

Student Handbook

Three Rivers School

24150 S Minooka Road

Channahon, IL 60410

815-467-4313

www.channahon.will.k12.il.us

AFTER SCHOOL SPORTING EVENTS: Interscholastic sports events generally start at 4:30 pm. Due to the lack of supervision, student spectators will need to go home after school. Parents need to provide transportation to and from after school activities. Students are required to follow all school rules when attending after school sporting events or activities

ASSIGNMENT BOOKS: Course work is becoming more challenging and comprehensive for students at the middle level. As a result, studies have to be maximized. Each student will be issued an assignment notebook thanks to the generosity of our P.T.O. This study/organizational tool will help students formulate study plans to achieve academic success. Teachers will check to see that assignment notebooks are filled out after each class. Homeroom teachers will make every effort to check assignment books as well. Parents should check these notebooks on a daily basis and help students with their study plans for the week. Parents will have first-hand information about upcoming tests and projects as well as missing assignments. Students are required to have a parent signature on their assignment books each day providing parents with the protection of up to date information.

ATTENDANCE/ABSENCES: Students are responsible for all work missed due to absence. It is up to them to make arrangements for the timely completion of their make-up work including test retakes. As a general rule, students will have two days to make up work missed for every day of absence unless special circumstances dictate otherwise. If the student has missed a long-term assignment due to absence he/she must be prepared to submit this upon return to school. Parents may request homework when calling in absences. Be sure to call in before 9:00 A.M., and absent work can be picked up after 3:00 P.M. Channahon Three Rivers School values each student's social and academic growth. Home-school communication is of the utmost importance. While family vacations, "Take Your Child to Work Day", and other pre-arranged events enhance social growth, they can unfortunately put a strain on a student's academic progress. Three Rivers School offers the choice between two options to assist students in completing the work missed.

Option A: Allows students to request their homework prior to the planned absence. In this option parents must agree that all homework is completed and submitted by the 2nd day of attendance after the planned absence. And, Parents must understand that teacher plans are subject to change due to the necessity to re-teach concepts.

Option B: Allows a student to get homework upon return from the planned absence. Students will have 2 days for each day missed to complete and submit homework. Parents must complete the appropriate forms requesting a planned absence and choosing one of the two options. Forms are available in the office.

BAND: Band is a school-sponsored activity that poses a wonderful opportunity for exploration. Fifth graders will learn about band participation in early September at which time they will take a musicality test and try out different instruments. Fifth graders who elect to join band will receive small group instruction one day per week during P.E. Fifth grade performances include a Spring Concert. Sixth grade band consists of a combined effort with seventh and eighth graders in a concert band format. Sixth grade band members will have small group instruction one day per week during P.E. and two days per week during the last hour of school.

BIKE RIDERS: A student may ride their bike to and from school if they have a note providing parental permission to do so. Notes are to be submitted to the office. Bikes are to be placed on the bike rack and students are strongly encouraged to lock them up. Bike riders will be allowed to leave at the second bus dismissal. Bike riders are expected to come directly to school and go directly home from school

Bullying, Intimidation & Harassment: Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct. No person shall harass, intimidate or bully another based upon a race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that

affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student non discrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences. (School Board Policies 7:180, 7:20, 7:190)

BUS ARRANGEMENTS/CHANGES: Changing bus arrangements is discouraged. However, circumstances sometimes warrant that a student walk or ride a different bus. When this happens, a student must provide a note to the principal giving parental permission to make the switch in busing arrangements. A note from both parties is required if a student plans to go home with another student. Prior approval from the principal must be secured before any transportation switch is made.

BUS RULES: Bus safety is of the utmost importance and bus rules will be strictly enforced. Discipline for bus problems is at the discretion of the principal. It may include removal from the bus for up to **10** school days. Permanent removal from the bus may occur after a formal hearing. Serious misbehavior on the bus may also result in suspension and an expulsion from school.

The Bus Safety Rules are as follows:

1. Remain seated, facing the front with feet on the floor at all times.
2. Keep the bus clean. No food or drinks allowed.
3. Keep your hands, head, and belongings inside the bus. The window may be opened to the indicator line only.
4. Do not distract the driver by throwing things or talking loudly.
5. Vandalism to the bus is strictly prohibited.
6. Always walk in front of the bus when exiting.
7. All school rules apply to the bus stops.
8. No one is allowed to cross the yellow safety stripe on the sidewalk at school until the bus driver gives the all-clear signal.

CAR RIDERS DROP OFF AND PICK-UP: Parents needing to pick up their child from school before the regular dismissal need to report to the office and sign them out. Parking in front of the school is acceptable for this purpose if pick up is before 2:20 p.m. As the front entrance is a bus-loading zone, parking there is prohibited between 2:15 and 2:45 p.m. All car riders, except for those students being dismissed early, should be picked up at the gym entrance behind the school. Students who are car riders need to submit a note to the office indicating parental permission. Parents who drop their students off before school should do so in the back of the school. This will eliminate a traffic conflict with our busses. Students arriving late to school should be dropped off in the front entrance of the school and report directly to the office for a pass to class.

CHOIR: If possible a choir will be scheduled for Fifth and sixth graders. Information will be provided during the school year with specific details.

CLOSED CAMPUS: Students may not leave the school grounds for any reason without prior permission. Students arriving to school via bus, bike, or walking are to come straight to school. Students being dismissed from school are expected to go straight home. Those students attending an after-school function are to remain on school grounds until the completion of the event or go straight home if they are leaving the activity.

COMMUNICATION FROM SCHOOL TO HOME: Every family will receive a newsletter, via E-mail on Thursdays. The Three Rivers School note is called "*News You Can Use*". This note will keep parents informed about what is happening here at school. It will include important dates, details about specific activities and student highlights. The Thursday note is also available on line at www.csd17.org. Hard copies of the Thursday note will be available in the office.

COMMUNICATION FROM HOME TO SCHOOL: Parents are encouraged to contact specific staff members regarding any questions or concerns they may have. Good communication with our community is a school-wide goal. Your children are important to us so your concerns are our concerns.

D.A.R.E.: The Drug Abuse Resistance Education program or DARE is required of all fifth graders and is sponsored by the Channahon Police Department. This is a 14 week course taught by our police which provides not only information about the perils of drugs and alcohol, but also strategies for conflict resolution and saying "no" to peer pressure. Channahon School District 17 is proud to work with our local police to provide a program such as DARE with proven benefits to the community and its' youth.

DETENTIONS: After school detentions are considered a serious consequence and issued for the next scheduled supervised date following the infraction. It is the responsibility of the teacher to attempt to contact the parent by phone. If phone contact is not possible, the detention slip issued to the student will explain the misbehavior. The parent is responsible for signing the detention slip and indicating whether the student will walk or be picked up. The student is responsible for returning the signed detention slip to the teacher who issued the detention. Failure to serve a detention will result in issuance of an additional detention. A student may accumulate only 4 lunch detentions in a quarter before an after-school detention is issued. A student may accumulate only 3 after school detentions in a quarter before a Saturday detention is issued. If negative behavior persists after three in school suspensions in a quarter the student will be suspended from school. Obviously, a student who receives a detention has made some negative choices and it becomes their responsibility to correct the behaviors.

DISMISSAL PROCEDURE: Classes at Three Rivers School begin at 7:50 A.M. Buses will drop off students at the front entrance on Minooka Road before school. Students should wait outside until 7:30 AM. At 7:30 AM students will be admitted into the Commons Area until being dismissed for class. After school dismissal will be scheduled in two shifts. The first dismissal will be at 2:35 P.M. and the second dismissal will be at 2:40 P.M. depending on which bus the students ride. Those students walking or riding their bikes to and from school will leave at the second dismissal. Car riders will also be dismissed at 2:40 P.M. and should be picked up behind Three Rivers School.

DISCIPLINARY PROCEDURES: Obviously we will not be able to accomplish as much academically if students are not on task and misbehaving. We need the support of our parents if our school is to achieve that nurturing and caring climate discussed earlier. Our disciplinary process will attempt to be firm, fair, and consistent with a communication link between home and school established. Staff members will contact homes via phones, notes, E-mails and messages in assignment notebooks. Parents need to discuss disciplinary situations with their students and strongly encourage them to be in control at school. Self-control and self-discipline are lifetime skills that need to be learned now to insure success at later points in life. Each teacher will establish classroom rules complete with consequences and rewards. Call the respective teacher for clarification of the rules if necessary. Teachers and administration will utilize various disciplinary techniques that include, but are not limited, to the following:

1. Phone Calls Home
2. Lunch Detention
3. Meaningful Writing Assignments
4. Verbal Reprimand
5. Work Details
6. Loss of Study Hall or Library Pass privilege
7. Removal from Field Trip or Special Activity
8. Assigned Seats in Class/Lunchroom
9. Loss of passing period privilege
10. Removal from class
11. Being sent to the Principal's Office
12. After School Detention
13. In School Suspension
14. Out of School Suspension
15. Other appropriate forms of punishment

DRESS GUIDELINES: Students are expected to dress appropriately for school. Appropriate dress includes: Appropriate dress is defined as clothing that covers the torso from the shoulder to mid thigh (no more than 2 inches above the knee) and is not revealing. Shoulders and midriff must be covered. Spaghetti strap/teddy tops may not be worn without another shirt over it. It is recommended that short sleeved shirts be worn so that shoulders are always covered. Excessively loose fitting or baggy clothes are also inappropriate. Shorts or skirts are acceptable as long as they are also no more than 2 inches above the knee and weather permits. Tank tops or half shirts are not acceptable if undergarments are not covered or midriff is not covered. Clothing may not contain profane language, vulgar gestures/pictures, obscene inferences, or anything relating to alcohol, drugs, gangs, or tobacco. This includes buttons, pins, stickers, and patches. Transparent or see-through clothing is acceptable when appropriate clothes are worn underneath. Shoes must be worn at all times. Hats, sunglasses, colored hair spray or bandannas are inappropriate in the building. Gang symbols such as armbands or jackets with gang insignias will not be permitted. Jackets or coats are to be placed in coat closets and not worn to classes. The

dress guidelines at Three Rivers School were established to help maintain an academic environment that emphasizes decency and respect.

FIELD TRIPS: From time to time field trips and class activities will be scheduled. These are to be considered additional 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 will be withdrawn from these events for disciplinary or academic reasons.

FIFTH and SIXTH GRADE LEVEL STRUCTURE: Fifth and Sixth grade students will be placed in self-contained homerooms that are heterogeneously grouped. Classroom teachers will provide daily instruction in the fundamental learning areas of reading, science, social studies, and language arts. Math and reading will be done on a pull-out basis to accommodate accelerated sections in reading and math. All students will also receive 12 weeks of instruction in music, art, and computer education.

Study CLUB: Study Club affords any fifth or sixth grader with an excellent opportunity to complete classroom assignments in a structured environment. The Study Club supervisor will be available to assist students with completion of homework assignments or test preparation. Study Club will meet after school on Monday, Tuesday and Thursday until 3:40 P.M. Parents are responsible for providing transportation home from Study Club for their child. Study Club will be made available on Wednesdays during the weeks of Monday holidays.

HOMEWORK POLICY: Research illustrates that students who do homework on a regular basis achieve more academically. We will attempt to limit homework to a one hour per night total for all classes; however, students may and should choose to put forth more effort on occasion, especially in preparation for tests. Wise use of daily class time will help to keep homework at the one-hour limit. Productive use of class time is essential if students want to dramatically decrease the amount of homework for home. Completing assignments will also minimize the number of books a student has to take home. Students in good academic and behavioral standing will retain privileges to the library/computer lab during PAT (Preferred Activity Time). Pass privileges will be revoked for those students who do not maintain at least a C average in all subject areas at both midterm and end of quarter grading periods.

HONOR ROLL/HIGH HONORS: Any student who achieves a 3.0 grade point average or better and who does not have a D or F on their report card will attain honor roll status. Those students achieving a perfect 4.0 grade point average will attain high honor roll status. All honor roll students will receive a certificate to commemorate their achievement.

IN SCHOOL SUSPENSION: In school suspension consists of spending the entire school day in isolation (either in a teacher's classroom or the office) and a writing assignment. Class work will be provided for the student and credit issued if completed satisfactorily. Students who have been suspended from school will not be allowed to attend after school activities such as dances, games, etc.

LUNCH TIME: Lunch will be served in two shifts with fifth grade eating first and sixth grade eating about 30 minutes later. Students may bring their own lunch or purchase a lunch from school. The cost of a daily lunch including milk is \$2.30 and Sack Lunch milk will be .25 cents. A monthly menu is available on-line for children and parents to see what's cooking. If purchasing a school lunch, the debit card system will require parents to make a deposit into their child's account. Payment can be sent to school with your student any day of the week. Payment must accompany a **Lunch Debit Form** that can be picked up at the district office, school office, or from the cafeteria staff during school hours. Students who bring their own lunch should not bring glass containers as they have the potential for injury if they break. Students are allowed to sit wherever they choose in the cafeteria unless they have been issued an assigned seat for disciplinary reasons. Students are responsible for their own mess and will need to have their eating area clean before they are dismissed. On good weather days students will be allowed to go outdoors for recess. When the weather is bad, students will remain in the gym and participate on the gym floor as per the rotation. We are unable to accommodate an entire class on the floor at once and half of the group has to sit out on the bleachers for safety reasons. Playground and gym equipment will be issued at recess or students may bring their own equipment from home. Cooperation is a huge factor at recess and sharing is a must. No rough housing will be allowed due to the injury factor. Students should report to lunch prepared to either go outside or stay in, depending on the weather. Going back to classrooms to get coats will not be allowed. Students who have misbehaved or failed to complete their work may lose their recess privileges as a consequence.

FOOD ALLERGY MANAGEMENT PROGRAM (Policy 7:285): Identifies student with food allergies. Prevents exposure to known allergies. Provides response to allergic reactions with prompt recognition of symptoms and treatment. Provides education and training for all staff about the management of students with food allergies. This program is facilitated by the District's Wellness Committee.

LOCKERS: Each student will be assigned a hall locker to house their extra supplies and coats. Students are responsible for keeping their lockers neat and organized. Each locker has a three-digit combination. Students will want to keep their combination private in order to maintain a secure place for their belongings. Student lockers are considered school property and authorized staff will have access to lockers if a situation were to arise necessitating success.

MID-TERM PROGRESS REPORTS: At the mid-point of each quarter all students receive Progress Reports. The Progress Report needs to be taken home and signed by a parent. After viewing the Progress Report please sign and have your child return to his/her Homeroom teacher by the date indicated. Students, who are failing or near failing, please contact that teacher with any questions or concerns. The teacher may recommend, Study Club, and/ or stronger communication via the assignment book. One of our primary goals is to foster good two-way communication between home and school with academic success as the end result.

PARENT/TEACHER CONFERENCES: Parent/teacher conferences give parents a chance to meet with their child's teachers face to face. These form the basis for a good two-way communication system. Parent/teacher conferences will be scheduled for after the first and third marking periods. Parents are urged to call and schedule appointments for conferences even though the report cards may not indicate as such.

PHYSICAL EDUCATION: The time frame for physical education increases in the fifth and sixth grades. Students will continue skill development in traditional sport activities, but lifetime leisure activities and cardiovascular fitness will also be emphasized. Students will dress in their regular clothes for physical education, but will need a pair of gym shoes for school purposes only. These shoes will remain at school. All students will participate in 30 minutes of physical education daily.

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 an illness or injury that doesn't necessarily warrant medical attention for one day at a time. This can happen up to three times per quarter. Cases such as these require parental discretion as to the seriousness of the illness or injury bearing in mind that full participation in physical education is an important goal. Excuses for minor illness such as a cold or aches and pains are not acceptable. It is the responsibility of the student to provide the teacher or office with the note. Students are required to be excused from P. E. with a doctor's note if they have stitches, a splint, or cast. Students will not be allowed back into P.E. until they are released from their doctor and provide a note verifying this. Students who have been excused from P.E. will not participate in lunch recess.

PERSONAL ITEMS AT SCHOOL: Personal items are not to be brought to school without the special permission of the teacher or principal. Sports equipment such as Footballs, Baseballs, Frisbees, etc., are acceptable for use on the playground. Radios, Walkmans, C.D. players, Video games, etc., are not permitted due to the potential for distraction, theft, or damage. Cell phones must remain turned off and kept out of sight. Students are not allowed to make or receive phone calls or text messages during the school day. Cell phones will be confiscated and held in the school office if used during the school day. Any items held in the office will be released to (parents/guardians) only.

QUARTERLY REPORT CARDS: Students will receive a report card, which reflects the grades they have received after each 9-week marking period. Report cards will be issued to students on the designated days for 1st, 2nd, and 3rd quarters. Parents should be aware of the dates and look for the report cards. Report card envelopes are to be signed by the parent and returned to the homeroom teachers the following day of school. The 4th quarter report cards will be sent home with students on the last day of school. Parents are encouraged to review these report cards with their children and to call the individual teachers with any concerns about the academic progress of their students. Grades for the Arts Rotation classes will be issued on a 12 week schedule.

RECIPROCAL REPORTING BETWEEN SCHOOL AND POLICE: State law dictates that the schools maintain an open two-way communication system with the local police. District 17 is required to report the following:

- Any gang related activity written or otherwise
- Possession use or distribution of drugs, drug look alikes, Alcohol, Tobacco products, inhalants or stolen property.
- Possession or use of a weapon.

- Possession or use of electronic communications devices.

- Commission of criminal activities of a serious nature.
- Other serious incidents of a dangerous nature.

The Channahon Police are valuable resources to the Channahon Schools. Their presence is welcome in and about the buildings. A fine working relationship has developed between the police and schools.

SPORTS PARTICIPATION: Participating in an organized sports activity is another outstanding way to explore personal interests. Fifth and sixth grade sports are designed to be developmental and skills based. No fifth or sixth grade student will be cut from a sport with the possible exception of baseball and softball. Fifth grade is the entry level for organized school sports.

Fifth graders may participate in the following sports:

- Boys and Girls Cross Country - Intra Scholastic
- Boys Wrestling - Interscholastic
- Boys and Girls Basketball - Intramural
- Girls' Volleyball - Intramural

Sixth grade sports will be Interscholastic in nature. Sixth graders may participate in the following sports:

- Boys Baseball
- Girls Softball
- Boys Wrestling
- Girls and Boys Basketball
- Girls Volleyball
- Boys and Girls Track
- Boys and Girls Cross Country
- Co-ed Soccer

Information about sign up for sports will be listed in the Thursday Note "*News You Can Use*" and via the daily announcements. All students must have a current year to date physical in order to participate. There is a nominal fee for joining a sport.

STUDENT RESPONSIBILITY FOR TEXTBOOKS: Students are responsible for maintaining their textbooks in the condition in which they were issued. Covering their books for extra protection is strongly encouraged. Students will be responsible for any lost or damaged texts and fines or replacement costs will be assessed.

TECHNOLOGY/INTERNET USAGE: District 17 and the staff at Three Rivers School are committed to providing a comprehensive educational program inclusive of technology in the classroom and engaged learning. Community members need to be aware that all measures have been taken to protect our students from objectionable web sites. Engaged learning projects will be structured with specific pre-approved web sites. Students who are found to be surfing the net without teacher supervision will be subject to disciplinary action. Community members need to be aware that all measures have been taken to protect our students from objectionable web sites. Engaged learning projects will be structured with specific pre-approved web sites. The Internet is an important resource for the completion of these projects. Students who are found to be surfing the net without teacher supervision will be subject to disciplinary action.

TRUANCY: It is the responsibility of the student's parents/guardians to ensure prompt and consistent attendance at school. The Will County Truant Officer and/or School Social Worker (School code 7:70) will be in contact with any family who has a student with chronic absences or tardiness. Chronic or habitual truancy is defined as a child who is subject to compulsory school attendance is absent without valid cause for such attendance for 10% or more of the previous 180 regular school attendance days.

WALKERS: A student may walk to and from school if they have a note providing parental permission to do so. Notes are to be submitted to the office. Walkers will be allowed to leave at the second bus dismissal. Walkers are expected to come directly to school and go directly home from school.

WEAPONS AT SCHOOL: A safe and secure school environment is essential if learning, which is the primary purpose of school, is to be maximized. Weapons of any sort will be strictly prohibited on school buses, in school buildings, on school grounds, or at school activities. Any student using, possessing, distributing, purchasing or selling explosives, incendiaries, firearms, knives or any object that can be reasonably considered a weapon may be subject to disciplinary measures including counseling, withholding privileges, notification of juvenile authorities and/or suspension or expulsion.

FACULTY AND STAFF

RESPONSIBILITY

Mr. Kevin Becker	Band – Three Rivers / Junior High
Mrs. Alicia Bosman	5 th Grade
Mrs. Christine Bucciarelli	6 th Grade
Mrs. Margaret Cimaroli	Library Aide
Ms. Cassie Cipriani	Counselor
Mrs. Sarah Davisson	5 th Grade
Mrs. Shanna Deshotel	Night Custodian
Mr. Rick Engstrom	5 th Grade
Mrs. Kristie Feeney	Office Aide
Mr. Thomas Fracassi	5 th /6 th Art Teacher –AM
Mrs. Anita Freehauf	5 th /6 th Music Teacher-AM
Mrs. Nicole Gubbins	6 th Grade
Mrs. Kathy Hibler	5 th Grade
Mrs. Susan Kavich	Principal
Mrs. Joanne Hayes	6 th Grade Aide
Mrs. Katie Kern	Aide
Mrs. Lisa Klover	6 th Grade
Mrs. Jennifer Kursell	5 th Grade
Mr. Fritz Malsky	Day Custodian
Mr. Ted Martin	6 th Grade
Ms. Jeri McGuire	6 th Grade
Mrs. Leslie Nolte	5 th Grade
Mrs. Karen Nolan	5 th Grade Aide
Mrs. Cheryl Petric	Café
Mr. Joe Pope	Physical Education Teacher (Gr. 5 & 6)
Mrs. Laurie Reyes	Café
Mrs. Lisa Rivara	6 th Grade
Mrs. Kathy Rowe	Night Custodian
Mrs. Mary Smith	Computer Education AM and Aide PM
Mrs. Kristin Steiskal	5 th Grade
Ms. Jennifer Suda	6 th Grade
Mrs. Kathy Tanton	Physical Education Teacher (Gr. 5 & 6)
Mrs. Kay Thompson	Secretary
Ms. Mary Valentino	6 th Grade
Mrs. Julie Wright	CJHS Nurse AM and TRS PM
Mrs. Julie Zolecki	Café