> Offense: 10 day Out-of-School Suspension, Police Referral, Recommendation for Expulsion
- P. Pornographic Material (magazines, books, technology, etc.)
  - 1<sup>st</sup> Offense: 1-5 day Suspension
  - Subsequent: 5-10 day Suspension, Police Referral, Recommendation for Expulsion
- Q. Public Displays of Affection (kissing, hugging, handholding, any inappropriate touching) on school property.
  - 1<sup>st</sup> Offense: 1-5 day Suspension
  - Subsequent: 5-10 day Suspension
- R. Academic Dishonesty – cheating, plagiarizing, wrongfully giving or receiving help, and wrongfully obtaining test copies or scores.
  - 1<sup>st</sup> Offense: Zero on assignment/test
  - Subsequent: Zero on assignment/test and 1-3 day Suspension

**GROSS DISRUPTIVE BEHAVIOR** – Up to 10 days Out-of-School Suspension for any offense, notify police; notify parent/guardian, possible recommendation for expulsion.

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## GENERAL INFORMATION

### **ATHLETIC ELIGIBILITY**

Students who participate in athletics or cheerleading/poms 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:

1. Not dressing for, or participating in, any interscholastic game 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 or until such time the deficiency has been corrected.

### **STUDENT INSURANCE**

Premium costs make it impractical for the district to provide accident insurance for students. However, a low-cost insurance program is available through a private company for students who wish to take advantage of the program. Information is given to the students on registration day. If you take advantage of the program and an accident should occur, the student should report to the office to get a medical form, which, in turn, must be reported to the school nurse.

## **NO SCHOOL 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 7:00 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. Please do not call the school as our phones are needed for emergencies.

## **TELEPHONE**

Local telephone calls may be made from the pay phone by the office (cost is \$0.50). **Students must have permission from a teacher to use the phone.** Use of the telephone should be limited to necessary calls only. The pay phone should be used only to contact parents. We do not take messages for students from friends. Long distance calls may be made only from the pay phone. The office phone can be used only in emergency situations.

## **LOST AND FOUND**

If you find any personal or school property, please leave it in the office. If you lose an item, be certain to ask about it. 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.

## **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.

## **BICYCLES**

Bicycles should be parked in the racks and not thrown on the ground. 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.

## **SKATEBOARDS/ROLLER BLADES**

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

## **PERSONAL ITEMS**

1. Do not bring toys or playthings, Magic/Pokeman cards, or laser pointers to school. School officials will not spend valuable time looking for such toys that may have been lost or stolen.
2. Only school approved books or magazines should be brought to school.
3. Students are urged not to carry a large amount of money to school. If you do, please leave it in the office for safekeeping.
4. Large "Magic Markers/Sharpie" are not allowed at school. If needed, they will be provided in art class.
5. While students are allowed and encouraged to use book bags, they may not be carried from class to class throughout the day.
6. Notebooks and notes for the purpose of personal correspondence with friends are not allowed.

## SNOWBALLS

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

## Cell Phones

Because of their ability to disrupt the learning environment, violate the rights of other (including the ability to take pictures), and their potential to be used to contact others during classes/exams, students possessing cell phones must have them turned off during the school day. **Cell phones are to be out of sight and sound during the school day.** This is from the moment the student enters the building until the final bell. (8:20-3:02) Any phone that is seen or heard during the school day will be confiscated and returned to the parent. The student may also be issued consequences. **Cell phones may never be used in the bathrooms or locker rooms.**

## I-Pods/MP3 Players

Students may only use/listen to these types of devices during lunch at South Middle School. Upon entering the building headphones must be removed and the musical devices stored in the student's locker. They can be carried to lunch and used in that setting only. **Students may not listen to them in the halls between classes.** Students caught with these devices during the day, outside of lunch, may have them confiscated.

**\* BSMS is not responsible for any items lost or stolen during the school day, including cell phones or I-pods. School administration/staff may not be able to successfully find and return these items. We (admin) do not encourage students to bring these personal items with them to school.**

## 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.

## VISITORS

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

## BUS TRANSPORTATION OF STUDENTS

**STUDENTS MAY NOT UNDER ANY CIRCUMSTANCES BOARD A SCHOOL BUS AT ANY OTHER SCHOOL IN THE DISTRICT**

## **WITHDRAWAL FROM SCHOOL**

If you move from the school district or withdraw from the school during the year for any reason, you should notify the attendance office. You will be given a form to take to each of your teachers. Have your teacher fill in the necessary information and return the form to the office. You should check with your teachers prior to your last day to make sure you have your work 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 your grades may be sent to your new school upon their request.

A waiver form needs to be completed for students being “home schooled”.

## **COMPUTER TECHNOLOGY**

The use of student owned software on school computers is **not** allowed.

Students shall operate computers only under direct teacher supervision.

Students using computers shall not violate copyright laws.

Students attempting to change settings, remove files and/or modify files on district computers or networks are subject to disciplinary action by the administration.

Students attempting to use other user passwords or otherwise break into district networks are subject to disciplinary action by the administration.

Students attempting to damage computer equipment are subject to disciplinary action by the administration.

Students’ access to the Internet is available only through supervision by a teacher.

## **SCHOOL DANCES**

A number of school dances will take place throughout the school year. Attendance at these dances will be related to “good behavior”. Students referred to the office and/or suspended from school may **not** be eligible to attend these events. The final decision will rest with the building administrator.

## **LEARNING CENTER**

Learning Center Fines: There is a 5 cents per day overdue charge for books returned past the due date. If a student loses a paperback book the replacement cost is \$10, and the replacement cost for a hardcover book is \$20.

## **SOUTH EXTRA-CURRICULAR ACTIVITIES**

### **Sports**

**Volleyball**  
**Football**  
**Cross Country**  
**Basketball**  
**Cheerleading**  
**Poms**  
**Wrestling**  
**Track**  
**6<sup>th</sup> Grade Intramurals**  
**\*Park District Bowling**

### **Clubs**

**Student Council**  
**Drama Club**  
**Video Club**  
**Yearbook Club**  
**Academic Bowl**  
**Math Counts**  
**Peer Mediation**  
**Science Olympiad**  
**Future Teachers Club**  
  
**Geography Bee**  
**Spelling Bee**  
**Recycling**  
**Jobs**

### **Music**

**Band**  
**Chorus**  
**Jazz Band**  
**IMEA**  
**Flags**

### **DISCLAIMER**

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