



400 South Highland Avenue | Arlington Heights, IL 60005 | (847) 398.4250
www.sd25.org/South | @ahsd25South | facebook.com/ahsd25

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South Middle School

Daily Bell Schedule



Period 1	7:50-8:09
Period 2	8:13-8:53
Period 3	8:57-9:37
Period 4	9:41-10:21
Period 5	10:25-11:05
Period 6	11:09-11:49
Period 7	11:53-12:33
Period 8	12:37-1:17
Period 9	1:21-2:01
Period 10	2:05-2:45

NAME: _____

TEAM: _____

HOMEROOM TEACHER: _____

ROOM NUMBER: _____

TEAM LEADER: _____

LOCKER #: _____

COMBO: _____

PE LOCKER #: _____

COMBO: _____

Sign Out Sheet

Teacher Initials	Date	Period	Reason (check one)
			 
			 
			 
			 
			 
			 
			 
			 
			 
			 
			 
			 
			 
			 
			 
			 
			 
			 
			 
			 

Teacher Initials	Date	Period	Reason (check one)
			 
			 
			 
			 
			 
			 
			 
			 
			 
			 
			 
			 
			 
			 
			 
			 
			 
			 
			 
			 

GENERAL INFORMATION:

A. ACTIVITIES, CLUBS, AND SPORTS

South offers a variety of clubs and activities; some take place during school hours, and some take place after school. Clubs typically meet during lunch or after school from 2:45 PM to 3:25 PM on dates determined by the club sponsor. Extracurricular sports activities typically meet after school and beyond the 3:25 PM activity bus time. Physicals are required before tryouts for those participating in interscholastic sports. Information can be found on both the District and South web pages regarding paperwork for physicals, dates, etc. **Student attendance at activities, clubs, sports, and/or other extracurricular events may require administrator approval to attend if the child is not present for the entire school day in which the activity takes place.** A child may not participate in after-school athletics if they are unable to physically participate in the day's Physical Education class, pending admin approval.

Appropriate behavior and decorum at D25 athletic events and extracurricular activities are expected to be maintained at all times, following standard school behavior expectations. This includes events at outside locations where District 25 students will be participating. Students should have good sportsmanship and be a positive presence. Negative behavior or actions during any D25 school event may result in disciplinary action, up to and including removal from event and future events.

B. ACADEMIC DISHONESTY

Per Arlington Heights School District 25 board policy 7:190, School Staff is authorized to discipline students for engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an assessment, altering report cards, and wrongfully obtaining test copies and scores. Additionally, students may only use resources allowed by individual teachers when completing assignments or assessments. Teachers should communicate their expectations for student disclosure of their use of AI. Students are encouraged and may be required to cite or otherwise disclose the use of AI to complete assignments. Students suspected of using AI to cheat, plagiarize, or otherwise misrepresent their learning should be treated according to current student behavior protocols.

C. ACTIVITY BUS

Students who are regular bus riders and attend school-sponsored after-school activities will have access to the activity bus. This includes only those activities supervised by a staff member. Students are not permitted to ride the activity bus without a bus pass. Buses leave the school at 3:35 PM and run abbreviated routes. Students should be supervised by a staff member during the entire after-school activity period. **Temporary bus passes are not issued for the activity bus.** (If students don't have their bus pass, they will not be allowed to take the activity bus that day)

D. ASSIGNMENT NOTEBOOKS

All students are encouraged to use the assignment notebook provided by D25 middle schools.

E. ATTENDANCE/TARDINESS

State law stipulates that a student is to be in attendance. When a student is absent, valuable class instruction is missed, and the continuity of schoolwork is affected. However, students should not attend when it is detrimental to their health or the health of others. In January 2022, public schools in Illinois allowed students to take up to five mental health days per year. Parents need to identify if their child is absent due to mental health.

Absences are excused only by a phone call or other approved school communication prior to 8:00 AM from a parent on each morning of each absence. A student's absence is recorded. When a parent does not call the school, state law requires the school to contact the parent. If a parent is not reached, emergency contact numbers are tried. If there is no response within a reasonable time, to ensure student safety, the school Administration may contact the police to conduct a wellness check.

The State of Illinois defines a "chronic truant" as a student who is absent without valid cause from attending school for 5% or more of the previous 180 regular attendance days. Parents have the legal responsibility to make sure their children are in school on a regular basis, and we have a legal responsibility to track students' attendance patterns, especially when there is cause for concern. The school will monitor each student's attendance and inform parents or guardians of any attendance problems or concerns. Students absent for more than 3 consecutive days may be required to provide medical documentation. Before calling the office for assignments, every effort should be made to get the

assignments from Schoology or electronically from teachers. **We strongly encourage parents to plan vacation periods at times other than when school is in session. It is extremely difficult for a student to make up missed work over an extended period of time because of the sequential nature of the teaching and learning processes.** Parents who find they must remove the student from school are requested to discuss the matter with the team leader well in advance of the dates of absence so teachers can appropriately provide work for students. The principal and teachers are available to discuss the probable effects on the child's education due to the extended absence and the expectations for completing missed schoolwork.

Students may begin arriving at school and lining up outside their designated entrance door at 7:30 am. When students are allowed to enter the building, they are expected to be in their first-period classes by 7:50 am. Any student entering the building or their first-period class after 7:50 am will be marked tardy. In the event of inclement weather, students may enter the building earlier than the regular time. Please prepare for inclement weather, arrive earlier to account for delays in travel time due to weather, and avoid being tardy to school.

Our middle schools track tardies to school and students arriving at their classes late during the school day. It is important that students arrive on time for the first period/homeroom each morning. Homeroom begins at 7:50. With the time given between classes, it is possible for every student to be on time for all classes throughout the day. Students are to be prepared for class and in their seats at the beginning of each period. Students who arrive late to their classes during the day may be given consequences, have parents contacted, and be assigned make-up time. Students who arrive late to school should report to the office to sign in and receive a pass. It is important that students arrive at school on time to begin the school day. The administration will intervene when a pattern of tardies (excused or unexcused) emerges in order to improve a child's attendance and overall school experience. This may include parent communications, loss of privileges, detentions with school staff, or other interventions. Generally, once a student has accumulated three tardies, they will be assigned a lunch or after-school detention.

F. BICYCLES/SKATEBOARDS/ROLLERBLADES/SCOOTERS

Bicycle racks are provided for student use, and all bikes need to be locked to the rack. It is the responsibility of students to ensure that their bicycle is secured properly and brought home each evening. Students should know and practice bicycle "Rules of the Road", as well as the following school rules:

- Ride with traffic on the right side of the street.
- Carry no passengers & ride single file and close to the curb.
- Once on the school campus, students must walk their bikes and carry their rollerblades/skateboards. If they fit, students can store them in their lockers; otherwise, they should bring them to the office. Students should not ride anywhere on the school grounds or in the parking lot for safety reasons.
- Park bikes in the proper rack and lock bikes to the rack. Skateboards and rollerblades can be kept in the school office if they do not fit in their locker, to be picked back up at the end of the day.

The school reserves the right to disallow a student from riding his/her bike if the rider is negligent with these rules and the administration is concerned for the safety of the student and/or others.

G. CLOSED CAMPUS

South operates on a closed campus policy during the lunch periods, meaning students may not leave the school grounds without written permission from a parent or guardian. **Students are not allowed to leave campus during lunch with another student's parent/guardian.** If a student needs to leave for a medical appointment, the student must sign out when leaving and sign back in when they return. Students cannot leave school without an adult.

H. CONFERENCES

Parent-Student-Teacher Conferences are formally held one to two times a year per the District 25 School Calendar. As parents or teachers have specific concerns throughout the school year, individual teacher or **team conferences can be requested at any time through the classroom teacher and/or team leader. Conferences held outside of designated conference days can generally only be accommodated during staff times of 7:45 AM-3:15 PM.** At South, we feel it is important for middle school students to be involved in discussions whenever possible and appropriate to help them make the transition to monitoring their individual progress.

I. EXCUSING STUDENTS

Medical and dental appointments should be made after school hours. When it is necessary for a student to leave during school hours for an appointment, parents need to write a request for the child to leave the building and/or call and leave a message on the attendance line. If the student brings a note, he or she must come to the office and sign out. Students will only be released to the care of an approved adult. They cannot leave campus alone. **The following information is required: name, Home(base/room), time out, and reason for leaving.** The student will keep the note from the parent to use as a pass to leave class. The student will get his/her materials and report to the office to sign out. If the parent calls in on the phone and leaves a message, the student will be called to the office after the Pledge of Allegiance to get his/her pass to leave class. If the student is returning to school, he/she needs to report to the office to get a pass to go back to class. The student should follow sign-in procedures, and he or she is responsible for any missed schoolwork.

If there is a medical reason why your child should not participate in PE class, you must secure a statement to that effect from a physician. A student may not sit out of PE class for more than three days without a physician's note on file in the Health Office.

J. FOOD/BEVERAGES/SNACKS

Students are not permitted to store food in their lockers unless it is part of an approved snack or their lunch for that day. Teachers may allow students to bring unflavored bottled water and/or snacks into the classroom to be consumed individually. Due to life-threatening allergies, students should not share food or beverages with their peers. Occasionally, teachers may have projects or events where students will be given the opportunity to have food provided for them. In these instances, teachers will provide parents with at least 48 hours notice and include an ingredient list for families to determine if they wish for their child to participate in such events.

K. HALL/ELEVATOR PASSES

Students are to have a proper hall pass from a staff member when in the halls during class periods, and/or when arriving to class late. If a student has an injury that requires the use of the elevator, the student or parent should contact the Health Office to be granted an Elevator pass. Per the Health Office's discretion, a student may be allowed an "elevator buddy" to assist the injured student in carrying school materials with them in the elevator and from class to class.

L. HOMEROOM (BASE/ROOM)

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

M. HOMEWORK HELP AND STUDY SKILLS

While homework times may vary, students generally average 1.5 hours a night, including independent reading time. If you find that your child is consistently working under or over that time to a concerning level, we encourage you to reach out to teachers or Team Leaders to help address the concern. Teachers and teams have procedures for students seeking after school help during the times of 2:45 PM-3:25 PM.

N. HONOR ROLL/ACADEMIC ACHIEVEMENTS/PRESIDENTIAL/PRINCIPAL AWARD

We maintain two quarterly honor rolls at South, High Honors and Honors. Students receive points for their quarterly grades:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

Students receiving a grade point average (GPA) of 3.85 to 4.0 points will receive "High Honors." Those students who receive 3.25 to 3.84 points will receive "Honors." This criteria is applicable to both middle schools in the district. Students who are graduating with a 4.0 GPA will receive special recognition.

Any students through the class of 2025-2026 receiving a cumulative grade point average of 3.50 or above from their combined 6th, 7th, and 8th grade (8th grade is through quarter 3 only), will receive a gold cord to be worn at graduation. The Presidential Award is being phased into the District Principal Award. Beginning with the class of 2026-2027, students earning a 3.85 and above through their combined 6th, 7th, and 8th Grade (through 3rd quarter), will receive a gold cord and a Principal Award Certificate.

O. INTERNET SAFETY RULES

South students are allowed to use the Internet during school hours for class assignments. Below are some Internet safety rules that are important to keep in mind while using the Internet.

- Never give your password, photo, phone number, or address to anyone you meet on the Internet.
- Tell an adult when you're uncomfortable or feeling unsafe with anything you see or read online.
- Keep information about you and your family private.
- Never say you will meet someone in person without first discussing it with an adult.

P. LOCKERS

Students will be provided with a hall locker for books and personal belongings, and a second locker for physical education class. **A student should only use his/her locker and keep it locked at all times. It is wise not to give the combination to anyone at any time. It is the responsibility of the student to properly care for their assigned lockers.** Students should promptly notify the office of any locker problems. The student, not the school, is responsible for his/her personal property. Any personal property left in either the hall locker or the gym locker after the clean-out date given by the teachers at the end of the year will be discarded. The building Administration may access any hallway or PE locker at any time. Purchased shelving and locker accessories cannot be installed level to the combination lock, must fit easily so that the door opens/closes in an unrestricted manner, and should not cause damage to any part of the locker.

Q. LOST AND FOUND

Students are responsible for all of their personal belongings. The "Lost and Found" is located in the commons area in the cabinet. Students seeking lost and found articles should check before or after school. Please clearly mark all your personal belongings, such as books, gym shoes, etc. Items not claimed from lost and found are typically donated during the November, March, and June breaks.

R. LUNCH

The cafeteria in the Commons is available to all students and hot lunches can be purchased. Students should bring lunch from home or participate in the school lunch program. Monthly lunch menus, prices, and ingredients are posted on our district website for all families to reference as well as through the Choosi app. Students should turn lunch money into the office by 10:00 AM with their ID number on the check or envelope. **Money will not be available from the office for lunch loans. Alternative lunch options for a fee are available for students without funds.** Parents can monitor students' lunch accounts by signing up on www.mymealtime.com. If a student forgets to bring a lunch from home, the parent/guardian may drop off their child's lunch at school, or the student can purchase a school lunch. Please only bring lunch for your child. Bringing meals for other families' children is not allowed. **Schools will not accept food deliveries for students from food delivery services or restaurant deliveries.**

Students may be given reminders to keep their space clean and ensure proper behavior is maintained. At the lunch supervisor/administrator's discretion, appropriate steps may be taken to prevent further misbehavior. This may include temporary seating assignments, permanent seating change, time away from the lunchroom, or other interventions. Student safety is of the highest priority in the lunchroom. Generally, a student will be assigned a detention if there is a pattern of disruptive behavior or disrespectful behavior, but the staff has the discretion to intervene after one occurrence, for egregious behavior.

S. POWERSCHOOL GRADEBOOK AND SCHOOLOGY

These sites are online portal resources for students and parents to access in order to monitor grades and homework. Schoology is used extensively in and outside of the classroom to track progress, organize students' classes, and submit work online. PowerSchool will allow students and parents to track their grades in each class.

T. PROGRESS REPORTS

To assist students and parents in evaluating the efforts of the students, we maintain a progress reporting system at the end of each quarter, which is nine weeks. At the mid-term point of each quarter, parents will be encouraged to check the online gradebook and teachers will reach out to families that have concerns. Teachers update the online grade book approximately once a week.

U. SCHOOL DAY

Classes begin at 7:50 AM and end at 2:45 PM. The 2:45 PM - 3:25 PM period is a designated time for requested special help, extracurricular activities, etc. **All students are asked to leave the school by 2:50 PM** unless under the direct supervision of a teacher and/or attending a specific school event.

V. SCHOOL CLOSINGS (EMERGENCY)

In the case of an emergency school closing due to inclement weather, please refer to the procedures for Closing Schools in the District Student/Parent Handbook. Also, a phone message will be sent to you via our School Messenger Service and be posted on the following websites at www.sd25.org and www.emergencyclosings.com.

W. TECHNOLOGY

The student is responsible for appropriate behavior as outlined in the Appropriate Use Policy (see Parent/Student Handbook) while using technology. Each student will be provided a Chromebook for school and home usage. Students will be introduced to the Chromebook Expectations, outlining expectations for both school and home usage in addition to the Appropriate Use Policy. Students shall only use accounts and passwords provided by the school; use the provided school network accounts in an ethical, responsible, and legal manner for school-related tasks only; report all "Pages Blocked" hits; report malfunctions and problems to an adult. Students who knowingly tamper with or destroy workstations, technology equipment or software; use devices without adult supervision; and/or download any software, music, apps, photographs, or video without permission will be disciplined according to the school and district discipline policies. Inappropriate usage of technology may result in loss of privileges, fees/fines, and limited use of technology in school.

X. TELEPHONES/CELL PHONES

School phones may be used by students who have adult permission. Cell phones may be brought on school property under the following rules and regulations:

- Cell phones are not to be used during school hours unless with adult permission. This includes calling parents due to illness, requesting items to be dropped off, etc. If a child is sick, they should first request a pass to the Health Office from the classroom teacher. Once in the Health Office, the nurse will contact the parent. Students are not permitted to contact parents regarding health issues without the Nurse.
- In general, cell phones are to be turned off before reporting to classes, should be kept out of sight in their locker, and not turned back on until the dismissal bell rings. If a student has their cell phone out without permission, it may be confiscated for the day.
- Possession of a cell phone at school is a privilege that may be forfeited by any student who doesn't follow this expectation.
- The school is not responsible for lost or stolen cell phones. If a cell phone is stolen or damaged, the district will not repair or replace it.
- Families should carefully review the district handbook for additional cell phone usage guidelines.
- Wearable devices should be used for timekeeping purposes only, and not for cellular communication with others.
- Permission must be granted before taking photos or videos of other people. Sharing pictures or videos without the permission of individuals in the photos is not permitted.

D25 Middle Schools have the following procedures for students who violate our expectations of not having/using their phones unless with staff permission.

- **First Offense:** The device is taken from students, turned into the office to administration for documentation purposes, and returned to the student at the end of the school day.
- **Second Offense:** The device is taken from the student, turned into the office to administration for documentation purposes, and may require the parent to pick up the device at the administrator's discretion.

D25 Middle Schools have the following procedures for students who violate our expectations of not having/using their phones unless with staff permission. [CONTINUED]

- **Continued Offenses:** Students may lose the privilege to use a cell phone at school for a specific period of time or the remainder of the school year.
- Additional disciplinary action will be imposed, if deemed necessary, per the District 25 Parent/Student Handbook.
- If a student uses a cell phone for an unlawful purpose, the student will be subject to disciplinary action according to the District 25 and the school's discipline guidelines and possible police notification.

STUDENT RESPONSIBILITIES:

A. ASSEMBLIES

Assemblies are held throughout the school year to enhance the student's academic program. Appropriate behavior and decorum are expected at all school functions. Attendance at assemblies is a privilege based on appropriate behavior.

B. BULLYING

Please refer to the District 25 Student/Parent Handbook policies regarding school bullying, harassment, verbal/physical aggression, etc. Our school Homebase/Advisory Program regularly works to address positive social behaviors and strategies to support students in handling incidents of bullying. Students and parents are encouraged to report all bullying to school administration. The District 25 web page also features a link to a Bullying Report form.

C. CYBERBULLYING

According to Arlington Heights School District 25 board policy 7:180, D25 Middle Schools do not tolerate bullying and harassment by any electronic device including but not limited to computers, tablets, and cell phones. Students shall not use any Internet or other communication device to intimidate, bully, harass, or embarrass other students or staff members. **Students who engage in such activity on school grounds, which creates a disruption to school operations, will have disciplinary action.**

School Board policy 7:180, encompassing Harassment or Threats through electronic communications states the following:

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

D. CARE OF PROPERTY

Students are responsible for the proper care and use of all District 25 books, supplies, furniture, and technology. Students should be respectful of all parts of campus. Per the District 25 Student/Parent Handbook, those students who do not care for materials/property properly may be assessed fines and/or other consequences as appropriate for damages and/or replacement of the property.

E. DRESS EXPECTATIONS

Arlington Heights School District 25 student dress code supports equitable educational access and does not reinforce stereotypes or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, or cultural observance. The district does not prohibit hair styles historically associated with race, ethnicity or hair texture. We expect that all students dress in a way that is appropriate for learning. Student attire should not interfere with the health or safety of any student or contribute to a hostile or intimidating atmosphere for anyone. The District believes that the responsibility for a student's attire resides with the student and parent/guardian(s). Any restrictions must be necessary to support the overall educational goals of the school and must be explained within this dress code.

Students Must Wear:

- A **Shirt**: fabric in the front, back, and sides under the arms (faces must be visible to school staff and dresses are acceptable), **AND**
- A **Bottom**: pants/sweatpants/shorts/skirt/dress/leggings/skorts **AND**
- **Shoes**: Covering the bottom of the foot including, but not limited to sandals, gym shoes, flip flops, and boots. Anything with wheels or blades are not allowed.

Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are covered with a non-transparent fabric. As used in this set of guidelines, the word "clothing" includes accessories.

Students Cannot Wear:

- Violent language or images.
- Images, language depicting, or promoting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Bathing suits (except as required in class or athletic practice).
- Accessories that could be used as a weapon.
- Hats, hoodies, helmets or headgear (except as a religious observance or if medically necessary).
- Sunglasses (unless medically necessitated)
- Clothing/attire misappropriating a particular gender, ethnicity, race, or religion

Dress Code Enforcement:

- Students in violation should be referred to school administration, and will be given multiple options to be dressed to code.
- No student should be disproportionately affected by dress code enforcement because of gender identity or expression, race/ethnicity, sexual orientation, cultural or religious identity, body size, body maturity or household income.
- Student-athletes may follow IESA guidelines when athletic dress conflicts with the contents of the dress code.

F. FIRE, DISASTER, AND SAFETY DRILLS

Evacuation, Hard Lockdown, and Shelter-in-Place practice drills are required by law. Drills will be held at regular intervals. For any drill, it is important that when a signal is heard, it is essential that students are completely silent and promptly follow the instructions.

G. HALLWAY VIOLATIONS

Students may receive consequences for inappropriate behaviors in hallways, or other unstructured areas. Generally after multiple redirections, a student may be assigned a consequence, and parents will be notified.

H. LIBRARY MATERIALS

Students are expected to be punctual when returning library items. Due dates can be renewed to lengthen the checkout time. A student may not check out any further materials from the library if his/her name is on an overdue listing. Lost books will be the financial responsibility of the student. Late fees and lost privileges may be encountered for the return of late materials.

I. TRANSPORTATION

Students who ride the bus must be aware that safety is vital and conduct will be appropriate in order to have transportation privileges. Safety procedures will be reviewed with all students early in the school year. Bus riders must have bus passes to ride before school, after school, or on the activity bus. Bus drivers are requested to deny access to the bus without a regular bus pass or a temporary pass from the office. Students may not ride a different bus home with a friend due to insurance reasons.

Expectations for Bus Riders

Student behavior on the school bus plays a major role in determining how safe the ride will be. It is essential that the bus driver is not distracted by disruptive behavior. Bus riders are expected to comply with the following guidelines or face disciplinary action.

- Give the driver your cooperation at all times.
- The driver has the authority to assign seats.
- Do not move forward until the bus has stopped.
- Be courteous with your conduct and your words.
- Do not eat or drink on the bus.
- Do not throw anything out the bus windows.
- Remain seated, facing forward while the bus is in motion.
- Keep books, coats and other objects out of the aisles.

Disciplinary Procedures:

1st Offense: Bus Incident Report sent home and possible seat assignment.

2nd Offense: Bus Incident Report sent home and three (3) school days suspension of bus privileges.

3rd Offense: Bus Incident Report sent home and six (6) school days suspension of bus privileges.

4th Offense: Bus Incident Report sent home and ten (10) school day suspension of bus privileges.

5th Offense: Bus Incident Report sent home and permanent suspension of bus privileges.

Note egregious offenses may result in consequences greater than guidelines listed.

Bus passes are required for students who ride school transportation regularly. In mid-August, a separate mailing will be sent to bus riders. Students will be receiving a bus pass. Students must have their bus pass every time they ride the bus. Duplicate passes may be purchased at a cost of \$5.00 in the office. Students are only to ride on the bus assigned to them. If a student forgets or loses his or her bus pass, they can get a temporary pass. Bus passes can be obtained in the office during lunch or homeroom.

IMPORTANT PARENT INFORMATION:

A. HEALTH SERVICES

Students who become ill during the school day will be sent to the Nurse's Office. The nurse will assess the student and contact the parent if necessary. **If a student needs to go home, the school nurse will notify the parent and the student will be released with parental approval. We do not release the students to go home unless they are picked up by a parent or emergency contact.** While an unexpected illness or injury can be inconvenient, it is the parent's responsibility to pick up the child as soon as possible for the health and safety of the student as well as that of the student body.

National Suicide Prevention Lifeline: Dial 988 or 1.800.273.8255 (<https://988lifeline.org/>)

Crisis Text Line: Text HOME to 741741

Safe2Help Illinois HelpLine: Dial 844.472.3345 or Text 23443 (<https://www.safe2helpil.com/>)

B. HOMEWORK REQUEST PROCEDURE

If your child has been absent or they have a planned absence in the future please begin to check your child's Schoology account. Students can stay up-to-date by logging into Schoology. We do not expect your child to complete the work while they are absent because we understand that they are sick and that is the reason they are home. When the student is feeling better and ready to begin making up the work it will be available on Schoology. If the student has questions about the work, inquiries should be emailed directly to the teacher.

C. MEDICAL/ACCIDENTS

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

carries insurance offered by the school and the services of a doctor are required, the parent should obtain an accident report from the school and complete it according to the insurance company's requirements.

SCHOOLWIDE POSITIVE BEHAVIOR EXPECTATIONS AND DISCIPLINE:

Reasonable order, a positive environment, and discipline are maintained in all District 25 schools and during all school activities. Personnel in each school will make every effort to communicate with and involve families in matters of discipline. If you have a question or concern about student discipline, consequences, or procedures, please contact your school principal. (Additional information about discipline policies is included in the D25 Parent/Student Handbook)

AFTER SCHOOL EVENTS			HALLWAYS/LOCKERS		
BE MINDFUL			BE MINDFUL		
START WITH A META MOMENT	HOLD APPROPRIATE CONVERSATIONS	BE AWARE OF SCHEDULE	RESPECT OTHERS' PERSONAL SPACE	HOLD APPROPRIATE CONVERSATIONS	USE APPROPRIATE LANGUAGE
BE READY			BE READY		
FOLLOW LEADER DIRECTIVES	BRING SUPPLIES TO MEETING	COOPERATE WITH OTHER STUDENTS	KEEP LOCKER CLEAN AND ORGANIZED	STORE ALL ELECTRONICS AND PHONES OFF AND INSIDE	COMPLETE TASKS SWIFTLY WITHOUT DELAY
BE SAFE			BE SAFE		
USE SUPPLIES APPROPRIATELY	STAY IN YOUR DESIGNATED AREA	COMMUNICATE WITH ADULTS FOR RIDES	KEEP BODIES TO SELF	STAY TO THE RIGHT	KEEP LOCKER CLOSED AND LOCKED

LUNCHROOM			CLASSROOM		
BE MINDFUL			BE MINDFUL		
EAT IN A TIMELY MANNER	BE POLITE TO SUPERVISORS AND KITCHEN STAFF	MAINTAIN VOICE LEVEL 2	START WITH A META MOMENT	BE OPEN TO ALL PERSPECTIVES	MAINTAIN ACADEMIC HONESTY
BE READY			BE READY		
WAIT YOUR TURN	CLEAN YOUR SPACE	STAY SEATED	ARRIVE ON TIME	BRING MATERIALS TO CLASS	FOLLOW CLASS EXPECTATIONS
BE SAFE			BE SAFE		
EAT YOUR OWN FOOD	USE APPROPRIATE TABLE MANNERS	WALK	KEEP BODIES TO SELF	USE MATERIALS AS INSTRUCTED	WALK

RESTROOMS		
BE MINDFUL		
RESPECT EVERYONE'S PRIVACY	CLEAN UP AFTER YOURSELF	MAINTAIN VOICE LEVEL 2
BE READY		
USE DURING PASSING PERIOD WHEN POSSIBLE	USE NEAREST STUDENT BATHROOM	RETURN DIRECTLY IN A TIMELY MANNER
BE SAFE		
KEEP BODIES TO SELF	REPORT DAMAGED PROPERTY OR ACCIDENTS	KEEP ELECTRONICS AND SUPPLIES OUTSIDE

BUS		
BE MINDFUL		
SHOW KINDNESS TO DRIVER AND RIDERS	HOLD APPROPRIATE CONVERSATIONS	MAINTAIN VOICE LEVEL 2
BE READY		
FOLLOW BUS RULES	TAKE ASSIGNED BUS	LISTEN TO DRIVER'S DIRECTIONS
BE SAFE		
KEEP BODIES TO SELF	STAY SEATED WITH CLEAR AISLES	ENTER AND EXIT SAFELY

CHROMEBOOKS		
BE MINDFUL		
USE OWN CHROMEBOOK ONLY	CHARGE CHROMEBOOK DAILY	CONSIDER COSTLY REPAIRS
BE READY		
FOLLOW TECHNOLOGY GUIDELINES	USE CHROMEBOOK AS LEARNING TOOL ONLY	PUT IN LOCKER FOR LUNCH AND PE
BE SAFE		
HANDLE CHROMEBOOK APPROPRIATELY	KEEP PASSWORDS AND WORK PRIVATE	KEEP FOOD AND DRINK AWAY FROM CHROMEBOOK

ARRIVAL/DISMISSAL		
BE MINDFUL		
START WITH META MOMENT	HOLD APPROPRIATE CONVERSATIONS	MAINTAIN VOICE LEVEL 2
BE READY		
BE PATIENT OF OTHERS	CREATE ROUTINES FOR TIME MANAGEMENT	FOLLOW GUIDELINES FOR ENTERING AND EXITING
BE SAFE		
KEEP BODIES TO SELF	HOLD THE DOOR FOR OTHERS	WALK

PE/LOCKER ROOM		
BE MINDFUL		
RESPECT EVERYONE'S PRIVACY	HOLD APPROPRIATE CONVERSATIONS	CONSIDER OTHERS' FEELINGS BEFORE COMMENTING
BE READY		
BRING CLEAN UNIFORM	WEAR GYM SHOES	FOLLOW TEACHER DIRECTIONS
BE SAFE		
GIVE SPACE FOR ACTIVITIES	USE EQUIPMENT APPROPRIATELY	KEEP ELECTRONICS OUTSIDE OF LOCKER ROOM

In addition to following the District 25 Parent/Student Handbook, South uses the discipline charts on the following pages to share potential disciplinary steps and actions for behavior that is not consistent with South's expectations.

CATEGORIES OF BEHAVIOR FOR DISCIPLINARY ACTION	
MINOR PROBLEM BEHAVIORS <i>(Staff Managed *Unless marked*)</i> Disciplinary Action / Possible Suspension	
Unkind words or actions to others	Inappropriate and/or unkind language or actions - <i>(ie: "Stupid", "You're not my friend", "Ugly", profanity not directed at someone, eye rolling, arguing, takes or is in possession of someone else's small things, tone of voice, name calling, acts of dishonesty)</i>
Disruptive	Disruptive actions that negatively affect the school environment - <i>(ie: noises, rocking in chair, tapping pencil, blurting out...)</i>
Tardy	Arrived after start time.
Physical Contact	Student engages in non-serious, but inappropriate physical contact with another student <i>(ie: playing roughly, poking, childish horseplay, picking up...)</i>
Damage or Misuse of Property	Damage of property - <i>(ie: writing in books, destroying/breaking school supplies or property...)</i>
Inappropriate Technology Use	Misuse of technology as instructed by staff - <i>(gaming, YouTube, headphones when not allowed, using Apple watch in class, other homework or websites...)</i>
Lying/ Cheating	Dishonesty <i>(ie: cheating, plagiarism, copying schoolwork, doing the work of another, submitting work created by AI as your own, dishonest about actions.)</i>
Not Prepared for Class	Missing materials or chromebook is not charged

MAJOR PROBLEM BEHAVIORS

(Office Managed)

Disciplinary Action / Possible Suspension / Possible Notification of Police Authorities

Abusive Language	Student delivers high intensity verbal messages directed at someone. (ie: name calling, targeted profanity)
Disrespect	Student engages in continuous verbal or nonverbal displays of rudeness or discourtesy (ie: arguing, yelling, inappropriate gestures)
Disruptive	Student is disruptive in a way that is continuous and uncontrollable which prevents the other students from learning (ie: screaming, throwing chairs, breaking things...)
Failure to Follow School Rules	Blatant disregard for following school wide expectations.
Fighting/ Physical Aggression	Student engages in actions involving purposeful and serious physical contact where injury may occur (ie: punching, hitting, scratching or throwing sharp or dangerous objects)
Theft	Student is in possession of and responsible for removing or taking important property from a fellow student or the school without permission (ie: taking money, phones, valuable school property)
Bullying	Student engages in disrespectful and hurtful behavior that is targeted, persistent, one-sided, and escalating in intensity (ie: intimidation, threats, obscene gestures, hurtful pictures or written notes...)
Vandalism	Student engages in deliberate destruction, damage, or defacement of school/classroom property (ie: graffiti, urinating on the floor, breaking technology on purpose...)
Lying/ Cheating	Student delivers untrue messages that are deliberate and continuous. Student cheats during an important exam/state test.
Defiance	Student engages in continuous refusal to follow an adult's directions (ie: major temper tantrum, uncontrollable crying/screaming)
Weapons	Student is in possession of <i>knives or guns</i> (real or look alike) or other objects capable of causing bodily harm.

POSSIBLE DISCIPLINARY ACTIONS	
Warning	A verbal or written notice to a student that a specific behavior is unacceptable and may result in stronger action if the behavior is not corrected. Verbal or written notices may be issued for unacceptable behavior in school, on school grounds, or when using school transportation.
Alternative Consequence	Other consequences as deemed appropriate by school staff i.e. withholding privileges, assigned task (writing on the table/wash table), or removal from setting (inappropriate behavior in a class/removal from the classroom).
Detention	A student who violates a school rule or policy may be required to spend a specific period of time with a staff member during the school day or after school. Parents will be informed about any detention issued to their child.
Lunch Detention	A student may have a lunch detention in the office if they violate a rule or policy of the school. This is a one period detention but may be a specific number of days.
Student Conference	A conference involves the student, teacher(s), and administrator for the purpose of discussing and solving behavioral problems.
Parent Conference	A conference that may include the parent(s)/guardian(s), teacher(s), and administrator for the purpose of discussing and solving behavioral problems.
Personal Counseling	A referral to a social worker or psychologist will be made when it is felt that it might help a student solve a behavioral problem.
Bus Suspension	The principal or assistant principal may suspend bus-riding privileges.
In-School Suspension	The principal or assistant principal may issue an in-school suspension up to ten school days. An administrator or their designee will make sure that the student is properly supervised.
Out-of-School Suspension	The principal or assistant principal may suspend a student from school and all school-sponsored events, for up to ten school days. Before suspension, the student will have a conference and be given a chance to respond, unless the student poses a danger or threat to the safety of others or is disrupting the educational process. The suspension will be reported immediately to the student's parents. The parents will receive a written notice of suspension, including the rule that was violated. Upon parental request, a review of the suspension may be conducted.
Expulsion/Notification of Authorities	Whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, weapons, or is a threat to the general safety of others.
Expulsion	The Board of Education may expel a student for a definite period of time up to two years. Expulsions will only be exercised through formal action of the Board of Education after a review hearing by the Board of Education or a designated hearing officer.