

Blackhawk Middle School

STUDENT HANDBOOK

2018-2019

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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WELCOME

Dear Students and Parents,

Welcome to Blackhawk! We hope that your years here will be some of the happiest and yet challenging of your life. This handbook has been prepared in order to outline the basic expectations and responsibilities of students. It also explains school policies, academic programs, discipline procedures, and citizenship expectations. It has been prepared through a combined effort of parents, students, teachers, and administrators. Please read it carefully and review the school expectations. These expectations and procedures are based upon the following beliefs:

- Self-discipline, which includes being responsible for one's own actions, is an important part of good citizenship and an important goal of education.
- Public education is a right of youth; however, it assumes compliance with the laws of the State of Illinois and the policy rules and regulations as established by the Blackhawk administration and the Board of Education of Bensenville School District 2.
- The attainment of good citizenship is a shared responsibility of the school and the home which includes parents and students.

If you have any questions concerning this handbook please contact the office. We wish you a successful and rewarding school year.

Perry Finch Sarah Humboldt

Co-Principals

Entry & Exit Procedures

Students may enter the building through door number 1 at 6:45 AM and must report directly to the auditorium. If they are involved in a before school activity and have an appropriate early-morning entry pass, students may leave the auditorium. Students not involved in activities before school should wait quietly inside the auditorium until the bells ring.

Students who ride the bus should enter by the east side of the building through door 11. Students who walk to school or get dropped off should enter by the South side of the building through door 1, which is by the office.

All bus students should exit through door 11 by the east side of the auditorium. Students who walk home or who are picked up should exit through door 1 by the main office. Students should not be in the building more than 10 minutes after the last bell rings unless they are under the supervision of a teacher. If a student is asked to leave but remains on the premises, they will be subject to a consequence as listed in the Disciplinary Step System. This rule is for the safety of all students. Students who leave the school building at the end of the day may not return to ride the late bus without specific permission from school personnel. Students will be permitted to return to designated areas for specific after school activities. For re-entry for any other reason, students must check into the office.

Students who ride a bicycle or skateboard to school must not ride the item while they are on school grounds. Walk the bike to and from the designated racks at the south side of the building where bikes are to be locked securely. Bensenville School District 2 does not assume responsibility for bicycles ridden to school. Inline skating, scootering, and skateboarding are traffic hazards and are not to be done on school grounds.

Attendance and Absence

It is the responsibility of the parents to call the school before 9:00 a.m. each day of the student's absence. The number to call to report a student absence is 630-766-2601, voicemail box #4. Anyone wishing to speak with a Spanish translator may call the school and select voice box #3. If a call is not received, school personnel will attempt to call a parent/guardian at home or work. School absenteeism should be kept to a minimum. Unreported absences are unexcused and considered truancy. Like all other classes, zero period classes require mandatory attendance. The following are valid causes for student's absences.

- Illness
- Observation of a religious holiday
- Death in the immediate family
- Family emergency
- Other situations approved by school administration

Attendance letters are periodically sent to families to indicate and inform the number of student absences. After a student has reached 10 or more absences (excused or unexcused), any further absence will require a doctor's note or administrative

approval in order to be considered excused.

If there is no doctor's note presented or administrative approval is not granted, the absence will be marked as unexcused and at that time the family will be referred to the DuPage County Truancy Office for further interventions per section 105, 26-2a of The Illinois School Code.

Only the parent, guardian, or emergency contact listed on the registration form will be permitted to remove a student for the building. No student will be released without the signature (and proof of identity upon request) of the designated adult.

Homework Policy & Procedures for Make-Up due to illness

According to District 2 School Board Policy, homework for middle school students should not exceed seven and a half hours a week. It is the student's responsibility to obtain all homework assignments and make arrangements to complete any tests and projects that are missed due to absences. Work needs to be made up in a timely manner based upon the number of days absent.

If a student is absent, a parent/guardian may call the school to have assignments collected. This work can be picked up between 2:45 p.m. and 4:00 p.m. in the school office by the parent or guardian. Anyone wishing to speak with a Spanish translator may call the school and select voice box #3. Students and parents may also check Google classroom or teacher websites for assignments that were worked on during the day of the student's absence. Parents may also contact the classroom teacher directly for specific assignments.

Student Identification

Students are required to have their student identification with them at all times and are encouraged to wear them at school. If asked, a student should be able to present his or her student identification. Failure to produce student identification may result in disciplinary action. Students without IDs will be last to receive a lunch in the cafeteria as the process is delayed when students are without IDs. Replacement identification may be purchased for \$2 in the Student Center if a student lost or damaged their ID.

Tardy Policies

Tardy to School

Students arriving to school after the 7:50 a.m. bell are considered tardy to school. Students tardy to school should report to the Student Center to receive a pass to advisory and should be accompanied by a note or phone call from a parent/guardian explaining the reason. School administration determines whether the tardy is excused. Unexplained tardiness is unexcused. Students will be issued office referrals at their fifth tardy. Subsequent referrals will be written for every tardy after the fifth for the remainder of the trimester. Disciplinary consequences may be assigned to students receiving office referrals.

Tardy to Class

Students who arrive to school before the 7:50 a.m. bell but are late to advisory are to report to their classroom where they will be marked tardy to class. Students who arrive late to class throughout the day will be marked tardy to class by their teacher. After students are marked tardy to the same class for the fifth time in one trimester, the classroom teacher submits a referral to the office for disciplinary action.

The Office only issues passes to students who are late to school. Students must have a pass to come to the Student Center at any other time of the day.

Visitor Policy

For safety purposes, all visitors are required to enter the school only through door 1 and report to the office upon entering the building. Students are instructed not to open exterior doors for any reason. All visitors must sign in and provide a driver's license or other state identification. Visitors must wear a visitor's pass prior to exiting the office. All visitors must return their visitors pass and sign-out before leaving the building.

Hallway Behavior

Students are expected to practice appropriate hallway behavior while in the school building. This means walking quietly on the right side of the hallways and keeping hands, feet, and all objects away from others. Garbage is to be placed in proper containers in order to maintain a safe environment that respects others. Running, tripping, pushing, and shoving are dangerous and may result in disciplinary action.

Counselors

The role of our school counselors is to enhance academic achievement by providing social and emotional support to all Blackhawk students. The counselors work together with teachers, administrators, and parents to ensure students are able to set goals, problem-solve and resolve conflicts to achieve academic and personal success. Students can schedule to meet with their assigned counselor in a variety of ways: by stopping by the Student Center before or after school or during lunch and to request an appointment, by requesting to meet with their counselor through their teacher, or by completing a "Please Help" form that is available in all classes. Meeting with a counselor without an appointment is reserved for emergency situations only as evaluated by the counselor or administration.

Student Medication and Health Services

As stated in the Bensenville School District 2 Calendar Handbook, "Students are not permitted to carry medications. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures." Only physician-prescribed medications will be administered. All medications must be in the original prescription container appropriately labeled for the student. For prescribed over-the-counter

medications, it must be presented in a sealed container. For your child's safety and the safety of others, medications will be locked in the health office. Completed "School Medication Authorization Forms" must be on file for any medications administered during the school day. This policy includes those medications such as inhalers which are authorized as "self-carry" by your child's physician.

If a student is injured or becomes ill during the school day, they are to obtain a pass, if possible, from their teacher or adult supervisor and report to the health office. The nurse will make contact with parents as the situation warrants. **Students are not permitted to call or text their parents to pick them up if they are not feeling well.**

Locker Usage

When the entry bells ring, students should go directly to their locker and then proceed to their advisory class. Students should be prepared with pens, pencils, paper, textbooks, assignment notebook, independent reading book, ID, Chromebook and all necessary materials. Backpacks/book bags may be brought to school as long as they are stored in lockers during the day. **Any bag/purse large enough to carry a textbook is considered a backpack/book bag and is not permitted during the school day.** During the school day, students may go to their locker only at times designated by a specific grade level schedule. Students are not permitted to "set" their lockers, give their locker combinations to other students, or share lockers with other students at any time. **Students are responsible for all contents of their lockers at all times.**

Students should not attach pictures or other items to the inside of their locker unless they are attached with magnets. Lockers are to be kept cleaned and organized at all time. Students are not permitted to decorate friends' lockers to celebrate birthdays or any other occasions.

Search and Seizure

In accordance with Illinois School Code, students have no expectation of privacy in school property and equipment owned or controlled by the school or in any personal effects left in those places. **Student lockers are school property.**

Accordingly, school authorities may inspect and search places and areas, including, but not limited to: lockers, desks, and parking lots as well as any personal effects left therein, without notice to or consent of the student and without a search warrant.

PBIS

Blackhawk, like all District 2 schools, implements the behavior expectation program called Positive Behavior Interventions and Supports (PBIS). The Blackhawk program is called STAR (Safely, Together, Achieving Ready and Respectful Behavior). The PBIS approach toward behavior involves making behavior expectations consistent and well known to all stakeholders (e.g., students, teachers, parents). In addition, the desired behaviors are directly taught to students by student leaders and teachers and positive reinforcement is used when these behaviors are accomplished. Students who meet behavior expectations are recognized through verbal praise and the dispensing of Blackhawk Bucks that may be used to purchase select items or used as raffle tickets. The PBIS team analyzes behavior data every six weeks in order to identify challenging behaviors and locations. Behavior expectations can be found in the PBIS Behavior Matrix on the next page.

Blackhawk Middle School...Where EVERYONE'S a STAR!!!

	SAFE	RESPECTFUL	READY
Hallway	<ul style="list-style-type: none"> • Walk at all times • Stay on the right side • Respect others' personal space 	<ul style="list-style-type: none"> • Keep voice low • Be considerate of others' learning by staying out of windows and other classrooms 	<ul style="list-style-type: none"> • Go immediately to your destination • Use locker at designated times only • Have a hallway pass when out of the classroom
Auditorium	<ul style="list-style-type: none"> • Walk to seat • Remain seated until dismissed 	<ul style="list-style-type: none"> • Give full attention to speaker • Applaud at appropriate times • Follow adult directions 	<ul style="list-style-type: none"> • Ask for permission from an adult to leave • Wait for assigned bell
Library	<ul style="list-style-type: none"> • Walk at all times • Push in chair at table when you leave • Use all library furniture and technology as it is intended to be used 	<ul style="list-style-type: none"> • Keep voice low • Follow directions the first time given • Return books to the correct shelf if you decide not to check them out at the counter • Politely ask an adult if you need help 	<ul style="list-style-type: none"> • Have ID • Have pass to library to return/check-out books or to retrieve something from the printer • Wait in line to check out books • Return books by the date they are due
Cafeteria	<ul style="list-style-type: none"> • Walk at all times • Wait in a single file line when getting food • Clean up spills • Keep air free from flying food 	<ul style="list-style-type: none"> • Keep voice low • Follow lunch supervisor's directions • Use manners 	<ul style="list-style-type: none"> • Have ID • Raise hand and wait for permission to get out of seat • Stack tray neatly
Locker Room	<ul style="list-style-type: none"> • Change near your assigned locker • Respect others' personal space • Use only your assigned locker • Lock your gym locker 	<ul style="list-style-type: none"> • Keep voice low • Use manners • Follow adult directions the first time given • Ask adult permission to use washroom outside locker room 	<ul style="list-style-type: none"> • Arrive on time • Change within 5 minutes • Maintain personal hygiene • Bring your clean gym suit and shoes each week
Gym	<ul style="list-style-type: none"> • Keep gum and candy in locker • Remove jewelry • Use all equipment as it is intended to be used • Stop activity at whistle 	<ul style="list-style-type: none"> • Receive adult permission to use any equipment • Follow directions the first time given • Show good sportsmanship 	<ul style="list-style-type: none"> • Bring your clean gym suit and proper shoes each week • Arrive on time • Go directly to attendance spot and begin stretching • Participate each day
Student Center	<ul style="list-style-type: none"> • Maintain personal space • Wait in line 	<ul style="list-style-type: none"> • Keep voice low • Wait your turn • Ask politely for assistance at window • Use manners when asking and receiving help 	<ul style="list-style-type: none"> • Have a pass • Go directly to window for assistance • Follow directions of staff and complete tasks when given
Bathroom	<ul style="list-style-type: none"> • Keep water in the sink when washing hands • Throw away all garbage in trash can • Alert an adult if there is a problem 	<ul style="list-style-type: none"> • Keep the walls and stalls clean • Honor others' privacy at all times 	<ul style="list-style-type: none"> • Have a pass • Use bathroom for intended purposes only • Be quick—in and out in 3 minutes

Bullying Reporting

The staff at Blackhawk Middle School take the issue of bullying very seriously and strive to create a safe and welcoming environment for all students. Students and parents should report all suspected acts of bullying by:

- Completing a "Please Help Me" form and returning it to a counselor
- Reporting it directly to a school counselor, teacher or administrator through email, phone, or in person contact

Phone Usage

Students will be given phone messages ONLY in case of an EMERGENCY. Students may bring cell phones to school; however, they must remain turned off and may not be used in the school building with the exception of before school in the auditorium, cafeteria, and Learning Center, and after school at dismissal. In addition, students may use their phones in the cafeteria during their lunch period. The school administration reserves the right to deny individual students phone usage during these times if it is found to be disruptive or disrespectful. Other exceptions to phone usage include if the phone is included in a student's Individual Education Program or if the phone is needed in an emergency that threatens the safety of students, staff, or other individuals. Failure to adhere to these guidelines may result in disciplinary consequences.

Phone calls may be made in the main office only with the permission of school staff. In the case of an emergency, if students need to call a parent or guardian, they may obtain a pass from a teacher to use the office telephone. If lunches or necessary school supplies are forgotten, parents may bring them to the school office and the student will be notified.

Lost & Found

Students are responsible for all of their personal belongings. Students should clearly mark all of their personal belongings. In case of loss, students should check their locker, classrooms, and "Lost and Found" thoroughly. Students are responsible for lost textbooks and library books. If these books are not found within a reasonable time, as determined by teachers or the office, a form will be mailed home with a bill for replacing the missing book(s). Students that misplace their Chromebooks at school should report this to their classroom teacher.

Student Appearance—Acceptable Dress & Accessories

Students are expected to present an appearance in accordance with reasonable standards of health, safety, order, discipline and modesty.

The following are not allowed:

- Midriffs showing, including when arms are raised
- Tops that are see-through
- Tops that are low-cut or overly revealing
- Short shorts or short skirts (shorts and skirts must be longer than fingertip length when held at side)
- Shorts and skirts worn with tights or leggings must be longer than arms length when held at side
- Pants worn below the waist (boys may be asked to wear belts and/or tuck in shirt)
- Pants and shirts having excessive or inappropriate rips or holes

- Exposed undergarments
- Coats, gloves, and sunglasses are to be left in the lockers
- Writing on skin (tattoos must be covered)
- Studded, spiked, jewelry or hanging chains
- Hats, bandanas, hairnets, sweatbands, headbands (males only), or other head coverings
- Hoods worn covering the head
- Earbuds/headphones should only be worn in ears during class when needed for learning, before school in designated areas, or in the cafeteria during a student's designated lunch period

Clothing that promotes the use of drugs or alcohol, displays inappropriate language, depicts a violent or inappropriate theme, depicts gangster movies (e.g., Scarface), identifies gang affiliation, or is in poor taste is also not allowed. Gang identifiers are not necessarily constant. As these identifiers change, certain colors and styles of clothing may become unacceptable for student attire. If a student arrives at school wearing any inappropriate attire, they will be required to change into their gym suit or other proper attire. Repeated offenders will face disciplinary consequences. The school administration is the final authority for judging the appropriateness of a student's appearance.

Prohibited Items and Materials

Students in possession of any of the following items such as but not limited to: drink (other than water), unauthorized fidget toys, inappropriate school supplies, cameras, video cameras, laser pointers, aerosol sprays, perfume or cologne, drugs, "look alike" drugs, alcohol, guns, knives, pepper spray, mace, fireworks (including pops, poppers, fun snaps), lighters, cigarettes, electronic cigarettes, vaping devices, or any "look alike" weapon may be subject to consequences as outlined in the Disciplinary Step System and will be confiscated. This includes any inappropriate materials, which may disrupt or distract from the educational environment or interfere with the maintenance of a positive school climate.

Students should not bring valuable personal belongings to school. The school cannot be responsible for valuable items such as MP3 players, CD players, cameras, expensive jewelry, and money.

Computer Usage and Safety Policies

Students are expected to use computers to complete assigned tasks or other activities specifically assigned by the teacher. Use of passwords or other user names other than one's own is strictly prohibited and may result in the loss of privileges. Students and parents are required to sign an electronic network user agreement that outlines student privileges for the Internet and Chromebooks. Students who repeatedly choose to misuse their Chromebook or grossly misuse their technology may receive disciplinary consequences.

According to the District Chromebook Agreement, if a student's District 2 Chromebook becomes damaged, financial consequences may occur. Blackhawk teachers have the capability of monitoring the Chromebook screens for students in their classrooms. This

provides students with support to remain on task with their work and content safety oversight. All District 2 Chromebooks are protected by Internet filters both on campus and off the school campus.

Cafeteria Procedures

The cafeteria should be a pleasant area in which students can enjoy both their lunch and their friends. Students should abide by the following procedures:

- Have ID every day
- Arrive on time
- Maintain personal space and respect others' personal space and food
- Stay seated at all times
- Be polite and follow cafeteria supervisor's directions the first time
- Ask permission from supervisors to throw garbage away, use restroom, buy snack, leave cafeteria
- Clean personal eating area
- Use appropriate and positive language at an appropriate volume level
- Keeps hands, feet, and objects to yourself (even with your friends)
- Absolutely no throwing of anything
- Gently place lunch tray in bin
- Open food and drinks are not to be taken out of the cafeteria without permission by school staff
- Quietly and safely exit cafeteria when given permission by supervisors

The school administration and cafeteria supervisors reserve the right to re-assign seats in the cafeteria to any and all students when necessary.

School Bus Conduct

Riding the school bus is a privilege extended by School District 2. Students are expected to conduct themselves in an orderly manner while at the bus stop, while boarding the bus, and while riding the bus. Students are under the supervision of the bus driver and are expected to respect the authority of this adult as they would a teacher. Students are only allowed to ride their assigned bus to or from school. Only students with a bus pass are allowed to ride the late buses. All students are to be familiar with bus riding rules as they will be riding the bus for field trips. The following expectations apply to all students at all time while riding the bus:

- All school behavioral expectations apply while riding the bus
- Follow the bus driver's directions the first time given
- Use appropriate language at all times
- Remain seated at all times
- Talk quietly only to the students immediately around you
- Keep hands, feet, and objects to yourself (even with your friends)

- No throwing of anything or roughhousing at any time

Students who repeatedly fail to follow bus safety expectations may be suspended from the bus for a period of time determined by the administration. Parents/guardians must provide alternative forms of transportation to and from school in the event of a bus suspension.

Student Progress Reporting

Bensenville School District 2 has transitioned to a standards-based reporting model. Blackhawk uses the following methods when reporting student progress to parents:

1. Student progress is reported at mid-trimester and trimester.
2. Online parent access to student progress can be done through TeacherEase.
3. Special progress reports are sent out occasionally by teachers to inform parents of special situations that require immediate attention or indicate successful work in a project.
4. Parent conferences will be held during the year at times as specified in the Blackhawk Banner. Conferences can also be arranged whenever parents would like to set up an appointment. When requesting a conference, please contact either the teacher or school office at (630)766-2601 between 7:00 a.m. and 4:00 p.m.
5. And of course, parents may call a teacher directly at any time during the year to discuss their child's progress.

Academic Dishonesty

Academic dishonesty includes plagiarism, sharing answers, and/or copying answers on any assignment, quiz, or test. Recurring instances of academic dishonesty will be considered behavioral issues which will be reported to the office and could result in disciplinary action.

Exclusion from PE for Illness/Injury

Students must present a written note to the nurse for approval prior to gym class in order to be excused from participation. Parents may write a note for an injury or illness for up to three days. Any illness or injury requiring more than three days exclusion from participation must be accompanied by a physician's note stating the reason for the excuse and the length of time the excuse will run. Students who are excused from participating in gym/recess may not participate in after school sports (e.g., basketball, volleyball, cross-country, track, cheerleading, and other extracurricular activities).

Extracurricular/Athletic Eligibility Policy

In order to participate in any school activity, practice, rehearsal or performance, etc., after school, in the evening, or weekend, a student must be in attendance **ALL DAY** unless a special arrangement has been made with the school administration.

To be eligible for participation in extracurricular activities, students need to be in full compliance with the Blackhawk Student-Athlete Contract which outlines demonstrating ready, safe, and respectful behaviors and good standing with academic course work. Blackhawk administration reserves the right to the determination of student eligibility. Students serving

In-School-Suspension or Out-of-School Suspension are ineligible to participate in extracurricular activities for that day. Students notified of In-School-Suspension or Out-of-School Suspension for the following day are ineligible to participate in extracurricular events on the day of notification. Students notified of In-School- Suspension or Out-of-School Suspension for the following day are ineligible to be a spectator at extracurricular events on the day of notification. In addition, students serving In-School-Suspension or Out-of-School Suspension are ineligible to be a spectator at extracurricular events on the days of suspension.

Sports

- Cross Country
- Girls and Boys Basketball
- Cheerleading
- Dance
- Girls and Boys Volleyball
- Girls and Boys Track and Field
- Co-Ed Soccer

Clubs

Students are offered the opportunity to participate in a variety of teacher-led clubs throughout the school year. Clubs may change on a yearly basis due to student interest. As a guide, the following clubs have been offered to students in the past:

- Art Club
- Game Club
- Minecraft Club
- Environmental Club
- Girls on Track
- Chorus
- Steel Drums
- Jazz Band
- Music Makers
- Student Council
- Math Club
- Book Club
- Musical/Play
- Soccer Club
- Intramurals
- Underwater Robotics Club
- MOBA Game Club

Student Code of Conduct

Students shall be held accountable for their actions on and away from sporting events and from school-related activities. Any student who demonstrates poor behavior not conducive to the spirit of good sportsmanship or good citizenship may be subject to disciplinary action. Any whistling, booing, stomping, unsportsmanlike conduct or other disruptive behavior may result in removal from the event.

Disciplinary Step System

The Disciplinary Step System is a progressive disciplinary consequence procedure designed to monitor a student's behavior to ensure that disciplinary consequences are meted out fairly and consistently, both to the individual student and also between students. Reports of inappropriate behavior will be investigated by the Blackhawk Staff and reported to the principal's Office. Students will progress on the Step System based on the frequency of inappropriate behavior and the degree of severity of that behavior. Consequences will be assigned according to the infraction and the student's step position. **Students may reduce one-step position through ten (10) school day periods of appropriate behavior when in attendance.** Student behavior will only be discussed with the parents/guardians of that student per section 105, 10-6 of the Illinois School Code.

Disciplinary Infractions

Students involved in disciplinary incidents will be placed on a disciplinary step at a level appropriate to the offense. Students who commit serious behavior infractions are subject to suspension and in some cases expulsion. **Because of the serious nature of some of these offenses or for repeated offenses, a student may be advanced more than one step per offense, up to and including expulsion from school.**

Expellable Offenses

Immediate advancement to Step 10 may result from any incident listed as an expellable infraction. Expellable infractions include, but are not limited to, any of the items listed.

DISCIPLINARY INFRACTIONS

Minor Infractions (begin with Step 1)

- * Food/drink use outside of the cafeteria
- * Cafeteria problem
- * Creating disturbance within the building or on school grounds
- * Any display of public affection
- * Failure to exit building promptly
- * Failure to follow directions
- * Failure to produce ID when requested
- * Possession of another's ID
- * Failure to serve lunch detention
- * Failure to serve AM/PM Detention
- * Gambling
- * Harassment
- * Inappropriate attire
- * Lying to school officials
- * Misuse of technology
- * Possession/distribution/posting of unauthorized, inappropriate literature
- * Vulgar, obscene language/writings and/or gestures
- * Failure to keep hands, feet, and objects to oneself

Seemingly minor disturbances may be considered major based on the circumstances surrounding the incident and/or repeated offenses.

Major Infractions (begin on Step 2, 4, 6, 8, and 10)

- * Arson
- * Assault and/or battery against student or staff
- * Bullying/cyber bullying
- * Bus disruption
- * Weapons (Note: this applies to look-alike weapons as well).
- * Disruption of class
- * Disruptive demonstrations on school property

- * Drugs/drug paraphernalia-alcohol
- * Failure to serve In-School Suspension
- * Failure to serve AM/PM Detention (repeat occurrences)
- * Fighting
- * Fire extinguishers (tampering with)
- * Firecrackers/smoke bombs
- * Gambling
- * Gang/cult activity (apparel, recruitment, intimidation, graffiti, gestures)
- * Gross student misconduct
- * Group disorder/ creation of chaos
- * Harassment (sexual/racial/cyber)
- * Insubordination
- * Leaving School Building without permission
- * Misuse of technology
- * Possession/distribution/posting of unauthorized, inappropriate literature
- * Repeated occurrences of possession of other incendiary devices.
- * Theft
- * Threat of violence to students or school personnel
- * Tripping of fire alarm (criminal)
- * Truancy - partial or full day
- * Verbal abuse to staff
- * Vulgar, obscene language/writings and/or gestures

This list of disciplinary infractions is not intended to be all-inclusive. Students who engage in illegal activity are subject to arrest and prosecution in addition to school disciplinary action.

Expellable Offenses

Students involved in the following infractions are subject to immediate advancement to Step 10 and possible expulsion even though they may not have been involved in previous

Disciplinary incidents during the current school year:

- * Criminal tripping of a fire alarm
- * Setting off or threat to set off explosive device
- * Arson
- * Possession/use of dangerous materials-weapons.
- * Assault and/or battery against any student or staff member
- * Threats of violence to students or school personnel
- * Possession/sale of drugs or alcohol
- * Damage to school or school personnel property
- * Misuse of technology
- * Theft (determined by incident)
- * Gang or cult activity-repeated/blatant
- * Making a bomb threat
- * Tampering with fire extinguishers
- * Flagrant and continued disregard of school rules
- * Gross student misconduct

DISCIPLINARY STEPS

STEP 0

All students begin here. (Each step may include any or all of the consequences from the previous steps.)

STEP 1

- * Lunch detention (*see note below)
- * Office Referrals
- * Peer Mediation
- * Assistant Principal/student conference
- * Counselor Referral
- * Detentions--AM/PM
- *

STEP 2

- * Detentions--AM/PM
- * Assistant Principal/student/parent conference

STEP 3

- * Detentions--AM/PM
- * Principal/Parent/student conference

STEP 4

- * Assistant Principal/student conference

- * Assistant Principal/parent conference
- * Saturday Detention

STEP 5

- * Assistant Principal/student conference
- * Assistant Principal/parent conference
- * Temporary loss of privileges—Extracurricular

STEP 6

- * Assistant Principal/student conference
- * Assistant Principal/parent conference
- * In-School Suspension

STEP 7

- * Assistant Principal/student conference
- * Assistant Principal/parent conference
- * Principal/Assistant Principal/Student conference

STEP 8

- * Assistant Principal/student conference
- * Assistant Principal/parent conference
- * Out-of-School Suspension
- * Principal/Assistant Principal /parent conference

STEP 9

- * Assistant Principal/student conference
- * Assistant Principal/parent conference
- * Superintendent/Principal/student conference

STEP 10

- * Assistant Principal/student conference
- * Assistant Principal/parent conference
- * Superintendent/Principal/parent/student conference
- * Possible suspension until conference
- * Possible suspension until Hearing or Alternate Placement
- * Possible IEP conference or staffing (Special Education students)
- * Possible Police Involvement
- * Possible Board Hearing
- * Possible Alternate School Assignment Possible Expulsion

Discipline Process for Gang Behavior

Blackhawk Middle School maintains a separate discipline policy for gang behavior. The steps in the policy may not be reduced and carry over from year to year. The four steps are as follows:

1. Verbal warning and parent conference.
2. One-day out-of-school suspension and parent conference.
3. Five-day out-of-school suspension and re-admittance conference with Superintendent.
4. Ten-day out-of-school suspension and recommendation for expulsion.

Disclaimer

The Blackhawk Middle School Student Handbook reflects the current status of rules and policies and represents general guidelines for student expectations and conduct. It is imperative that parents and teachers work together to establish and maintain positive student behavior. The list of guiding principles contained in this student handbook is not intended to be all-inclusive and may be modified or amended at the discretion of the administration.