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STUDENT HANDBOOK

Channahon Junior High School

24917 W. Sioux drive

Channahon, IL 60410

815-467-4314

www.csd17.org/juniorhigh.shtml

ACADEMIC PROGRAM

The academic day at CJHS consists of exploratory classes, physical education and health, a study hall, lunch, & the five core academic subjects: language, reading, math, science, and social science. All class periods are approximately 45 minutes long with a 3 minute passing period. Each lunch is approximately 30 minutes long.

Exploratory Programs: The exploratory classes at CJHS are each 9-weeks in length and focus on areas outside of the core curriculum. All 7th graders will be enrolled in the following exploratories: Spanish, Mod-Tech, Computers, and Family-Consumer Science / Life Skills. All 8th grade students will be enrolled in the following exploratories: Mod-Tech, Transition Seminar, Music, and Art. Students who excel academically within the 7th grade foreign language exploratory may be offered the opportunity to extend their experience with this type of learning into their 8th grade year. Any 8th grader enrolled in Spanish will not be enrolled in part or all of the normal exploratory rotation. Below you'll find a brief overview of the arts courses:

Art - Students get hands on experience and reinforce concepts learned in the core academic subjects, especially science.

Foreign Language - The 7th grade exploratory course is designed to teach basic communication skills within the Spanish language. Students interest in a new language will be sparked in this 9-week class.

Modular Technology-This course allows the students an interactive experience in many interdisciplinary areas. All students will be exposed to this course.

Music– The music curriculum is mainly a music appreciation course. Students will have an opportunity to sing, dance, and play an instrument, along with other components.

Family & Consumer Sciences - In family & consumer sciences students learn various real life skills such as, meal preparation, clothing care, and money management.

Computers - Students have an introduction to Internet use and then develop the skills to create an exciting web page. Other technology related skills will also be taught to all 7th graders in this exploratory.

Transition- This 8th grade exploratory course focuses on the seven habits of highly effective teens by author Sean Covey.

Tutorial Transition- This 7th and 8th grade exploratory course offers assistance with study skills and organization. It will also give tutorial assistance and is designed to maximize the academic performance of the participants. Students are placed in this course by the principal on an as-needed basis.

Core Academic Classes:

Language Arts: Students receive instruction regarding reading comprehension and language arts skills within a combined 2-class period time block on a daily basis. They will receive one grade for the block class but it will be worth double in their grade point average (because it is double the minutes of instruction per quarter).

Math: The regular math curriculum for 7th grade is known as 7th grade math. Accelerated 7th grade math students (Catalyst) take Pre-Algebra. The regular math curriculum for 8th grade math is 8th grade math or 8th grade pre-algebra. Accelerated 8th grade math students (Catalyst) take Algebra.

Physical Education & Health: Physical Education is offered daily. Three quarters are spent in physical education and one quarter is spent in health.

Science: 7th grade science is a life science course and the 8th grade science course is an earth science course. Our science

teachers have emphasized and continue to emphasize a hands-on approach to teaching science.

Social Science: Our social science curriculum consists of world geography in 7th grade and U.S. history and government in 8th grade. An Illinois graduation requirement for 8th graders involves learning about the U.S. and Illinois Constitutions and passing the constitution tests.

Lunch: All students have a 30-minute lunch period.

Study Hall: Study Hall is to be utilized for quiet study and students need to come prepared for the entire time frame. Students may receive passes to the library from the study hall supervisor. Those students who received a D or F on their midterm or quarter report card may be placed on "No Pass Status". These students will not be allowed to leave their regular study halls without the specific direction or permission of a staff member. No Pass Status remains in effect until the end of the next marking period. Study hall supervisors may assign peer tutors (through the Beta Club), structure study groups, etc. in an effort to help students achieve passing grades. During this time, a student may be assigned to an adult at-risk aide to assist with schoolwork.

Faculty & Staff:

<u>Name</u>	<u>Responsibility</u>
Mr. Dan Baker	7th PE/Health
Mrs. Jennifer Becker	7th & 8th Spanish/7th Language Arts
Mr. Kevin Becker	Band
Ms. Jane Benegas	Night Custodian
Ms. Katherine Bennett	7th Language Arts
Mrs. Erin Bettenhausen	8th Science
Mrs. Renee Bogacz	7th & 8th Language Arts Catalyst/Computers
Mrs. Sue Clark	Library Clerk
Mrs. Lori Dailey	8th Special Education
Mrs. Dawn Daniels	Aide
Mrs. Sue Davis	7th P.E./Health/FCS
Mrs. Amy Delgado	7th Language Arts/7 th Social Studies/8th Transition
Mrs. Shari Fishburn	Secretary
Mrs. Anita Freehauf	7th/8th Music/Choir (p.m.)
Mrs. Debbie Gelsomino	Café Cashier
Mrs. Nancy Hanik	Sowic Aide
Mrs. Chris Hoelscher	7 th /8th Language Arts
Mr. Brad Homerding	Dean/Athletic Director
Mr. Ray James	Daytime Custodian
Mrs. Bobbie Jerome	Café Cook
Mrs. Terri Johnson	7th Special Education
Mrs. Emily Kath	Social Worker
Ms. Jennifer Keeney	7th Math/Mod. Tech./7th & 8th Health
Mr. Tom Kowalski	Night Custodian
Mrs. Debbie Lambert	Baker
Mr. Jim Lamping	8th Social Studies
Mr. Kirk Lange	7 th /8th Science
Mrs. Peggy Lindstrom	7th Math
Mrs. Lisa Karavas	SOWIC Psychologist
Mrs. Laura Martin	7th grade At-Risk Aide
Mrs. Marcia Mason	SOWIC Aide

Mrs. Sue McCarthy	8th Alg/ 7th&8th Pre-Alg./8th Mod Tech
Mrs. Janine Michalak	8 th Language Arts
Mrs. Tiffany Nelson	SOWIC Director for CSD 17
Mrs. Geri Pieczynski	Secretary
Mrs. Alexandra Quinn	8th Math/Pre-algebra
Mrs. Kathy Sewing	8 th Language Arts
Mr. Bill Stonitsch	8th P.E./Health
Mrs. Beth Thelo	Head of Café
Dr. Chad Uphoff	Principal
Mr. Tony Urbanski	7 th /8th Social Studies
Mrs. Brenda VanAsdlen	8th At Risk Aide
Mrs. Julie Wright	Nurse (pm)
Ms. Kimberly Yonker	7th Science/Social Studies

Academic Remediation: In order to be promoted from 7th to 8th and from 8th to 9th grades, students must maintain a cumulative grade point average of at least 1.0. We strive to provide additional academic assistance to students in danger of not meeting the 1.0 grade point average. Summer school is not offered through District 17.

HOME/SCHOOL COMMUNICATION

The staff at CJHS is committed to providing the best possible educational environment for our students. The educational environment is only enhanced when parents and teachers work together. That's best accomplished through quality home/school communications. The teachers at CJHS will make an effort to contact parents on a regular basis, but communication is a two-way street. Parents need to contact their child's teacher regularly as well. Below you'll find a few of the formal avenues of home-school communication which are utilized at CJHS:

Email: All CJHS staff members can be reached via email. Addresses consist of a staff members first initial of his or her first name followed by the entire last name with the following ending - @csd17.org. For example - jsmith@csd17.org.

Indian Letter: Each Thursday "The Indian Letter" is distributed to all students and/or families. This email based newsletter will be sent to every parental email address which is made available to the main office. Paper copies of the weekly newsletter will be available in the main office for any students or parents who do not have email access. The Indian Letter will provide information about upcoming events, recognize special student accomplishments and give helpful hints about what it takes to be successful at CJHS.

Mid-term Progress Reports: All students receive mid-term grade reports. It needs to be signed by a parent or guardian and returned to the study hall teacher by the specified date. These notices provide the communication necessary to realize where students should focus extra effort. All students should have plenty of time from this point to bring those grades up and to have a successful quarter.

Open House: Open house is scheduled in the evening during the first few weeks of school. (Look for the date in the school calendar.) This night provides an opportunity for parents to find out more about school and teacher expectations. **All parents should attend.**

Quarterly Report Cards: At the end of each nine week grading period, a report card will be issued. Report cards will reflect current grades for each subject, absences, grade point average and computerized comments made by teachers. It is understandable that parents may want to discuss their child's grade with a teacher. We encourage parents to call the teacher and schedule appointments as needed.

Parent/Teacher Conferences: Parent/Teacher conferences are scheduled two times during the school year (see your school calendar for specific dates). Parents should contact the school to schedule appointments to visit their child's teachers. Appointments can be reserved by calling the office and asking the secretary for times. **All parents should attend Parent/Teacher Conferences.**

Power School: The faculty and staff at CJHS will be utilizing the Power School program for the reporting of student attendance and grade reporting, as well as the majority of other data collection activities. Parents will be given passwords for each of their children and will have the ability to monitor their children's academic performance via the Internet from home. Email links will be available to promote prompt communication between parents and teachers.

PROCEDURAL GUIDELINES

Accidents or Injury: Any student involved in an accident or injured in any way must report the incident immediately to his or her classroom teacher. If a teacher is unavailable, the student should report directly to the main office.

Assignment Notebooks: The Channahon PTO has generously purchased assignment notebooks for all students. Keeping an assignment notebook is necessary for successful organization in school. Teachers may check to see that it is filled in after each class. Parents should also check the notebook to help keep their student organized. Any lost notebooks should be replaced through the main office for a cost of five dollars per notebook.

Attendance: Regular attendance at school is essential. A child who is frequently absent misses discussion and instruction that cannot be made up. We do not mean, however, to encourage parents or guardians to send a child to school when his or her attendance would endanger the health of his or her classmates; but we do feel that absence for other reasons than illness should be avoided if at all possible. In the event you have advance knowledge that your child is going to be absent, please send a written note to the school explaining the absence. **When an unexpected absence occurs, parents/guardians are required to telephone the school BEFORE 9:00 AM and provide the school with a reason for the absence. You may call the attendance hotline at 521-3031 before 7:30 am, or call the office after 7:30 am at 467-4314.** In the case of excessive absences from school, documentation from a physician may be required by the administration. Students who are excessively absent from school may also be referred to the Will County Truancy Officer.

Book Bags: Students are to leave their book bags in their lockers during the school day.

Building Access Before School: Students should NOT arrive to school prior to 7:30 a.m. unless prior arrangement is made with a staff member. Car riders are to be dropped off at the southeast entrance. Bus riders, bike riders and pedestrians can enter through the main entrance.

Cameras &/or Camera Phones: Photography with these devices at school, on buses or at school events is strictly prohibited.

Cheating & Plagiarism: Students involved in these activities will be dealt with immediately by their classroom teacher and/or the administration. These unethical behaviors will not be tolerated. Students will be assigned disciplinary consequences and may receive zero credit on the assignment or test.

Dress Code: The Board of Education expects student dress and grooming to reflect the standards of personal conduct so that each student's attire promotes a positive, safe, and healthy atmosphere with the school. Students dress may not present a health or safety hazard, violate municipal or state law, or present a potential for disruption to the instructional program. Attire or accessories, which advertise, display or promote any drug, including alcohol or tobacco, sexual activity, violence, disrespect and/or bigotry towards any group are not acceptable. Unacceptable clothing and accessories include, but are not limited to, gang-related attire, excessively tight or revealing clothes, short shorts or skirts (general guideline would be with arms to the side, minimum fingertips in length), bare midriff, low-cut and/or off the shoulder blouses, tank tops, spiked or excessive jewelry, and chains. Sagging, or the wearing of pants below the waist or the wearing of excessively baggy pants are prohibited. **Students should be completely covered by clothing from shoulder to mid-thigh.** Hats, caps, visors, bandanas are not to be worn during the school day. Jackets or coats, designed to be worn outside in inclement weather, are to be placed in lockers and not worn to classes. The dress guidelines at Channahon Junior High were designed to help maintain an academic environment that emphasizes decency and respect.

Dress Code for the 8th Grade Dance: Female students may **not** wear: backless or low-back dresses; low-cut dresses or dresses that reveal cleavage; dresses made of sheer or see-through material; or strapless dresses. Additionally, dresses must be fingertip in length. Male students **must** wear: dress pants and a collared shirt; ties are optional. Jeans, athletic pants, and shorts are **not** allowed.

Entering School: There are two entrances available to students in the morning. Students riding buses or walking are to enter the building through the main office entrance (door #1) at the beginning of each day. Students dropped off by parents should use the east driveway entrance and drop off/pick up at the Southeast corner of the junior high school building. Students will be admitted to the school beginning at 7:30am on every school day. **Parents: Please be aware of the stop arms of the busses when they are parked. Cars who pass a stopped school bus are in violation of the law. All car traffic should avoid the front driveway from 7:15 – 7:45 am and from 2:25 – 2:50 pm.**

Field Trips/Class Activities: From time to time field trips and class activities are scheduled. These are to be considered added privileges. These will always be chaperoned affairs and permission slips will have to be submitted in advance of the function. As they are considered an extension of the school, **all school guidelines and rules are in place.** Students may be withdrawn from these events for disciplinary or academic reasons. **Students who have a doctor's note excusing them from gym class may be required by the nurse or principal to provide a doctor's release in order to attend the field trip.** Students are responsible for any missed assignments, tests, etc.

Hallway Guidelines: In order to ease the flow of traffic and avoid congestion and confusion students must follow these regulations:

- 1) Running, pushing and shoving are not allowed.
- 2) Slamming lockers is not permitted. Lockers are to be closed in a reasonable fashion.
- 3) Students who are in the hallway after the bell need to have a pass. It is the student's responsibility to ask the teacher for a pass.
- 4) Students should pick up after themselves and be conscientious, in an effort to keep our hallways neat and orderly.
- 5) Food/drinks should not be in the hallway.
- 6) Due to safety concerns, absolutely no misbehavior of any type will be tolerated on the stairways. The elevator is available only to students with medical clearance from a physician. **The two stairwells at either end of the academic hallways are to be used for students going upstairs only. The middle stairwell should be used for going from upstairs to downstairs at all times.**

Homework: Homework may be required at times. The assignment notebook will help students organize their work. Homework is the student's responsibility.

Lockers: Every student will be assigned a locker for storage of books, jackets, note books, etc. Students will be responsible for their assigned lockers. Lockers are to be kept neat and orderly. Pictures, mirrors, or signs may be displayed inside as long as they are in good taste and are not permanently affixed. Writing and/or drawing on lockers is not permitted. Lockers may be decorated with administrative approval. The assigned combination should be private. Lockers are not to be "set" to open automatically. This can cause damage to the mechanism for opening and closing. Lockers are school property and upon occasion the principal may need to inspect student lockers.

Lunchroom Guidelines: Each student will have their own lunch period for approximately thirty minutes per day. Students may bring their own lunch or purchase the school lunch. The lunch program is a pre-paid system in which deposits can be made to student debit accounts. When purchasing lunches, students are to present their student id cards to the cashier for the appropriate debit to be made. Replacement cards are \$5. The balances of all lunch accounts for individual students can be checked by parents through the Power School program. Students may not purchase candy or pop during lunch from the school machines. Do not bring drinks in a glass container as they can easily break. Food may not be taken outside and students are not permitted to go to lockers during lunch. Students must have a pass signed by a teacher prior to lunch period if they intend to go to a teacher's classroom. Seating may be assigned. Students are expected to follow procedures established to ensure an orderly lunchroom. Furthermore, students are expected to listen to all supervisors. Everyone is responsible for cleaning up after him/herself.

Make-up Work: Students will have two days to make up their work after being sick. This will be cumulative for each day of absence (i.e. a student absent for three days will have six days to make up missed work). For any planned extended absence (such as a family vacation, out of school suspension, etc.), parents are encouraged to request for all missed work to be sent down to the main office prior to departure. All work which is received beforehand or during any extended absence, including but not limited to vacations and out of school suspensions, will be due to turn in on the date of return to school. For any planned extended absence in which work is not received before hand, all make up work will be due within five school days. Students are encouraged to pick up their assignments ahead of time. Parents should call and report every absence and may request homework at this time. However, requests must be made before **9:00a.m.** Parents requesting homework for absences can pick it up after 3:00. Parents will be given the homework packet in the office, and it is the parent's responsibility to get all necessary books from your student's locker. Locker combinations will be supplied.

Medication: When a child requires medication, the primary responsibility for administration of such medications rests on the parents. The district recognizes that some conditions can be controlled or corrected only when medicated at intervals, which may include school hours. In those instances, when the doctor determines that administration during school hours is necessary for optimum benefits, the District 17 board policy regarding the administration of medication will be followed. If your child will need to take any type of medication during the school day, please contact the main office to obtain a copy of the district guidelines.

Morning Announcements: Each morning, announcements will be given over the intercom, followed by the Pledge of Allegiance. The announcements will provide information about up-coming events, sports results, and club organization news. All announcements have to be cleared by the office, coaches or sponsors. Personal information will not be allowed on the intercom. Students are expected to be quiet during the announcements.

Nurse's Pass: Our Nurse will be on duty every day during the time posted. Anyone who needs to see the Nurse must first obtain a pass from his/her teacher. Emergencies that occur during a time when the Nurse is not present will be referred to the office. The Nurse is to be notified of any medical conditions, (broken arms, sprained ankles, etc.) medications for distribution, and/or doctors excuses from P.E. If students come to school and become ill, they may be sent home. For the most part, students need to have a temperature above normal in order to be sent home. The nurse or the office will make every effort to contact the home and emergency numbers in case of an emergency.

P.E. Guidelines & Dress Code: Students are required to wear a CJHS P.E. uniform, white athletic socks, and tennis

shoes. Uniform shirts and shorts can be purchased from Coley B's in Minooka. For safety purposes, Facial piercings, ear gauging devices, dangling or hoop earrings, necklaces, bracelets, and watches may **NOT** be worn during PE class. Tennis shoes should not be their street shoes and should be kept at school. Each student will be provided a locker and combination lock.

Assigned lockers should be kept locked and the combination should remain private. Students are required to be excused from P.E. with a Doctors' excuse if they have stitches, a splint, or a cast. Also, students will not be allowed back into P.E. until they are released from their doctor and bring in a note to verify this. Good personal hygiene habits are emphasized in health as well as P.E. **Uniforms need to be taken home every Friday, cleaned, and brought back to school after the weekend.** An unwashed uniform will NOT be an excuse for not participating in P.E., even with a parent note. Each time a student forgets his/her uniform, he/she will lose daily participation points. One point may be regained by completing the written work assigned and returning it to the teacher by the end of the class period. Participation counts 20% of the student's overall grade.

P.E. Excuses: If a student is unable to participate in physical education, an excuse must be provided. A doctor's note is needed for a long-term condition (i.e. something longer than 2 days). A parent may excuse a student for illness that doesn't necessarily warrant medical attention for one day, three times per quarter. Cases such as these require parental discretion as to the seriousness of the illness. Excuses for minor illness such as a cold or aches and pains are not acceptable. The student is responsible for bringing a note from home to the school nurse.

Personal Items: Personal items such as radios, CD players, toys, games, etc., are to be left at home and not brought to school. Cell phones should not be on the student at any time during the school day and use is prohibited during this time. Any articles from home that are required for a speech or demonstration in a class must be approved ahead of time by the teacher or principal. These items may be kept in the office for safe-keeping. Pets are not allowed in the building without prior permission and special arrangements for drop off and pick up. Any personal item deemed not conducive to the school environment may be confiscated by the teacher and/or principal and returned only to a parent.

Phone Usage: The office phone may be used by students for emergency purposes only or if permission is given by a staff member. Students are not allowed to call home for forgotten items. **All cell phones should be turned off and stored in lockers during the school day. Picture phones are not allowed at CJHS and will be immediately confiscated if found at school.**

Pop/Candy/Gum Rules:

- No pop, food or candy should be brought into any class.
- Sealed pop may be stored in a locker for lunch purposes.
- Pop or food may be eaten before school in the MP Room or after school at school functions that allow it. No open pop containers should ever be outside of the MP room.
- Gum rules are at the teacher's discretion.
- Since the school is air conditioned, water bottles will only be permitted in class with administrative approval based off of a doctor's note.

Guidelines for violations of pop/gum/candy rules:

- 1st offense (quarter): warning
- 2nd offense (quarter): lunch detention
- 3rd offense (quarter): detention
- 4th offense (quarter): office referral for action

Textbooks: All textbooks are the property of Channahon Schools. Families pay a rental fee to use them. When students are assigned books, it is their responsibility to care for their books. Students will be assessed a fine for lost or damaged books. It is strongly encouraged that students cover their books in order to protect them.

Visitors: All visitors to the building must report to the main office immediately upon entrance to obtain a visitor's pass. Students will not be allowed to bring visitors to school with them.

DISCIPLINE

The discipline plan at CJHS has been established in an effort to maintain safety, health, and welfare of the students, staff, and property. It may be necessary at times to discipline students whose conduct affects the well-being of themselves, the school and others. All of the rules for students at CJHS can be summed up in the following statements:

1. Be honest. When you make a mistake, tell the truth and move on.
2. Be respectful. Respect others and yourself.
3. Work hard. Work to be your best. Be the best you can in whatever you do.

The school prefers to only manage and monitor student behaviors from "bus stop to bus stop" each day. However, the school

may punish a student for inappropriate behaviors outside of school if there is a correlation with problems arising at school from such out of school actions.

For those students who act out and have difficulty following the rules, we have established a set of potential consequences. **If necessary, the administration reserves the right to enforce reasonable behavioral expectations and issue appropriate disciplinary consequences, which are not specifically outlined in this handbook.**

Consequences may include: (Not necessarily in sequential order)

- 1) Warning and/or a verbal reprimand
- 2) Meaningful writing assignments
- 3) Lunch Detention
- 4) Phone call home
- 5) After school detention (1 hour or 2 hour)
- 6) Removal from class
- 7) Administrative / Guidance Referral
- 8) Loss of study hall pass privilege
- 9) Assigned seat in class or at lunch
- 10) Being sent to the Principal's office
- 11) Loss of class privilege
- 12) Saturday detention
- 13) Social Probation (exclusion from extracurriculars)
- 14) In school suspension
- 15) Out of school suspension
- 16) Other appropriate forms of punishment

While any of the following consequences may occur, the usual steps which will be followed for *minor* infractions: Teacher warnings, classroom consequence/personal detention/note or call home, lunch detention, phone call home, after school detentions, Saturday detention, alternative school day placement, out of school suspension.

Students who receive 3 lunch detentions in a quarter, will receive an after school detention. Students will receive progressive discipline for repeated infractions. Students will have a fresh start quarterly for all minor infractions.

For any major discipline problem, these steps may be bypassed as deemed necessary by the principal and/or school district.

Lunchroom Detention: Students may lose their lunchroom privileges for disciplinary reasons. All those assigned a lunchroom detention must be prepared to eat their lunch in the lunch detention room. Talking is not allowed in the detention room. It is the student's responsibility to report to the lunch supervisor for their lunch detention. **If a student accumulates 3 lunchroom detentions in a quarter, an after school detention will be issued for each additional offense, in addition to the lunchroom detention.**

After School Detention: Detentions are given for more serious or continual student misbehavior. The detention slip issued to the student will explain the misbehavior. The parent may be asked to sign the detention slip and the student will return it to the office the next day. Failure to serve a detention will result in issuance of a 2nd detention. **Continued failure to attend a detention will result in discipline consequence progression, including in-school or external suspension.**

Saturday Detention: The school reserves the right to issue Saturday detentions. Students issued a Saturday detention are expected to be at school from 8:30 -10:30 am. This time will be utilized to do independent homework or read.

In School Suspensions: In school suspensions consist of spending the entire school day in isolation (either in a teacher's classroom, the library or the office). They may be issued a book to read and/or may be given a meaningful writing assignment. Class work will be gathered for them and they will be able to begin working on their assignments. Students must turn in all work to their teachers the next day. Students may be suspended from all in-school and after-school activities during the suspension.

Out of School Suspensions or Expulsions: Out-of-school suspensions consist of students spending the entire day out of school. Students are suspended from school grounds and all school activities. Students suspended will have work collected by 2:00 p.m. the first or second day of suspension. All work will be expected to be turned in the first day back from suspension. After each out of school suspension students and their parents may need to conference with the principal prior to the student coming back to school. If a student needs to be suspended for more than ten (10) consecutive days, parents are entitled to a hearing in front of the School Board, as outlined in the Channahon Public School Board Policy.

Behavioral Expectations:

Tardiness - Students are to be in their scheduled classes when the bell rings. A tardy will be issued if this is not the case. A person who receives three tardies from a single class, during a quarter including 1st period, will be issued an after school detention. The passing period is three minutes. All unexcused tardies will be dealt with as truancy.

Truancy – Un-excused absence from individual classes and/or significant portions of any school day will be considered as truancy. Excessive truancy will be referred to the Will County Truancy Officer. Truant behavior may also result in school issued disciplinary consequences.

Bus Misconduct – See section below. Misbehavior on the bus will not be tolerated by the administration of Channahon District 17.

Public Display of Affection – Students are not to participate in acts demonstrating their affection for others, including but not limited to actions such as, hugging, kissing, and holding of hands.

Misuse of Technology – All students are required to sign an appropriate usage form prior to utilizing the technology available at CJHS. If students choose to violate this agreement, they may be subject to disciplinary consequences, including but not limited to the loss of access privileges. If technology is used to harass or intimidate other students either at school or from home, students may receive appropriate disciplinary consequences.

Cheating / Forgery/ Plagiarism – Acts of academic dishonesty will not be tolerated at CJHS. Students may receive appropriate disciplinary consequences and may receive zero credit for the assigned task.

Electronic Devices (cell phones, pagers, games, etc.) - All cell phones should be turned off and stored in lockers during the school day. The school day will be defined as 7:45 a.m. until the dismissal bell.

Vandalism – Temporary and/or permanent damages made to the property of others or to school property will result in disciplinary consequences. In addition, financial restitution will need to be made.

Insubordination / Disruptive Behavior / Inappropriate Language – Students will be expected to behave respectfully both during the school day and at all school-sponsored events. All such incidents of misbehavior may result in immediate disciplinary action.

THEFT / OTHER ILLEGAL ACTIVITY – Students involved in any illegal activities, including but not limited to the aforementioned, may be internally or externally suspended from school. The local authorities may also be contacted at the discretion of the administration.

TEASING & INSULTS

Teasing or insulting others will not be tolerated. Warnings will not be given for this type of behavior. Students guilty of minor, first-offense infractions will be given a lunch detention or after school detention. Students guilty of more hurtful infractions or repeated infractions shall receive a suspension from school.

FIGHTING, INCITING OTHERS, BULLYING, HARASSMENT AND INTIMIDATION -

Fighting = Any time that one student has aggressive physical contact with another student it may be considered fighting. Pushing, kicking, and slapping are all included in fighting. Fighting includes any behaviors that put any other student at risk or in danger of being harmed.

Inciting others = In many cases, students are encouraged or incited to join in a physical altercation by another student who is truly the root of the problem. Students who encourage others to fight will be subject to the consequences for fighting whether the incited students actually make physical contact or not.

Bullying, harassment & Intimidation = Students who use the threat of physical aggression, whether implied or clearly stated, or continually abuse other students, verbally or in written form, including but not limited to electronic communication (email, instant messaging, inappropriate websites, etc) are subject to the same consequences as those students who actually make physical contact. Name-calling, teasing, gossiping about and rumor starting/spreading are all considered bullying behaviors.

All such violations may result in immediate internal or external suspension from school. Multiple offenses may result in recommendations for expulsion.

WEAPONS- Per Board Policy 7:190, a student, who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or is a weapon, shall be expelled for at least one calendar year, but no more than two calendar years. Definitions of a weapon can be found in board policy 7:190. Please consult with the principal before bringing anything into the school, even for a class project, that could be interpreted as a weapon.

GANG AFFILIATION- Any student who is immediately or indirectly involved in any such offenses may be suspended from school for up to 10 days and may be recommended to the Board of Education for expulsion, as per district policy.

TOBACCO/ALCOHOL/DRUGS - School Board Policy 7:190 Student Discipline, includes all prohibited student conduct and disciplinary measures that are allowed to be used as a result of the prohibited conduct. However, it is important to specifically outline the procedures that will be followed by school administrators for the following acts of "gross misconduct":

A student who, during his/her junior high school career uses, possesses, distributes, purchases or sells tobacco in any form during the school day and/or at any school-sponsored activity (home or away) shall be subject to the following penalties:

- 1st offense- 5 day out of school suspension and local police notified
- 2nd offense- 10 day out of school suspension and local police notified
- 3rd offense- 10 day out of school suspension pending an expulsion hearing*

A student who possesses, uses, distributes, purchases or sells any illegal drug, controlled substance, or alcohol during the school day or at any school sponsored activity (home or away) shall be subject to the following penalty:

- 1st offense- 10 day out of school suspension pending an expulsion hearing* and local police notified

*An expulsion hearing is conducted by the Board of Education. The Board of Education has the right to determine length of expulsion from school for up to 2 calendar years.

OUR DRUG-FREE PLEDGE

The faculty and staff at CJHS are committed to promoting the safety and well-being of our students through our ongoing anti-drug efforts. We believe that we are blessed with some great students and an outstanding community, however, the impact of drug abuse can be felt in all areas. Students are aware that the possession, distribution, or use of drugs at school or any school related function is absolutely prohibited. As always, we reserve the right to conduct searches of lockers, purses, pockets, etc. in the case of any suspected violation within this area. Although we believe that our students make good choices in regards to drug usage, we also believe in being diligent in the deterrence of any and all drug abuse. We also intend to allow local law enforcement to conduct drug-dog searches to help ensure a safe and drug-free environment at least once every school year.

BUS PRIVILEGE & WALKERS

It is important for all students to respect their school bus driver and obey the rules posted on the bus.

Bus Route Assignments: Bus routes and bus stops are assigned and all students must follow these assignments. If an emergency arises and a student needs to change busses or stops, parents must send a note to the principal. **If any student needs to ride a bus home to another student's bus stop, a signed note from the parents of both students must be submitted to the main office.** Students getting a ride from their parents should be picked-up near the east entrance.

Bus Safety Rules:

- 1) Respect and listen to your bus driver.
- 2) Stay seated at all times. Wait until the bus comes to a complete stop before getting up.
- 3) Feet are to be on the floor and out of the aisles. Students should face the front at all times.
- 4) Eating and drinking is not allowed on the bus.
- 5) Windows may be opened only as far as the indicator line.
- 6) Throwing things in the bus or out of the windows is not allowed.
- 7) Talking on the bus is permitted, however, excessive noise is distracting to the driver and is to be avoided.
- 8) Students are responsible for their own belongings such as books, bags, and instruments. No radios or toys are allowed on the bus.
- 9) Pushing and shoving at the bus stop and the sidewalk at school is dangerous and strictly prohibited. The bus stop is considered an extension of school and all rules guiding student behavior at school are in force at the bus stop.
- 10) When you exit the bus, always walk in the front of the bus at the drivers sign. Never go behind the bus.

Bus Misconduct:

The bus driver is the authority on the bus and is expected to enforce all safety rules. Violations of the rules stated above will result in disciplinary measures taken by the bus driver and school staff to ensure safety. The bus driver has the prerogative of assigning seats. Students are expected to remain in their assigned seats when bus drivers assign seats. Students who continue to violate safety rules will be referred to the principal and additional disciplinary consequences may occur, including but not limited to suspension of bus riding privileges.

Dismissal: Dismissal from school is staggered with half of the students (first dismissal busses) being dismissed at 2:33. The other half of the student body (second dismissal busses & walkers or car riders) are dismissed at 2:39, with the buses leaving at approximately 2:44. Students will be dismissed from their 8th period class to go to their locker and then immediately to their assigned bus. Any student who is staying after school for an extracurricular activity will be released at second dismissal. No athletic participants will be released at first dismissal, unless specifically requested by the administration.

Walkers / Bike Riders:

- 1) Do not walk or ride your bike in the middle of the road.
- 2) Be careful crossing streets. Watch for traffic.
- 3) When walking students must use sidewalks and walking/biking paths when available.
- 4) All walkers, bike riders and car riders will be dismissed at 2:39.
- 5) Students assigned bus routes must ride their bus, unless they bring in a signed note from **their parent/guardian giving them permission to walk or bike ride to and from school.**

EXTRACURRICULAR/ATHLETIC ACTIVITIES

All extracurricular activities are a privilege, not a right. Therefore, to participate in any extracurricular athletic competition/sport, club and/or activity, the student must be in good academic standing. If a student is not, he/she may be exempted from participation until he/she has improved. This includes attendance issues. Furthermore, students who violate school rules may be removed.

Transportation to and from practice, activities, and/or clubs is the responsibility of the student's parents/guardians. Picking up your child promptly is appreciated.

CLUBS AND ACTIVITIES:

CJHS offers a wide variety of extracurricular activities. Most of these activities occur after school. Some of the activities have a fee associated with them. Club activities are done at 3:40, unless the members are told otherwise. Below is a list of the CJHS academic activities.

Art Club

Band

Beta Club

Board Game Blowout

Choir

Creative Crafters

Drama Club

Friday Friends

Geography Bee

Math Team

Scholastic Bowl

Speech Contest

Spelling Bee

Student Council

Beta Club: In order to be named to the Beta Club students must: A) Maintain a 3.4 GPA. B) Receive less than two detentions during their seventh grade year. C) Must receive teacher recommendation by participating in school and community service activities. The Beta Club will elect four officers: President, Vice President, Treasurer and Secretary.

Dances/Other School-Sponsored Activities: Junior High dances and special events are for Channahon Junior High students only. In the case of special presentations such as the talent show, drama, choir performances, etc, students who do not go to Channahon Junior High School must be accompanied by their parents/guardians.

ATHLETICS:

The philosophy of athletics at CJHS is to provide a well-rounded quality program that contributes to the physical, mental, and emotional well being of those who participate. Our program is based on the premise that success is individuals and teams playing to the best of their abilities, and not based on the number of wins and losses. Students will be given an athletic handbook at the beginning of each season. It is the responsibility of the student and parents/guardians to read the handbook.

ATHLETIC PROGRAM:

Channahon Junior High is a member of the Illinois Valley Conference and the I.E.S.A. Other conference members are Bradley

Central, Coal City, Dwight, Elwood, Gardner-South Wilmington, Mazon-Verona-Kinsman (MVK), Minooka, Reed-Custer, Rockdale, Saratoga, Seneca, Shabbona and Wilmington. We currently have twelve sports and field 29 teams in these sports.

Interscholastic Athletic Program: There are fees associated with participation in each interscholastic sport. They are \$40 per sport. Each athlete will receive an athletic handbook. It is the responsibility of the participant and the parents/guardians to review the rules and regulations. The Interscholastic Sports CJHS offers are as follows:

Boys Sports	Girls Sports
Baseball	Softball
Cross Country	Cross Country
Soccer	Soccer
	Cheerleading
Basketball	Basketball
Wrestling	Volleyball
Track	Track

Intramural Athletic Program: The Intramural Athletic Program is being run by the Channahon Park District. Look for information regarding co-educational Basketball & Volleyball through the Park District.

AcademicS: Eligibility, CODE OF CONDUCT, GPA & AWARDS

The eligibility policy has been formulated in accordance with the Illinois Elementary School Association or I.E.S.A. Grades are checked weekly and a student must be doing passing work in all school subjects. If at any eligibility check a student is failing any subject, he/she will be ineligible to compete from Monday through Saturday of the following week. A person can be reinstated if he/she can meet these same eligibility requirements at the end of any succeeding week. A student who is ineligible may not participate in any interscholastic event; however, they are required to attend each practice. These students will spend the first half of each practice studying in those subject areas that they are failing and the last half working with the team. Ineligible players will not be allowed to go to away games on the bus with the team. Ineligible players SHOULD attend home games. They will be required to sit near the team and be out of uniform. Ineligible players will be encouraged to go to homework club when it meets. No player may skip a detention in order to play a game. If a player has fulfilled his/her obligation for a detention, he/she may play on that day. Any player who attends school but fails to serve a detention on a given day will be ineligible until all outstanding detentions are served. A student must attend school on the day of an interscholastic event in order to play that day. **Athletes must be in attendance for at least half of the school day to be eligible to participate in any contest on that date or on the weekend immediately following the absence.** A student who misses Physical Education due to a medical excuse either from home or the doctor will not be allowed to participate in the after school sport that day. If a player does not dress for P.E. because he/she does not have their uniform, he/she will not be allowed to participate in any after school activity. **Any student who quits a team after the first interscholastic event will be ineligible to participate in any other sport during the same athletic season.**

Athletic Code of Conduct: Athletes are representatives of their school and community. Their conduct must reflect this responsibility at all times.

1. Good sportsmanship is a prime objective of Channahon Public Schools and will be expected of its participants. Athletes should conduct themselves in a sportsmanlike manner at all times. Students who do not demonstrate good sportsmanship may have consequences set forth by the coach or administration.
2. Players, coaches, and parents must respectfully abide by the decisions and judgments of all game officials.
3. Develop a good attitude. A person's character becomes apparent in sports when times get tough.
4. Respect your fellow athlete for himself or herself and not according to race, creed or religious beliefs.
5. Any athlete upon proof of using or possessing drugs, alcohol or tobacco, on or off school grounds, will be removed from the sport for the remainder of the season.
6. Each sport team and coach will have a distinct set of rules relating specifically to the sport. All athletes are expected to adhere to all rules that the sport or coach may impose.
7. Any athlete upon proof of any involvement in illegal activities, such as stealing, will be removed from the sport for the remainder of the season.

Guidelines for Spectators at Athletic Events: So that each parent, student, & guest may enjoy viewing athletic contests & events at CJHS, and in order to keep playing conditions as safe as possible for all participants, we expect all spectators to observe the following guidelines:

1. Treat performers & all spectators with respect. (No booing or hissing.)
2. We expect people to be loud, but be appropriate. Being appropriate means:
 - Applaud & listen at the appropriate times.
 - Remain in seats during game action.
 - Generally speaking, enter & exit the gym quietly during breaks in the action.
 - Use proper language. (No profanity.)
 - Food & drinks need to be kept in the Commons Area.
3. Be safe at the contest.
 - No foot-stomping in the bleachers.
 - No running, jumping, or horseplay.

Spectators that violate the rules may be required to leave.

HONORS AND AWARDS

Calculating Grade Point Averages: Every letter grade each quarter is worth the following points: A= 4, B=3, C=2, D=1 and F=0. Language Arts is worth double because it has double the minutes of instruction per quarter (e.g. A in Language Arts is worth 8, whereas A in other subjects is worth 4). Band and chorus do not count in grade point average computations. Add up the total points for the quarter and divide by those number of classes (English counts as 2 classes). *Let's calculate the following example: PE- A= 4, SS- B=3, LA- B=6 (double), Science- C=2, Math- A=4, Arts Rotation Class- B=3. 22 total points divided by 7 classes equals a grade point average of 3.14.*

Honor Roll: Each quarter grade point averages are computed and those students who achieve a minimum "B" average or 3.0 and above are put on the honor roll. Students who receive a perfect 4.0 for the quarter are considered high honors. Honor roll students receive recognition certificates.

Students of the Month: Each month the CJHS staff selects roughly 5-10 students as STUDENT OF THE MONTH. These students are recognized the character trait for that particular month (some examples of traits of the month might include honesty, trustworthiness, etc...). These students are recognized at the next available assembly and they receive a recognition lunch with the principal.

Good News Recognition: Any student "caught" doing an act of kindness for others will receive Good News recognition. These students will be called to the office for "good news" and receive a certificate of recognition and some small prizes.

8TH GRADE AWARDS

Although these awards are issued at the culmination of the junior high experience, all of the junior high years are taken into account. Students interested in receiving most of these awards need to begin working towards this upon entering CJHS.

American Legion Award: Gold tassel recipients (explained below) are eligible for the American Legion Award. One male and one female from among this group will be selected for this award. Winners will receive a framed certificate provided by the local American Legion Post and special recognition at the Graduation Ceremony. This award goes to the boy and girl who best exemplify the qualities of achievement, citizenship, participation in activities, integrity, leadership and patriotism. The entire faculty votes for the recipients of the American Legion Award.

American Legion Auxiliary Award: Recipients of this award receive a certificate and special recognition at Graduation. Like the American Legion Award, the qualities of citizenship, participation in activities, integrity, leadership and patriotism are considered. Unlike the American Legion Award students do not need to earn a Gold Tassel to be considered. Again the faculty nominates & elects the recipients of this award.

Beta Club: The Beta Club is a nationally recognized honor society. CJHS has established three standards in order to qualify for Beta Club: Academic, Behavioral, & Character/Citizenship. These requirements are further explained in the section titled "Academic Team, Clubs & Activities". A gold braid will distinguish Beta Club Members at graduation.

Channahon Lions Club Community Service Award: This award goes to one young lady and one young man. They will receive an award from the Channahon Lions Club and their name will be permanently displayed on a plaque at CJHS. Students nominate themselves via a resume and the Channahon Lions Membership determines the recipients.

Gold Tassel: Students who have achieved the honor roll at least 6 times during their Jr. High experience will wear gold tassels at graduation. Gold tassels are recognition for academic excellence through the junior high years.

Perfect Attendance: Students that earn perfect attendance receive a certificate.

President's Education Award Program:

President's Award for Educational Excellence: To be sure to achieve this prestigious award students must meet both of the

following standards:

- 1) Achieve at the 85 percentile in Math or Language on a nationally normed achievement test,
- 2) Earn a 3.5 on a 4.0 scale.

Students that achieve this award are considered to be in the top 15% nationally.

President's Award for Educational Achievement: To receive this award student's fall into one of the following categories:

- 1) Earn a 3.0 GPA.
- 2) 85 percentile in Math or Language Arts on a nationally normed achievement test
and
- 3) Be recommended by his/her teachers for their outstanding commitment to academics.

Salutatorian: The Salutatorian is the runner-up to the valedictorians.

Slick Becker Award: The athletic coaches and junior high faculty members choose the recipient of this award. The award goes to one young lady and one young man. The award is given based on the qualities of leadership, work ethic, sportsmanship, and the ability to maintain a healthy/positive attitude about sports and life.

Valedictorians:

Mark Jennings Scholarship Award (Male Valedictorian): This honor is reserved for the young gentleman with the top GPA. In the event that there is a tie the CJHS staff will name more than one valedictorian.

Phyllis Unland Scholarship Award (Female Valedictorian): This honor is reserved for the young lady with the top GPA. In the event that there is a tie the CJHS staff will name more than one valedictorian

WE HAVE RECEIVED AND WILL READ THE CHANNAHON JUNIOR HIGH SCHOOL HANDBOOK. WE UNDERSTAND THAT THE STUDENT IS RESPONSIBLE FOR FOLLOWING THE RULES IN THE HANDBOOK.

(STUDENT'S SIGNATURE)

(DATE)

(PARENT SIGNATURE)

(DATE)

THIS HANDBOOK CANNOT BE, NOR EVEN PRESUME TO BE, ALL INCLUSIVE. THE PRINCIPAL OR HIS/HER DESIGNEE MAY ESTABLISH CERTAIN RULES AND REGULATIONS NOT INCONSISTENT WITH THOSE ESTABLISHED BY THE BOARD OF EDUCATION AND THE SUPERINTENDENT OF SCHOOLS.

PLEASE RETURN THIS FORM TO YOUR FIRST-HOUR TEACHER