

**SOUTH CENTRAL MIDDLE SCHOOL
P.O. BOX # 40
KINMUNDY, IL 62854
(618) 547-7734**

**STUDENT-PARENT HANDBOOK
2014-2015**

**TO ACHIEVE YOUR GOALS REQUIRES YOUR
DEDICATION, COOPERATION, RESPONSIBILITY AND
YOUR DESIRE TO LEARN.**

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WELCOME TO SOUTH CENTRAL MIDDLE SCHOOL

The staff and I anticipate an outstanding year during which we would like to challenge our students to set high goals and to be all they can be!

It is our hope that the following handbook will help us to understand each other's expectations and clarify potential misunderstandings before they become obstacles.

We look forward to a good relationship between students, parents, and school personnel. We are proud of our school and we want you to be proud of it too!

Educational Philosophy and Objectives

The District's educational program will seek to provide an opportunity for each student to develop to his or her maximum potential. The objectives for the educational program are to:

1. Foster students' self-discovery, self-awareness, and self-discipline.
 2. Develop students' awareness of and appreciation for cultural diversity.
 3. Stimulate students' intellectual curiosity and growth.
 4. Provide students with fundamental career concepts and skills.
 5. Help students develop sensitivity to the needs and values of others and a respect for individual and group differences.
 6. Help each student strive for excellence and instill a desire to reach the limit of his or her potential.
 7. Encourage students to become life long learners.
 8. Provide an educational climate and culture free of gender, disabilities, cultural, ethnic, or religious bias.
- In order for the School Board to monitor whether the educational program is attaining these objectives and to be knowledgeable of current and future resource needs, the Superintendent shall prepare an annual report that includes:

1. A review and evaluation of the present curriculum.
2. A projection of curriculum and resource needs.
3. An evaluation of, and plan to eliminate, any sexual, cultural, ethnic, or religious bias that may be present in the curriculum or instructional materials and methods.
4. Any plan for new or revised instructional program implementation.
5. A review of present and future facility needs.

SCHOOL SPIRIT

One cannot see or touch "School Spirit." It can hardly be defined. Yet there is no more powerful force in the school.

It is in our teams, fighting hard and clean to win. It is in our standards, urging our teams on with ringing cheers.

It is our classes and study halls as through good work we advance the standing of our school.

It is in our students in the halls, about the grounds, and in the community-pride of our school, backing its every worthy cause, protecting its good name, doing nothing of which it need be ashamed.

It is the thrill of victory or the acceptance of honorable defeat.

It is our affection for our school.

It is determination to put honest effort into the middle school years and to get honest results from them.

It is courtesy and consideration to classmates, to teachers, and to visitors in our school.

It is in faith in our school.

"School Spirit" is the most precious thing that we who have gone before can give to you. Guard it well. Hand it on untarnished to those that follow.

BOARD OF EDUCATION

President of the Board.....Chris Blomberg
Vice President of the Board.....Ann Blomberg
Secretary of the Board.....Dena Hoffmann
Mike Vandever Pat McCuiston Jason Markley Tom Turner

Administration

Superintendent.....Rick Batchelor
Principal.....Greg Grinestaff

Faculty

Hugh Rosen	Art
Cindy Garrett	LD/Resource
Jessica Berlin	LD/Resource
Penny Purdue	Cross Categorical
Tiffany Hails	5 th grade
Jesica Lother	5 th grade
Christa Malone	Math/Science
Ken Milano	Math/Social Studies
Erica Fox	Social Studies/History
Mindy Shoemaker	Literature
Theresa Linder	Language Arts./Literature/Science
Derrick Jones	Language Arts
Stacy Lockhart	Health/Physical Education
Lucas Krutsinger	Physical Education
Jordan Pals	Science
Lynn Smith	Computers
Roseanne Harshbarger	Choir
Blake Korte	Band
Faye Baker	Teacher's Aide
Rhonda Moseley	Title I Aide
Sue Hawkey	Aide
Margaret Turner	Library
Michelle Carter	Secretary
Michelle Blomberg	Nurse
Christi Uphold	Cook
Kim Krutsinger	Cook
Terri Engel	Custodian
Alan Linder	Custodian

School Calendar

The School Board, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

Important Dates

August 18, 2014	1st Day of School
September 01, 2014	Labor Day No School
September 12, 2014	Midterm Progress Reports
September 19, 2014	School Improvement Day Early Dismissal
October 13, 2014	Columbus Day No School
October 17, 2014	1st Quarter Ends
October 23, 2014	1/2 Day Parent-Teacher Conferences
October 24, 2014	Parent-Teacher Conferences
October 31, 2014	School Improvement Day Early Dismissal
November 11, 2014	Veteran's Day No School
November 14, 2014	Midterm Progress Reports
November 17, 2014	Early Dismissal - 1:30pm
November 21, 2014	Not in Attendance No School
November 27 & 28, 2014	Thanksgiving Break No School
December 19, 2014	School Improvement Day Early Dismissal
December 19, 2014	2nd Quarter Ends
December 22-January 02, 2014-15	Christmas Break No School
January 05, 2015	Teacher Institute No School
January 19, 2015	M.L. King's Birthday No School
January 26, 2015	Early Dismissal - 1:30pm
February 6, 2015	Midterm Progress Reports
February 12, 2015	Early Dismissal - 1:30pm
February 13, 2015	Tri-County Institute No School
February 16, 2015	President's Day No School
March 6, 2015	3rd Quarter Ends
March 9, 2015	PARCC Assessment (PBA)
March 20, 2015	School Improvement Day Early Dismissal
April 3-6, 2015	Spring Break No School
April 10, 2015	Midterm Progress Reports
April 20, 2015	Early Dismissal - 1:30pm
April 27, 2015	PARCC Assessment (EOY)
May 25, 2015	Memorial Day No School
May 29, 2015	Teacher's Institute No School
June 1, 2015	Student's Last Day

Disclaimer

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations. Membership or participation in a school-sanctioned activity is a privilege and not a property right.

*The South Central School Board approved this handbook in May 2014

Bell Schedule

7:45	Entry into the gym/cafeteria
7:57	Students may enter hallways and go to lockers
8:00	Tardy bell for 1st hour
8:00-8:40	1st hour
8:43	Tardy bell for 2nd hour
8:43-9:23	2nd hour
9:26	Tardy bell for 3rd hour
9:26-10:06	3rd hour
10:09	Tardy bell for 4th hour
10:09-10:49	4th hour
10:52	Tardy bell for 5 th hour
10:52-11:32	5th hour (5/6 lunch)
11:35	Tardy bell for 6th hour
11:35-12:15	6th hour(7/8 lunch)
12:18	Tardy bell for 7th hour
12:18-12:58	7th hour
1:01	Tardy bell for 8th hour
1:01-1:41	8th hour
1:44	Tardy bell for 9th hour
1:44-2:24	9th hour
2:27	Tardy bell for 10th hour
2:27-3:07	10th hour
3:07	School Dismissal (Early Buses)

*All students dismissed when buses are in at approximately 3:20p.m.

Early Dismissal Schedule

8:00-8:33	1st Hour
8:36-9:09	2nd Hour
9:12-9:45	3rd Hour
9:48-10:21	4th Hour
10:24-10:57	7th Hour
11:00-11:33	5th Hour (5/6 lunch)
11:36-12:09	6th Hour (7/8 lunch)
12:12-12:45	8th Hour
12:48-1:21	9th Hour
1:24-2:00	10 th Hour

Emergency School Closing

Sometimes inclement weather will either cause school to be dismissed early or not meet at all. Other emergencies can also cause those two situations. Radio stations will be notified when school is dismissed. Salem 1350 AM or 100 FM; Vandalia 1500 AM or 107 FM; and Effingham 95.7 FM or 97.9 FM.

School Reach - South Central Middle School Telephone Broadcast Service

In our efforts to improve communications between parents and school, South Central Middle School has instituted a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by SchoolReach, which specializes in school-to-parent communications. South Central Middle School will continue to report school closings due to snow or weather on WJBD 100.1FM and will use this system as an overlay to the public announcements.

Fire Alarm

The fire alarm is a continuous signal from the fire alarm system. Teachers will lead the class to the designated place of safety, and then back to the classroom following the drill. Each room has instructions indicating a safety area posted upon the wall near the door. Students should assist in the closing of all doors and windows in the room. Remember that it is illegal to set off a false alarm. Students apprehended will be arrested and charged. Illinois State law states that setting off an alarm is a felony and serious consequences will follow.

Storm Alarm

The storm drill signal is one continuous tone on the regular bell system. Students will proceed to their designated place of safety. Further instructions may be given over the public address system.

Before and After School

No student should be in the building before 7:45AM. Students whether walking, riding on buses, or arriving by other means of transportation, are expected to report directly to the gym each morning. A teacher will be on duty in the gym and students will stay in the gym until 7:57AM. If the student chooses to eat breakfast in the cafeteria, that student may enter the cafeteria at 7:45AM. Breakfast students will stay in the cafeteria until 7:57AM. At 7:57AM, students will be allowed into the main area of the school and will be expected to pay for lunches, get absent slips, and get materials needed for class from their lockers before going to their first hour class. Students will be required to be in their first hour class by 8:00AM. Students who will be eating lunch all week, should pay for the lunches on Monday and are reminded that they should pay for lunches in the office and not the lunch line. After arrival on school grounds, students must receive permission from the office to leave.

Food Services

Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this policy and is in alignment with Board policy 6:50, School Wellness. The type and amounts of food and beverages sold to students before school and during the regular school day in any school that participates in the School Breakfast Program or the National School Lunch Program shall comply with any applicable mandates in the Illinois State Board of Education's School Food Service rule and the federal rules implementing the National School Lunch Act and Child Nutrition Act. The food service program shall restrict the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture in the food service areas during meal periods. All revenue from the sale of any food or beverages sold in competition with the School Breakfast Program or National School Lunch Program to students in food service areas during the meal period shall accrue to the nonprofit school lunch program account.

Cafeteria

Lunch/Breakfast Fees- Students will be provided with hot lunches served at the Middle School cafeteria. The price of a daily lunch is **\$1.95 or \$9.75 for the week**. Lunch for **20 days** will be **\$39.00**. Breakfast will be served at a cost of **\$1.45** per day.

Lunch/Breakfast Accounts - We are pleased that your child is eating with us in the South Central Middle School cafeteria. We need to make you aware the district has a charge limit of \$35.00. When your son/daughter reaches the limit of \$35.00 in charges, the district will no longer provide a hot lunch for your child. This system was not set up to put you or your family in a difficult situation, rather to run the district's cafeteria programs more efficiently and cost effective. We will make every attempt possible to notify you and keep you informed of your child's lunch account.

Cafeteria cont.

The South Central School District will provide free and reduced price meals to those students who qualify. The Board of Education, or its designee, appointed annually, shall approve or deny applications in accordance with the guidelines furnished annually by the United States Department of Agriculture.

Cafeteria Rules and Regulations

1. Students will have assigned tables/seats.
2. No one is dismissed from the table until the area is suitably clean.
3. Talking will be permitted at the assigned table only.
4. No tossing or throwing of anything in the cafeteria.
5. The teacher on duty will dismiss the table to return trays. After returning trays, students are to return to assigned seats until the group is dismissed to go outside or to the gym.
6. Students accidentally spilling food or drinks on the floor are asked to report the spill to the lunch room supervisor and participate in the cleanup.
7. All students are required to return their trays and utensils to the dish window.

* If a student cannot sit and eat in a reasonable manner, disciplinary action will result:

1. Verbal warning
2. See building Principal

Attendance Procedures

Student Attendance Policy

Absence from school is one of the most common causes for failure and low grades. Colleges as well as employers of high school graduates are interested in attendance as well as grades. Attendance and grades are part of each student's permanent record. Students are expected to attend all classes and assigned activities unless there are justifiable reasons for being absent. Parents, with the aide of the school, are responsible for insuring regular, punctual attendance. Poor attendance and truancy will be reported to parents as well as the ROE truant officer.

Parents are to telephone the school (547-7734) after 7:30AM and before 9:00 AM to report their student's absence.

Students who are absent and their parents have not called the office to report the absence will be considered absent without justifiable cause, therefore, they will be given an "unexcused absence." The student, upon returning to school, must also present the office with a parent/guardian written notice; a doctor/dentist note; a court summons or court order; a funeral notice/obituary or a letter from a member of the clergy for a religious holiday fully explaining the cause of the absence. Upon receiving the absence note from the parent/guardian or other certified documentation, an "excused absence" may be given.

Written notes should contain the following information:

1. Date of note
2. Student's name
3. Date of absence
4. Reason for absence

***Students shall be permitted no more than six (6) excused absences per semester based upon parental confirmation for the reasons of the absence. After the student has been excused 6 times in one or more of his/her classes during a semester, additional excused absences may only be verified by a doctor/dentist note; a court summons or court order; a funeral notice/obituary or a letter from a member of the clergy for a religious holiday.**

Student Attendance Policy cont.

*** The first 6 absences of each semester shall be excused with parent notification unless the total number of days absent for the school year has already exceeded 10% of the accumulated school year. If 10% of school year has been exceeded, no parent notifications are allowed.**

* It is the responsibility of the parents to see that their son(s) or daughter(s) attend school regularly. The school, in turn, fully realizes each student and family has unique circumstances that arise during the nine-month school year.

Absence Classification

Excused Absence: An absence due to personal illness, death in the immediate family, observance of a religious holiday or an emergency situation beyond the control of the student as determined by the building principal will be considered an excused absence if the absence was due to a "valid cause" as defined by the Illinois School Code section 26-2a. Students are required, however, to notify the school prior to the parent or guardian explaining the reason for the absence in a written note. An excused absence entitles a student to make up all missed assignments and exams. The student has one day plus the number of days absent to turn in make up work. It is the responsibility of the student to contact the teacher on the day he/she returns to complete a plan for doing the work that was missed. The student also has the responsibility, along with the teacher, to check that all work was graded and properly recorded.

Excusable absences are limited to the following:

- Illness of student
- Death or severe illness in the student's immediate family
- Doctor or Dental appointment
- Certain days of religious observance
- Court appearances
- Extraordinary emergency in the home or family

Student absences for trips or vacations during the school year are strongly discouraged. If the parent/guardian desires to take a student during regular school attendance days for a trip or vacation, the student may be excused at the discretion of the administration. In determining whether an absence for this reason should be excused, the administration shall consider:

- 1) Child care needs and abilities of the parent/guardian.
- 2) Possibility of alternate arrangements so that the student's education will not be interrupted.
- 3) Other interests of the student, including the educational value of the absence.
- 4) Needs of the family, including extenuating circumstances which make it unreasonable, impractical or burdensome for the child to remain in school.
- 5) The educational harm caused by the absence.

Unexcused Absence: An absence due to truancy or any cause that the administration cannot approve is classified unexcused. In such matters, the teacher has no responsibility for assisting the student in making up the work missed. It is the responsibility of the student to acquire all missed work. Credit for missed work will be at the discretion of the teacher and may or may not be allowed.

After 9 unexcused absences within 180 days of school (may be over two separate school years) a student will be considered a habitual truant and referred to the ROE Truant Officer for supportive services.

Partial Day Absence

Permission to miss class for personal emergency, important business, or medical and dental appointments that cannot be scheduled during non-school hours must be obtained in the office. Students must present a parent/guardian written note or an appointment card from a medical office. In no case should a student leave the school grounds without reporting to the office, nor shall a student report late to school without first checking into the office. **FAILURE TO DO SO WILL RESULT IN AN UNEXCUSED ABSENCE.** Students who become ill at school should report to the office to be excused for the remainder of the day.

In order for a student to participate or attend a scheduled extracurricular practice or activity on a school afternoon or night, he/she must be in attendance for the entire day. The only exception will be pre-arranged administrative approval (i.e. funeral, doctor's appointment, etc.) If a student misses any part of the day due to illness, he/she will not be permitted to participate or attend that afternoon or evening activity.

Pre-Arranged Absences

Pre-arranged absences will be allowed on an individual basis. Primary considerations will be based on the student's current academic status and the number of previous total absences. South Central Middle School discourages pre-arranged absences planned during exams. Pre-arranged absence requests must be completed at least three days prior to the absence. Pre-arranged absence forms are available in the office. Days missed due to family vacations will be counted as a portion of the allowable days missed as per the Illinois School Code section 5/26-2a. Deer hunting may be an excused absence one time only during deer season with parental permission, proof of a deer permit, and passing grades in all core subjects.

If a student knows in advance of a family situation or commitment which necessitates he/she being absent from school, arrangements should be made in advance to pick up all homework for the days to be missed and the work should be turned in to the teacher(s) on the first day back or prior to leaving for the absence. The teacher(s) should be informed of the absence within a reasonable amount of time prior to the student's leaving on a trip. Students are to prearrange medical, dental or court dates. Personal reasons will not be accepted under the parent approved/pre-arranged absence category. Administrative approval of parent approved absences should not be considered automatic. Remember: a student must gain administrative permission for parent approved absences in advance. A pre-arranged absence will count toward your 6 day limit.

Regular Attendance Program (RAP)

In order to increase school attendance the Regional Office of Education (ROE) #13 has implemented a Regular Attendance Program. After five unexcused absences, a student is eligible to receive services from the ROE #13 Regular Attendance Program (RAP). At this time the family will receive a letter from the school stating that their child has five unexcused absences and is eligible for RAP services. After 5 unexcused absences the student and family will be automatically referred to the ROE #13 RAP attendance specialist. The attendance specialist will contact the student and the family to determine and remove obstacles preventing regular school attendance.

By Illinois School Code, a Chronic Truant is a student whose daily attendance record shows 18 or more unexcused absences in the prior 180 school days. At 9 unexcused absences the student will be referred to the ROE #13 Chronic Truancy Program where they will receive services from a School Resource Officer. If the student continues to violate mandatory school attendance laws, the School Resource Officer may refer the student to the State's Attorney for court intervention.

Tardiness

Students will be required to serve a detention during noon hour upon receiving their fourth tardy within a grading period. An after school detention will be given for the sixth and seventh tardy. The eighth tardy in a grading period would result in a 2 period In-School Suspension. After the 9th tardy, the student will receive Saturday School and on the 11th tardy will receive an out-of-school suspension. Further tardiness will be dealt with according to the discretion of the administration.

Students are to be in the classrooms when the tardy bell rings. This is a requirement for all periods, including 1st hour. Being late to school because of oversleeping, missing the school bus, etc. is not an excused absence. Continual abuse of the rule will result in further discipline.

Visitors

Guests and visitors who have legitimate business to attend school must register in the office.

Visitors are expected to leave promptly when their business is completed. Past experience has shown that students bringing guests to school has not always resulted in the best educational environment. Therefore, South Central Middle School does not permit student visitors unless exceptional circumstances arise that would result in a positive educational experience. Parents/Guardians are always welcome at school, but we must request they also register in the office.

Video Surveillance

Please be aware that South Central Middle School is under 24 hour video surveillance for the safety and security of all South Central students and staff. Any and all visitors to South Central Middle School are subject to video recording.

Convicted Child Sex Offender and Notification Laws

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school, or
2. Has permission to be present from the School Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Book Fees/Loss/Damage

Book fees for South Central Middle School students will be \$82.00 per student. The Board of Education realizes that some students will be unable to pay their book fees. Students whose parents are unable to afford student fees may receive a waiver of these fees. Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee. A fee waiver application form is available from the building Principal. Each parent/guardian will be expected to pay unless the waiver application is completed. **Damaged to or the loss of textbooks is charged to the student.**

Waiver of Student Fees

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials. Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule, and that provisions for assisting parents/guardians in completing the application are available. A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS125/1 et seq.; or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

The Building Principal will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee.

The Building Principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. A Building Principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the School Board. The decision of the Board is final and binding. Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

Classroom Cheating

Plagiarism and/or cheating on a test by written or verbal copying from another student's answers, by using cheat sheets, or by obtaining test questions are considered serious offenses. Copying or taking another student's homework assignments with the intent to copy is also considered a serious offense. Any student apprehended is subject to being given a failing grade on the test or work involved and have their parents notified; and, at the discretion of the teacher and principal, further discipline may occur. Any student inducing or aiding another student in cheating is subject to the same consequences.

Health Examinations and Immunizations

Health Examinations

A health examination is required for all children entering Early Childhood, Pre-Kindergarten, Kindergarten, Sixth and Ninth Grade. The examination must be completed within one year prior to entry into the above grades. The examination certificate must have Physical Examination including BMI, Diabetic Screening, and Lead Risk Questionnaire sections signed by the physician or his agent and dated. The parent or guardian must complete sign and date the required Health History Section. Immunizations must be completed signed and dated.

Failure to complete the above requirements by October 15th of the school year, or other establish date, will result in your child being excluded for school.

Immunizations Requirements

Every child, prior to enrolling in school, must present proof of immunizations. Proof of immunizations may be in the form of a documented vaccination or proof they have had the disease. Immunization schedules must be monitored by the school to assure completion and that the child is in compliance.

Your child must have proof of immunity against the following to enter school.

- Diphtheria, Pertussis, and Tetanus- 4 or more doses, the last dose being a booster.
- T-dap- all students in 6th thru 12th grade must receive one dose.
- Polio- 3 doses of IVP or 3 doses of OVP
 - a combination of IVP and OVP totaling 4 doses.
- Measles- Two doses, the first dose must be received after the first birthday. Second dose no less than 28 days later.
- Mumps- Two doses, the first dose must be received after the first birthday. Second dose no less than 28 days later.
- Rubella- Two doses, the first dose must be received after the first birthday. Second dose no less than 28 days later.
- Hepatitis B- Three doses required for 2 years of age or older entering pre-school. Three doses required for all 6th thru 12th grade students. Administered at recommended intervals
- Varicella- Beginning with the **2014-15** school year, all students entering 6th or 9th grade must receive **TWO** doses of the Varicella Vaccine, the first dose must have been received on or after the first birthday and the second dose no less than 28 days later. Students entering Kindergarten or 1st grade to the first time must have proof of **TWO** doses of Varicella. The first dose must have been received on or after the 1st birthday and the second dose no less than 4 weeks after the first dose.

Any child that does not submit proof of the immunizations or the disease as required must receive the vaccine. If for any reason, the child is behind schedule for their immunizations, a schedule and a statement from the medical provider stating the reason for the delay in immunizations must be given to the school and kept on file. If the child is not in compliance, he or she will be excluded from school.

Lead

All children six months through six years of age must be assessed for lead poisoning. The health care provider must complete the section of the Certificate of Child Health Examination indicating that the child has been risk-assessed using the Lead Risk Assessment screening. Several towns in the South Central School District are listed in a "high risk" area for lead poisoning.

Dental

A dental examination is also required for students entering Kindergarten, 2nd and 6th grades before May 15th of the present school year. The examination certificate must be completed and signed by a dentist.

FLU, FEVER, STREP THROAT, PINK EYE, AND RINGWORM

If your child(ren) have/has been:

1. Vomiting the night before or in the morning before school, please keep them home for at least 24 hours after vomiting ceases.
2. Running a fever of 100 degrees F., or more, please keep them home for at least 24 hours after the fever is gone.
3. Strep throat, he/she has to be seen by a doctor and take prescribed medications for 24 hours before he/she can return to school.
4. Pink eye must be treated by a doctor and to be on prescribed medication for 24 hours before he/she can return to school.
5. Ring worm must be treated by a doctor and to be on prescribed medication for 24 hours before he/she can return to school.

H1N1 Flu Virus

Due to the outbreak of H1N1 Flu Virus, the local health departments have encouraged and advised all schools to abide by a strict exclusion policy. The strict exclusion policy is to help prevent the spread of the H1N1 virus to other staff and students at school.

When the H1N1 Flu is diagnosed in a student or staff member, the virus may spread quickly. Therefore, the school nurse, principal or school designee will require any student or staff member running a low grade fever of 99.2 or higher with any other flu-like symptoms to go home, especially if the fever is accompanied by a cough and/ or body aches. Other possible symptoms include: nausea, vomiting, diarrhea, sore throat, and runny nose. The student or staff member may not return to school until they are fever free for 24 hours, without use of any fever reducing medications such as Tylenol, Motrin, etc.

Physical Education

Grading will be based on dressing in full uniform, active participation in all activities, written test, skills test, and behavior.

Participation (Dressing, rules)	80%
Test (written or skill)	<u>20%</u>
	100%

Uniforms

A uniform must be worn for participation. A uniform can be purchased from the school. A plain white t-shirt and plain navy shorts can also be worn. Socks and tennis shoes must be worn. Each student must have a pair of **gym shoes to be worn only in the gym for inside activities**. Street shoes may be worn for outside activities. Students may also bring any color sweats that they wish to wear for cold weather, but the PE uniform must be worn underneath. Fifth graders will not dress, but clean shoes for P.E. will be required.

- No jeans may be worn.
- No hooded sweatshirts may be worn.

Free day

A free day will be given each Quarter. You may not participate on that day. There will be no penalty toward your grade. This cannot be used on exam days.

Lockers

You are responsible for your locker. Do not give anyone your locker combination. The school is not responsible for any items in your locker or in the locker room. Please keep locker rooms clean.

Rules for Physical Education (List of Offenses)

1. Foul language
2. Being tardy
3. Not being dressed
4. Vandalism of any school property or classmate's property
5. Gross violation of an activities' rule (failure to follow the rules of a game)
6. Bullying or intimidating another student (verbally or physically)
7. Being disrespectful to the teacher (verbally or physically)
8. Fighting
9. Not being seated after the bell rings
10. Calling another student names
11. Lack of control of temper

Point Deductions

We use a point system for Physical Education class. Any offense listed above will be a violation and points will be taken off of your grade. Every student will start with an A+ or 100 points.

Deductions are as follows:

1 point	Tardy, or not being in seat
3 points	1/2 dressed (having part of your gym clothes)
3 points	Misbehavior and general rule violation
5 points	Not dressed (having no gym clothes)

No Dress

- Six (6) no-dresses per quarter will result in a failing grade.
- Ten (10) will result in Saturday School detention.
- More than ten will be up to teacher/principal discretion.

Student Appearance

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the Student Handbook.

Dress and Grooming

Schools have an obligation to establish general standards to insure health and safety of their students and to promote an atmosphere conducive to learning. Also, to establish a standard of dress and grooming that promotes health and safety and is conducive to a productive learning environment. Good appearance at school is a matter of good taste. Anything, which is uncommon, bizarre, or exaggerated, is not in good taste. **We believe that there is a direct relationship between poor taste in dress and a negative attitude toward school, resulting in some cases, disruptive behavior.**

Students wearing inappropriate clothing will be requested to change to appropriate clothing, have clothing brought to them, or be sent home to change before being allowed to attend class. Absences resulting from inappropriate dress will result in a loss of credit for the time spent changing to appropriate clothing. Repeated offenses will result in more severe discipline.

The administration believes that the majority of students do not need a detailed statement on dress, but as a general set of guidelines, the following **are not** permitted:

- Obscenities
- Profanity
- Libelous material
- Slander
- Racial prejudice implications
- Religious prejudice implications in any form
- Skintight lycra shorts or shorts that are too short or revealing (finger tip length)
- Boys and girls will not wear hats, do-rags, caps, or hoods during school time.
- Disrespect for national symbols
- No see-through clothing
 1. Baggy jeans, which create a disturbance or a safety hazard, will be belted up or the student sent home.
 2. Holes in jeans that are above the “finger tip length” requirement for shorts will not be allowed.
 3. No skin may be exposed from thigh to shoulder.
 4. Wallet chains (or any other decorative chains, rubber bands, ropes, or cables) of any length or style that may pose a safety hazard are inappropriate and may not be worn at school.
 5. No costume jewelry (i.e. gloves, arm warmers, non-prescription glasses, etc...)
 6. There are to be no big book bags or girls’ purses outside of the lockers while at school.
 7. There are to be no coats in the classrooms during any time of the school year.
 8. No “tutu” style skirts are allowed. A tutu is defined as a very short stiff skirt made up of several layers of gathered sheer fabric.
 9. No leggings(yoga pants) worn as pants.
- No Bare midriffs—**no skin or undergarments may be exposed.**
- Tank tops without a t-shirt underneath
- Pajama pants/house slippers
- Clothing that promotes violence or gang involvement
- Any other item that is disruptive of school operation and discipline
- **Coats should remain in lockers during school hours**
- Advertising of tobacco, alcohol, or drugs
- No tube tops
- No skate shoes

Personal Hygiene

Personal cleanliness in person and clothing is expected of every student. The principal and school nurse is responsible for notifying the student and parents of problems concerning the cleanliness of students. Aerosol deodorant and hair spray cans should not be brought to school. Roll-on deodorants are acceptable. If needed, these items may be obtained from the school counselor or nurse.

Head lice

Unfortunately, head lice are a problem in schools throughout the United States each year. The school will be conducting head checks at the beginning of school and in January upon return from Christmas break. If a teacher suspects a child to have head lice, the teacher may request for the student’s head checked by the nurse. It will be at the discretion of the nurse and principal to determine if a child may need to be sent home.

If a child is found to have head lice, the child will be sent home for treatment. Upon returning, students must be accompanied by parent or a guardian and will be examined by the school nurse or other school personnel. The nurse may also request that the parent to bring in the bottle of treatment medication that is being used. The nurse may also encourage the family to work with DCFS to eliminate the infestation of head lice within the home.

Lost and Found

When you lose something, it still belongs to you--when you find something, it does not. Anything you find should be given to the secretary in the office for placement in the lost and found. If you lose anything, you may ask the secretary to look through the contents for your item.

Public Display of Affection (PDA)

It is embarrassing to both students and faculty to observe open displays of affection between students at school. Hand holding, kissing, leaning against one another, and inappropriate touching is definitely out of place and will not be tolerated in or around South Central Middle School or at school sponsored activities.

Hall Passes

Students are not permitted in the hallways during the class hours unless their teacher has signed the pass in their planner. Students are to be allowed passes for emergencies only.

Lockers

Lockers will be furnished for the school term. Lockers should be kept neat and clean and treated with respect. Locker doors are to be closed while classes are in session. **KEEP ALL COMBINATIONS CONFIDENTIAL.** Report all locker problems to the office promptly. Students should refrain from bringing large sums of money or valuable items to school and placing them in your locker. In the case of missing items, these items are the responsibility of the student not the school.

Vandalism

Students shall not deliberately, maliciously, thoughtlessly, or ignorantly destroy or deface the school building, furniture or other property of the school. This applies to all school property, which includes desks, chairs, floors, walls, windows, lockers, textbooks, library materials, physical education materials, and all loaned or rented school property. This applies to marking on walls, marking on desks, denting or scuffing lockers, damaging restroom fixtures, mistreating books, recreational equipment, breakage of windows, instruments, equipment, etc.

Any student throwing rocks, snowballs, and other projectiles which causes damage to the building, vehicles, etc. will be treated as the act of vandalism.

If a student has broken this rule, the student will be sent to the principal and the parents will be called. The student will pay for the repair or replacement of the damage. Any further vandalism will result in suspension or possible expulsion of the student and repair or replacement of the damage.

Theft

The pilfering or theft of another's property including school property, and/or the taking of money, books, or other property through the use of threats, force, or coercion is prohibited. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.

Telephone Use

Students will not be called to the telephone to answer incoming calls except for an emergency. If parents need to have an urgent message delivered, the office will take the message and see that the student receives it. Reminders of various types of appointments, information concerning students coming right home after school, and similar messages are not considered urgent. Students and parents are urged to keep all telephone messages to a minimum. With this in mind, the teacher will determine whether a student has a valid reason to come to the office to make a call. The office staff must then grant permission in order to use the telephone after giving reason why it is necessary. Lunches, homework, books, PE clothes, uniforms or practice clothes, band instruments left at home, or wanting to go to a friend's house are not valid reasons to use the phone.

Cell Phones, Pagers, and Similar Devices

Students may possess cellular phones and other mobile telecommunication devices during regular school hours and/or during school sponsored activities, so long as the cellular phone or other mobile telecommunication device is (a) stored in the off mode (2) stored out of sight in the student's locker. In cases of emergency or extreme need, a teacher or administrator may approve students' use of cellular

phones and other telecommunication devices during regular school hours or during a school-sponsored activity. If an emergency or extreme need exists and it is not possible for a student to obtain such approval, he/she may use his/her cellular phone or other telecommunication device only if there is a severe threat to either

(1) his/her health or safety or (2) the health or safety of another individual. The student should inform the administration of the use of the phones and the problem.

Cell Phone Infractions and Disciplinary Consequences

1st Time – Confiscated and parent has to pick up.

2nd Time – Confiscated, parents pick up, detention

3rd Time – Confiscated, suspension

- If a phone is confiscated, administration has the right to view contents of the phone to determine use.
- If photos have been taken in the restroom or locker room, it could result in immediate suspension and possible police involvement.
- “Sexting”- Possession, distribution, and/or the attempt to obtain pornography is prohibited. Any student found in violation of this policy shall be subject to the board’s disciplinary penalties for misconduct.

Student Insurance

Student insurance at South Central schools is available for each student in the district at a reasonable cost to the parents. Students are required to have either school insurance or proof of private insurance if they are participating in any extra-curricular activities. Students are required to report all injuries they receive at school to their teacher or the office. If medical attention is needed, an insurance claim form should be picked up in the office before going to the doctor's office or the hospital. The claim form is the responsibility of the student’s parents/guardian and no charges should be billed to the school or any visits charged in the school's name. The district is **not** a provider of the insurance and all claims must go through the insurance office. All information will be presented to the students upon registration

Students Carrying Medication and Self Medication

The school district must inform parents or guardians, in writing that the school district, its employees, and agents are to incur no liability, except for willful misconduct, as a result of any injury arising from the self-medication by a student. The parent or guardian must complete a “Prescription Medication Authorization” form and a “Parent/Student Agreement” form for the school to keep on file. This agreement will be effective for the school year and should be renewed each subsequent school year. This form appears with the other forms in the back of the handbook.

Medications

Parents/guardians whose students will have in their possession at school any prescribed or over-the-counter medications must provide the school with a completed medication authorization form signed by both the physician/prescriber and parent. Under no circumstances are students permitted to carry with them any medications with the exception of an inhaler for breathing problems nor can they dispense any medication to other students. All medications are to be kept in the school office and will be dispensed by school authorities only. In order for the school nurse or designated agents to administer medication, a medication authorization form must be on file. The medication is to be in the original container as dispensed or the manufacturer’s labeled container. It should contain the student’s name, medication name and dose, administration route and/or directions, pharmacy name and address, and the licensed prescriber’s name. The authorization form is to be renewed annually and the nurse or designated agents are to be notified in writing of medication changes. Over-the-counter medications shall be brought in with the manufacturer’s original label in the original container.

Student Responsibilities

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers, and administrators have a responsibility, a duty, to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen who is a student in school:

1. To become informed of and adhere to reasonable rules and regulations established by your local Board of Education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students, school administrators, and teachers.
3. To refrain from libel, slanderous remarks and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety as well as not to effect learning.
5. To be punctual and present in the regular or assigned school program.
6. To refrain from gross disobedience or misconduct or behavior that materially and substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To refrain from cheating, acts of deceptive behavior or fraud in regards to completing homework assignments or during the taking of classroom examinations.
9. To respect the reasonable exercise of authority by school administration and teachers in maintaining discipline in the school and at school-sponsored activities.
10. Students are expected to make every effort to complete assigned work, tests, and quizzes as designated by the classroom teacher. Failure to follow school board policies in regards to this work will result in disciplinary measures by the administration and school board.

Parent Responsibilities

1. Assume responsibility for their child's prompt and regular attendance at school
2. Notify the school when your child is absent.
3. Recognize that, in matters relating to discipline and conduct of the schools, the teacher stands **in loco parentis** (in the place of the parent or guardian) to the child.
4. Take an interest in all aspects of a child's education.
5. Be in contact with the school and student concerning grades, behavior and school progress of their child.
6. Safeguard the physical and mental health of their child and be responsible for periodic health examinations as required by law.
7. Attend individual and group conferences and special school programs, whenever possible.
8. Plan the time and place for homework assignments, and provide necessary supervision.
9. Cooperate with the school in fulfilling recommendations made, and in carrying out disciplinary actions taken in the best interest of their child.
10. Provide pencils, paper, and other needed school supplies throughout the entire school year.

General School Rules

1. Students are to be in their assigned rooms when the bell rings to start each period.
2. Students are expected to bring needed materials with them to class each day and may be given a detention study hall for repeatedly coming to class unprepared. (books, planner, paper, pencil)
3. There is no running or loud talking in the school buildings.
4. Students are not to leave their seats or speak out in class without raising their hand and getting permission from the teacher.
5. Students will respect other people's and school's property.

General School Rules cont.

6. Students will respect the rights of others in their classroom.
7. Students are encouraged not to go to their lockers between every period. They should be organized and carry needed materials for several periods at a time.
8. Students may not chew gum or eat candy at school. Do not bring these items to school for use later in the day.
9. Do not bring CD players, electronic games, or valuable items to school since these items may be damaged or stolen during the school day and the school is not responsible for repairing or replacing, or finding these items. Cell phones are an exception but the rules pertaining to telephones must be obeyed. (See telephone usage.)
10. Students should not run when going from class to class because of the potential for an accident or injury to yourself and other students.
11. Notes should not be passed or written during school time.
12. Ink pens are not permitted at school. If one is needed, the teacher will furnish it.
13. No outside materials or notices may be passed out to students without securing permission from the administration.

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education. Students otherwise eligible to take a driver education course must receive a passing grade in at least 8 courses during the previous 2 semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.
3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In grades 4 through 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
5. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship, in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in bullying prevention may be included.

6. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
7. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course. For exemptions and substitutions, see policies 6:310, Credit for Alternative Courses and Programs, and Course Substitution, and 7:260, Exemption from Physical Activity.
8. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) other components necessary to develop a sound mind in a healthy body, and (d) dangers and avoidance of abduction.
9. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels
10. In grades 9 through 12, consumer education must be taught, including: financial literacy; installment purchasing; budgeting, savings, and investing; banking; simple contracts; income taxes; personal insurance policies; the comparison of prices; and the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.
11. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
12. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics, Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State. In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.
13. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
14. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.
15. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
16. In all schools offering a secondary agricultural education program, courses as required by 105 ILCS 5/2-3.80.

Behavior Reward Activities

- Students receiving a suspension will not be allowed to participate in the quarterly or end of year behavior reward activities.
- Students receiving a detention for reasons other than homework or tardiness will not be allowed to participate in the quarterly behavior reward activities.

Education of Children with Disabilities

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 21 for whom it is determined, through definitions and procedures described in the Illinois Rules and Regulations to Govern the Organization and Administration of Special Education, that special education services are needed. It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA. For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure. The District may maintain membership in one or more cooperative associations of school districts that shall assist the School District in fulfilling its obligations to the District's disabled students. If necessary, students may also be placed in nonpublic special education programs or education facilities.

Honor Roll

The South Central Schools will publish an Honor Roll each grading period based on the following point system:

A+	4.333	B-	2.67	D	1.00
A	4.00	C+	2.33	D-	0.67
A-	3.67	C	2.00	F	0.00
B+	3.33	C-	1.67		
B	3.00	D+	1.33		

The Honor Roll requirements will be as follows:

Highest Honors - 4.0 or better GPA, High Honors - 3.67 - 3.99 GPA, Honors - 3.0-3.66 GPA

Grading Scale

The following grading scale will be used at the South Central Middle School this school year:

A+	99-100	B-	86-87	D+	75-76
A	96-98	C+	84-85	D	72-74
A-	94-95	C	79-83	D-	70-71
B+	92-93	C-	77-78	F	69 and
B	88-91				below

Grade Cards

The grading system that will be used in the South Central Schools will be based on a nine-week grading period. Grade cards may be sent home on the Thursday following the end of a grading period.

Mid-term Reports

At the end of the first five weeks of each grading period, a mid-term report will be sent to the parents of all students indicating their academic progress in the grading period.

South Central Middle School's Homework Policy

Purpose Statement:

Homework is an opportunity for our students to practice skills that have been introduced by the teacher. Assignments to be completed at home are designed to extend classroom activities and skills, nurture curiosity, and foster a love of learning. Homework assignments provide opportunities for students to expand their learning interests using their unique talents and multiple intelligences to explore, discover, and create.

Student Responsibilities:

- Understand the assignment before leaving the classroom
- Write all assignment in the student planner
- Prioritize assignments
- Students will DO THEIR BEST WORK and learn from homework rather than rushing through to complete the task
- Do their own work including: not plagiarizing and not sharing their work with any other student
- Find out and complete assignments missed during absences
- Complete any late/makeup work within the guidelines established in the homework policy
- Respect self enough to be a good citizen by completing homework on time
- Homework must be neat and legible
- Homework must be labeled properly: students' first and last names, date, period, and assignment

Parent Responsibilities:

- Establish a routine for homework which includes an appropriate atmosphere, place and time
- Check homework to establish that it is completed and to the student's best abilities
- Encourage independence when completing homework
- Encourage regular attendance
- Contact teachers, counselors, or principals when problems arise
- Make certain that missed assignments, through absences or late work, are completed and returned to the teacher in a timely manner
- Support the teachers'/school's efforts to maintain the school's homework policy

Teacher Responsibilities:

- Design homework assignments that meet appropriate learning objectives
- Review key concepts during classroom instruction
- Establish practice and/or reinforcement of new skills
- Provide practice and resources for test preparation
- Assess student understanding
- Provide feedback about student progress to students and parents

South Central Middle School believes:

- Homework is to develop and refine intellectual skills - but when students do not do homework, they may not perfect math skills, may not read as well, or may lack depth of knowledge for future learning.
- Homework is to develop independent learners – but when students do not do homework, they

South Central Middle School's Homework Policy cont.

may fail to develop strategies for independent work and may miss the sense of self satisfaction and accomplishment that comes from completing tasks independently.

- Homework is to nurture within students the identity of a successful learner – but when students do not do homework, they may have trouble keeping up in class, may receive failing grades, and may lose confidence in their ability to learn.

Character Education

Each month one of the *Six Pillars of Character* from the *CHARACTER COUNTS!* Curriculum is emphasized throughout the district.

The *Six Pillars of Character* are:

Trustworthiness – Be honest, Be reliable, Be loyal, Don't deceive, Cheat, or Steal – Stand by your Friends, Family, and Country

Respect – Treat others with respect, Be tolerant of differences, Be considerate of the feelings of others, Don't threaten, hit or hurt anyone

Responsibility – Do what you are supposed to do, Always do your best, Use self-control, Think before you act, Be accountable for your choices

Fairness – Play by the rules, Be open minded; Listen to others, Take turns and share, Don't take advantages of others

Caring – Be kind, Be compassionate and show you care, Express gratitude, Forgive others, Help people in need

Citizenship – Cooperate, Stay informed, get involved in community affairs, Respect Authority, Obey laws and rules, Protect the environment

Response to Intervention (RTI)

RTI is a federal and state initiative intended to meet a wide range of individual student needs through general education services. The regular classroom teacher and other personnel (other classroom teachers and educational specialists) can help meet the needs of individual students. The goal of RTI is to provide students with the help they need to be successful as early as possible in their school career.

Student Testing and Assessment Program

The district student assessment program provides information for determining individual student achievement and guidance needs, curriculum and instruction effectiveness, as well as school performance measured against district student learning objectives and statewide norms.

The Superintendent or designee shall develop and supervise a student assessment program and shall provide appropriate data to the Board to allow it to monitor the program's results.

The program will:

1. Use the State assessment system and any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Conform to the schedule required by State law. It may include testing students in grades not required by State law to be tested.
3. Be uniformly applied to all students who are required to be tested, including: (a) students in a state approved transitional bilingual education or transitional program, and (b) students who have an Individualized Educational Plan (IEP).
4. Emphasize professional testing practices.

Overall student assessment data on tests required by state law will be aggregated by the district and reported, along with other information, on the district's annual report card. Board policy 7:340, Student Records, and its implementing procedures govern recordkeeping and access issues.

Grading and Promotion

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on Illinois Standards Achievement Tests, or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher.

Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

Guidelines for Academic Promotion and/or Retention

Consideration will be given to the following criteria in determining whether a student should be retained or promoted for the next school year.

1. Check of student's grades in core curriculum classes. Students are expected to pass 4 of the 6 core curriculum classes. These include the areas of Computers, Math, Language Arts, Literature, Science, and History/Social Studies.
2. If the student is presently enrolled in Special Education or Title I programs.
3. If the student has been referred for Special Education or Title I assistance, but fails to meet the guidelines for inclusion in the program as set forth by the Kaskaskia Special Education District and the State of Illinois.
4. Assessment of students academic abilities based on scores from ISAT testing.
5. Previous record of retention.
6. Chronological age of the student.
7. Social or economical environment of the student.
8. Recommendation of the teacher.
9. Recommendation of the parent.
10. 8th graders are required by law to successfully complete the Illinois and United States Constitution exams in a timely manner.

Students who fail to meet the above criteria for promotion may be **assigned** a remediation plan during the school year, placed in summer school, or retained for the following school year. These assignments simply imply that the student did not meet all of the guidelines for promotion, but has the opportunity to fulfill enough of the criteria to justify moving the student to the next grade level.

8th Graders who fail to meet the criteria for promotion, and are placed in the above-mentioned remediation plans, are excluded from participating in promotional exercises and may not be allowed to partake in the 8th grade class trip.

The final decision as to whether to retain, assign, or promote a student will be at the discretion of the building administrator and South Central Board of Education.

Change of Address/Telephone Number

Inform the office if there are any changes to your address or telephone number. This information may be critical in an emergency situation.

Student Registration and School Admissions

All students shall be required to register for school each year on the dates and at the places designated by the School Board. Students enrolling in the District for the first time shall be required to present proof of residence, valid birth certificate, proof of immunization from disease as required by state law and proof of required physical examination. Documents used to verify proof of residence may include, but not limited to, driver's license, telephone bills, utility bills, or a tax bill for the reported address. The physical examination shall be made by persons licensed to practice medicine in Illinois and any state who are employed for that purpose by the parents or guardians of the children examined. The physical examination information shall be properly recorded on the Illinois Certificate of Child Health Examination form and presented to the school upon enrollment. If a person other than the parent/guardian is trying to enroll the student at their address, in addition to the above, they must sign an Affidavit of Residence, Custody, Control and Responsibility.

Education of Homeless Children

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law

Student Records

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school. State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. The Superintendent shall implement this policy with administrative procedures. The Superintendent shall also designate a records custodian who shall maintain student records. The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parents/guardians of it, as well as their rights regarding student school records.

Student Record Information

Students and/or parents may obtain transcript information by contacting the Middle School Office. South Central Middle School adheres to the guidelines relating to the confidentiality of student information, provided in Public Law 93-380. Two types of records concerning students are maintained at South Central Middle School:

1. The "**Student Permanent Record**" includes the minimum personal information necessary to a school in the education of the student. Such information includes the student's name, birth date, address, entrance exams, accident and health reports, and graduation date.
2. The "**Student Temporary File**" includes all information not required to be in the student permanent record. Such information may include family background, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations, and other information of clear relevance to the education of the student. All are subject to regulations of the State Board of Education. South Central Middle School will implement the following procedures concerning the student records, based upon the Illinois School Student Record Act of 1975.

Rights of Parents

1. Parents have the right to inspect and copy the educational records of their children to insure that these records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students.
2. Parents may request the correction or deletion of any such data, which they consider to be inaccurate, misleading, or otherwise inappropriate.
3. The specific dated written request of parents is required prior to the release of information regarding students.

Release of Records

South Central Middle School will not release to any third party the educational records of students without the written consent of their parents other than for the following exceptions:

- School officials and teachers.
- Officials of other schools after a student has transferred.
- State or federal officials for audit purposes or for reporting information required by the state statute.
- **Financial Aid officials in connection with a student's application for aid.**
- Educational agencies approved by the State Superintendent of Education for developing, validating, and administering predictive tests, if such information will not permit identification of individual students.
- Accreditation organizations, in order to carry out their function.
- Appropriate persons who, in case of emergency, need information to protect the health or safety of students.
- In response to court orders.

Transportation: School Buses

The District shall provide free transportation for all students in the District: (1) residing at a distance of one and one-half miles or more from their assigned schools, or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available.

A student's parent(s)/guardian(s) may file a petition with the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation for special education students shall be provided if included in the students' individualized educational programs. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

Transportation cont.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In fixing the routes, the pick-up and discharge points should be as safe and convenient for students as possible. No school employee may transport students in school or private vehicles unless authorized by the administration. Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

Bus Rules and Regulations

School bus riders, while on the school bus, are under the jurisdiction of the school bus driver and any other adult designated by the Unit #401 Board of Education to supervise the students riding the bus. We reserve the right to refuse to allow students to ride to a bus stop or drop-off spot if it creates overcrowding or a disruption on the bus. Objects that can cause a problem or can create an undesirable situation are not allowed on the bus.

Parents and students must understand that the bus driver is in full charge of the discipline of students and operation of the bus. His/her relationship with students should be on the same plane as that expected of a teacher. Students must obey the driver carefully and promptly. The right of all students to ride on the bus is conditioned on their continued good behavior and observance of the rules and regulations. The bus driver must devote one hundred percent of his/her attention to driving the school bus and therefore should not be distracted by the improper conduct of students riding the bus. Safety demands complete cooperation. Should any student persist in violating any of the rules and regulations, it shall be the duty of the driver to notify the principal. Appropriate disciplinary action will be taken for violation of bus regulations.

The bus misconduct point system was approved by the Board of Education as a program designed to insure that students conform to the transportation and school rules and policies. The following misconduct system applies to students in Kindergarten-Grade 12. Points serve as a notice of some type of misconduct and/or violation of a school rule. **The three main components of the misconduct point system are as follows:**

1. Points are issued upon violations of transportation rules.
2. Points accumulate throughout the school year and start over with each new school year.
3. Accumulation of points WILL result in time off the bus and/or removal from the bus for the remainder of the school year.

When in the opinion of the driver and principal, a student has been given sufficient opportunity to correct behavior including, but not limited to, gross disobedience or misconduct, the bus driver will notify the student in person and present a written report to the building principal concerned. The ensuing conferences may include the bus driver and the parents, but the minimal response to the initial report will be a principal-student conference and a copy of each misconduct notice will be mailed to the parent(s)/guardian(s) of the student. The letter will state the cause of the referral and the points assessed with accumulative points to date.

Bus Misconduct Point System

10 points

- Obscene language/gestures toward a student
- Disruptive behavior
- Littering

10-20 points

- Deliberate delay of the bus
- Possession of tobacco products

10-30 points

- Consumption of candy, food, drinks
- Defiance (disrespect)
- Excessive noise
- Extremities out windows
- Fighting
- Misconduct under a substitute driver
- Refusal to stay seated
- Vandalism (plus restitution)
- Possession or use of dangerous/harmful objects
- Harassing others
- Throwing objects in or out of the bus
- Inappropriate comments or gestures about the bus driver or bus aide to another student
- Not boarding assigned bus without permission from the office to do so

10-60 points

- Projectiles
- Damage to bus

30 points

- Deliberate boarding unassigned bus
- Use of tobacco

30-60 points

- Weapons possession/use
- Threat/intimidation of bus driver/bus aide/student/staff member (Physical or verbal)
- Creating a fire hazard
- Sexual Misconduct -touching personal/private areas of others
- Sexual Harassment -unwelcome sexual advances, sexually motivated physical contact, or verbal conduct of a sexual nature
- Indecent Exposure -knowingly displaying personal/private areas of the body

40 points

- Obscene language/gestures toward driver/bus aide/staff member/or general public

60 points

- Alcohol or drugs
- Assault of the bus driver/bus aide/staff member
- Explosive device

Accumulated Points Discipline/Consequences

10	Loss of privileges/detention/Saturday school
20	Off bus (1-3 days)
30	Off bus (5 days)
40	Off bus (10 days)
50	Off bus (20 days) IL School Code 5/10-22.6
60	Removal from bus for remainder of school

The administration agrees with the concept of progressive discipline and to the extent circumstances warrant it, the administration will impose discipline in a progressive manner using the point system described above. The point system is designed to communicate to students and parents what is expected of students and their conduct and to assure the cohesive and consistent application of punishment for certain acts of misconduct. While points are used to assure consistent application of discipline, each act of misconduct giving rise to a cause for disciplinary action shall be judged on its own merit, and the administration reserves the right to impose **MORE** severe disciplinary sanctions than called for by the point system in situations where there is a major or particularly serious infraction, or when a series of repeated infractions warrant a more serious disciplinary action. Further, the administration reserves the right to impose **LESS** severe disciplinary sanctions than called for as the situation warrants it. As it is impossible to anticipate all specific instances of misconduct, the administration reserves the right to impose a punishment for specific situations not addressed in the misconduct point system.

Note: In addition to the penalties mentioned above, the administration reserves the right to file charges against a student for any criminal act or to otherwise include law enforcement personnel in situations which warrant their involvement.

Conduct on School Buses

1. School bus riders, while in transit, are under the jurisdiction of the school bus driver. Obey the driver promptly.
2. Be on time at the designated school bus stop; help keep the bus on schedule. If the student will not be riding the bus please notify bus garage or driver the day before or 6:15 that morning. School Policy is "If the driver goes to pick-up the student for 3 mornings in a row and the student does not ride, the driver will not come to that stop until they are notified". Even if the student rides home in the p.m. After 3 days not riding in the a.m. you will need to notify the Bus Garage.
3. Be careful in approaching the place where the bus stops. Do not crowd to get on or off the bus. Do not move toward the bus until the bus has been brought to a complete stop.
4. Go to your seat. The driver is authorized to assign seats. Do not leave your seat for any reason while the bus is in motion.
5. Keep hands and head inside the bus at all times. Do not throw anything out of the bus windows. Windows should not be opened any lower the lines (black markings).
6. Students are to refrain from unnecessary conversation with the Driver. Also no loud talking, laughing, arguing, or fighting among each other. This diverts the attention of the driver and could result in a serious accident.
7. Students are to sit facing the front of the bus. Do not sit on your feet, books or bags.
8. Keep aisle and emergency exits clear at all times. Do not have feet or arms in aisle. Do not put bags, books, sports equipment or band instruments in aisle.
9. When getting off bus watch for traffic in both directions. Wait for the signal from the bus driver before you cross the street or road.
10. No profanity or suggestive remarks.
11. No "over friendliness" between students.
12. No use of tobacco or drugs in any form.
13. No drinking or eating allowed on the bus. If food is brought on bus it must be kept in bag/lunch box.
14. Do not throw trash anywhere on the bus. Waste baskets are by the door of the bus. Throw trash in basket as you exit the bus.
15. Never tamper with the bus or its equipment. Students are to report and damage to seats, floor etc. to the driver immediately.
16. Be absolutely quiet when bus is approaching and crossing railroad.
17. Be alert to a danger signal from the driver. Remain on the bus in the event of a road emergency until instructions are given by the driver. Students are not to use emergency exits except in emergency situations.

Conduct on School Buses cont.

18. Students may not change buses or change their place of loading or unloading from the bus without permission of the Administration and Transportation Director.
19. Snow Routes to be determined by Bus Driver/Transportation Director. Meaning a unsafe place to drive a bus, slick roads, places that are unsafe to back a bus in snow/ice and roads that have not been plowed. Parents will be asked to bring the students to a main road in the a.m. and pick up at main road in the p.m. Driver will notify.
20. Cell/camera phones are to be kept in pockets or bags and turned off. Cell phones are not to be used on school busses to make phone call or take pictures unless permission is given by the driver.

Disciplinary Procedures

Insubordination

Insubordination refers to the unwillingness of a student to submit to authority. Insubordination may be defined as the willful failure to comply with directions of authorized school personnel while acting in the performance of their duties. Insubordination may result in a verbal reprimand, a misconduct report, removal from class, detention, suspension, or expulsion from school.

Student Discipline

It is the policy of the administration, faculty, and the South Central Board of Education to maintain in the school an environment conducive to learning and the educational process. Well-disciplined students direct their efforts and abilities toward greater achievement in the school setting. A student's conduct is largely a personal matter that should be maintained within a range of acceptability. However, the administration and faculty have an important responsibility when a student's conduct intrudes upon and endangers the rights of other students to learn. Therefore, whenever it is in the best interest of the student, the school, or other students, a system of penalties has been implemented.

The point system for discipline will begin the first day of the school year and will end at the end of the first semester. Beginning with the first day of the second semester all points accumulated during the first semester will be eliminated, and the student will begin with no points.

Student Discipline Point System

5 Points

- Disrupting class or school environment (talking out, unnecessary noises, arguing, etc.)
- Obscene or profane language or gestures or insulting comments
- Pushing or shoving/horseplay
- Shooting or throwing objects in class (projectiles)
- Poor conduct in the lunchroom
- Gum chewing or eating candy in class
- Writing on school property or other students' property
- Noncompliance with a staff assigned discipline or request
- Dress code/appearance

10 Points

- Public display of affection
- Lying to/talking back to a staff member
- Inappropriate physical contact
- Skipping school
- Disrupting noon detention

Student Discipline Point System cont.

15 Points

- Misconduct under a substitute teacher
- Threats or intimidation of student or staff
- Harassment (to include but not limited to sexual harassment and racism)
- Gang activities
- Truancy
- Leaving school without permission
- Possession of pornography

30 Points

- Fighting or intent to harm
- Bullying
- Possession, use of, or under the influence of alcohol
- Vandalism
- Extortion
- Pulling a fire alarm
- Obscene or profane language toward staff
- Acts of misconduct that are seriously disruptive and/or create a safety hazard to students, staff, and/or school property
- Behavior which constitutes gross disrespect for the property or rights of other students and district staff
- Use/Possession of tobacco products on school property
- Theft/Vandalism of less than \$150.00

60 Points

- Possession, use, or sale of controlled substances (drugs), look-alikes and/or drug paraphernalia
- Possession or use of weapons
- Setting fires
- Behavior that violates or attempts to violate a Board of education policy, rule, or regulation.
- Assault/Battery to a staff member
- Bomb threat
- Theft/Vandalism of more than \$150.00

Penalties

Points	Discipline
5	Noon Detention
10	2 Noon Detentions
15	In School Suspension (1 to 3 days)
20	In School Suspension (1 to 3 days)
25	Saturday School (8:00am to 12:00pm)
30	Out of School Suspension (1 to 10 days)
35	Out of School Suspension (1 to 10 days)
40	Out of School Suspension (3 to 10 days)
45	Out of School Suspension (3 to 10 days)
50	Out of School Suspension (5 to 10 days)
55	Out of School Suspension (5 to 10 days)
60 and Over	Out of School Suspension with recommendation for expulsion

Student Discipline cont.

The administration agrees with the concept of progressive discipline and, to the extent circumstances warrant it, the administration will impose discipline in a progressive manner using the point system described above. The point system is designed to communicate to students and parents what is expected of students and to assure the cohesive and consistent application of punishment for certain acts of misconduct. While the point system may be used to assure consistent application of discipline, each act of misconduct giving rise to a cause for disciplinary action shall be judged on its own merit, and the administration reserves the right to impose **MORE** severe disciplinary sanctions than called for by the point system in situations where there is a major or particularly serious infraction, or when a series of repeated infractions warrant a more serious disciplinary action. Further, the administration reserves the right to impose **LESS** severe disciplinary sanctions than called for as the situation warrants it. As it is impossible to anticipate all specific instances of misconduct, the administration reserves the right to impose a punishment for specific situations not addressed in the misconduct point system.

As it is not possible to list all acts of misconduct or the consequences of those acts of misconduct, the building principal has the responsibility of maintaining discipline within his/her building. The building principal may assign discipline action as needed to insure an orderly school environment. The building principal shall take steps necessary to maintain the proper educational environment.

Disciplinary Measures

Disciplinary measures may include:

1. Personal counseling
2. Withholding of privileges
3. Removal from the classroom
4. Lunch detention-10:47-12:10 as needed. Lunch will be served in the room assigned.
5. After school detention-3:00 until 4:00 as needed.
6. Saturday school-used as an intermediate to suspension. Students will report to the Middle School at 8:00 AM sharp and will be dismissed at 12:00 PM. Students will be notified at least one day in advance of the detention to be served.
7. Notification of parent(s)/guardian(s).
8. Alternative Classroom for a period not to exceed 5 school days. Defined as exclusion from the routine school day. The student will remain in an isolated area selected by the administration. All work is to be done during the school day. The building Principal or a designee shall ensure that the student is properly supervised.
9. Suspension from school and all school-sponsored events for up to 10 days, provided that appropriate procedures are followed. Students are not allowed to attend school, to use school transportation, or to attend a school sponsored activity. Students who are suspended may have all field trips removed for the remainder of the school year.
10. Suspension from bus riding privileges, provided that appropriate procedures are followed.
11. Expulsion from school and all school-sponsored events provided that the appropriate procedures are followed.
12. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
13. Seizure of contraband.

Detention Hall

Detentions are earned by the student in response to his/her misbehavior. Detentions must be served. Detention hall will be each day of the week: Noon hour detention is from 10:44 until 12:10 as needed and After-school detention is from 3:05 until 4:00 PM as needed. Students must do schoolwork during detention and no talking is allowed. Students who choose to miss detention without first clearing it with the building principal will be assigned another detention. Excessive detentions will result in more serious disciplinary action.

“Working Lunch”

The Working Lunch has been established due to the drastic increase in the number of students coming to school on a daily basis with their homework incomplete. Students receive a “working lunch” when they have an unexcused reason for their work not being completed. Examples of unexcused reasons are; Not done, Can’t find, Forgot, Didn’t do, At home, in my locker, Etc.

Suspension Due Process

The Superintendent and all building Principals are authorized to suspend students guilty of gross disobedience or misconduct from school and all school functions for the period not to exceed ten (10) school days. The student and/or parents are due the following procedural protection:

1. Prior to suspension, the student shall be provided oral or written notice of the charges. If the charges are denied, the student shall be given an explanation of the evidence against him/her and an opportunity to present his/her version of the incident.
2. Prior notice and hearing as stated above may not be required and the student immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process.
3. Any suspension shall be reported to the parents or guardian of the student. Such report shall contain a full statement of the reasons for suspension and a notice to parents or guardian of their right of review.
4. Upon request of the parents or guardian, a hearing shall be conducted by the School Board or hearing officer appointed by it to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board. After the hearing or upon the receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.

Suspension Procedures for Special Education Students

The following procedures shall be used in suspension cases involving special education students:

1. Whenever a special education student is suspended an excessive number of times, the school district shall hold a manifestation of determination conference to determine whether or not the misconduct is the result of the student's handicapping condition as defined by the Rules and Regulations to Govern the Administration and Operation of Special Education. A case study reevaluation shall be completed and/or updated at the relatedness conference.
2. Such determination shall be made by staff members who are familiar with the student's handicapping condition and educational program in consultation with the staff of Kaskaskia Special Education District.
3. If the misconduct is the result of the student's handicapping condition, he or she shall not be suspended except as provided by Section 4 below. In such cases, the student's program shall be reviewed in a conference and, if necessary, altered to reduce or eliminate the misconduct. Parental participation in this process shall be encouraged.
4. The local district may suspend the student even if the misconduct is the result of the student's handicapping condition, if the student's presence poses a danger to the student, other students, faculty, or school property, or disrupts the educational process.

Expulsion Procedures for Special Education Students

The following procedures shall be used in expulsion cases involving special education students:

1. The school district may expel students from school for gross disobedience and misconduct. An expulsion may be for a period in excess of ten (10) days, but not beyond the remainder of the school term. (Illinois School Code, Section 10-22.6; Opinion of the Illinois Attorney General.)
2. An expulsion hearing shall occur only after the student's parents have been afforded the right to a hearing before the School Board or a hearing officer appointed by it. The parents shall be notified of the hearing by certified mail, and the notification shall state the time, place and purpose of the hearing. (Illinois School Code, Section 10-22.6.)
3. Prior to the expulsion of a special education student, the school district shall hold a manifestation of determination to determine if the misconduct is the result of the student's handicapping condition as defined by the Rules and Regulations to Govern the Administration and Operation of Special Education (hereinafter referred to as the Rules and Regulations). Such determination shall be made by the local district staff and with Kaskaskia Special Education staff familiar with the student's handicapping condition and educational program in a conference with the student's parents. If the misconduct is not determined to be the result of the student's handicapping condition, the local school district staff may choose to expel the student. Procedures required by the Rules and Regulations regarding changes in educational placement shall be followed prior to implementing any expulsion, including advising parents of their rights to a due process hearing.
4. If the misconduct is the result of the student's handicap, he or she shall not be expelled. In such cases the student's program shall be reviewed in the multidisciplinary staff conference, and if necessary, altered to reduce or eliminate the misconduct. Parental participation in this process shall be encouraged. The Rules and Regulations shall also be allowed.
5. The school district may seek a court order to change the student's placement or expel the student if his/her behavior poses a continuing danger to himself/herself or others in the school.

Searches of Students

Searches of student's personal possessions or locker shall be conducted by the Principal or his designee if he has a reasonable basis for believing that the student is concealing material which is prohibited by federal, state, or local law or the provisions of the Illinois School Code. A student's locker is the property of the school and must be used for the purposes intended. School officials may search lockers at any time, with or without the student's knowledge or consent.

Metal Detector Policy

Based upon the rise in the number of weapons and objects confiscated from students and the rise in the number of incidents of violence in the recent past, South Central Community Unit School District #401 hereby finds that it may be necessary to use a hand-held metal detector wand to screen students, student lockers, and student possessions (such as briefcases, knapsacks, purses, book bags, or parcels) in order to protect and maintain the safety and well being of the students who attend school in the district.

Student Conduct: Drugs

The illicit use, possession, or distribution of non-medical drugs, the use, possession, or distribution of "look alike" drugs, is not permitted on school busses, in school buildings, or on school property at any time. This includes all school sponsored and related activities, whether held during school hours or after or at another school. Students will not be permitted to attend school under the influence of illicit drugs. Any student in violation of this policy shall be recommended for suspension and/or expulsion according to the requirements of the School Board's policies. Parent and juvenile authorities shall be promptly notified.

Student Conduct: Drugs cont.

When a substance is determined to be an illicit or "look alike" drug, the identity of the student shall be given to the proper authorities for prosecution. All prescription drugs, medicine, stimulants must be turned **into** the office for dispensing. A letter from the parent must accompany the medicine stating the dosage and duration the student is to be taking the prescription. The letter will be kept on file in the office.

Gang Activity

Students are prohibited from engaging in gang activity. A "gang" is any group of 3 or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity, including, but not limited to:

1. wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership
2. committing any act or omission, or using any speech, either verbal or nonverbal (such as gestures or hand-shakes) showing membership or affiliation in a gang,
3. using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Fighting

Fighting, threats, or use of profane or abusive language will not be tolerated. Persons involved in a fight, as determined by school officials will be suspended immediately for a minimum of 24 hours. Students who make threats or who are involved in the use of profane or abusive language, as determined by school officials, shall be subject to the Board's disciplinary penalties for misconduct. A student who is provoked or assaulted shall retreat from the situation and seek help from staff members immediately, if possible. A student who immediately retreats from a fight will not be deemed to have been involved in a fight. A person(s) provoking a fight or not dispersing from a fight when directed to do so and/or interfering with school personnel in their attempt to break up a fight may receive the same consequences as for fighting.

Bullying

Bullying is the act of being habitually cruel to others. This is achieved by teasing, frightening, threatening, or hurting others. We believe that every student is entitled to attend school in an environment that is free from name-calling, taunts, threats, and intimidation. Our district takes a firm stance against the act of bullying and those who do the bullying. Bullying is addressed under the discipline point system.

Weapons

Any student who is determined by school officials to possess, use, transfer, or control a weapon on any school grounds, in any school bus, at any school-sponsored activity or event, or at any activity or event which bears a reasonable relationship to school, except where such possession, use, transfer, or control is necessarily incident to a legitimate part of a bona fide school program or activity, shall be expelled for a definite period of time not less than one (1) year and not more than two (2) years, except as provided below.

For purposes of this Rule, "weapon shall include, but not be limited to:

Any type of "firearm," as defined in 430 ILSC 65/0.01, whether loaded or unloaded; and

Any type of "ammunition," as defined in 430 ILSC 65k/1.1; and

Any type of "explosive material," as defined in 225 ILSC 201/1003(b); and

Any type of knife or pocket knife; and

Any type of billy club, brass knuckles, metal stars, or metal pipes; and

Any object which substantially resembles any of the objects listed above; and

Weapons cont.

Any object, which is actually used to cause bodily harm to another person, attempted to be used to cause bodily harm to another person, or used to threaten bodily harm to another person.

Any weapon determined by school officials to have been possessed, used, transferred, or controlled in violation of this rule shall be retained by school officials and turned over to either a parent or legal guardian of the student or to the police.

The minimum length of expulsion may, in the Board's discretion, be modified in an individual case. Factors taken into account in such a decision may include:

The seriousness of the student's conduct.

The history or record of the student's past conduct.

The likelihood that the student's conduct will affect the delivery of education services to other students.

The severity of the punishment.

The interests of the student.

The possession and/or use of any kind of pocket knife is prohibited in school buildings, on school buses, and on all other school property at all times. Any student found in violation of this policy shall have his/her pocket knife confiscated and kept in the principal's office where it may be claimed by a parent or guardian. Any student who uses a pocketknife as a weapon to threaten or harm another person during the school day or at any school-sponsored and related activities shall be subject to the Board's disciplinary penalties for misconduct.

Harassment of Students Prohibited

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment or intimidation are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, such as by including this policy in the appropriate handbooks.

Sexual Harassment

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Sexual Harassment cont.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Sexual harassment is prohibited. Sexual harassment is defined as:

1. a behavior or words that: are directed at a person because of his or her sex; are uninvited, unwanted, and unwelcome; cause a person to feel uncomfortable or offended; create an environment that makes learning difficult; and may be repeated or may be very offensive on a one-time basis.
2. an employee's unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature, that denies or limits the provision of educational assistance, benefits, or services; or that makes such conduct a condition of a student's academic status; or
3. unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature by anyone, including students, that has the effect of: (a) interfering with a student's educational environment; (b) creating an intimidating or offensive educational environment; (c) depriving a student of educational assistance, benefits, or services; (d) making submission to or rejection of unwelcome sexual conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with their principal.

The following are possible consequences for sexual harassment:

1. Verbal reprimand
2. A student being required to receive counseling.
3. Detention and/or suspension from school.
4. Be deprived of privileges, activities, or extra-curricular activities.
5. Have law enforcement agencies involved.
6. A student's schooling be at an alternative placement.
7. Possible expulsion from school.

Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in the Board policy on school sponsored extracurricular activities.
 2. The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
 3. The student must present a certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant who assures that the student's health status allows for active athletic participation.
 4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
 5. The student and his or her parent(s)/guardian(s) must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program.
- The Superintendent or designee shall maintain the necessary records to ensure student compliance with this policy.

Conduct Code for Participants in Extracurricular Activities

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves at all times, including after school and on days when school is not in session, and whether on and off school property, as good citizens and exemplars of their school, and (2) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically

Conduct Code for Participants in Extracurricular Activities cont.

at his or her discretion and presented to the School Board. All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

Extracurricular Drug and Alcohol Testing Program

The District maintains an extracurricular drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular activities is a privilege and participants need to be exemplars. The program promotes healthy and drug free participation. Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extracurricular activity. Failure to sign a "Random Drug and Alcohol Testing Consent" form will result in non-participation. If a test is "positive," the student will not participate in extracurricular activities until after a "follow-up" test is requested by the Building Principal or designee and the results are reported. The building Principal or designee will request a "follow-up" test after such an interval of time that the substance previously found would normally be eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extracurricular activities. If a "positive" result is obtained from the "follow-up" test, or any later test, the same previous procedure shall be followed. The Superintendent or designee shall develop procedures to implement this policy. No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

Athletics

South Central Middle School has a reputation of high standards of sportsmanship and outstanding athletes. Everyone connected with the school is expected to refrain from any action that would lower that reputation. South Central Middle School has a well-rounded program of athletics including: Basketball, Baseball, Track, Volleyball, Softball, and Scholar Bowl. All athletes must remember that you are representing South Central at all times and your behavior will determine whether you continue or not. Have pride in your school and the high level of athletics it provides.

Athletic Participation

Students in grades 6-8 are offered the opportunity of participation on various athletic teams. All athletes are expected to conduct themselves in a manner that will make them a credit to themselves, their family, their school and their community. Also, it is the belief of the district that athletics will teach sportsmanship, fair play, healthy competitiveness and qualities of good leadership. Remember that the athletic program is a privilege and not an absolute right of the student; therefore it is necessary to have certain rules and regulations in order to achieve

Overall Goals:

1. Athletic participation guidelines are handed out to students at the beginning of each sport's season. These must be read and signed by the coach, parents, and student and returned to the coach. Students participating in an athletic sport including cheerleading and cheerleader try-outs are required to have written permission and a physical examination by a doctor licensed to practice medicine in all branches with a doctor's signature on the appropriate form. Coaches are responsible for seeing that this requirement is met. Coaches should not place students on the athletic eligibility list until they receive the physical exam signed by a doctor and a parent signs the athletic parental permission form and the athletic guidelines.
2. Students participating in competitive sports and cheerleading must be enrolled in the school insurance program or furnish a statement that the child is already covered by accident insurance.
3. Students participating in extra curricular activities must attend school for 50% day in order to be eligible to participate in an evening event. Any exceptions to this rule must be pre-arranged with the principal prior to missing school.
4. Student athletes are required to be in school on school days following an athletic contest. Illnesses are an exception. However, if patterns of absences or excessive tardiness develop on days following athletic contests, the coach, sponsor may require the athlete to set out all or a portion of the next athletic contest.
5. Students participating in extracurricular activities are expected to behave appropriately during the school day in the classroom, in the hallways, in the lunchroom, and during extracurricular activities.
6. The possession or use of alcohol, tobacco, controlled substances, or drug use other than prescribed by a physician is prohibited. When a violation has been confirmed, appropriate disciplinary action will be taken including possible suspension from the team and/or school.
7. Tobacco/Alcohol Sanctions:
 - a. 1st offense—two contest suspensions for athletics/ 2 event suspensions (to be determined by the sponsors) from organizations.
 - b. 2nd offense—expulsion from all sports and/or events for the remainder of the year.

****This code of conduct applies both in and out of season of the sports or activities in which each student/athlete participates, during holidays and vacations (school year), and whether or not misconduct occurs at school or at a school-sponsored activity **or away from school**. Participants who violate this conduct code are subject to dismissal from the activity at the discretion of the sponsor, coach, athletic director, or principal. As well as being subject to other penalties permitted by the rules of the activity sponsor or coach.

Athletic Eligibility

SCMS is a member of both the Southern Illinois Junior High Athletic Association and the Illinois Elementary School Association. SCMS is required to check the eligibility of athletes each calendar week when in attendance a minimum of 4 full days. Student eligibility will be checked each Friday to determine eligibility for the following week. **Students must have passing grades in all subjects to be eligible to participate in extra-curricular contests.** Students will be notified by the coaches of their eligibility status and parents will be notified in writing by the principal. If a student is ineligible, he/she may not participate in practices or games until the next eligibility check. Attendance and conduct are also factors in maintaining eligibility. A student athlete who appears on the ineligible list may face dismissal from the activity depending on the length sport, length of the season and the amount of times he/she appears on the list. The following are the guidelines for each sport and when dismissal may occur:

1. Softball, Baseball, Volleyball, Track—2nd occurrence of ineligibility
2. Boys and Girls Basketball, Cheerleading, and Scholar Bowl—3rd occurrence of ineligibility

Notice of dismissal will be the responsibility of the coaches of the sport that the player is involved in at the time. Dismissal will only affect the current sport unless ineligibility continues in another sport. It is the responsibility of the student athlete to make sure that all work is passing and eligible status is maintained.

Rules for Ball Games

1. Stand at attention when the *National Anthem* is being played.
2. Booing (team players, referee's and other spectators) is poor sportsmanship and should not be done by students, fans, or parents.
3. Do not scuffle during the games.
4. Soda may be taken into the gym, but all spills should be reported and cleaned up.
5. Students will not be permitted to loaf in the halls or restrooms during the game.
6. Students are asked not to throw paper or other objects on the floor or at each other while in the gym.
7. Only cheerleaders may be on the floor to lead cheers.
8. Students who do not attend school due to an illness or other reason for absence, which results in an unexcused absence, may not attend ball game or other school activities on the evening of the same day.
9. Make prior arrangement for your parents to pick you up promptly after the conclusion of the game.
10. Once you enter the gym area, you must not leave without permission. If for any reason you do, you may not re-enter and you must leave the premises.
11. Continued violation of the rules will result in denial of attending activities home or away that are school sponsored.
12. Spectators are not allowed on the gym floor at any time before or after the games.
13. Only students who are designated announcers may be on the stage and then only during the times they are needed.

Athletic Transportation

All athletes and extracurricular participants are required to ride the school transportation to all events. The same students will ride the bus back home unless they obtain permission from the parent to ride home by alternative means. SCMS discourages parents from allowing student athletes to ride home with another student's parents unless it is an emergency. Parents must sign the proper form before a student is allowed to leave the event and not ride the school bus.

Spectator Conduct and Sportsmanship

Students, parents, and fans should always back their team with true school spirit and show respect for their school's reputation. Students, parents, and fans should strive to maintain favorable relations with opposing teams and schools. Students should cooperate with the cheerleaders at pep sessions and at games. Any person, student, or parent who demonstrates inappropriate conduct or behavior not conducive to the spirit

Spectator Conduct and Sportsmanship cont.

of sportsmanship and good citizenship may be immediately ejected from the event by the administration, and shall be subject to suspension from the team/school for a period of time or may not be allowed to attend extra-curricular activities for part or all of the school year.

Cheerleaders

The South Central Middle School Cheerleaders are a team of athletes selected to represent SCMS based upon their cheerleading abilities and skills. They will represent South Central Middle School while cheering for the South Central Middle School Falcons.

The athletic program of South Central Middle School is considered to be an integral part of the educational system. The program is coordinated and administered under the rules established by the South Central Board of Education and the Illinois Junior High School association. Cheerleaders must agree to abide by the Code of Conduct. Tryouts procedures and selection will be explained prior to the tryouts by the cheerleading coach to all of the students who wish to participate in the selection process.

Student Assemblies

All students are to move to and from the assemblies in an orderly manner. It is expected that students will be attentive and courteous at all assemblies. The privilege of assemblies will be denied to those who are unable to conduct themselves properly. Students will report to their regularly scheduled class to wait for a call to the assembly. The teacher will dismiss students for the assembly.

Selling Items at School

Students are not to sell anything at school unless it involves school-approved projects. No personal selling of any kind will be permitted. School approved projects may be sold only before school and after school.

Extracurricular Organizations

The extracurricular program is designed to make available as many different types of organizations and activities as possible to meet the interests of the student body. The plans, activities, and functions of each organization are decided upon and carried out by the members and their elected officers with the help of an advisor. The success of each activity depends upon the loyalty and work of the members and the capabilities of the officers. An organization is only as good as the members make it. Activities include: Band, Chorus, Student Council, Beta Club, and Athletics.

Scholar Bowl Eligibility

In order to be eligible for scholar bowl, students must maintain a C average in all core subject areas. Eligibility will be checked, as are the other extra curricular activities, every Friday. The principal will notify the student when he/she is ineligible. The student may not participate in practice or matches until the next eligibility check. The student will be dismissed from the team after the second ineligibility.

Beta Club Eligibility

In order to maintain membership in SCMS Beta Club throughout the school year, a member must maintain a 3.0 grade point average each grading period and have B's or better in all academic core subjects at the end of each quarter. If a member receives a C in one or more core subjects, the sponsors notify that member by letter that he/she is on probation for one nine-week grading period. During this probationary period, the member is still entitled to all the rights and privileges of being a Beta Club member. At the end of the quarter, if the member has not improved the C (C's) or receives an additional C, the sponsors notify that member by letter that he/she can no longer be a member of the SCMS Beta Club for the remainder of the school year. The member is also informed that he or she may go through the membership process for Beta Club the next school year if he/she qualifies. At the mid-term of each quarter, sponsors check members' grades and verbally warn any members who might be in danger of having grades below a B in any academic core subject.

Student Council Elections and Eligibility

The student body and teachers will elect Student Council members during the first two weeks of each school year. Members will be elected as follows:

8 from the 8th grade

6 from the 7th grade

4 from the 6th grade

There will be one alternate elected from each grade level who will participate if an elected member is unable to serve.

Student Council members must have passing grades in all subjects to be eligible to participate in student council activities. Eligibility will be checked on Friday each week in order to determine the next week's participation. An elected member will not take part in any student council activity while ineligible due to failing grades. After being ineligible for 3 times, that member will be removed from the council and the alternate from their grade level will take over his/her responsibilities. The principal will notify the student of his/her ineligibility or dismissal from student council.

Sponsors and principal can also decide the removal of a student from student council for inappropriate behavior and misconduct, e.g. fighting, cheating. The members are expected to be role models and will be looked up to by the student body as well as being expected to perform above reproach by the faculty and administration. Breach of this trust and expectation will be dealt with by immediate dismissal from the student council

SCMS Terms and Conditions for Internet Use School Year 2014-2015

Please read the following carefully before signing the attached contract. Failure to understand and abide by these conditions will result in disciplinary actions taken against you. Internet access is now available to students and teachers at South Central Middle School (SCMS). The access is being offered as part of a collaborative project involving the South Central Middle School, the Illinois State Board of Education, our community members and Rural Comm. We are very pleased to bring this access to SCMS and believe that the Internet offers fast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in SCMS by facilitating resource sharing.

The Internet is an electronic "highway" connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

- Electronic mail communication with people all over the world
- Information and news from many resources including such institutes as Illinois State libraries and Universities
- News organizations such as CNN
- Research facilities such as NASA
- Public domain and shareware software of all types
- Discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics
- The Library of Congress
- ERIC

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial

SCMS Terms and Conditions for Internet Use cont.

information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of our institution.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end of users (you) who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If an SCMS user violates any of these network provisions, his or her account with the SCMS network will be terminated and future access could possibly be denied. Your signature on the attached contract is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Computer Network Operating Procedures For South Central Unit #401

1. No student is to be using a computer in any computer lab or classroom without a designated supervisor (certified employee of South Central Unit #401 School District) physically present.
2. Each user will have an assigned seat during lab use. Users assigned to the workstation will be responsible for any damage occurring to the workstation (i.e. keys disappearing from the keyboard, damage to mouse device).
3. Users will not bring food, candy, drinks, cough drops, or any reasonable facsimile thereof into any computer lab in Unit #401 School District.
4. Each network user has a separate login and a password, which grants him or her rights to a certain storage area on the network. Users are not to share that login or password with anyone else. The holder of the assigned login will be held responsible for any activity committed under that login. Users found attempting to login or logging in with another user's login ID will lose network access privileges.
5. Concerning the printing of documents, you should only print out a hard copy of a document when you are ready to submit that document for final approval. Proofreading should be done on the screen.
6. Users are not to print files that are not directly related to their course work.
7. Users are not to send print jobs to printers outside the assigned work area for a particular class.
8. Users are not to print multiple copies of a document on any printer. These machines are not photocopiers, and their per page cost to print is not favorable to making multiple copies of the same document.
9. If you use the last piece of paper in a printer, please refill the printer before you go back to your workstation. See the lab supervisor for instructions on putting paper in the printer.
10. When you are finished with a workstation, make sure you log completely out of the system. If you quit the application you are using but you don't finish logging out, it is like leaving the front door to your house wide open at night while you sleep.
11. If you are working in a lab at the end of the school day and it appears you are the last one out for the day, you should make sure that the power switches to the printers are off and that the power switches to the lab, normally located near the door, are turned off.
12. Use of non-educational software, unauthorized software, and/or unlicensed software programs on the network or on the network workstations of Unit #401 Schools will not be tolerated.
13. The computer system in our school district is a network system; therefore, our applications are operating in a shared environment. Users must recognize that any manipulating, changing, or deleting of the program files that directly affect the performance and/or appearance of any network software is prohibited.
14. Users are each responsible for the maintenance of their home directories. Files that are not currently being used or files that will not be accessed for reference in the near future should be deleted. These directories are for school-related data only. Never keep any files in the directory that you would not like to see in the local

Computer Network Operating Procedures cont.

newspaper. Unauthorized files such as games, utilities, or other similar file structures are NOT allowed in a user's home directory.

15. When using electronic mail applications on the Unit #401 networks, users are expected to abide by the generally accepted rules of network etiquette, which include the following:

Be polite.

- Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities, or use other classifications of unacceptable language.
- Remember that e-mail is not private.
- Do not use the e-mail system in such a way that it would disrupt the activities of others (e.g. transferring of large files, sending mass e-mail messages or chain letters).

16. Security is a major concern on the network system of Unit #401 Schools. If users feel at any time that they can identify a security problem on the network, it is that user's obligation to report that issue to the user's immediate supervisor and to the network supervisor. Do not demonstrate the problem to other users. Any user identified as a security risk, or having a history of being a "problem user" will be denied access to the computers in the District.

17. Any vandalism or malicious attempt to harm or destroy any data on the network (i.e. the uploading or creating of a computer virus) will result in the expulsion of the student from the network system permanently.

18. Activities by users on the network are to be limited to educational operations; no personal or private activities are to be operated using the computers and/or computer networks of Unit #401 Schools. Any illegal activities, including violation of copyright or other contracts, or any operation for personal/commercial financial gain are expressly prohibited.

19. Because we are operating in a network environment, the need for floppy disk use is limited. No user is authorized to use a floppy disk in a workstation unless the use of that floppy has been authorized by the supervisor of that user and unless the floppy disk itself has been scanned for viruses by the user's supervisor.

TERMS AND CONDITIONS

1. **Acceptable Use**—The purpose of South Central Middle School's access to the Internet is to support research and education in and among academic institutions throughout the U.S. and the World by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and be consistent with the educational objectives of the South Central Middle School District.

Use of other organization's networks or computing resources must comply with the rules appropriate for that network.

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret.

Use for commercial activities by for-profit institutions is not acceptable.

Use for product advertisement or political lobbying is also prohibited.

Illegal activities are strictly prohibited.

SCMS has installed Internet filtering software in compliance with anticipated federal regulations. However, no filtering software is 100%. It is still ultimately the responsibility of the individual user to police his/her own Internet access and use.

TERMS AND CONDITIONS cont.

2. **Privileges**—The use of the Internet through SCMS is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be part of a discussion with an SCMS faculty member pertaining to the proper use of the network.) Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is appropriate use, and his/her decision is final. Also, the administration, faculty, and staff of SCMS may request the system administrator to deny, revoke, or suspend specific user accounts.

- **No chat rooms, messenger, Internet games, or e-mail use will be permitted unless authorized AND supervised by a teacher. Failure to have proper supervision and authorization may result in suspension of privileges.**

3. **“Netiquette”**—You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

Be polite. Do not write or send abusive messages to others.

Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

Do not reveal your personal address or phone number or any other personal financial information.

Do not reveal the names, personal address, or phone numbers of your colleagues.

Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Further, e-mail use is restricted to use for classroom assignments only. The school’s system is not to be used for personal e-mail by students.

Do not use the network in such a way that you would disrupt the use of the network by other users (e.g. downloading huge files during or prime time; sending mass e-mail messages; annoying other users by using the talk or write functions). Further, do not download any software without express permission from your classroom teacher or a network administrator.

4. **Reliability**—SCMS makes no warranties of any kind, whether expressed or implies for the service it is providing. SCMS will not be responsible for any damages you suffer, or missed deadlines you experience. This includes loss of data resulting from delays, non-deliveries, and miss-deliveries. Use of any information obtained via SCMS network is at your own risk. SCMS specifically deny any responsibility for the accuracy or quality of information obtained through its Internet Services.

5. **Security**—Security on any computer system is a high priority, especially when the system involves many users.

If you feel you can identify a security problem on our network you are obligated to notify a system administrator.

Do not demonstrate the problem to other users.

Do not use another individual’s account without permission from the system administrator.

Do not give your password to any other individual except a network administrator.

Attempts to login to the system as any other user than you will result in cancellation of user privileges.

TERMS AND CONDITIONS cont.

Attempts to login to the network as a system administrator will result in cancellation of user privileges and probably suspension from school (or worse).

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to South Central Middle School system and/or the Internet.

6. Vandalism—Vandalism will result in cancellation of privileges. Vandalism is defined as:

Any malicious attempt to alter or destroy data of another user, or any malicious attempt to alter or destroy data on South Central Middle School file servers or workstations.

Any malicious attempt to alter or destroy data on any computer system attached to the Internet. This includes, but is not limited to, the uploading, downloading, or creation on computer viruses.

Any changes in a workstation's system or monitor settings.

7. Updating Your User Information—SCMS system administrators may occasionally alter your account information (at least annually for students) in order to maintain proper network access. When possible, you will be notified in advance of such changes. Regardless, SCMS is not responsible for any loss of data or delays these alterations may cause.

8. Exception of Terms and Conditions—All terms and conditions as stated in this document are applicable to the South Central Middle School network and Internet access through that network. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Illinois and the United States of America.

Any South Central School District student or staff may apply for a Network and Internet account. To do so you must complete the attached contract and application.

Return the completed contract portion to the system administrator.

Completing the application should not be construed as a guarantee of acceptance. Retain this copy of the Terms and Conditions for your personal records.

SOUTH CENTRAL COMMUNITY SCHOOL

District Number #401

Nurse's office
810 East First Street
Kinmundy, Illinois 62854
618-547-7696
Fax: 618-547-3144

SCHOOL MEDICATION AUTHORIZATION FORM

To be completed by the child's parent(s)/guardian (2). A new form must be completed every school year. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.

Student's Name: _____ Birth Date: _____

Address: _____

Home Phone: _____ Emergency Phone: _____

School: South Central Middle School Grade: _____ Teacher: _____

To be completed by student's physician, physician assistant, or advanced practice RN:

Physician's Printed Name: _____

Office Address _____

Office Phone: _____ Emergency Phone: _____

Medication Name: _____

Purpose: _____

Dosage: _____ Frequency: _____

Time medication is to be administered or under what circumstances:

Prescription date: _____ Order date: _____ Discontinued date: _____

Diagnosis requiring medication: _____

Is it necessary for this medication to be administered during the school day? Y N

Expected side effects, if any: _____

Time interval for re-evaluation: _____

Other medications the student is receiving: _____

Physician's Signature

Date

For only parents/guardians of students who need to carry asthma medication or an EpiPen:

I authorize the South Central School District and its employees and agents, to allow my child or ward to possess and use his or her asthma medication and/or epinephrine auto-injector: (1) while in school, (2) while at a school sponsored activity, (3) while under the supervision of school personnel, or (4) before-school or after-school care on school-operated property. Illinois law requires the South Central School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, expect for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector (105 ILCS 5/22-30).

If you agree please initial: _____
Parent(s) Guardian(s)

For all parents/guardians:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency. I hereby authorize the South Central School District and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer, while under the supervision manner described above. **I acknowledge that it may be necessary for the administration of medication to my child to be performed by an individual other than a school nurse and specifically consent to such practices,** and

I agree to indemnify and hold harmless the South Central School District and its employees and agent against any claims, except a claim based on willful and want to conduct, arising out of the administration or the child's self-administration of medication.

Parent/Guardian printed name

Parent/Guardian printed name

Parent/Guardian signature* Date

Parent/Guardian signature* Date

*** Both parents and/or guardians, if available, should sign.**

SOUTH CENTRAL COMMUNITY UNIT DISTRICT #401

Parent Authorization

Directions: After reading each statement, place a check mark on the line to the left of the statement. Please sign your child's name and your name on the appropriate lines at the bottom, and fill in the date.

_____ STUDENT INSURANCE

I have received information concerning the availability of insurance. I understand the school district does not provide any type of health or accident insurance for injuries incurred by my child at school. A student accident insurance policy is available to purchase, failing to return the insurance policy envelope will be accepted by the school as rejection if parents are required to pay to receive their insurance on their child.

_____ STUDENT ABSENCE

I understand that if my child is ill, or absent for any reason, I am to notify the school by 9:00 a.m. If a phone is not available, I will send a note with my child on the day they return.

_____ STUDENT HANDBOOK

I have received and will review the contents of the Student Handbook.

_____ STUDENT MEDICATION

I have received a form in my handbook to be completed by the licensed prescriber authorizing student medication at school.

_____ TRANSPORTATION

I understand that students may only be transported to one designated destination. If that destination is to change, a note signed by a parent should be sent to the office.

_____ AUTHORIZED INTERNET USE AGREEMENT

I have received a copy of the policy on internet use and agree to abide by the terms and conditions of the policy.

_____ FIELD TRIP CONSENT AUTHORIZATION

I give my permission for my student to attend special events for the **2014-2015** school year. Notification of each particular event, with specific details, will be sent by the teacher. Cancellation of my child's participation may be made for any particular event by sending a written note.

_____ PICTURE RELEASE

I grant consent to South Central School District to identify a picture of my child by full name and/or the school he or she attends in any school sponsored material, publication, videotape, or website.

Student's Name

Grade

Signature of Parent/Guardian

Date

Parents Right to Know
Qualifications of Educators
School District Information Form

Dear Parent:

The No Child left Behind Act is a federal law which requires schools to notify you that you may ask for information about the professional qualifications of any teacher that is instructing your child. You may request information regarding the following:

- Whether or not the teacher has met state certification requirements;
- Whether or not the teacher is teaching under emergency or provisional status;
- The bachelor's degree major of the teacher, any other certification or degrees held by the teacher and the subject areas of the certification or degrees; and
- Whether your child is provided services by teacher aides/paraprofessionals and, if so, their qualifications.

You may write or telephone requesting the above information. You will receive a response to your request within 10 days

Sincerely,



Rick Batchelor. Superintendent