



STUDENT/PARENT HANDBOOK

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CCSD59

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Section 1: General Information

CONTACTING STUDENTS DURING SCHOOL HOURS

If you need to contact your student during school hours, please do so by contacting the school's main office. Students are not permitted to have their cell phones during school hours, so any message must be relayed to the students through school staff.

In an effort to maximize the learning time each period and limit distractions, the main office will only page students to the office during passing periods. If a student is expecting something to be delivered to the office, it is the responsibility of the student to come to the office to pick up the item.

VISITORS

All visitors to school property are required to:

- Report to the building's main office and receive permission to remain on school/District property.
- Sign a Visitor's Log (i.e., provide the date, visitor's name, signature, purpose for the visit and time of arrival).
- Show/provide identification.
- Obtain and wear a visitor lanyard badge.
- In accordance with District procedures, the visitor shall wear the visitor lanyard badge at all times while in the building.
- Return visitor lanyard badge to the main office and indicate time of departure in the Visitor's Log.
- The office staff member shall sign his/her initials in the Visitor's Log verifying that the visitor lanyard badge was returned.

On occasions when large groups are invited onto school/District property visitors are not required to sign in but must follow school/District official's instructions.

Any staff member may request identification from any person on school/District property. Refusal to provide such information is a criminal act. Persons on school/District property without permission will be directed to leave and may be subject to criminal prosecution.

Visitor access to classrooms and personnel will be permitted in limited situations. The guidelines apply to access requested by the parent/guardian of a student receiving special education services, or being evaluated for eligibility, an independent educational evaluator, or a qualified professional retained by or on behalf of a parent/guardian or child. Visitors will be afforded reasonable access to educational facilities, personnel, classrooms, and buildings and to the child. To minimize disruption, reasonable access means that the parent(s)/guardian(s) or qualified professional retained by or on behalf of a parent/guardian or child is allowed access once per school quarter for up to one hour or one class period. A visitor may request the authorized administrator to grant longer or additional observations based on individual circumstances and provide any supporting documentation in support of such a request. The administrator may grant, deny or modify the request and the administrator's decision shall be final.

Prior to visiting a school, school building, or school facility, a visitor must complete the District's form, [Request to Access Classroom\(s\) or Personnel for Special Education Evaluation and/or Observation Purposes](#), prior to the visit and submitted to the principal. The form may be acquired from the Principal or Educational Services Department. The Building Principal or designee will attempt to arrange the visit at times that are mutually agreeable. The principal or designee will accompany any visitor for the duration of the visit, including during any interviews of staff members. For more information, contact the Building Principal and/or Educational Services Department (847-593-4335).

SCHOOL CLOSING

During the course of the school year, it is sometimes necessary to close all, or one or more, schools due to an emergency. Inclement weather is usually the major cause of school closings; however, other emergencies such as power failures, heating problems, water problems, etc. could occur at any time causing the closing of one or more schools.

When a determination is made that a school or schools should be closed to protect the health or safety of students, the information will be recorded on the District autophone (847-593-4300), will be sent via automated phone and email message to parents, and will be announced on major radio and television stations, and displayed on the Emergency Closing Center website (www.emergencyclosingcenter.com). The following stations will be notified to announce emergency closing information:

AM Radio

- WGN 720
- WBBM 78

Television

- FOX NETWORK 32 (Cable 12)
- WGN 9
- NBC 5
- WBBM 2
- ABC 7

Please also check the District 59 website at www.ccsd59.org.

District 59 makes every attempt to open and keep open each of its schools if this can be accomplished without risking the safety of students and employees. The ultimate decision to send a child to school during inclement weather belongs to the parent. The parent needs to make the final determination as to whether or not it is too cold, windy, and/or snowy for their child to travel to and from school.

Parents are urged to discuss with their children personal situations, such as school closings or early dismissal from school, and what emergency measures should be followed.

Should you have any questions about emergency school closings, please contact your school's principal or call (847) 593-4300.

SCHOOL SAFETY

Each building maintains a School Crisis Plan that includes procedures for a number of emergency situations. For each situation, drills are completed each year to familiarize all students with the emergency procedures. The following drills will be completed this school year:

- Fire Safety Drill; minimum 2 times per year
- Shelter-in-Place (Severe Weather/Tornado); minimum 1 time per year
- Lockdown Drill; minimum 1 time per year
- Bus Evacuation Drill; minimum 1 time per year

Additionally, other safety situations may present themselves throughout the school year, i.e. K-9 units present in the building. If this should happen, communication will be sent to inform parents/guardians. Please contact your child's building principal for more information about safety and evacuation drills or the School Crisis Plan.

Section 2: Universal Rules and Expectations

ATTENDANCE

The Illinois compulsory attendance law requires all children ages 6-17 to attend school. Children below the age of 6 years or above the age of 17 years who are enrolled in grades Kindergarten – 12 are also required to attend school while in session during the regular school term.

It is the responsibility of a parent or guardian to ensure his/her child attends school regularly in order to obtain the maximum benefits from the educational program. The primary responsibility for notifying the school when a child is to be absent also lies with the child's parent/guardian. Therefore, it is the expectation of the District that a parent/guardian will notify the child's school by 9:00 a.m. if their child is to be absent from school on any given day.

Consistent with the requirements of state law, if any child in grades K-8 is absent from school, and there is no record that the absence has been authorized and is for valid cause, the school will, within 2 hours after the first class in which the child is enrolled, make a reasonable attempt to contact the parent or guardian of the child's absence. This notice will not be given for those absences authorized by the parent/guardian.

TARDIES TO SCHOOL

Students arriving at school after the official school starting time are marked as "tardy." Valid excuses for tardies are listed below. Chronic unexcused tardies may result in truancy.

TRUANCY

The School District will determine if the student is a truant, chronic or habitual truant, or a truant minor. A "truant" is a child subject to compulsory school attendance who is absent without valid cause from such attendance for a school day or portion thereof.

Valid cause for absences/tardies

A child may be absent from school because of illness, medical appointment, observance of a religious holiday, death in the immediate family, family emergency, school activities, special or unusual events approved by the parent(s)/guardian(s) and pre-approved with the school, situations beyond the student's control as determined by the Board of Education or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

Chronic or habitual truant

A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% percent or more of the previous 180 regular attendance days. Students who are identified as chronic or habitual truants will be reported to the appropriate Intermediate Service Center.

Truant minor

A chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

The Educational Services Department (847-593-4335) will function on a consultative and remedial basis in truancy matters. Families and students seeking help with truancy may be referred to Educational Services after a principal/teacher conference. Additional interventions may include referrals to the North Cook Intermediate Service Center or to truancy officers at your police department or the Cook County Sheriff's department.

EARLY DISMISSAL

All CCSD59 schools will dismiss one hour early each Wednesday. District staff members utilize this time to collaborate on aspects of team, building and district planning to ensure a learning environment of the highest quality for all students.

If it is necessary for a child to be released early from school, parents should alert the office in the morning. The request should include the time and reason for the early dismissal. At the designated time, a parent must come in to the school and “sign-out” the student in the main office. Should the student will be returning the same day, the parent must sign them back in upon arrival. Students should never leave the building without permission from the school office.

FAMILY VACATIONS

Parents are strongly urged to coordinate vacation plans and other such activities with school vacations. It must be realized that some classroom experiences cannot be repeated for students who are absent.

While most families do not take extended vacations during the school year, some find it necessary to take their children out of school. If and when this occurs, you need to be aware of the following. If the 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.

ID CARDS

Student will need their IDs to purchase food in cafeteria (no money will be accepted), check out library books, ride busses, and attend after school events/activities. Students must show their ID to any staff member if requested. Students may purchase a replacement ID if necessary from the main office.

BACKPACKS

Students are encouraged to use a bag or backpack to transport belongings safely to and from school. For safety purposes, any and all bags must remain in student lockers during school hours.

LOCKERS

Each student is issued a hall locker and a gym locker. These lockers remain the property of the school and can be inspected by any time by school administrators. Students are responsible for keeping their lockers clean and orderly, and will be held responsible for any damage to the locks or lockers.

It is the student’s responsibility to make sure that lockers are closed and locked. Students should never share their locker combinations with anyone else. The school assumes no responsibility for lost or stolen items from unsecured lockers.

CELL PHONES AND PERSONAL ELECTRONICS

Cell phone use is not permitted during school hours and must be turned off and stored in a secure place while classes are in session. Students should not call or text parents, nor should parents call or text students while classes are in session.

Students who fail to abide by this policy will face confiscation of the device and may be subject to further disciplinary consequences. Students using phones or other electronic devices for unlawful purposes will be disciplined according to CCSD59’s discipline policy and/or referred to law enforcement where appropriate.

While the school respects a parent’s decision to allow students to bring such devices to school, students are bringing these devices at their own risk as cell phones and other electronics can often be targets of theft. The school assumes no responsibility for theft, loss, or damage of any such devices.

DRESS CODE

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Specifically, the following guidelines for student appearance must followed during school hours or at school-sponsored events:

- Students should be covered from shoulder to mid-thigh with solid material at all times
- Student undergarments should never be visible
- Students should remove any hats or non-religious head coverings upon entering the building
- Any clothing with inappropriate messages, pictures or words are prohibited. Inappropriate words (even if implied) also include drug references, tobacco or alcohol products, and violent/ lewd messages
- Any clothing or accessories that may compromise student safety are prohibited

Any student not in compliance with the dress code will be asked to cover up, call home for a change of clothing, or will be asked to change into their P.E. uniform. Refusal to change inappropriate clothing will result in a major and will have disciplinary consequences.

SOCIAL NETWORKS

In accordance with the Right to Privacy in the School Setting Act (Public Act 098-0129), if there is reasonable cause to believe that a CCSD59 student's social networking website contains evidence that the student has violated a school disciplinary rule or policy, the school may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on the social networking site.

Section 3: Educational Programs

ACADEMIC STANDARDS

All students are expected to meet certain academic standards in all subject areas each school year. Each subject has a specific set of standards and curriculum, including:

- Common Core English Language Arts
- Common Core Mathematics
- Next Generation Science Standards
- C3 Framework for Social Studies State Standards
- National P.E. Standards
- National Core Arts Standards
- National Standards of Foreign Language Education

Students who fail to meet these standards will be involved in conferences with their teachers and parents. Administrators and teachers will work with parents to provide these students every opportunity to learn the material.

Decisions regarding classroom placement, promotion, retention, or remediation shall be based on a student's successful completion of the curriculum, attendance, and other testing criteria as determined by the Board of Education, and a careful evaluation of the advantages and disadvantages of alternatives.

8TH GRADE GRADUATION/END OF YEAR EVENT REQUIREMENTS

In order for 8th grade students to be eligible for the end of year activities, including the 8th grade field trip, graduation ceremony and graduation dance, they need to meet the following requirements:

- **Academics**
 - Students must maintain passing grades throughout the school year. A student will be eligible for exclusion if he/she has a final grade of F in more than 1 core subject area.
- **Attendance**
 - Students must be present to learn and participate. A student may be eligible for exclusion if he/she has 10 or more unexcused absences.
- **Behavior**
 - Students need to contribute to the school environment in a positive manner. A student will be eligible for exclusion if he/she establishes a pattern of disciplinary referrals and/or multiple suspensions.

PHYSICAL EDUCATION

All students in junior high are scheduled into a daily physical education class. If a student is unable to participate, a parent note should be brought to the school stating the reason the student should be excused. Exclusions from P.E. class for more than two days require parent contact with the school nurse. A doctor's note is required for exclusions of three days or longer.

Students are required to meet the following P.E. uniform requirements every day:

- School gym uniform (reversible shirt and shorts)
- Gym shoes and socks

P.E. uniform shirts and shorts are a part of the school fees and are distributed to students within the first week of school. Should a student need to purchase an additional uniform piece, he/she may do so in the main office.

Students will receive a P.E. locker to house their uniforms, shoes, deodorant and any additional clothing needed for P.E. class every day. In practicing good hygiene, P.E. uniforms should be washed frequently. Aerosol deodorants/body sprays are not allowed.

GRADE REPORTING

Report cards are issued at the end of each quarter and will, in part, chart students' educational progress. Additionally, progress reports are posted at the halfway point each quarter. Check the school calendar for the specific date that they will be made available.

In between the report card and progress reports, students and parents can access the Skyward Family Portal at any time to check student grades, missing assignments, attendance and discipline. Skyward can be accessed through the school or district websites. There is also a Skyward app available for Apple and Android devices. It is the responsibility of the student and parents to check Skyward frequently

DEVICES AND INSTRUCTIONAL MATERIALS

Students will use Chromebooks and Nexus 7 tablets on a daily basis as a way to amplify their learning. Students will use the Google Apps, as well as the Google Classroom platform, as their main production and learning tools, and will access them with a school-monitored Google email account. Students must follow the guidelines explained in the Student Device Responsible Use form at all times, as well the Acceptable Use Policies of the district's electronic network. Failure to follow these guidelines may result in loss of privileges, disciplinary action or payment to cover the cost to repair or replace devices. Insurance for the devices is available for purchase at the beginning of each school year. For a complete list of prices and coverage, please see the [Student Device Protection Plan](#) located on the Innovative Learning section of the district website.

Textbooks are issued to students, at no charge, in each subject area where books are used. Students are responsible for their books and are expected to turn them in at the end of the year in good condition. Excessive damages or failure to return a textbook or library book will result in the student being responsible for the cost of repair or replacement.

Students at each grade level will also receive a supply list prior to the start of the school year for any materials that he/she will need that are not provided by the school.

Section 4: School Services

HEALTH SERVICES AND POLICIES

In the event of an accident or illness, the school nurse is available to students at all times during the school day. A student must have a pass from a teacher or supervisor in order to see the nurse, unless otherwise scheduled. At no time should students leave the building or call home for a parent to pick them up without authorization from the office.

Any medication (including over the counter preparations) to be taken in school must be ordered in writing by a doctor or administered by a parent/guardian. Medication guidelines and forms are available in the nurse's office. All medication must be housed in the office and taken under the supervision of the school nurse or office staff.

STUDENT SERVICES

To provide students will social and emotional support, the junior high student services teams include a school psychologist, social worker, and guidance counselor that students are able to utilize whenever needed. Each member of the Student Services team works together, as well as with teachers, students, and parents, to maximize learning environments in classrooms , small groups, and individual levels.

The Student Services Team include the school psychologist, social worker, school counselor, interventionist, speech and language pathologist, and school nurse. If you have any questions or concerns about services provided by the Student Services team please contact the main office.

BUS TRANSPORTATION

Bus services are available to those students who qualify. Only students who are regular bus riders can ride the bus. Bus riders need to observe proper behavior at all times and show respect and courtesy to the bus driver. Students reported to the office for bus misconduct may be subject to disciplinary action. If there are repeated incidents of bus misconduct, a student may have his/her bus-riding privileges suspended for a period of time. If you are a walker, you may not take a bus home for any reason.

In addition to the normal before- and after-school bus routes, there are also activity routes that run to allow bus riders to take advantage of all the schools have to offer. Late bus routes run every Monday, Tuesday, Thursday and Friday, and depart from the schools at 4:35 PM. There is also an early bus available on Wednesdays that arrives at the school at 7:00 AM. Only students who take a bus to and from school can ride the activity bus.

SCHOOL NUTRITION

Breakfast and lunch are served daily in each school's cafeteria. Please check your school's bell schedule for times. Students can either bring a lunch from home or purchase a hot lunch from Sodexo. Students pay for all food, including breakfast, lunch, snacks, and drinks, using money in an account linked to his/her ID card. The account may be replenished at any time by bringing in cash or check to the main office, or online through the [MealTime Online](#) link in the Parent section of your school's website. No cash or coin will be accepted in the cafeteria.

Section 5: School Involvement

ATHLETICS

Any student wishing to participate in interscholastic sports is required to have a physical examination on file with the school nurse, dated within twelve months of the first day of participation. According to state requirements, the physical examination must be on file before the student is eligible for tryouts, practice, or interscholastic competition. Physical examination forms are available at registration, in the nurse's office, or from the school's main office. Students are also required to show proof of insurance to participate in interscholastic activities.

The following interscholastic sports will be available in all schools for the 2015-16 school year:

Boys Sports

- Cross Country (Gr. 6-8)
- Soccer (Gr. 6-8)
- Basketball (Gr. 6-8)
- Volleyball (Gr. 7-8)

Girls Sports

- Cross Country (Gr. 6-8)
- Soccer (Gr. 6-8)
- Basketball (Gr. 6-8)
- Volleyball (Gr. 7-8)

Participation in interscholastic athletics is a privilege and not a right. Students participating in interscholastic athletics are expected to adhere to the rules of conduct and sportsmanship developed by the Board of Education and the Mid Central Suburban League conference. A failure to do so may result in the loss of participation privileges.

ATHLETIC ELIGIBILITY

The academic progress of student athletes will be evaluated on a weekly basis. A student must not have more than one F or two D's in order to be eligible to participate. If a student is deemed ineligible, they will not be allowed to participate in the activity for the next week to give them time to bring their grades up. If a student is ineligible for three weeks during a season, the student will be dismissed from the team in an effort to concentrate on academics.

EXTRA-CURRICULAR ACTIVITIES

It is the expectation at each school that students become involved in as many ways as possible within the school environment and culture. With that in mind, each school offers a wide variety of clubs, activities and intramural sports for students to participate. Extra-curricular activities will take place either before or after school during the activity period. Early or late bus services will be provided for those that qualify. Please see Section 6 of this handbook for a complete list of the extra-curricular activities your school offers.

PARENT-TEACHER ORGANIZATION

The expectation for involvement also extends to the school's parents and staff in the Parent-Teacher Organization (PTO). The PTO is an excellent way for parents to be connected to everything that is happening in the schools. Without the support of the PTO, many of the great things that we are able to do in our schools would not happen. More information about the Friendship PTO, such as membership, contact information, and meeting dates can be found in the Parents section of the school's website.

BELL SCHEDULE

REGULAR SCHEDULE

Period	Time
1	7:45 - 8:37
2	8:40 - 9:24
3	9:27 - 10:11
4	10:14 - 10:58
5	11:01 - 11:44
6	11:47 - 12:30
7	12:33 - 1:16
8	1:19 - 2:03
9	2:06 - 2:50

EARLY DISMISSAL

Period	Time
1	7:45 - 8:28
2	8:31 - 9:06
3	9:09 - 9:44
4	9:47 - 10:22
5	10:25 - 11:06
6	11:09 - 11:50
7	11:53 - 12:34
8	12:37 - 1:12
9	1:15 - 1:50

AM ASSEMBLY

Period	Time
Assembly	7:45 - 9:00
1	9:00 - 9:38
2	9:41 - 10:14
3	10:17 - 10:50
4	10:53 - 11:26
5	11:29 - 12:10
6	12:13 - 12:54
7	12:57 - 1:38
8	1:41 - 2:14
9	2:17 - 2:50

PM ASSEMBLY

Period	Time
1	7:45 - 8:23
2	8:26 - 8:59
3	9:02 - 9:35
4	9:38 - 10:11
5	10:14 - 10:55
6	10:58 - 11:39
7	11:42 - 12:23
8	12:26 - 12:59
9	1:02 - 1:35
Assembly	1:35 - 2:50

* Periods 5, 6, and 7 are lunch periods and are broken down into 5A-5B, 6A-6B, and 7A-7B. Students will have a study hall or resource class for the portion of the period that they are not eating. There is a three minute passing period between A and B lunch periods.

ELECTIVE CLASSES

Students have 2 elective periods built into the school day, where they are able to choose between a number of fine and practical arts classes. The classes range from single quarter to full year:

Full Year Options

Band
Choir
Orchestra
French 1*
French 2*
Spanish 1*
Spanish 2*

**7th and 8th grade classes*

Quarterly Options

Art
Creative Technology
Keyboarding*
Family and Consumer Science
Gateway to Technology (Project Lead The Way)
Music

**6th grade only*

The elective classes for sixth graders are arranged in way to give them exposure to as many of these classes as possible so they can decide which they would like to continue in seventh and eighth grade. The sixth grade elective rotation consists of 9 week courses of French, Spanish, Art, Creative Technology, Keyboarding, Gateway to Technology, Health, and Music.

EXTRA-CURRICULAR ACTIVITIES

We want students to be as active and involved as possible at Friendship, and we offer many different clubs, sports and activities for students. Pay attention to the school calendar and the morning announcements to find out when each club or activity meets.

Clubs and activities available for the 2015-16 school year:

- Amazing Teens Club
- Art Club
- Battle of the Books
- Book Club
- eCybermission (Mission Possible)
- Firebird Fiddlers
- FYI (Morning Announcements/News)
- Intramural Basketball League
- Intramural Softball
- Intramural Ultimate Frisbee
- Jazz Band
- Ladybird Singers
- Manchoir
- Musical
- Peer Tutoring
- Ping Pong Club
- Robotics Club
- School Store
- Sixth Grade Superstar Events
- Spanish Club
- Spirit Squad
- Stay'n'Play
- Student Senate
- Variety Show
- Walking Club
- Yearbook Club

Please pay attention to the school calendar and morning announcements for when each activity is offered.

BEHAVIOR MATRIX

At Friendship, students should thrive to be respectful, responsible and safe in all environments. The following chart gives some examples of what that would like like in different settings in the building.

	Respectful	Responsible	Safe
All Settings	<ul style="list-style-type: none"> • Treat others with kindness and respect • Use appropriate language • Practice good manners • Practice good listening skills when others are speaking 	<ul style="list-style-type: none"> • Follow all staff, school, and district rules listed in the Junior High Handbook 	<ul style="list-style-type: none"> • Follow instructions and procedures in every area • Report unsafe situations and behaviors to adults • Keep school clean • Be aware of others and surroundings
Classroom	<ul style="list-style-type: none"> • Treat the property of the school, teacher and other students with respect and care • Practice active listening skills when others are speaking 	<ul style="list-style-type: none"> • Be in your assigned classroom when the bell rings • Bring all required materials to class • Ask for help when needed 	<ul style="list-style-type: none"> • Follow class rules and guidelines • Keep belongings out of walkways and aisles
Library	<ul style="list-style-type: none"> • Respect other people's needs as they work or read 	<ul style="list-style-type: none"> • Check in with the librarians when you enter • Return all materials by the due date and in the same conditions in which you received them 	<ul style="list-style-type: none"> • Keep the library neat and organized • Keep belongings out of walkways and aisles
Gym/Locker Room	<ul style="list-style-type: none"> • Respect the property of the P.E. department and other students • Practice good sportsmanship • Practice active listening skills when others are speaking 	<ul style="list-style-type: none"> • Lock up all your belongings before leaving the locker room • Dress in your P.E. uniform every day • Wait for dismissal by teacher 	<ul style="list-style-type: none"> • Follow all safety instructions given by teacher • Use equipment as instructed • Keep all areas clean and organized.
Hallway	<ul style="list-style-type: none"> • Keep halls clean and litter free • Help other student when needed • Show respectful to all students and staff members 	<ul style="list-style-type: none"> • Close and lock your locker door • Have a hall pass when in hallways during non-passing period times 	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself • Walk on the right side of the hall • Make sure area around your locker stays clean
Cafeteria	<ul style="list-style-type: none"> • Treat Sodexo staff, supervisors and peers with respect • Use a normal speaking voice 	<ul style="list-style-type: none"> • Be in the cafeteria on time • Keep your table neat, especially when it is your turn to clean • Make sure you have your ID 	<ul style="list-style-type: none"> • Stay at your designated table • Walk at all times • Keeps hands, feet and food to yourself
Bus/Bus Areas	<ul style="list-style-type: none"> • Show respect to the bus driver and other students on the bus • Use appropriate language 	<ul style="list-style-type: none"> • Be at your bus stop on time • Make sure bus stays clean • Stay seated when bus is moving 	<ul style="list-style-type: none"> • Walk on sidewalks and crosswalks at all times • Keep hands feet and objects to yourself
Extra Curricular/ Assemblies	<ul style="list-style-type: none"> • Practice active listening skills when others are speaking • Be a positive participant 	<ul style="list-style-type: none"> • Communicate with parents when staying after school • Follow all school/club rules • Be on time 	<ul style="list-style-type: none"> • Follow all entry and dismissal instructions • Keep hands feet and objects to yourself

MINORS AND MAJORS

If students are not following the expected behaviors, they will be issued either a minor or major citation (depending on severity) as well as a consequence. Consequences will vary depending on the action.

Minor Behavior

Minor disruptive or disrespectful behaviors that the teacher handles with corrective prompts and classroom consequences. These are typically misbehaviors by the student that interfere with orderly classroom, school or bus procedures. Such misbehavior is usually handled by an individual staff member, but sometimes requires the intervention of the student services team or assistant principal. Minor behaviors could include, but are not limited to: being unprepared for class, tardy to class, use of abusive/inappropriate language, violations of the technology agreement, and class disruptions.

Major Behavior

More serious or persistent behaviors that involve a referral to the office and administrative consequences. This includes behaviors that, because of its frequency or seriousness, tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of minor behaviors, require intervention by the assistant principal and may result in disciplinary consequences. Major behaviors could include, but are not limited to: continuation of unmodified minor behaviors, being absent from detention, plagiarism/forgery/misrepresentation, skipping class, disrespect/insubordination, threats/intimidation, vandalism, and possession of inappropriate items.

HONESTY AND ACADEMIC INTEGRITY

All students must display characteristics of honesty and responsibility to earn the trust of others. Cheating or copying of schoolwork, altering grades/reports to parents/guardians, forging parents/guardians signatures, or any other form of misrepresentation are violations of school expectations and are highly discouraged.

LUNCH PROCEDURES

Students will be assigned to one of the following lunch periods: 5A, 5B, 6A, 6B, or 7A. Students put all belongings except for their lunch in their lockers before reporting to the cafeteria. Students will be allowed to pick their seats in the beginning of the year, and these seats will be permanent for the remainder of the year unless given permission to move from the lunch supervisor.

Students purchasing a lunch should go directly to the lunch line upon entering the cafeteria. **A student must have their ID to purchase any food item—cash will not be accepted in the cafeteria.** If a student does not have their ID on any given day, it is their responsibility to get a temporary ID from their homeroom teacher first thing in the morning.

About halfway through the lunch period, the supervisor will call students up by section to purchase snacks. Again, cash will not be accepted and students will need their IDs to purchase any snacks.

It is every student's responsibility to keep the lunch tables and cafeteria clean. To address this, lunch supervisors assign a designated cleaner each day for each lunch table. Supervisors use a list to make sure the cleaners rotate each day and everyone does their share. Students that ask for a temporary ID during the lunch period will automatically be the cleaner for that day, whether it is their turn in the rotation or not.

LOST AND FOUND

There is a Lost and Found bin located just outside the main office near the entrance of the school. Any item not claimed within a reasonable length of time will be donated to a community center or disposed of.

Lost items that are labeled with a student's name—such as IDs, supplies, or devices—should be turned in to the office so they can be returned to the student.

FRIENDSHIP HONOR SOCIETY

The Friendship 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.

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. <ul style="list-style-type: none">● 8th grade requires a minimum of twenty (20) service credit hours that must on file by two weeks after Spring Break.● 7th grade requires a minimum of seventeen (17) service credit hours that must on file by two weeks after Spring Break.● 6th grade requires a minimum of fourteen (14) service credit hours that must on file by mid-May.
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 an 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 for 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. Sixth grade “potential candidates” will be recognized at their end-of-year awards ceremony; seventh grade “potential candidates” will be recognized at the ceremony honoring the eighth grade inductees.

WAYS FOR PARENTS TO HELP AND BE INVOLVED

As the saying goes, it takes a village to raise and educate a child. A crucial aspect to student success is the consistent support and expectations as they transition from school-life to home-life every day, thus making the partnership between the school, homes, and the community an integral part of the learning process. Here are some suggestions for how to make sure the support remains consistent for our students:

Be Connected

- Stay involved by having frequent, open ended conversations with your children about school and other things that are happening during this pivotal time of growth. These conversations will help improve your child's social and critical thinking skills.
- Communicate with the school. All teachers, administrators and staff can be reached by telephone or email. If you are not sure of the number, please call the main office line and you will be directed to the person you are trying to reach.
- Check your child's grade, attendance, and discipline data frequency using Skyward Family Portal.
- Attend or volunteer at school events, including parent nights, portfolio conferences, sports, performances, and Parent-Teacher Organization meetings.
- Stay current with the events at the school by frequenting the school website, teacher pages, and calendar. Also, follow FJHS on Facebook (facebook.com/friendshipjhs), Twitter (@D59Friendship) and Instagram ([fjhs_firebirds](https://instagram.com/fjhs_firebirds)) for updates and events.

Provide Structure and Support

- Set aside a specific time and place for students to complete work at home. Consistency is important to developing good behaviors and habits, so providing a quiet place to work at the same time each day goes a long way. If this is something that may be difficult to do at home, the library is open every day after school for students to stay and work.
- Emphasize a positive attitude and mindset toward school. Research by Carol Dweck (2006) describes the importance of having a *growth mindset*, or the belief that you have the power to create growth, learning, and opportunity through effort and persistence (as opposed to a *fixed mindset*, where you believe that your abilities are fixed and unable to improve).
- Establish healthy sleep patterns. Sleep is vital for concentration and learning. Adolescent children need an average of 9-13 hours of sleep each night. Make sure a student's sleeping environment is free from distractions and blue light (which is emitted from electronics and televisions) which can trick the brain into staying awake. Research shows that learning and retention can increase up to 30% when students experience a full sleep cycle. Conversely, comprehension can decrease 30% after one night of insufficient sleep (For more on this and other information about educational neuroscience, see resources from Julie Adams at effectiveteachingpd.com).
- Establish positive nutrition and exercise habits. Students are able to learn best when all of their basic needs are met. Providing students with a healthy diet, with limited exposure to caffeine, sugar and fats, as well as making sure students get 1-2 hours of exercise each day can vastly improve academic behavior and achievement.
- Explain and model explicitly what you expect from your child. Miscommunication can be a cause of stress on many relationships. When dealing with adolescents, it is important to remember that, although they may look like emerging adults, there is still a great deal of development that will occur (especially in the brain) into their early- to mid-twenties. It is important that we explain clearly and model whenever possible exactly what we expect, whether it be working on homework, organizing their binders, or cleaning their room.



COMMUNITY CONSOLIDATED
SCHOOL DISTRICT 59

**PARENT/STUDENT HANDBOOK AGREEMENT
2015-16 Academic Year**

Dear Parents/Guardians,

In order to best serve the needs of your student, it is important that the school, parents, and the surrounding community work together toward the common goal of preparing each CCSD59 student to be successful for life.

To ensure collaboration, please take the time to carefully review this handbook with your student(s). We have attempted to provide a broad base of information concerning opportunities available to students, district and school expectations, and daily procedures. With what is outlined here, our collective aim is to provide each student with a positive, safe, and enriching educational experience, but the effectiveness of our policies depends largely on the spirit of cooperation among students, teachers, parents, and administrators.

Parents and students are encouraged to ask questions regarding any aspect of this handbook. **After you have taken the opportunity to review this book with your student(s), please remove this page. It should be signed and returned to your child's homeroom teacher no later than Friday, September 11, 2015.**

I have read and understand the contents of the CCSD59 Junior High Handbook, and I agree to abide by the rules and expectations set forth herein.

Student's Printed Name

Homeroom Teacher

Student's Signature

Grade

Parent/Guardian Printed Name

Parent/Guardian Signature

Date