



COMMUNITY CONSOLIDATED  
SCHOOL DISTRICT 59

# JUNIOR HIGH PARENT/STUDENT HANDBOOK 2023-24



*Preparing students to be successful for life.*

FRIENDSHIP JUNIOR HIGH	GROVE JUNIOR HIGH	HOLMES JUNIOR HIGH
<p>Principal: <b>Michael Wheatley</b> Assistant Principals: - Dominic Milano - Sunah Shin</p> <p>550 Elizabeth Lane Des Plaines, IL 60018 Phone: 847-593-4350 Fax: 847-593-7386 Attendance Line: 847- 472-3892</p>	<p>Principal: <b>Alison Jensi</b> Assistant Principals: - Jennifer Browning - Dan Allaway -</p> <p>777 Elk Grove Blvd. Elk Grove Village, IL 60007 Phone: 847-593-4367 Fax: (847) 472-3001 Attendance Line: (847) 472-3893</p>	<p>Principal: <b>Brandi Boyd</b> Assistant Principals: - Phil Depa - Cindy Placko</p> <p>1900 W Lonquist Blvd. Mt. Prospect, IL 60056 Office: 847-593-4390 Fax: 847-593-7386 Attendance Line: 847-472-3890</p>
<p><u>School Hours:</u> 7:30 a.m. - 4:00 p.m.</p>		

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## **PART I - GENERAL INFORMATION**

### [Family Reference Guide](#)

#### Contacting Students During School Hours

All contact with students while they are at school should come through the main office. Should a student need to contact home, students should get permission from the classroom teacher to call home using a classroom phone or getting permission to call from the office. In addition, should parents need to contact their child, parents should contact the main office.

#### Visitors

Only essential visitors who have business within the building will be permitted inside the school. All visitors to our schools property are required to:

- show an official form of identification to enter the Main Office or other portions of the building.
- check-in at the Main Office to discuss their needs with office staff.
- submit an official form of identification for processing through our school safety database if entering the building for a meeting or visit and wear the visitor badge while on campus.

#### School Safety

Student safety is our school district's top priority. Each junior high maintains a School Crisis Plan that includes procedures for a number of emergency situations including a classroom/school lockdown and safe and secure procedures. During the course of the year, safety drills are held including those for fire, tornado (shelter-in-place), lockdown, and bus evacuation.

## **NON-DISCRIMINATION**

All students have a right to learn and engage in extracurricular activities, programs, and services. Any educational practice that discriminates against a student for one or more of the following factors is not allowed. If you believe you have been discriminated against, talk with an administrator immediately. You have the right to file a grievance.

- Color
- Race
- Nationality
- Religion
- Sex
- Sexual orientation
- Ancestry
- Age
- Physical or mental disability
- Gender identity
- Status of being homeless
- Immigration status
- Order of protection status
- Actual or potential marital or parental status, including pregnancy

Any student may file a complaint by using the Uniform Grievance Procedure with the District's nondiscrimination coordinator. Every parent and student has a right to initiate a complaint of discrimination by contacting an administration.

## **STUDENT RIGHTS**

All students have the right to learn in a safe environment. All staff, students, and families have an obligation to help keep our schools safe. Information that can prevent issues must be reported in the following ways.

- Call, text, or email Safe2Help IL with any information that can make school a safer place.

- Use the [D59 Report a Safety Concern Form](#) to report any concern.

In order to keep schools safe, school authorities may search a student and/or the student's belongings when there is reason to believe that a student has violated or is violating either the law or the District's student conduct rules.

## STUDENT SUPPORTS

Interventions for literacy, math, and social emotional skills are available to students with demonstrated need. Students and families can talk to their child's teachers about academic and/or behavioral support at any time.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of the School Code, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Inquiries regarding services may be made by calling your child's principal or the Educational Services Department at 847-593-4335. Parent/guardians, including parent/guardians who are deaf, may request an interpreter by contacting Teresa Villasenor at [villasenor.teresa@ccsd59.org](mailto:villasenor.teresa@ccsd59.org) and 847-593-4335.

Positive behavior is fostered through social emotional learning, the provision of clear expectations, discipline, and intervention when needed. Students in all schools have access to support staff such as social workers, counselors, or interventionists. Students are encouraged to reach out proactively for assistance with conflict resolution and any other needs.

Students can seek support and/or help to manage emotions in the following ways:

- Ask any school staff member for help
- Email any school staff member for help
- Join or get support from your school's Gay Straight Alliance (GSA)

The following mental health services can also be accessed 24/7:

### SAFE2HELPILLINOIS

844-4-SAFEIL

Text SAFE2 to (72332)

Email [HELP@Safe2HelpIL.com](mailto:HELP@Safe2HelpIL.com)

### NATIONAL SUICIDE PREVENTION HOTLINE

Call or Text 988

1-800-273-8255

[Suicidepreventionlifeline.org](http://Suicidepreventionlifeline.org)

### CRISIS TEXT LINE

Text HOME to 741741

[www.crisistextline.org](http://www.crisistextline.org)

### TREVOR PROJECT HOTLINE LGBTQ+

866-488-7386

Text START to 678678

## ILLINOIS HELPLINE FOR OPIOIDS AND SUBSTANCE ABUSE

833-2FINDHELP (Available 24/7)

Text "HELP" to 833234

helplineil.org/app/home

### PART II - EDUCATIONAL PROGRAM

#### Daily Schedule

See larger view of student schedule's [HERE](#).

Junior Highs use a block schedule, alternating between A and B days. Students attend seven (7) periods per day. Students will have Language Arts or Dual Language, Math, PE, two electives and WIN each day. Students will rotate between Social Studies & Science, every other day. Please note that a B day always follows an A day and vice versa, even after a weekend or day off.

#### Academic Expectations

The task of educating students to their full potential is a shared responsibility between parents and educators. Neither parents nor educators can accomplish this task in isolation. Students can be prepared for learning having the following (provided by the school):

- Chromebooks charged and in the case
- Assignment notebooks being used
- 3-ring binder organized
- Having school IDs at all times

Grades are reviewed for each student on a regular basis, and those students who struggle will be offered support through a variety of ways, including but not limited to: intervention programs, support programs during or after school, parent/student conferences, counseling, or special homework.

#### Check-In Check-Out

Check-In is a 10 minute start to the day. This allows students to get prepared for their day, check in with teachers, ensure they have materials and it is also a place where they can hear school announcements. Check-Out is a time to check out with teachers at the end of the day. This is a time to ensure everything is documented in your assignment notebook and materials are prepared for going home. Students all have an assigned teacher to this class. Check -In is connected to the students' first class and Check-Out is connected to the students last class.

#### Eighth Grade Promotion and End-of-Year Events

It is our hope that every child will be able to meet the requirements for graduation and participate in all of our end-of-year activities. These include the class trip, the graduation dance and graduation ceremony. Those withheld from end-of-year events are:

- District 59 policy says that "schools will have academic standards or requirements that must be met in order for eighth grade students to be eligible for the major year-end activities." If a Junior High student has a final grade of F in two or more subjects, that student may NOT be eligible to participate in ANY activity. Students should work hard all year to maintain their eligibility for the class trip, class party and graduation ceremony. If a student is ineligible for the graduation ceremony, but is still eligible for promotion, the diploma will be mailed home.

- District 59 policy also states that “students who commit major infractions of school rules or who are involved in a pattern of on-going disciplinary problems may lose the privilege to attend the class trip, the dance, or the graduation ceremony.” All Junior High students are expected to show good character.

### Physical Education – Uniforms and Participation

All students in junior high are scheduled into a daily PE class and are required to wear the school gym uniform. Uniforms (shirt and shorts) can be purchased through the PE department. Students are required to have gym shoes. All students are issued a gym locker to secure their belongings. Please put the student’s name on all items with a permanent marker. State, district and school regulations require that students participate in physical education classes. Thus, students are expected to be properly dressed to take part in all activities.

A student who is not able to participate in PE should have a note from his/her parents. A parent note will excuse the student for up to 2 days. Students who are to be excused for a longer period should contact the school nurse. A doctor’s note will be required for an extended absence from PE.

### Report Cards and Progress Reports

Report cards are sent home at the end of each quarter. Progress reports are available electronically at the midway point of each quarter, and grades are always available for review through the online Skyward portal. Please contact the school if you need help in accessing your student’s grades online. Each student will receive a grade of A, B, C, D, F for each class. For certain classes, teachers will indicate a grade of pass/fail to indicate if a student has met the minimum requirements for that class.

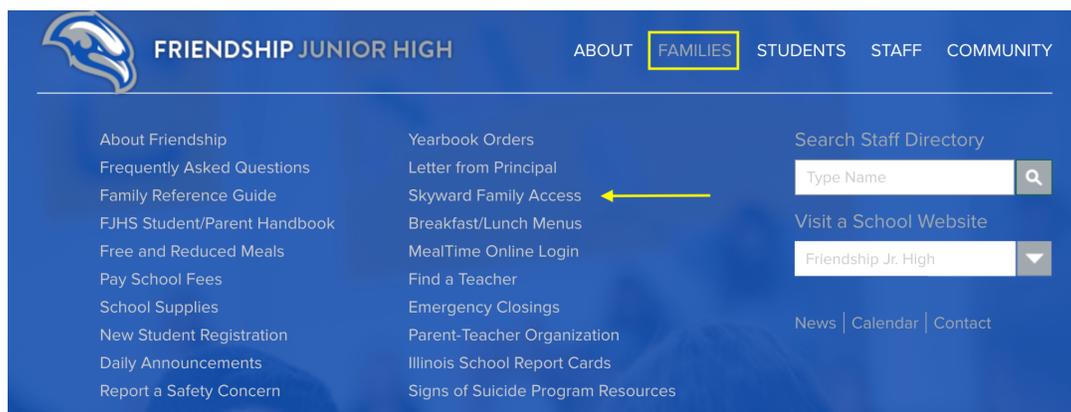
### Skyward Family Access

All parents and students have their own login to Skyward and can keep track of grades electronically. There will be time each week in WIN to check grades, but you should be checking frequently on your own as well. In addition to this, you will get a paper report card at the end of each quarter.

To access Skyward, go to the following [link](#).

Under the ‘Parents’ tab click Skyward Family Access and enter the username and password from registration.

\*Bookmark this page for easy access in the future.



## Technology

All students are issued a Chromebook to be used at school and home during the school year. Parents have the option of purchasing District 59 Technology Protection Plan. The purchase of this plan, while recommended, is not mandatory. If your child is having difficulty with technology, please contact the main office. For more information about [D59 Technology support click here](#).

## Technology Expectations

The use of the District's electronic network and the provided devices are a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and/or other disciplinary action.

- Students must have turned in a signed Acceptable Use form to access the network
- Internet use must be school related; no recreational use of the internet is permitted
- Students are expected to carry their district-owned electronic devices in the provided bags at all times
- Students are not to use another student's device or log in
- Students are expected to use appropriate language in all communications using district devices or the district electronic network.

Chromebook Protection Plan: If you purchase the protection plan (\$25), it will cover any accidental damages that happen to the computer. Liquid damage is not covered by the protection plan, so you would have to pay the full cost of repair or replacement if any liquids get into the Chromebook.

## Passwords

Students will be issued usernames and passwords to be used in accessing their courses and their district-provided email accounts for all school related email communications. Students are required to keep their login information private. Passwords should never be shared with another person. Students or parents who suspect that their login information has been accidentally compromised should contact the school office immediately to request a change of password.

## Email accounts

Email accounts are used for school related communication only. Students should check their school email account daily for school communications. While utilizing school email accounts, student language should be school appropriate.

## Internet Safety

All course materials are located in each teacher's Google classroom. At times, teachers will provide students with links to appropriate internet sites for students to do additional research. Chromebooks have internet filtering software loaded to block inappropriate content, however, parents should still be vigilant in monitoring their child's internet use.

The district utilizes Gaggle services to monitor content and conduct as it pertains to a student's technology usage on district devices and accounts. Gaggle may alert an administrator with content or conduct of concern. This could lead to disciplinary action or additional interventions being offered.

## PART III - SCHOOL SERVICES

### Guidance Service

Students are encouraged to visit the student services staff for personal guidance by sending them an email or call the school's main office. The school social worker, psychologist, and counselor are available to discuss any home, school or social concerns. For more information regarding the [D59 Family Support Resources](#), click on the link.

If students need to speak with a member of the school counseling team, use the QR code to request a meeting with a member of the Counseling Staff.

### Health Service and Policies

A school nurse is available at all times. If a student becomes ill or has an accident, he/she should report this to a teacher and ask to see the nurse. At no time should a student leave the building or call home for parents to pick them up without checking in with the nurse or the main office.

- When coming from class or in between classes a pass from the classroom teacher is required before a student comes to the office.

Any medication (including over the counter drugs) to be taken at school requires a doctor's written notice and communication with the nurse. Additionally, the medication should be in the prescription bottle with the student's name. Medication guidelines and forms are available through the school nurse. All medication must be locked in the office and taken under the supervision of the nurse or other approved staff.

### Library Resource Center (LRC)

The LRC is open from 7:30-7:45 am each morning. Your classes may also come down to the LRC for a book talk or to check out books. You can also ask your teachers for a pass to the library to check out a book if they allow it.

- You need your ID in order to check out a book. Once you decide on a book to check out, bring it up to the circulation desk and one of the library staff members will scan the book, scan your ID, and the book is yours to take. If you are still reading the book when the due date comes up, just bring it back to the LRC, and they can renew it for you. When you are finished with it, you can place the book in the "Book Return" located at the circulation desk.
- If you lose your book that you borrowed from the LRC, you should first check the lost and found outside of the office. If it is not there, go tell one of the librarians. Often, when LRC books are found, people return them to the library. If you still can't find the book, unfortunately you will have to pay to replace it.

### Bus Transportation

Riding the bus is a privilege and students are expected to follow all rules (See Part V). All students should show their ID as they enter the bus. Parents, if you have any questions regarding the location of your child's bus, delays in pick-up, etc., please call transportation at 847-593-4379. CCSD59 contracts transportation through Safeway.

- If you ride the bus, you will receive a communication from CCSD59 over the summer to let you know where your bus stop is. If you do not receive that, or if you forget once you get to school, please stop by the office, and we will let you know.

- If you ride the bus and you want to stay after school to work in the library, work with a teacher, or attend a sport/ club, there are two late buses you can ride on Mondays, Tuesdays, Thursdays, and Fridays (no late buses on Wednesday because of early dismissal). The activity bus will load at 4:10 and the late bus will load at 4:45.
- You may only ride the bus that you are assigned. Going home on another route is not permitted.

### Transportation Expectations

Following the bus rules is important for the safety of others on the bus and for the focus of the bus driver. The bus is an extension of school and all school rules apply. Buses are equipped with video cameras and if issues arise, administration may request access to the video footage.

- Do what the bus driver asks.
- Upon entering the bus, select a seat and remain seated until time to exit.
- Seats may not be saved
- No student has the right to more than one seat space
- Keep the noise to a polite level (Bluetooth speakers are prohibited)
- Food is not to be eaten on the bus
- Property damage is not permitted
- Inappropriate language is not permitted
- Items may not be thrown out the window or on the bus

Failure to comply with these expectations may lead to disciplinary actions.

### Food Service

Both lunch and breakfast are available for purchase for all students. Breakfast is a “grab and go” meal sold from 7:30 am – 7:45 am. Students should eat their breakfast in the cafeteria. We encourage all students to eat a healthy breakfast. Each student is assigned a 25 minute lunch period. Students can either bring lunch from home or purchase a hot lunch.

To increase efficiency in the food line, all students use their ID cards to make a purchase. Parents may go online ([www.mymealtime.com](http://www.mymealtime.com)) to deposit money into their student’s account or students can bring money to the office before the start of the school day. Cash is not accepted in lunch lines. If you have any questions regarding student meal accounts, please call School Nutrition Services at 847-593-4338 or 847-593-4341.

## PART IV - ACTIVITIES AND EVENTS

### Activity Period

The after-school activity period begins at 3:00 pm. A late bus is available for students. All students who plan to stay during the activity period must be supervised for the entire period and sign in at their designated location. Students attending games after school are expected to take the late bus or have a ride available at the end of the game.

### Extra-curricular Activities

Junior High has a wide range of extra-curricular activities going on any given day. Junior High has a variety of clubs and sports all year long, you could stay with a teacher for extra help, or you can read or work in the LRC. The best way to learn about the clubs is to pay attention to the morning announcements to find out when clubs start, which days, and where they meet. We encourage students to become involved. Monitor announcements for meeting times and

dates. The activity bus is available to students who stay for these activities provided they usually ride a bus to/from school.

- You will need to get a bus pass from the club or sport supervisor, or teacher that you stayed with, in order to ride the late bus. The pass will be collected by the teacher that helps load the late buses.
- If a student leaves school grounds after school and attempts to return to school grounds,, they are not permitted to ride the late bus home.

### After School Bus Schedule

4:10 PM: Monday, Tuesday, Thursday, Friday

4:45 PM: Monday, Tuesday, Thursday

### Team Sports and Eligibility

Students wishing to participate in interscholastic sports are required to have a physical examination card dated within twelve months of the first day of participation on file with the school nurse and a completed concussion form. Students are also required to show proof of insurance.

Athletes must maintain academic eligibility and proper behavior standards as set by School District 59 in order to participate in interscholastic athletics. Academic eligibility and behavior standards will be communicated to athletes by coaches at the start of the season. Students may not participate in games or practice if they are absent for any part or all of that school day due to illness unless they have a doctor's note. This also applies to students who have been assigned an after-school detention.

If you have any Fs or two Ds in your classes, you are considered academically ineligible and cannot practice or participate in any games the next week. If you are academically ineligible for 3 weeks during a season, you will be removed from the team.

Junior High has the following sports teams you can try out for:

#### **Boys Sports**

Basketball (Grades 6-8)  
Cross Country (Grades 6-8)  
Soccer (Grades 6-8)  
Spirit Squad (Grades 7-8)  
Volleyball (Grades 7-8)  
Wrestling (Holmes and Grove)

#### **Girls Sports**

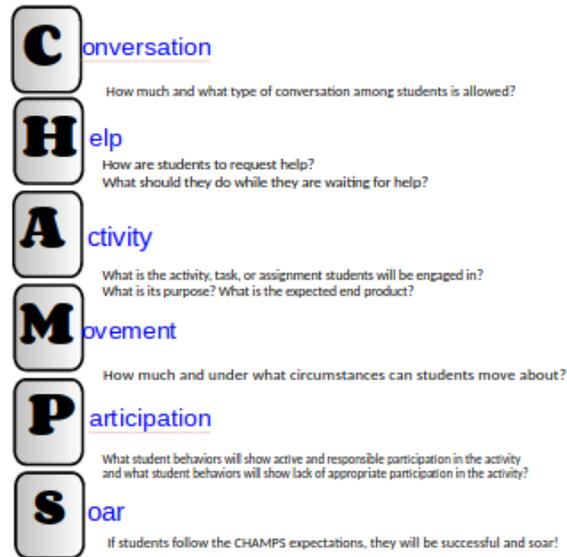
Basketball (Grades 6-8)  
Cross Country (Grades 6-8)  
Soccer (Grades 6-8)  
Spirit Squad (Grades 7-8)  
Volleyball (Grades 7-8)  
Wrestling (Holmes and Grove)

Pay attention to the morning announcements and flyers around the building to find out which season each sport is offered.

## PART V - SCHOOL EXPECTATIONS

As a district, we utilize CHAMPs as our tier one behavior expectation program. CHAMPs expectations are developed, taught, and practiced with Junior High students.

The overall goal of the CHAMPs classroom management system is to develop a structure in which students are responsible, motivated, and highly engaged in the specific task at hand. This year, Junior Highs will be utilizing CHAMPs expectations in our common areas. The following diagrams depict specific expectations in these areas. Students will be recognized for demonstrating what it means to follow expectations through the use of our “5 Star” program.



### ATTENDANCE

Students must attend all classes, all days. Being present on time for class with learning materials is essential to student success. Teachers will encourage all students to enter class on time and greet them upon arrival. Student truancy and tardiness will be documented on the student’s record. Students with disciplinary issues will receive consequences and support aligned to their school’s attendance plans.

If a student is tardy to school, they should report to the school office to obtain an admit slip. Please notify the school why the student is tardy. Missing the bus, oversleeping, or bad weather are not excuses for remaining at home and are not excused absences or tardies. Students with excessive absenteeism or tardiness may be referred to the County Truant Officer.

Classes start at 7:45 am. Students should not arrive on campus earlier than 7:30 am unless they have special permission. Students are allowed to eat in the cafeteria or go to their lockers to prepare for their day.

#### Absenteeism and Tardiness

If a student is going to be absent from school, a parent should call the office in the morning before 7:45 am and notify the school why the student is absent. The attendance phone number is on the title page. The attendance line is available 24/7 and parents can leave messages at any time. If a call is not received, a parent will be contacted at home or work. The police department may be called if we cannot confirm the student’s whereabouts.

### Tardy to Class

You should be in your classroom, the cafeteria, or the locker room when the bell rings to start each period. Different teachers handle tardies to class differently, so make sure you ask your teacher(s) what their procedures are.

### Backpacks

For safety purposes, backpacks and other large bags should be stored in lockers during the school day.

### Bicycles and Skateboards

Students riding bikes to school should bring their own locks to secure their bikes to the racks. For the safety of others, riding skateboards and bicycles should not take place on school property.

### Cell Phones and Other Electronic Devices

During the school day, cell phones may only be used when approved by a building faculty or staff member or in a green zone. Students are personally responsible for the security of their personal cell phones.

Any cell phone use that disrupts the learning environment may lead to restricted cell phone privileges and/or other student discipline.

Bluetooth speakers are not permitted at school or on the bus. Headphones should remain off and put away throughout the day unless in a green zone or permitted by a teacher, this also applies to the bus, unless you are listening to your own personal music on headphones.

Consequences leading up to and including suspension and expulsion will be considered for any students using electronic devices, including a cell phone, or any other electronic device to take or transmit digital photographic images, pictures, or videos of an individual or individuals without their consent anywhere on school grounds or during a school-related activity.

### Early Dismissal

If a student needs to leave school early, please send in a written statement with the time and reason for the early dismissal. Students should turn this into the office at the start of the day and receive an early dismissal slip that they will show to the teacher to exit class at the appropriate time. Parent or parent designee must present a valid photo identification card and come into the school office to sign the student out.

### Family Vacations

Parents are strongly urged to coordinate vacation plans and other such activities with school vacations. Some classroom experiences cannot be repeated for students who are absent and students are responsible for content covered while away. The State of Illinois has updated the policy on vacations. All vacations are considered unexcused absences and subject to truancy guidelines. If an absence exceeds ten school days without parental communication to the school, the child's attendance record will be adjusted to reflect a student withdrawal effective the first day of absence from school.

## Food and Drinks

Breakfast is offered to all students starting at 7:30 am. Students may take any unfinished breakfast to their first period class. No other food is allowed outside of the cafeteria during the school day. Students should only buy what they can eat during the lunch period. Occasionally, special events in the classroom may include food at teacher discretion.

- Students should bring a refillable water bottle with you to your classes. We only have water bottle refill

Hydration Stations that will fill your water bottle up quickly.

Only water brought in a clear or original bottle is allowed outside of the cafeteria during the school day. Other drinks should be finished during lunch. Items bought at “grab and go” breakfast may be brought to first period only.

## ID Badges

All students are expected to have their ID on them. ID badges are required to purchase lunch, check out library books, attend after-school activities and board buses. Students who lose or deface (i.e. cover with stickers/markers) their ID will be charged \$5 or incentive “bucks” to replace the ID, lanyard, and sleeve.

## Lockers/Locker Decorating

Each student is assigned a hall locker and a gym locker. Students are not allowed to switch or share lockers without office approval and should not share their combinations with other students. Taking any item from another student’s locker is a violation of the student honesty policy. Lockers are the property of the school and not the student. Therefore, the principal or a person(s) designated by the principal have the right to inspect any desk, locker or other school property assigned to a student.

Students wanting to decorate another student’s locker should get a morning pass the day before from the main office, so that they may gain access to the hallways ahead of the start of school. Please do not bring balloons to school.

## Lost and Found

The Lost and Found is located in the front office, near the main entrance, and in gym locker rooms. Any article not claimed within a reasonable length of time will be given to a charity. If you lost or misplaced your chromebook, please visit the LRC.

## BATHROOM EXPECTATIONS

Students may use the restrooms before school, during passing periods, and at the end of the day. Students needing to leave a classroom must get a pass signed and get permission from that teacher. Students will leave cell phones in the classroom when using the bathroom. Students will appropriately use the bathroom, follow school expectations and not leave the bathroom worse than they found it. Consequences may be issued to students who don’t follow these expectations.

## Lunchroom Expectations

CHAMPs expectations will be delivered and explained to all students. Based on positive behavior, students will earn the privilege to change seats.

- Dispose of your garbage appropriately
- Be sure your eating area is clean before leaving the table
- When the table is clean, remain seated until dismissed.
- Keep noise to a minimum

- Follow the instructions of the lunchroom supervisors.
- Throwing articles of any kind is prohibited.
- Appropriate phone usage when permitted

## PART VI - SCHOOL RULES & STUDENT CONDUCT

### Honesty

It is assumed that all students are honest and trustworthy. Cheating or copying homework, tests, quizzes, changing reports to parents, forging parent signatures, plagiarism, or any other form of misrepresentation is unacceptable at all times. Students risk a substantial grade penalty and/or removal of privileges.

### Student Behavior Expectations

All students are expected to behave in a way that makes the school environment safe and supports learning.

Rules and consequences apply whenever a student's behavior is reasonably related to school or school activities. This includes:

1. On, or within sight of, school grounds before, during, or after school hours or at any time
2. At a school-sponsored activity or event, or any activity or event related to school
3. Traveling to or from school or a school activity, function, or event
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school

Since all Junior High School students are held to the standards outlined in this handbook, please make sure to review this handbook in its entirety along with the [Family Reference Guide](#).

We work from the proactive approach of educating students on behavior expectations through direct instruction. We reinforce positive behavior in a variety of different ways based on the needs of the individual child. This includes both intrinsic and extrinsic rewards. Students who do not follow the expected behaviors are supported by appropriate disciplinary practices which include tailored consequences and re-teaching of the skill. Our goal is to shape behavior that creates a safe and successful learning environment for all students. Parents are informed should a problem arise that requires administrative attention.

### Prohibited Student Behaviors

All students are expected to contribute to safe learning environments. The following behavior will result in possible in or out-of-school suspension or expulsion from school.

- Bringing drugs, tobacco products, alcohol, weapons, or unsafe items onto school grounds, to a school activity, or on school transportation.
- Use or distribution of tobacco products, nicotine products, illegal substances, non-prescribed medications, alcohol, or look-alike substances on school grounds, at a school activity, or on school transportation
- Making threats or false threats against a person, against the school, or in general; whether in person, on social media, or otherwise. All threats are taken seriously and will be fully investigated using a threat assessment protocol.
- Bullying, harassment, or intimidation
- Criminal activity
- Gang-related activity

- Any other behavior that makes school unsafe or disrupts the learning environment

*Additional information can be found in [board policy](#) and the [Family Reference Guide](#).*

## **ANTI-BULLYING POLICY**

All members of our school community have the right to enjoy their learning and leisure time free from any form of bullying or harassment. CCSD59 will not tolerate harmful unkind actions or remarks, even if they lack malicious intent. We expect students, staff, and parents to support this policy by reporting all incidents of bullying. Reports can be made online via the “Report a Concern” form, or to any staff member when school is in session. All allegations of bullying are investigated and documented by building administrators or their designee.

### Bullying

Bullying is defined as physical, psychological or verbal attack(s) against an individual or group of individuals by a person or group of persons, causing, or potentially causing

- Physical harm
- Psychological harm
- Lasting emotional distress
- An imbalance of power
- Exclusion of the victim(s) from participation in, and/or enjoyment of any program or activity offered or sponsored by the school district

Bullying may be an isolated incident but is more often a series of incidents occurring over a period of time. Bullying takes various forms, including, but not limited to, harassment, threats, intimidation, spreading rumors, stalking, physical violence, sexual harassment, sexual violence, theft, humiliation, causing social or psychological isolation, extortion, destruction of property, or retaliation for alleging an act of bullying. It can occur in person, in writing, and online.

Bullying can be addressed in many ways, including but not limited to, restorative justice, mediation, behavior agreements, punitive measures, supports, and interventions.

### Social Conflict

Social conflict differs from bullying. Social conflict is a disagreement between two people or two groups that can possibly involve accusations, name calling, and loud, emotionally-driven arguing. Social conflict differs from bullying because

- There is not an imbalance of power
- The conflict is likely not repeated
- There is not lasting distress, physical harm, or psychological harm
- Social conflict is expected to occur because we do not always agree with others, and we see situations from different perspectives.

Social conflict can be addressed in many ways, including but not limited to, restorative chats, mediation, behavior agreements, and/or other forms of conflict resolution.

### Cyber-bullying

“Cyber-bullying” is considered a form of bullying and is defined as the use of e-mail, instant messaging, chat rooms, pagers, cell phones, or other forms of information technology to bully, harass, embarrass, threaten, or intimidate someone. Students who engage in such activity on school grounds or who engage in such activity off campus and create a material disruption of school operations shall be subject to penalties for bullying and harassment as well as possible criminal penalties. Students’ home and personal Internet use can have an impact on the school and on other students. If a student’s personal Internet expression – such as a threatening message to another student or a violent website – creates a likelihood of material disruption of the school’s operations, that student may face school discipline and criminal penalties.

“Cyber-bullying” is considered a form of bullying and is defined as the use of email, instant messaging, chat rooms, pagers, cell phones, or other forms of information technology to bully, harass, embarrass, threaten, or intimidate someone.

Junior Highs do not tolerate bullying. Any student who believes he/she has been subjected to bullying or harassment is encouraged to report this to a teacher, guidance personnel or administration. In addition, the [Safety Tip Link](#) and notifying the school office are useful tools to report bullying behavior.

Engaging in harassment or hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct is prohibited. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct. In addition, engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.

## **HARASSMENT OF STUDENTS PROHIBITED**

Students have the right to learn free from harassment. The District will not tolerate intimidating conduct or bullying whether verbal, physical, sexual, or visual, that

- affects tangible benefits of education,
- that unreasonably interferes with a student’s educational performance, or
- that creates an intimidating, hostile, or offensive educational environment.

## **SEXUAL HARASSMENT OF STUDENTS PROHIBITED**

Students have a right to learn free from sexual harassment. Sexual harassment means any behavior of a sexual or sex-based nature, that:

- denies or limits a student’s ability to learn or participate
- has the purpose or effect of:
  - a. substantially interfering with a student’s educational environment,
  - b. creating an intimidating, hostile, or offensive educational environment,
  - c. depriving a student of educational aid, benefits, services, or treatment, or
  - d. making submissions to or rejection of such conduct the basis for academic decisions affecting a student.

## DRESS CODE

The purpose of a dress code is to maintain a safe learning environment in which students are free to wear clothes that are comfortable, wear clothes that express their self-identified gender, and wear religious attire without fear of discrimination.

Students must cover all private areas with opaque clothing.

Students may not wear:

- Clothes with violent language or images
- Clothes with images or language depicting drugs or alcohol (or any illegal item or activity)
- Clothing that reflects gang membership, activity, or affiliation
- Clothes with hate speech, profanity, or indecent images
- Clothes with images or language that creates a hostile or intimidating environment
- Headgear (such as hats and hoodies) or facial coverings that disrupt the learning environment (except as religious observance)

No students will lose privileges or receive discipline for any type of hairstyle historically associated with race, ethnicity, or hair texture. “Clothing” includes accessories such as jewelry, backpacks, purses, and footwear.

When events with costumes are permitted in school, costumes that could be offensive or perpetuate a stereotype about someone’s culture, gender, heritage or religion are not allowed.

## RESOURCES FOR RECONGNIZING AND RESPONDING TO CHILD ABUSE

The District is committed to raising awareness and knowledge of issues regarding child abuse, including child sexual abuse in compliance with Erin’s Law. Warning signs of child abuse, including child sexual abuse, can include physical signs - such as unexplained bruises, burns, black eyes, welts, or other injuries, pain, difficulty walking or sitting, redness or injury in the genital or anal area - as well as non-physical signs. Information on the warning signs of child abuse, including child sexual abuse, grooming behaviors, and boundary violations, is available at [Erinslaw.org](http://Erinslaw.org) and [preventchildabuseillinois.org](http://preventchildabuseillinois.org), including the following information:

Warning Signs of Child Abuse (From [erinslaw.org/for-parents](http://erinslaw.org/for-parents))

- Nightmares	- Change in academics
- Trouble sleeping	- Running away from home
- Bed wetting	- Suicidal thoughts
- Change in appetite	- Acting out sexually
- Fear of certain people, places, activities	- Exhibits adult sexual behaviors, knowledge, and language
- Mood swings: Rage, Anger, Fear, anxiety, insecure or withdrawn	- Eating disorders
- Depression	- Self injury

<ul style="list-style-type: none"> <li>- Aggression</li> <li>- Feeling shameful or guilty</li> <li>- Isolating oneself</li> <li>- Withdrawal from someone</li> <li>- Resisting removing clothes during appropriate times (bedtime, bathtime)</li> </ul>	<ul style="list-style-type: none"> <li>- Drug and alcohol abuse</li> <li>- Promiscuous activity</li> <li>- Running away</li> <li>- Suicidal</li> <li>- Depression and anxiety</li> </ul>
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**Possible Signs of an adult engaging in grooming behavior/boundary violations/sexual abuse**  
*(from [erinslaw.org/for-parents](http://erinslaw.org/for-parents))*

- Giving a child special attention
- Trying to spend a lot of time alone with a child
- Buying child expensive gifts or giving them money
- Treating a child as a “favorite” from other children
- Physical affection towards child: kissing, hugging, holding hands, or wanting to be very close to a child

Additional Information on preventing and reporting child abuse and information on how to obtain assistance, referrals and resources on child abuse, including child sexual abuse, is available from the Illinois State Board of Education in its [Sexual Abuse Response and Prevention Resource Guide](#), and from Preventing Child Abuse Illinois in the following brochures:

- [Today’s Children, Tomorrow’s Future: What Everyone Can Do to Prevent and Respond to Child Abuse](#)
- [Child Sexual Abuse: Raising Awareness and Protecting Children](#)

For questions or additional support or assistance from the District, including information on the availability of counseling or additional student supports, please contact your school’s administrator or counselor.

## PART VII: STUDENT RECOGNITION

### Celebrated Students

Each month Junior High staff nominates different students based on specific criteria, many of the times demonstrating personal attributes we focus on within our SEL lessons. These students are recognized via the school announcements and within our school newsletters.

### 5 Star Store

Students earn points through our 5 Star App. Students are recognized and praised for a job well done. Points can be redeemed for items in the 5 Star Store. Our store is filled with options from Junior High branded school supplies, swag and snacks.

### Junior High Honor Society

The Junior High Honor Society is a select group of students who have earned recognition for their outstanding scholarship and service. They have dedicated themselves to excellence, and they are working toward developing the character, leadership, and citizenship qualities that will guide them in the future.

- Community Service Hours: Getting connected with outside organizations is one way. Retirement communities/nursing homes, animal shelters, hospitals, food banks, libraries, churches, or government organizations are a place to start. There are also a variety of service hour opportunities that come up at Junior High, so pay attention to the morning announcements or emails from the principal.

To be considered, a student must qualify in the following areas:

Scholarship	A student must maintain a cumulative 3.40 grade point average from the beginning of sixth grade.
Service	Students must earn and document service credit, either through the school or from non-profit community organizations.
Character	Students must demonstrate maturity, self-control, and responsibility. Students who qualify will have gained a reputation for honesty, kindness, self-sacrifice, courtesy, and respect for teachers and classmates.
Leadership	Leadership is demonstrated through participation in activities and class projects. Giving excellent effort and setting an example of cooperation for all group members are important elements of leadership.
Citizenship	Following school rules and meeting classroom expectations for behavior and cooperation are important elements in setting an example of good citizenship for others.

*Only eighth grade students may be officially inducted into the Honor Society, but sixth and seventh grade students may be recognized as "potential candidates"*

## PART VIII: EMPLOYEE CODE OF PROFESSIONAL CONDUCT

All School District personnel are expected to maintain professional, respectful, and cooperative relationships with students, parents, colleagues, and community members. Accordingly, District personnel must adhere to generally recognized professional conduct standards, including but not limited to the following:

1. Demonstrate appropriate and professional preparedness, punctuality, attendance, language, communications, and appearance.
2. Exemplify honesty and integrity.
3. Maintain professional, appropriate relationships and boundaries with all students, whether during or outside of school.
4. Refrain from being impaired and/or under the influence of alcohol, illegal or prohibited drugs, and/or prohibited substances to maintain a safe and healthy environment and quality instruction and/or performance for the District and its students.
5. Maintain an environment free from harassment, intimidation, bullying, hazing, discrimination, and violence.
6. Maintain integrity with members of the school or District community concerning donations, fundraising, business dealings, gifts, and favors.
7. Respect and maintain the confidentiality of student and personnel records, test materials, and other information covered by confidentiality agreements, or protected by State and Federal privacy laws.
8. Demonstrate conduct that is aligned with the Code of Ethics for Illinois Educators, incorporated by reference into this procedure, and conduct that follows generally recognized professional standards.
9. Comply with all applicable State and federal laws and Board policies.

### Expectations for Employee-Student Boundaries

District employees must at all times, whether during or outside of school, maintain appropriate and professional employee-student boundaries and relationships. Relationships between students and School District employees are inherently unbalanced, as District employees are uniquely positioned as individuals who care for and have authority and influence in relation to students. District employees may violate appropriate employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's physical or mental health, safety, or general welfare. Employees must recognize potential negative consequences for students and/or employees engaging in certain behaviors with students or allowing inappropriate conduct to continue.

Recognizing the age and developmental level of District students, some examples of inappropriate employee conduct that may lead to a breach of employee-student boundaries include, but are not limited to:

1. Regarding students as peers and/or engaging in peer-like behavior with students.
2. Sharing personal issues or adult relationship issues with students.
3. Favoring certain students by inviting them to meetings during non-instructional times to "hang out" or giving certain students gifts or special privileges.
4. Meeting with a student off-campus without the parent/guardian's knowledge and/or permission.
5. Dating a student or requesting to date a student, or sexual or romantic invitations or advances toward a student.
6. Participating in or requesting participation in a meeting with a student outside the employee's professional role.

7. Transporting a student in a District or private vehicle alone and/or without appropriate authorization.
8. Taking, possessing and/or using photos and/or videos of students for non-educational purposes, or without District administration authorization.
9. Inviting students to an employee's home.
10. Adding or "friending" students on personal social networking sites.
11. Privately messaging students through social media, personal phone numbers, or personal email accounts.
12. Making sexually suggestive comments, engaging in sexualized or romantic dialogue, commenting on a student's physical attributes or excessively flattering a student.
13. Massages, tickling, lingering or excessive touching, or sexual, indecent, romantic, or erotic contact with a student.

Instead, the District expects employees to abide by the following non-exhaustive standards when interacting with students:

- Conduct any one-on-one conference with students in a classroom with the door open.
- Meeting with students off-campus only with parent/guardian knowledge or permission (for example, when providing pre-arranged tutoring or coaching).
- Limit communication to what is necessary for educational and/or extracurricular activities.
- Use District-approved methods for communicating with students.
- Only transport students in District or private vehicles with administrative authorization.
- Take, possess, or use photos/videos of students only for educational purposes, with eligible student or parent/guardian consent and District administration authorization.
- Abide by relevant and applicable student records laws and Board policies with respect to confidentiality of student records.

The District understands that some employees may have pre-existing relationships with students or families unrelated to the school environment. The expectations set forth above are not intended to prohibit or limit appropriate interactions with such students or families, provided that the employee is aware of and maintains appropriate employee-student boundaries during all interactions.

#### Violations of Professional Conduct Standards

Violations of Board Policy 5.120 or this Employee Code of Professional Conduct, or failure to report a violation of the Employee Code of Professional Conduct, may subject an employee to disciplinary action, up to and including dismissal. Employees are expected to report prohibited behaviors and/or boundary violations in accordance with Board Policies 2.260, Uniform Grievance Procedure; 2.265, Title IX Sexual Harassment Grievance Procedure; and 5.90, Abused and Neglected Child Reporting Act. Violations of the employee professional conduct policy may include, but are not limited to, the following:

1. Failing to comply with or adhere to any of the expectations set forth herein.
2. Falsifying, misrepresenting, omitting, or erroneously reporting professional qualifications or information submitted in the application and/or hiring process.

3. Falsifying, misrepresenting, omitting, or erroneously reporting information during the course of an inquiry or investigation.
4. Committing any act of child abuse, neglect or cruelty to children.
5. Willfully or negligently failing to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/).
6. Engaging in harassing behavior, including but not limited to sexually harassing a student.
7. Willfully or negligently failing to report sexual harassment as required by Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.).
8. Providing a recommendation of employment for an employee, contractor, or agent that the employee knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law, as prohibited by the Elementary and Secondary Education Act (20 U.S.C. § 7926).
9. Engaging in grooming as defined in 720 ILCS 5/11-25.
10. Engaging in grooming behaviors, including but not limited to sexual misconduct, which is defined in Board Policy 5:120 as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee or agent of the District with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
  - A sexual or romantic invitation
  - Dating or soliciting a date
  - Engaging in sexualized or romantic dialog
  - Making sexually suggestive comments that are directed toward or with a student
  - Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
  - A sexual, indecent, romantic, or erotic contact with the student
11. Furnishing tobacco, alcohol, cannabis, or any other illegal/unauthorized substance, including e-cigarettes, to any student or allowing a student under his or her supervision to use tobacco, alcohol, cannabis (including medical cannabis unless the student is authorized to be administered a medical cannabis infused product by the District employee pursuant to Ashley's Law), or any other illegal/unauthorized substance.
12. Engaging in any of the prohibited activities listed in the District's drug- and alcohol-free workplace policy.
13. Carrying a firearm on or into any District-controlled building, real property, or parking area, or any District transportation vehicle, unless specifically permitted by law.
14. Knowingly failing to report hazing to supervising educational authorities or, in the event of death or great bodily harm, to law enforcement.
15. Failing to appropriately respond to a witnessed or reported incident of student-on-student bullying, harassment, hazing, or teen dating violence.
16. Misusing District-related funds.
17. Failing to account for funds collected from students or parents/guardians.
18. Submitting fraudulent requests for reimbursement of expenses or for pay.
19. Commingling District funds with personal funds or accounts.
20. Using District property without appropriate authorization.

21. Soliciting students or parents/guardians to purchase supplies or services from the employee or to participate in activities that financially benefit the employee without fully disclosing the interest.
22. Disclosing confidential information concerning student records, health and medical information, family status and/or income, or assessment/testing results, unless disclosure is required or permitted by law.
23. Disclosing confidential information restricted by State or federal law.
24. Any other violation of, or conduct inconsistent with, State or federal law or Board policy, administrative directives, or generally recognized professional conduct standards.

This list of employee conduct standards is not exhaustive; therefore, an employee may be disciplined for conduct that is not specifically listed above.

District personnel are expected to attend all required trainings on educator ethics, child abuse, grooming behaviors, and boundary violations, among other required training as directed by the District.

## PART IX: ACKNOWLEDGMENT OF RECEIPT

Since all Junior High School students are held to the standards outlined in this handbook, please make sure to review this handbook in its entirety. Additionally, all parents should review the District Family Reference Guide, which may be found at <http://www.ccsd59.org/family-reference-guide/>

### **Student and Guardian Acknowledgement of School Handbook / Reconocimiento del Manual Escolar para Estudiantes y Guardianes**

Students and guardians must sign and return this form within the first week of the school year. / *Los estudiantes y guardianes deben firmar y devolver este formulario dentro de la primera semana del año escolar.*

#### **Student Acknowledgement / Reconocimiento del Estudiante**

I have read the contents of this handbook. / *He leído el contenido de este manual.*

I understand I am responsible for contributing to a safe school environment by following school rules and seeking support when needed. / *Entiendo que soy responsable de contribuir a un ambiente escolar seguro siguiendo las reglas de la escuela y buscando apoyo cuando sea necesario.*

I understand that behaviors that make myself or others unsafe at school can result in suspension from school or expulsion from CCSD59. / *Entiendo que los comportamientos que me hacen inseguro a mí o a otros en la escuela pueden resultar en la suspensión de la escuela o la expulsión de CCSD59.*

I recognize that additional information in its entirety is located in the family reference guide on the CCSD59 webpage and can be accessed at any time. / *Reconozco que la información adicional en su totalidad se encuentra en la guía de referencia familiar en la página de internet de CCSD59 y se puede acceder a ella en cualquier momento.*

\_\_\_\_\_  
Student Signature / *Firma del estudiante*

\_\_\_\_\_  
Date / *Fecha*

#### **Guardian Acknowledgment / Reconocimiento del Guardian**

I have read the contents of this handbook. / *He leído el contenido de este manual.*

I understand that my child is responsible for contributing to a safe school environment by following school rules and seeking support when needed. / *Entiendo que mi hijo es responsable de contribuir a un ambiente escolar seguro siguiendo las reglas de la escuela y buscando apoyo cuando sea necesario.*

I understand that behaviors that make my child or others unsafe at school can result in suspension from school or expulsion from CCSD59. / *Entiendo que los comportamientos que hacen que mi hijo u otras personas no estén seguros en la escuela pueden resultar en la suspensión de la escuela o la expulsión de CCSD59.*

I recognize that additional information in its entirety is located in the family reference guide on the CCSD59 webpage and can be accessed at any time. / *Reconozco que la información adicional en su totalidad se encuentra en la guía de referencia familiar en la página de internet de CCSD59 y se puede acceder a ella en cualquier momento.*

I understand that it is my responsibility to reach out to the school for support for my child or the safety of others. / *Entiendo que es mi responsabilidad comunicarme con la escuela para obtener apoyo para mi hijo o la seguridad de los demás.*

\_\_\_\_\_  
Guardian Signature / *Firma del Guardian*

\_\_\_\_\_  
Date / *Fecha*

## PART X - SCHOOL SPECIFIC CONTENT

- [Friendship Junior High School](#)
- [Grove Junior High School](#)
- [Holmes Junior High School](#)