

**H.H. CONRADY
JUNIOR HIGH SCHOOL
STUDENT-PARENT HANDBOOK
2009-2010**



**7950 W. 97th STREET
HICKORY HILLS, IL 60457**

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Dear Student,

This handbook has been prepared to help you and your parents understand the policies, rules, and activities of your school.

We are looking forward to welcoming new students and renewing acquaintances with our seventh and eighth grade junior high/middle school. We have an excellent staff to help and guide you, but the responsibility for securing a good education depends largely upon your attitude, cooperativeness, and willingness to work.

Junior high school students have certain responsibilities to their school, their faculty, their fellow students, and to themselves.

- 1. AN HONEST EFFORT TO ACHIEVE SCHOLASTIC SUCCESS*
- 2. GOOD CITIZENSHIP*
- 3. PARTICIPATION IN SCHOOL ACTIVITIES*
- 4. MAKING FRIENDS OF OTHER STUDENTS AND FACULTY*
- 5. RESPECT FOR FACULTY, SCHOOL REGULATIONS, AND PROPERTY OF OTHERS*

It is important for you to realize that junior high school students must assume these responsibilities. We will do everything we can to help you, but with this freedom comes responsibility. Your success at Conrady Junior High will be determined chiefly by your own efforts. We are available to help! Don't hesitate to ask! We want this school to be the best. With your help and cooperation this goal can be achieved.

Sincerely,

*Mrs. Paula Coughlin, Principal
Ms. Athanasia Albans, Asst. Principal
Mr. Tim Green, Dean of Students*

**CONRADY JR. HIGH SCHOOL
97th and Roberts Road
Hickory Hills, IL 60457
708-598-5721**

**Mrs. Paula Coughlin, Principal
Ms. Athanasia Albans, Assistant Principal
Mr. Tim Green, Dean of Students**

MY RIGHTS

- I have a right to be happy and to be treated with compassion in this school. This means that no one will laugh at me or hurt my feelings.

- I have the right to be myself in this school. This means that no one will treat me unfairly because I am black or white...
fat or thin
tall or short
boy or girl
adult or child.

- I have the right to be safe in this school. This means that no one will:
kick me
hit me
push me
pinch me
threaten me
hurt me.

- I have the right to expect my property to be safe in this school.

- I have the right to hear and be heard in this school. This means that no one will...
yell
scream
shout
make loud noises
or otherwise disturb me.

- I have the right to learn about myself and others in this school. This means that I will be free to express my feelings and opinions without being interrupted or punished.

- I have the right to be helped to learn self-control in this school. This means that no one will silently stand by while I abuse my rights.

- I have the right to have my parent (s) be involved in my school experiences.

- I have the right to expect that these rights will be mine in all circumstances so long as I am exercising my full responsibilities.

MY RESPONSIBILITIES

- I have the responsibility to treat others with compassion. This means that I will not laugh at, tease, or try to hurt the feelings of others.

- I have the responsibility to respect others as individuals and not to treat others unfairly because they are black or white...
fat or thin
tall or short
boy or girl
adult or child.

- I have the responsibility to make the school safe by not:
hitting anyone
kicking anyone
pushing anyone
pinching anyone
threatening anyone
hurting anyone.

- I have the responsibility not to take or destroy the property of others.

- I have the responsibility to help maintain a calm and quiet school. This means I will not...
yell
scream
shout
make loud noises
or otherwise disturb others.

- I have the responsibility to learn about myself and others in this school. This means that I will be free to express my feelings and opinions without being interrupted or punished, and I will not interrupt or punish others who express their feelings and opinions.

- I have the responsibility to learn self-control in this school. This means that I will strive to exercise my rights without denying the same rights to others, and I will expect to be corrected when I do abuse the rights of others as they shall be corrected if my rights are abused.

- I have the responsibility to bring home and share with my parent (s) all communications from the school.

- I have the responsibility to protect my rights and the rights of others by exercising my full responsibility in all circumstances.

PARENT RIGHTS

Parents can expect:

- to be welcomed into the school
- to be assured that all concerns will be reviewed in a respectful manner with the child's "best interests" remaining the focal point of all discussions
- to have their social, cultural, religious, physical and intellectual differences be recognized and respected
- to have reasonable accommodations made in order to reflect the individual learning styles of each child
- to be given a course outline by each teacher which will include subject requirements and an awareness of the evaluation procedures
- to be assured that a well-prepared and quality program will be available to each child
- to have their child be disciplined in a fair and consistent manner according to district and school guidelines
- to be informed of their child's progress, activities, attendance and behavior in a timely manner.

PARENT RESPONSIBILITIES

The parents are expected:

- to support the efforts of the school by ensuring that their child maintains punctual and regular attendance
- to encourage in the home, a positive and supportive environment, and to provide a suitable time and location for students to undertake their studies
- to support the efforts of the school by reminding/encouraging their child to bring all necessary materials (including homework) to school, and to share all school communications with them in a timely manner.
- to communicate with the school any concerns which might affect the progress of their child
- to support the school's actions in disciplinary measures with their child (any concerns should be directed to the appropriate teacher and/or administrator involved)
- to be courteous and respectful in any and all dialogues with school personnel
- to encourage their children to behave in a manner which brings credit to themselves, family, school and community.
- to guide each child to develop positive attitudes, responsible behavior and tolerance, and respect for others.

STAFF RIGHTS

- to establish a classroom structure and routine that provides the optimal learning environment for all students
- determine and request appropriate behavior from all students which meet their needs and encourage the positive social and educational development of all students
- to ask for help from parents, the administration team, etc. when assistance is needed to maximize the student learning environment

SCHOOL BELIEF STATEMENT

It is our belief that education provides the best possible avenue for students to achieve satisfying lives and to be productive members of an interdependent society. The faculty and staff shall assist each student, commensurate with their abilities to achieve the following:

- A. development of pride and motivation in personal effort and achievement,
- B. competence in analytical thinking, problem-solving, decision-making and creativity,
- C. competence in the basic skills: reading, writing, communication (speaking and listening) and mathematics, and
- D. preparation for post-secondary school experiences including the "world of work," further formal education, direct education for employment, and appreciation of life-long learning.

Working together with the community we hope that each of our students will graduate with the necessary skills (i.e. academic, social and affective) to be successful in their chosen paths.

MISSION STATEMENT

Through a dedicated commitment from students, parents, staff and the entire community, the mission of North Palos School District 117 is to create a positive, caring, learning environment, which fosters excellence and active student participation and to ensure that every student will realize his/her full potential as a socially responsible lifelong learner.

DISTRICT SLOGAN

"Investing in our Future---One Child at a Time"

COMMUNITY INVOLVEMENT

If we are to successfully meet the challenges of the future, the parents, students, staff and community must work together. Meetings will be held throughout the school year to discuss curriculum, current issues, teaching strategies/interventions, extracurricular programs and/or school/district policies. All parents and community members are encouraged to support these meetings (PTSA and school advisory) by attending and expressing their viewpoints in a "positive manner."

"Together....Nothing Is Impossible"

Mrs. Paula Coughlin, Principal
Ms. Athanasia Albans, Asst. Principal
Mr. Tim Green, Dean of Students

TEACHING STAFF

Conrad Jr. High has 67 teachers. One advantage of a Junior High School is that all of the teachers are specialists in their subject area. In addition to their regular preparation college course work they have specialized in a particular field of study. These teachers are able to provide specialized programs in their area of expertise and offer our students many learning opportunities.

Mrs. Albon, Language Arts/Reading
Mrs. Baltimore, Team Leader
Mr. Baran, Art
Mrs. Bauer, Math/Social Studies
Ms. Brudzisz, Art
Ms. Costello, Spanish
Mrs. Christie, Language Arts/Reading
Mrs. Clemons, Band Director
Mrs. Dempsey, Social Studies
Ms. Dowling, Math
Dr. Draguesku, Science
Mrs. Faulkner, Math
Ms. Fitzpatrick, Special Education
Ms. Frickenstein, Social Studies
Mrs. Garcia, Math
Mr. Gasparovich, Science/P.E.
Mr. Gesiakowski, P.E.
Mrs. Glaubke, Science
Mr. Griffith, Social Studies
Mrs. Hausman, Health
Mrs. Houston, Math Technology
Ms. Jeffrey, Language Arts/Reading
Mr. Kaczmarek, P.E.
Ms. Kaim, Team Leader
Ms. Kussman, Language Arts/Reading
Ms. Lally, Special Education
Ms. Law, Science
Ms. Liddell, P.E.
Ms. Lysy, Special Education
Mrs. Malmloff, Special Education
Mr. Mateja, Social Studies
Ms. May, Special Education
Staff, Media

Ms. Noful, T.P.I.
Mrs. Nowicki, Language Arts/Reading
Mr. Offord, Science
Mrs. Orengo, Special Education
Ms. Pavek, Math
Ms. Pavlik, Language Arts/Reading
Ms. Pekau, Math
Mrs. Pench, Language Arts/Reading
Ms. Perini, Math
Mr. Rabig, Language Arts/Reading
Ms. Frickenstein, Social Studies
Ms. Sandrick, Language Arts/Reading
Ms. Sharp, Language Arts/Reading
Mrs. Silgalis, Speech/Drama
Mr. Sincock, P.E.
Ms. Skobel, Math
Ms. Smit, Science
Ms. Stefl, Special Education
Ms. Stevens, Special Education
Ms. Storino, Special Education
Mrs. Stropnik, Language Arts/Reading
Ms. Sweiss, Language Arts/Reading
Ms. Swoboda, Math
Ms. Theodore, Special Education
Mr. Thompson, Music
Mrs. Walsh, Language Arts/Reading
Ms. Warren, Language Arts/Reading
Mrs. Wilson, P.E.
Mr. Winchell, Social Studies
Ms. Wolfe, Language Arts/Reading
Ms. Young, Special Education
Ms. Zabielski, Special Education
Mrs. Zyglowicz, TPI

AIDES

Mrs. Alabed
Ms. Alzboon
Mrs. Brost
Ms. D'Alessio
Mrs. Fionda
Ms. Godlewska
Mrs. Hannoun
Ms. Khalil
Mrs. Kristufek
Ms. Marshall
Mrs. Poskus
Mrs. Studnicka
Ms. Tasic

Mr. Vanderberg
Mrs. Walsh

NURSE

Mrs. Abel, RN

PSYCHOLOGIST

Ms. Van Etten

SOCIAL WORKERS

Mrs. Fielding
Ms. Levy

SPEECH

Mrs. Kremer

OFFICE PERSONNEL

Ms. Kolcz, Media Clerk
Mrs. Kral, Secretary
Mrs. Marsik, Secretary
Mrs. Murphy, Secretary
Mrs. Turkowski, Teacher Clerk

CUSTODIAL SERVICE

Mr. Karlic
Mr. Webb

(Insert Map)

DAILY TIME SCHEDULE

NOTE: A.M. supervisors will dismiss from holding area by locker location

6th Grade

7:59-8:40 - 1st
8:44 - 9:25 - 2nd
9:29 -10:10 - 3rd
10:15 -10:36 - 4A
10:40 -11:01 - 4B
11:06 -11:27 - 5A
11:31 -11:52 - 5B
11:57 -12:18 - 6A
12:22 -12:43 - 6B
12:47 - 1:29 - 7th
1:33 - 2:15 - 8th
2:15 - Dismissal by
grade level (6th)
and classroom locations

7th & 8th Grade

7:59 - 8:41 - 1st
8:44 - 9:26 - 2nd
9:29 -10:10 - 3rd
10:15 -10:36 - 4A
10:40 -11:01 - 4B
11:06 -11:27 - 5A
11:31 -11:52 - 5B
11:57 -12:18 - 6A
12:22 -12:43 - 6B
12:47 - 1:30 - 7th
1:33 - 2:15 - 8th
2:15 - Dismissal by
grade level (6th)
and classroom locations

TEAM DAY SCHEDULE

7:45 - 7:59 A.M. Student Arrival at School
7:59 A.M. Official Start of School Day

<u>Period</u>	
7:59 - 8:27 -	1 st
8:30 - 8:57 -	2 nd
9:00 - 9:27 -	3 rd
9:30 - 9:57 -	7 th
10:00 - 10:20-	4A
10:25 - 10:45-	4B
10:50 - 11:10-	5A
11:15 - 11:35-	5B
11:40 - 12:00-	6A
12:05 - 12:25-	6B
12:30 - 12:57-	8 th

-Dismissal by grade level (6th)
café and classroom locations

SAMPLE STUDENT SCHEDULE

<u>Period</u>	<u>Course Code</u>	<u>Subject</u>	<u>Teacher</u>	<u>Room</u>
1	106-08	PE	Kaczmarek	Gym
2	936-02	Music	Thompson	43
3	906-02	Science	Smit	30
4	766-02	HR/Lunch	Sweiss	15
5	506-09	Reading	Sweiss	15
7	626-07	Math	Perini	21
8	406-10	Soc.St.	Dempsey	23

Junior High Requirements For Honor Roll

1. There are three honor roll programs:
 - a. Principal's List - 4.0
 - b. High Honors - 3.5 to 3.99
 - c. Honors - 3.0 to 3.49
2. Grades: A B C D F
3. Equivalentents 4 3 2 1 0
4. An "F" or "D" grade automatically excludes a student from the Honor Roll for that particular quarter.
5. Do not round off averages to nearest percent or whole number. Follow these steps:
 - a. Assign numerical value to letter grades
 - b. Total
 - c. Divide by number of classes

Example:

Joe Student	
Science	A=4
Music	C=2
English	B=3
PE	B=3
Math	C=2
Reading	B=3
Social Studies	<u>A=4</u>
21 divided by 7 = 3.0 average	

6. Any questions and/or concerns should be brought to the administration's attention.

HOMEWORK POLICY

In preparation for further education, it is important to put into place a regular homework schedule. Intermediate students should spend at least 45 minutes to one hour each evening on schoolwork.

The types of things that constitute homework are the following:

- assigned work
- completion of unfinished assignments
- reading over or updating notebooks
- reviewing, practicing and preparing for tests
- practicing a musical instrument
- long term work, such as Speech, Arts or subject projects

By setting aside the required time for homework, the student is learning many valuable lessons for future education and life skills, Time management, accountability, organization, and responsibility are essential skills looked for by future employers.

HOW PARENTS CAN HELP

- provide a quiet area in which your child can work
- set aside a specified time for homework
- be part of the homework process—i.e. ask questions, proofread work
- check for the completion of homework (assignments)
- follow-up by asking questions about the assignments
- periodically review your child's notebooks and assignment notebook.

BACK PACKS

Presently backpacks are permitted within the school. The only exception to this rule is wheeled back packs. Such carts have created safety concerns for both students and staff alike. All exceptions must be cleared through the office.

WEB PAGE PHOTOS

District guidelines prohibit the utilization of last names to identify any student whose photo will appear on our Web Page. We would also like to remind you that the district does not require parent permission to post any student's photo on our Web page, if they are to be included in a group photo of six or more. Please notify the office in writing if you do not want your child's picture ever to appear on the district's web page.

MANDATORY ATTENDANCE

All students are required by law to attend school every day it is in session. Acceptable reasons for excused absences are as follows:

1. Illness of pupil,
2. Serious illness in the family requiring the assistance of the pupil,
3. Death in the family,
4. Medical and dental appointments that cannot be arranged after school hours (If a student must be excused during the day for a doctor's appointment, he/she will be called to the office upon the parent's arrival.), or
5. Religious Holidays and/or Retreats.

Absences for reasons other than those noted above (ex. vacations and other appointments) will be considered unexcused. Excessive amounts of unexcused absences may require disciplinary action.

When a child is absent from school, parents are expected to call the school office (598-5743) before 8:00 A.M. to inform the school that their child is home. Please note that this number is our attendance line, which is operative 24 hours a day. The school attendance secretary will initiate calls to those parents who do not contact Conrady by 8:30 A.M.

Twelve days of absence, in any order, will be reported to the office by the classroom teacher. A letter will be sent to the parents, with a copy to the reporting Conrady's teacher, in order to inform the parents of the number of absences, and their responsibility to encourage attendance.

TARDINESS TO SCHOOL

Prompt reporting to school is necessary for our program to be effective. Each day our bus arrival is noted, and no student is penalized for being late because his/her bus was late.

1. If a student is tardy to school or their first period class, his/her tardiness will be considered excused only if the child has a doctor or dental note.
2. If a child's school tardiness is considered unexcused, the following disciplinary action will be implemented:
 - a) A Tardy Notice will be sent home with the child and must be signed by a parent. Failure to return the signed form to the office by the following day will result in a detention.
 - b) Habitual tardiness will result in the implementation of one or more of the following:
 1. Written punishment
 2. Detention(s)
 3. Mandatory Saturday detentions
 4. Parent conference
 5. Removal of special student activities and after school privileges

UNEXCUSED CLASS TARDINESS

All students, unless they have a pass, will be expected to be within their classrooms when the “tardy bell” rings. A child who is tardy without an excuse to class, lunch or homeroom for any given semester will be subject to:

<u>Offense</u>	<u>Disciplinary Action</u>
1-2 unexcused tardies	(a) teacher disciplinary action, recording of incident and written punishment
3-4 unexcused tardies	(b) parent notification and additional written punishments
5-6 unexcused tardies	(c) parent conference and teacher detentions
7-8 unexcused tardies	(d) referral to the administration which will result in a Saturday detention
9 unexcused tardies	(e) parent conference with an administrator and possible loss of extracurricular privileges for remainder of the semester
10 and above	(f) daily detention, work detail, possible suspension and superintendent referral

Any student who reports to class without a pass will be considered unexcused. Such students will not be sent to the office or other teachers for “unexcused passes.”

TRUANCY

Truancy is being absent from classes, inside or outside of a school building, for one or more class periods without proper authorization. Students who leave school without permission will be subject to immediate consequences which may include suspension and the police will be notified for safety reasons. Truant students shall make up missed class time at the discretion of the proper administrative authority on the first offense. Parents will be notified and students will be assigned as many as 2 detentions given per class. Repeated truancy will be resolved through a parent conference. Saturday morning detention(s) may be assigned at this time. The truant officer may also be contacted after such a meeting (if the problem continues to persist).

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)

Schools are successful when they help children grow academically, socially and emotionally. For this to happen, it is imperative that we have a safe environment that is supportive and conducive to growth. By setting forth clear social and behavioral expectations (see Matrix) and directly teaching students about those expectations, it is our goal to create this atmosphere for learning.

Our plan is based on PBIS – Positive Behavioral Interventions and Supports. The staff has been inserviced in this system, and it will be explained to the children during the first few weeks of school.

The PBIS System has 4 components:

- CJHS - Matrix of Behavioral Expectations
- Jaguar Pride Tools - Lesson plans used to teach students the Behavioral Expectations
- Jaguar Pride Tickets– An Acknowledgment/Reinforcement System
- Office Discipline Referral Forms (ODRs)

As with any program, changes will be made as necessary and appropriate.

**The Jaguar
Path
PBIS
School-Wide Expectations**

Focal Points	Classroom	Cafeteria/ Halls	School Bus
Be Ready	<ol style="list-style-type: none"> 1. Have materials out and ready 2. Be on time 3. Follow the directions first time asked 4. Complete your homework to the best of your ability 	<ol style="list-style-type: none"> 1. Get to class on time 2. Have I.D. at all times 3. Walk and talk 	<ol style="list-style-type: none"> 1. Have I.D. at all times 2. Be on time to your bus stop.
Be Respectful	<ol style="list-style-type: none"> 1. Respect everyone's right to learn 2. Be courteous to other students and the teacher 	<ol style="list-style-type: none"> 1. Respect classmates, teachers and classes in session 2. Respect other people's items in the hallway 3. Proper language and voice level 	<ol style="list-style-type: none"> 1. Be kind/polite to bus driver and others 2. Respect the bus driver's responsibility
Be Safe	<ol style="list-style-type: none"> 1. Follow the classroom rules 2. Practice good listening skills 	<ol style="list-style-type: none"> 1. Move safely through the halls 2. Get to class on time 3. Go to your locker a minimal amount of times 	<ol style="list-style-type: none"> 1. Act appropriately 2. Stay seated 3. Follow the directions first time asked
Celebrate Success	<ol style="list-style-type: none"> 1. Have pride in your school and classmates 2. Positive calls home 3. Jaguar pride tickets for school store 	<ol style="list-style-type: none"> 1. Positive comments 2. Greet classmates and teachers 3. Jaguar pride tickets for school store 	<ol style="list-style-type: none"> 1. Bus driver will give out Jaguar pride ticket for the school store

DISCIPLINE

SCHOOL POLICIES AND REGULATIONS GOVERNING STUDENT CONDUCT

Discipline is an important and necessary part of each student's school experience. Orderliness is a prerequisite for learning and education. The following portion of our handbook is devoted to explaining the general school rules and procedures. In addition, each teacher establishes and maintains discipline within his/her classroom. Cooperation and communication between the parents and the school regarding each student's conduct facilitates academic and social success. These rules govern the school and extracurricular behavior of all Conrady students.

FIGHTING (ZERO TOLERANCE)

Any student who participates in, or is responsible for a fight in the school or on the school grounds will be suspended and their parents will be contacted. Inform school personnel if you are having social difficulties, to request possible peer mediation.

Fighting that is premeditated or causes student injuries may result in up to 10 days of out of school suspension.

In addition, if a student is involved in a fight and he/she does not respond to the supervising teacher, displays physical aggressive behavior towards the teacher or should strike the teacher (even without intent) he/she may be subject to additional suspension from school for up to 5 days.

ALCOHOL AND DRUGS (ZERO TOLERANCE)

Use of alcohol and drugs will not be tolerated. Any student who is found to be using, trafficking in or in possession of alcohol (including such containers), unprescribed drugs or drug paraphernalia will be suspended from school. Any student who violates this rule is also in violation of civil statute and will be referred to the legal authorities.

WEAPONS (ZERO TOLERANCE)

Weapons have no place in school. Students should never bring anything to school that could be viewed as a weapon. Any weapon found on school grounds will be confiscated. Depending on the nature of the weapon, the student will be suspended from school and the weapon may be turned over to the police authorities (including "V-Bombs", rubberbands). Fireworks are equally dangerous and illegal, and are considered weapons in the wrong hands. Students have no reason or authorization to be using, trafficking or possessing fireworks, firecrackers, smoke bombs or other related explosive materials in or around school. (Throwing food, shooting rubberbands, spitballs, or other items, etc. will result in punishment by the classroom teacher or cafeteria supervisor and possible office referral if the behavior persists. Continued misbehavior or serious offenses may result in suspension.)

SMOKING (ZERO TOLERANCE)

For reasons of public health and safety, smoking is not permitted in school or on school grounds. This rule includes smoking in a vehicle on school grounds and smoking on a school bus. Students who violate this rule will have their smoking materials confiscated and will be suspended from school. Possession of any smoking materials, including matches, lighters, pipes, cigarette-making machines, and any other materials used in smoking, by students, will be subject to the same action noted above.

ACADEMIC MISCONDUCT

Cheating and forgery are examples of academic misconduct which are subject to disciplinary action. Teachers will contact the parents in such cases, and mail home copies of any signed papers which are questionable. Any type of deceitful written behavior which substantially disrupts the educational process will result in a suspension from school.

AEROSOLS/INHALANTS/PROPELLANTS

Students are not allowed to possess or bring aerosol and pump sprays of any kind on to school grounds. Hair sprays, perfumes, aerosol deodorants and cologne sprays are not permitted since many of our students/teachers suffer from respiratory diseases. Strong scents and sprays can trigger breathing problems. Please be considerate of others.

ASSAULT OF STAFF

Any student who assaults or who threatens to do bodily harm or injury to a staff member shall be suspended for up to ten school days, referred to local police authorities, and recommended for expulsion (depending on the nature and severity of the incident).

DISRUPTIVE BEHAVIOR

Acts which endanger the safety and well-being of students will not be tolerated, including "birthday punches" and dangerous horseplay. Repeated incidents will be investigated in a prompt manner, and consequences initiated according to the nature and frequency of the action (s).

Teachers and school officials have the right to prohibit the passing of personal notes, magazines or notebooks on or about school grounds if such actions, or the material, disrupts the educational process. The buying and selling of any items (i.e. trading cards, gum, candy, etc.) is considered disruptive and will **not** be permitted on school grounds. Students who do so run the risk that these

non-curricular materials will be confiscated and the contents turned over to the parents along with appropriate school disciplinary action.

Students who act in a variety of ways which may disrupt the education process or discipline in a classroom or in the entire school shall be subject to disciplinary action by teachers and/or administrators up to and including suspension.

Students who begin or participate in food fights in the cafeteria may be suspended from school.

DRESS CODE

The student's individual appearance is primarily the responsibility of the student and his parents. Students will be permitted the opportunity to express their individuality in a manner which is not offensive or inappropriate for the school setting. The school is only concerned with student appearance if it constitutes an offense to modesty, a threat to student health or safety, or if it becomes a disruptive influence to the educational process. A decent and presentable coverage of the body is expected. Clothing and tee-shirts which display or glamorize gang symbols, drugs, alcohol, acts of violence, vulgarity, obscenity, sexual connotation and/or smoking themes will not be permitted in school. In line with these concerns, and for your protection, certain limitations must be established. All students must wear shoes for reasons of public health and safety. All students must refrain from forms of dress that might disrupt the educational process or pose a hazard to themselves or other students (i.e. "pants must be fitted at the waist", no rubber bands around the pant legs). This policy includes such items as chains, which may be viewed/utilized as a weapon (i.e. wallet attachments). Students will also not be permitted to wear jackets, coats or hats in the classrooms. Shirts should be buttoned to maintain a neat and non-offensive appearance. Pierced jewelry should not interfere with the educational process.

We suggest if shorts and skirts are to be worn at school, they should be conservative dress variety and finger-tip length. Other extremes of brevity are also inappropriate such as "crop tops," "halter tops," and "midriffs."

Sleeveless shirts are permitted, however, low-cut necklines or exposed backs are not allowed. "Spaghetti strap" shirts or dresses, basketball or other jerseys are acceptable only if a t-shirt is worn underneath. A reasonable coverage of the shoulder area is expected. Clothing which allows the exposure of undergarments is considered disruptive and will not be permitted. Offenders of this policy will be required to have clothing brought to school before they are admitted to the classroom, or they may change into their P.E. uniform.

Students who wear special occasion dresses that are not normally permitted (i.e. "spaghetti" straps, exposed back) for eighth grade graduation pictures must have a sweater, shrug, shawl or covering of some kind to wear during the school day when the graduation picture is not being taken.

EXTORTION

Any student who demands money of another student as an alternative to bodily harm or threatens to do so shall be suspended, referred to local authorities, and recommended for expulsion (depending on the nature and severity of the incident).

EXTRACURRICULAR ACTIVITIES

Students will not be permitted to participate or attend any school activity if they were not in attendance the day of the activity. In addition, any student whose conduct is unacceptable during the school program can lose his/her privilege to attend these functions. Such loss of privileges will be based upon the child's actions and be at the discretion of the administration under the following guidelines:

- a) Any child suspended from school will lose his/her privilege to attend any of the listed extracurricular activities during the period of suspension.
- b) Any student who has serious or repeated misconduct offenses may lose his/her privilege for extracurricular activity for the balance of the year. This will be determined in accordance to the offense by the Administration. This includes the 8th Grade Trip, Dance, Graduation, Outdoor Education, 6th grade field trips, Award and Pep Assemblies, etc.
- c) Any student who displays inappropriate behavior while on a field trip or any extracurricular activity (inc. a PTSA sponsored event) shall be subject to school policy.

In all cases, parents will be notified by phone or mail, and a written notice will be sent home with the child. If a child disregards instructions and is wrongfully present for an extracurricular activity, he/she will be given an administrative detention and possible school suspension.

For graduation events behavior and academic eligibility will be determined and communicated to students and parents.

FIRE ALARMS

Conrady Junior High School is equipped with a central fire alarm system which activates alarms at both the police and fire stations. Our police and fire departments automatically respond to all such alarms and cannot be recalled until they arrive at Conrady.

Turning in a false alarm is not only dangerous but is also illegal. Anyone who turns in a false alarm (pulls an alarm box) will be suspended from school for five (5) school days and referred to both police and fire departments.

A second offense will result in maximum suspension and a recommendation that the Superintendent of Schools review the student for possible expulsion.

GUM CHEWING

Gum chewing will not be permitted in any section of the building at any time. Past privileges have been removed due to the amount of waste and damage found throughout the school. Consequences will be determined on an individual basis.

HALL CONDUCT

Students will not be permitted to congregate in groups for the observable purpose of intimidating or impeding the progress of others. Students who are loud, disruptive, or are physically abusive to each other will be remediated as required (lines, detention, written assignment, etc.). Hanging on other students' backpacks is considered a safety hazard and will not be permitted. ID cards will be taken by the teacher on duty. Students are expected to travel the hallways in an orderly manner. Students should exit the building promptly and enter the bus immediately. This is necessary to ensure that the bus will leave on time and not be late picking up students at other schools.

HALL PASSES

No student shall be allowed in the hallway or restrooms between passing periods unless he/she has an authorized hall pass. It is the child's responsibility to request such a pass from his/her classroom teacher before leaving any room. (Students wishing to go to the office must report to their class first to obtain a pass.) Students who abuse the use of hall passes may lose the privilege and be placed on the "No Pass" list. This includes students wandering the halls after school hours.

Students may have their hall pass privileges denied ("No Pass" list) for a specific period of time by any staff member who determines that their recent inappropriate behavior indicates that they cannot be left unsupervised in the hallways. Offending students will be informed by that staff member on the length of time and infractions which caused their inclusion onto the "No Pass" list. Students will be expected to share this information with their parents. Students who continuously violate these hallway regulations may be subject to administrative disciplinary action. Students sent to the office for discipline should report to the office. Any student who fails to report to the office will be subject to possible suspension for insubordination.

ILLEGAL POSSESSION AND/OR USE OF A SCHOOL FORM

Illegal possession and/or use of a school form may be grounds for suspension. This includes report cards, detention notices, permission slips, lunch cards, progress reports and hall passes, etc.

GROSS INSUBORDINATION

Any student who repeatedly fails to comply with the directions of a staff member shall be referred to the office.

Behavior which continues to escalate in such a manner as to become loud, argumentative, disrespectful, defiant and/or disruptive shall be considered gross insubordination. Consequences will be as follows:

- 1.) The student will be warned that such behavior is unacceptable and, if continued, will result in police being notified.
- 2.) Continued behavior in this manner will result in a request for the police to remove the student from the building.
- 3.) Parents will be required to pick the student up at the police station.
- 4.) Parents and student will be required to meet with a building administrator and the Superintendent (or his designee) prior to readmittance to school.

LOCKERS

Lockers remain the property of the school and are provided to students without charge. The rights of personal property, as well as the rights of the school, must be afforded consideration. The school principal, or other faculty member designated, is authorized to open lockers and to examine the contents, including personal belongings of students, when the school official has reasonable cause to believe that the contents threaten the safety, health, or welfare of students, or include suspected stolen property or items which are specifically prohibited by law, Board policy, or school regulations. Students are personally responsible for all contents in their lockers.

Combination locks that are to be used at CJHS must be purchased from the school with copies of the combination being recorded with the homeroom teacher and office. Locker combinations should not be shared with any other students. All non-official school locks will be cut off at the expense of the student. Parents also have the option of requesting (through the office) that all school copies of the student's lock combination be erased.

If a student has a problem with their locker or combination lock, they should immediately report it to the office.

LOCKER DECORATING GUIDELINES

Students are required to satisfy the following guidelines in order to be given office permission to decorate a friend's locker.

- 1) Written permission must be obtained during homeroom at least one day in advance.
- 2) Decorating must be completed between 7:30 -7:45 a.m. Lockers may **not** be decorated during homeroom or after school hours.
- 3) Only 2 students will be permitted to decorate at any one locker.
- 4) Students should **not** share lockers and combinations. Only the outside of the locker may be decorated.
- 5) No food, gum, candy, confetti or balloons may be used to decorate the outside of the locker.

LOCKER REGULATIONS

All students are requested to keep their lockers in good order, with books, papers and coats placed neatly in them. It is the student's responsibility to periodically clean his locker. The school does not assume responsibility for the lost or stolen items. The student's name should appear on all books, clothing, and personal belongings for identification. Lockers should contain only the belongings of those students to whom the locker has been assigned. No decals, posters, or decorations should be placed on the exterior of the locker. Students who violate these rules will be penalized at the discretion of the homeroom teacher.

Junior high students may go to their lockers during any passing period. Due to the heaviness of textbooks, we strongly discourage carrying more books than a student may comfortably carry in their backpack.

PHYSICAL EDUCATION PREPARATION REGULATIONS

P.E. attire is defined as: indoor and outdoor collarless t-shirts, shorts, sweatshirts and sweatpants appropriate for athletic activity and in compliance with the school code. Undergarments should not be visible. No denim or buttons will be allowed due to safety concerns. **It is expected that students do not wear their P.E. shirts, shorts, sweatshirts and sweatpants outside of P.E. classes.**

- a) All parents of students who do not have their P.E. attire by the 1st week of school will receive a reminder letter from the P.E. Department.
- b) All parents of students who do not have their P.E. attire by the second week of school will receive a phone call reminder from the P.E. Department.
- c) Students who still do not have their P.E. attire by the 3rd week of school will be subject to teacher directed disciplinary action, and their grade may reflect their failure to be prepared for class.
- d) All students are expected to be properly dressed and meaningfully involved in the class.

A student who loses his P.E. attire during the school year is expected to replace it within a reasonable length of time, or be subject to the same guidelines listed above. Parents will be contacted before the student's grade falls below the C grade. It is the responsibility of the student to replace lost/stolen articles, not the teacher's or the school's. Questions regarding purchases, prices, or replacement should be directed to your P.E. teacher.

SEXUAL HARASSMENT

Sexual harassment is any inappropriate and/or unwelcome sexual behavior that makes a student feel uncomfortable or unsafe. Sexual harassment prevents students from learning and enjoying school. It is also a violation of a person's civil and constitutional rights, and will not be tolerated in our school. Acts of sexual harassment should be reported to the office. Reported incidents will be investigated in a prompt manner, and consequences will be initiated according to the nature and frequency of the action(s).

Examples of such behavior include but are not limited to:

- *Grabbing or touching a person without his/her consent.
- *Kissing or holding a person without his/her consent.
- *Impeding a person's movement or preventing a person from moving freely.
- *Associating a person's name with sexual remarks, suggestions or drawings, in lockers, on walls, on notebooks, on/in school equipment or in public places.
- *Sexual comments, suggestions or rumors related to a person's body or his/her sexual orientation.

SEXUAL HARASSMENT PROHIBITED BY THIS POLICY INCLUDES VERBAL OR PHYSICAL CONDUCT. THE TERMS INTIMIDATING, HOSTILE OR OFFENSIVE AS USED ABOVE INCLUDE CONDUCT WHICH HAS THE EFFECT OF HUMILIATION, EMBARRASSMENT OR DISCOMFORT.

THE OFFENDED PARTY IS ENCOURAGED TO EXPRESS HIS/HER FEELING AND WARN THE OFFENDER TO STOP. IF SUCH ATTEMPTS FAIL, THE OFFICE SHOULD BE IMMEDIATELY NOTIFIED.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection by any students, welcome or unwelcome are not allowed in school. Hugging, holding hands, kissing, etc. are examples of this behavior. In many cases this type of behavior becomes disruptive to the educational process and can lead to dangerous situations. Any students who engage in these displays will be given a warning by the staff. Continued displays of affection will result in further discipline procedures.

SQUIRT GUNS

Squirt guns by their very design can be viewed by others as an intimidating weapon. Such devices may also be filled with dangerous liquids which can cause great harm to others. Any student in possession of this type of gun on school grounds will be suspended.

TELEPHONE USAGE

Because there are no public telephones in the building, if necessary, students are allowed to use the phone of their teacher/coach with the permission of their teacher/coach. Office phones are for student use only in cases of emergency. In addition, messages cannot be given to students except in cases of extreme emergency. Failure to follow these procedures will revoke pass privileges for a student.

CAMERAS, TELEPHONE BEEPERS, VIDEO GAMES, MP3PLAYER/IPOD. LASER DEVICES, RADIOS, TAPE RECORDERS, CD PLAYERS AND OTHER ELECTRONIC DEVICES

Students are directed not to bring any such devices to school. The devices listed above and any other electronic devices are a great distraction in school. If this regulation is violated, students will be subject to disciplinary action by the classroom teacher. If this problem continues, the audio or visual device will be kept in the office until the parent can pick it up, and the student will be referred to the administration for disciplinary action for disruption of the educational process. In addition, any instances of inappropriate phone/camera usage including but not limited to internet postings can lead to suspension depending on severity of the circumstances.

An exception will be made for students whose parents have instructed them to retain their cell phone in their possession at all times. An exception will also be made for those students participating in extracurricular activities who have received prior approval from a sponsor/coach. Such items must be turned off and not used during instructional time. During extracurricular events and activities (such as basketball games, dances, plays, etc.), cell phones may be used only at the conclusion of the activity or extracurricular event.

If your student's phone disrupts the classroom environment, the phone will be taken by the classroom teacher and turned in to the office. The student's parent or guardian will be required to come in and pick up the phone. When the phone is picked up, the parent/guardian will sign an agreement that, if the phone causes any further classroom disruptions, the student will receive a three hour Saturday detention issued by the administration.

Should these items disrupt the educational process during the school day, the above rules will be enforced. The school is NOT responsible for lost, broken or stolen devices.

THEFT

Theft of property or money from students, staff or school is grounds for suspension (depending on the nature, seriousness and frequency of such violations). Restitution shall be required for reinstatement. The victim(s) shall be encouraged to refer the matter to the police authorities. School officials will do their best to handle these matters, but we assume no liability for personal losses. Expensive items such as jewelry should be left at home.

THREATS AND INTIMIDATION

Every student should have the right to travel the hallways and attend classes in a safe and non-threatening atmosphere. Acts of intimidation, threats and verbal abuse will not be permitted and should be reported to the office. Reported incidents will be investigated in a prompt manner, and consequences will be initiated according to the nature and frequency of the action(s).

UNAUTHORIZED ORGANIZATION/GANGS

Gangs, cults, secret societies, and other unauthorized organizations are harmful to the educational process and threaten the safety of other students. Any activity related to a gang or unauthorized organization is strictly prohibited. Related activity includes, but is not limited to, verbal and non-verbal communication (gestures, hand signals, handshakes, earrings, etc.); the wearing of symbols, emblems, colors, clothing or other adornment (tattoos) representing a gang or unauthorized organization; engaging in any activity intended to promote a gang or unauthorized organization including, but not limited to, distributing literature, drawing or displaying unauthorized symbols on any surface, or teaching others to “represent” or act like a member of a gang or unauthorized organization; and, any effort to recruit for or further the interests of a gang or to intimidate any other student on behalf of a gang or unauthorized organization. Students who engage in such activity shall be suspended and may be recommended for expulsion and referred to the local police authorities.

VANDALISM

The faculty, community and student body should take pride in our school. The cooperation of the entire student body is required to keep the school and its equipment in the best condition. To deter any thoughtless or intentional damaging of school property, any student found guilty of vandalism will be held responsible for the cost and repair. Further, the student may face suspension from school and possible police prosecution.

VULGAR/OBSCENE LANGUAGE

The use of language or gestures which are clearly vulgar and/or obscene is not permitted. Students directing such inappropriate language or vulgar gestures specifically towards a staff member in a disruptive and/or argumentative manner will be suspended. Other vulgarities and offensive conversation will be handled by the teacher on duty. Continued offenses will be referred to the appropriate administrator for detentions and/or possible suspension. Racial, religious, ethnic and/or sexual slurs are also not permitted and will be handled accordingly.

INAPPROPRIATE MATERIALS

Magic markers, flair/felt tip pens, and/or liquid paper should not be brought to school or carried by students. These types of writing materials can be harmful as they can contain a chemical called Xylene, known to be cancer causing. In addition, natural dyes in the red family can also be toxic. Penalty for possession may result in detention, school service, and/or suspension if written vandalism is observed or otherwise proven. Highlighters will be allowed as study aides.

CLASSROOM DETENTION

Each classroom teacher establishes his/her own reasonable standards of discipline and may conduct an after school detention as a penalty for infraction of these rules. Classroom teachers will notify parents when a child is to serve a detention utilizing the Teacher Detention Notice. Times will be at the discretion of the supervising teacher. No bus transportation will be provided for such students.

ADMINISTRATIVE DETENTION

Administrative detentions will be held immediately before or after school. The location will be announced or pre-arranged. Transportation is not provided for students staying after school for detentions.

Parents will be notified if their child is assigned a detention by telephone if it is to be served that day or by written detention notices sent home with your child for the next day. Written referrals must be signed by a parent and returned the following day or additional punishments may be applied.

ADMINISTRATIVE DETENTION RULES

1. A student must report to the office in a timely manner. Tardiness could result in an additional detention.
2. Students must come prepared with paper and pens. Those students not prepared will be sent home, and additional detentions may be assigned.
3. Students must write the assigned task in order to get credit for detention.
4. Other consequences will be assigned, when appropriate, (i.e. school service, classroom or buildings/grounds clean up, etc.).
5. Refusal to comply with administrative directives will be considered insubordination and the student will be subject to suspension.

SATURDAY MORNING DETENTION

The Saturday morning detention program has been designed for those students who are chronically tardy, truant, and disruptive. This program will meet at least twice a month, and participating students would be expected to comply with the rules/regulations of the program during the detention. Failure to attend, arrive in a prompt manner and/or misbehavior during this session could result in additional consequences for the offending student (which may include a suspension from school).

SUSPENSION/EXPULSION/IN SCHOOL SUSPENSION

Suspension: In accordance with the provisions of the Illinois School Code, the superintendent or a principal may suspend a student who is guilty of gross disobedience or misconduct for a period not to exceed ten (10) days.

Expulsion: Expulsion of students guilty of gross disobedience or misconduct will take place only after the parents have been requested to appear at a meeting of the Board of Education to discuss their child's behavior.

In School Suspension: some suspensions may result in an in-school suspension. The principal has the authority to set the conditions of the in-school suspension.

I. Definitions

A. Suspension: an exclusion of a student from school and/or denial of educational services to which the student would otherwise be entitled, for a period not to exceed ten (10) school days.

B. Expulsion: an exclusion by the Board of Education of a student from school and/or denial of educational services to which the student would otherwise be entitled, for a period of more than ten (10) school days. Not to exceed two calendar years.

C. Gross Disobedience and Misconduct.

1. Possession of a Weapon on School Property (see JDG)
2. behavior which is injurious to persons or property, or which directly threatens injury to person or property.
3. behavior which substantially and materially disrupts the educational process or discipline in the school.
4. repeated minor incidents of misbehavior as described in the discipline code for which other disciplinary measures have failed to deter.

5. gross disrespect which includes insubordination, intimidating or attempting to intimidate school personnel or another student, fighting with or assaulting school personnel or students, and verbal abuse or use of profanity or obscenity to school personnel or other students.
6. smoking and/or possession of smoking materials on school buses, in school building, or on school grounds.
7. first and subsequent offenses when a student is found to be using, possessing or distributing alcohol or drugs, drug 'look-alikes' and drug paraphernalia.
8. repeatedly failing to comply with directions of teachers, student teachers, substitute teachers, teacher aides, deans, assistant principals or other authorized personnel during any period of time when he/she is properly under the authority of school personnel.
9. repeated truancies and/or unexcused absences which are detrimental to the welfare of the student and disruptive of the educational process.
10. repeated tardiness which substantially disrupts the educational process.
11. students found in the school building or upon its property (school property includes all properties owned and/or maintained by the Board of Education, District 117) for any purpose other than as related to school activities shall be considered trespassers, and a violation of criminal law, which will be referred to the proper law enforcement authorities.
12. Bullying – Physical or verbal conduct, which serves to harass, demean, humiliate, abuse or victimize one or more students (see policy JCDA).
13. “Sexual Intimidation” means any behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment or discomfort because of their gender.
14. “Sexual Harassment” includes student-to-student conduct and student-to-staff conducts as well as staff-to-student conduct and staff-to-staff conduct. It means (1) unwelcome sexual advances, (2) sexual advances to students by staff, whether welcome or unwelcome, (3) requests for sexual favors, and/or (4) other verbal or physical conduct of a sexual nature.

II. Due Process for Suspensions

- A. Except as set forth in sub-paragraph B below, prior to the imposition of suspension, the following procedures shall be observed.
 1. the suspending school official shall notify the student of the charges and the disciplinary action being considered.
 2. the student shall have an opportunity to present an explanation regarding the charges and evidence with the suspending school official.
 3. the suspending school official shall make a decision and then inform the student if the suspension is to be imposed.
- B. Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from the school. In such cases, the requirements of notice and opportunity to respond set forth in Section IIA-I and Section IIA-2 above still follow as soon as possible.

- C. Any such suspension shall be reported immediately to the parents or guardians of such pupil including, a full statement of reasons for such suspension and a notice of the parent's right to review. This notice is to be sent to the parent by mail, plus a copy given to the parents at the time of the suspension.
- D. A copy of the suspension notice is to be sent to the Board of Education via the Superintendent.
- E. A request for a review hearing shall be submitted in writing within ten (10) school days after receipt of the suspension notice. The review hearing shall take place within ten (10) school days of the receipt of the request or on a date mutually acceptable to all parties involved.

III. Due Process Procedures for Expulsion

- A. In the event gross disobedience or misconduct leads to expulsion, a student shall be excluded from school prior to expulsion procedures as outlined below (not to exceed ten (10) school days).
 - 1. the Board of Education may expel students for gross disobedience or misconduct; such expulsion shall take place only after a review hearing by the Board of Education or the Board has taken action upon findings submitted by a hearing officer appointed by the Board.
 - 2. the student and the parent(s) or guardian(s) of the student shall be notified by certified mail of the following:
 - a. A letter should be sent at least five (5) days prior to the date of the hearing, or at least three (3) days prior to the date of the hearing if a copy of the letter is personally delivered to the parent or guardian. This letter will include a statement of the charges against the student, specifying if possible, the time, date, and place of the incident or incidents. The letter shall also state the time, place and date of the hearing as well as include a copy of the review hearing procedures as set forth below.
 - b. The hearing shall be held at a time and date mutually convenient to the parties involved.

IV. Review Hearing Procedures

- A. The hearing shall be held in Closed Session at the request of the parent(s) or guardian(s) or the school administrators.
- B. The student shall be afforded the following:
 - 1. the right to be represented by counsel (at the expense of the student or parents)
 - 2. the right to present evidence and call witnesses
 - 3. the right to cross-examine the opposing witnesses
- C. A written decision shall be issued to the student and the parents(s) or

guardian(s) within ten (10) school days after a review hearing conducted by the Board of Education. It shall contain a statement of facts and the basis for the decision.

- V. If the Board of Education finds in a hearing on the suspension or expulsion of a student that the action was unjustified or unreasonable, the following procedures shall be followed:
 - A. The student's record shall be expunged of all notations or remarks in regard to the suspension or expulsion.
 - B. The student's absence(s) shall be recorded as "excused".
 - C. All educational opportunities and services missed by the student shall be afforded. Tutoring shall be provided for the number of days suspended, if requested or deemed necessary.
- VI. Students with disabilities who engage in misconduct shall be disciplined in accordance with the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.
- VII. The academic penalty assessed for suspension should be commensurate with the length of the suspension and the academic work missed.

INTERNAL SUSPENSION

A student who is given the option of being placed in the internal suspension room must adhere to the following rules and guidelines.

1. School work (including the completion of a mandatory office packet) will be provided.
2. Students must come prepared and be willing to work the entire day.
3. Students must display a cooperative attitude and comply with the directives of the internal suspension supervisor.
4. Locker usage will be allowed with office supervision only.
5. Students will eat lunch in the internal suspension room.
6. Students will not be permitted to have contact with other students in school.
7. Internal Suspension students lose the privilege to attend or participate in any school or extracurricular activity for the day they are suspended.

Any additional offenses in this room or the unwillingness on the part of the student to cooperate will require an out-of-school suspension after an office referral, due process, etc. Each internal suspension would count equally as an out-of-school suspension to be consistent with school policies and the present suspension/expulsion policy.

Admittance to this program will be done at the discretion of the school administrators according to the guidelines approved by the Board of Education.

EXTERNAL SUSPENSION

A student who is suspended externally is remanded to the custody of his/her parents during the school hours for the period of his/her suspension. Every reasonable effort will be made to contact a parent, family member or guardian before any suspension is initiated.

In some instances, parents are required to come to school for a conference to discuss the situation with the administration. Students who are suspended are required to make up all missing assignments. Student discipline records will be reviewed by "trip sponsors" to determine student eligibility to attend a grade level/band trip.

Any student receiving two suspensions will lose their privilege to attend any grade level field trip. Three suspensions will result in the forfeiture of any grade level dance and/or parties. Four suspensions will result in that student being denied the privilege to participate in the graduation ceremony, extracurricular activities, school assemblies and any other school function the administration deems necessary. Students suspended out of school lose the privilege to participate in any extracurricular activity for the day they are suspended.

BOOK USE AND RESPONSIBILITIES

Textbooks and workbooks are the property of the school district. Each student, at the beginning of the school year, will be required to complete an inventory form which will basically describe the condition of the books being issued for their use. Parent and student signatures will indicate their acknowledgment and acceptance of the above. All hard cover books should be covered by the end of the 2nd week of school.

No fine or penalty will be levied for a "reasonable" year's usage. Pupils will be expected to pay for lost or damaged textbooks at current replacement prices. Such a fine must be paid before a student's report card and/or diploma will be released. All fines should be settled before the last week of school.

EXTRACURRICULAR ELIGIBILITY REQUIREMENTS

Coaches, directors, and supervisors will provide alphabetical roster to all classroom teachers at the beginning of each extracurricular activity. Eligibility checks will be conducted in a bimonthly basis with teachers submitting potentially ineligible students and activity to the Athletic Director.

The Athletic Director will compile a bimonthly ineligibility list and distribute to the teachers, coaches, directors, supervisors and principal based on the following guidelines:

- a) A student who receives an F or precarious D's will be placed on a potential list; this will provide an opportunity for the teacher and extracurricular activity supervisor to initiate a program (contract, after school help, etc.) that would enable the student to participate while working to improve their academic performance.
- b) If such interventions do not help and/or a student receives two F's, he or she will not be able to participate in extracurricular activities for a two week period.
- c) Other criteria, such as excessive absences, may also be considered when determining eligibility.

Any questions and/or concerns should be directed to the Athletic Director for clarification. The administrative team will also be available for assistance and guidance.

PLEASE NOTE: Student fees must be paid in order for a student to attend or participate in extracurricular activities and trips, including graduation.

GRADE LEVEL TRIPS

Participating students must be eligible to attend any grade level trip. For graduation events behavior and academic eligibility will be determined and communicated to students and parents. Grade level day trips are held on a regular school day therefore; students that are not eligible to attend or have not signed up to attend the grade level trip must be in attendance in school that day. Students that wish to attend the trip but did not sign up must do so after the school day is over or these students will be considered truant. Such students will receive consequences including but not limited to Saturday detentions and/or suspensions.

Student disqualification would result for anyone who met at least one of the following conditions listed below:

Two Suspensions

- a. **Two In School** or **Two Out** of School.
- b. **One In School plus One Out** of School.

Negative input on the Trip Behavior or Academic Expectations eligibility sheet by three or more faculty.

Lack of regular attendance at school – student has missed 10% or more of the current academic attendance dates (18 days or more for the total school year) and the absences have negatively impacted academic achievement.

SAFETY MONITORS

Safety Monitors will be working with the administrative team and staff in order to assist our efforts of maintaining a safe learning environment for all. All visitors/vendors upon entering the building will be immediately greeted and screened by a monitor and issued a “pass” which must be visible at all times. In addition, these safety monitors will remain visible within the hallways in an effort to prevent and correct any “unacceptable” behaviors by our students. Discipline notices will be submitted to the office in a timely manner whenever the situation warrants such an action.

I.D. CARDS

All Conrady students are required to carry Conrady’s official school photo I.D. card at all times. Student I.D. cards should be visible and presented to any staff member upon request. Students will receive the I.D. cards after school has begun and photographs are taken. I.D. cards will be used to permit entry to Conrady student functions and to provide identification as needed (i.e. for bus riders). Failure to have an I.D. card in a student's possession after they have been issued may result in disciplinary action. Lost I.D.'s must be replaced in the office for \$5.00.

PEER MEDIATION

In order to reduce the frequency of conflicts, threats and fights at CJHS, we have initiated a Conflict Resolution/Peer Mediation Program. Students may request the services of a peer mediator through referral forms available in the office. Mediations will be scheduled during homerooms in a timely manner. Please see Ms. Albans for information and/or questions regarding this program.

VISITORS

Parents of junior high students and other interested citizens of the community are invited to visit our school. They should make arrangements in advance with the school administrators so that the visit will be as meaningful as possible.

Students are not permitted to bring visitors or friends to school. Any person who is not enrolled at Conrady as a student must report directly to the office. Visitors must obtain a pass from the office before going to the classroom. Trespassers will be prosecuted to the fullest extent of the law.

CAFETERIA

The district provides a quality food program under the management of Arbor Management, Inc. A daily plate lunch special will be offered. Students may purchase milk to go with their meals. A wide assortment of other cold drinks and beverages will also be available.

Our school cafeteria is operated for the convenience of our students. Students are not allowed to cater in food for group eating purposes (i.e., pizzas, submarine sandwiches, etc.). This is in compliance with health codes, and to be consistent with state and federal subsidy regulations. Students may be required to present a student I.D. if questions and/or concerns arise about their right to possess a food ticket.

Beverages may be brought to school in plastic containers or cans. Bottles are not permitted. A student who misuses any beverage container may lose his/her privilege to bring such items to school.

Supervisors will set standards of behavior and routines to be followed by the students. Those students who fail to comply with these regulations will be handled in the following manner:

- a) work detail, lines and/or other written punishments,
- b) temporarily revoke student privileges for the purchasing of cafeteria products (i.e., ice cream, cookies, pop, etc.),
- c) isolation, detention(s), and/or parent notification by a lunchroom supervisor (note to administrator),
- d) teacher/parent conference, with the possibility of requiring that parent to supervise their child at lunch,
- e) continued violation of rules will result in school suspension

Questions and/or concerns about the food service should be directed to Mrs. Rita Cummane, District Supervisor for Arbor Management (598-5721 extension 4514).

BUS CONDUCT

The bus is an extension of the classroom and all general rules apply. Students are expected to conduct themselves in a manner that leads to the safe operation of the school bus. Students are expected to always do the following:

1. Stand off the street while waiting for the bus.
2. Wait for the bus to come to a complete stop before boarding.
3. Walk at all times - NO PUSHING.
4. Have Conrady school I.D. always available.
5. Seats will be assigned by the driver.
6. Remain seated at all times.
7. Be courteous and follow the instructions of the driver.
8. Respect private property while waiting at the bus stop.

Repeated incidents of misbehavior will not be tolerated. In an attempt to assist the bus drivers' efforts to establish and maintain a "safe and orderly" environment on the bus, the following consequences will be employed for those students whose actions continuously jeopardize the safety of others.

3rd Bus Referral	-	minimum of 1-3 school days off the bus
4th Bus Referral	-	minimum of 2-5 school days off the bus
5th Bus Referral	-	minimum of 3-10 school days off the bus with a parent conference being scheduled with a building administrator, the transportation coordinator and bus driver before the student's bus privileges are re-established
6th Bus Referral	-	the student's bus privileges will be revoked for the remainder of the school year (an appeal may be scheduled with the Superintendent of Schools)

Student suspended from the bus will still be responsible for attending school during these days. Parents will have to arrange for student's transportation to and from school during this time period. Failure to attend may result in truancy procedures being initiated by the building principal.

Questions and/or concerns may be directed to Mr. Burt, Transportation Director (233-4561).

BUS PASSES

Every bus rider will be supplied with a Conrady student I.D. which will indicate their bus number. If lost, students may purchase a replacement I.D. in the office for a five dollar fee.

Students must have their Conrady I.D. with them whenever they ride the bus. Bus drivers will be checking these I.D.s on a regular basis. Students may be required to present a student I.D. if questions and/or concerns arise about their eligibility to ride a certain bus. Those students who fail to comply with this regulation will be handled in the following manner:

- a) A Bus Conduct Report will be sent to the bus supervisors.
- b) Those students will be warned that they must purchase a student ID by a reasonable amount of time (to be determined by the bus supervisors).
- c) Student non-compliance will result in the Bus Conduct Report being sent to the office.
- d) Parents will be notified, and the student will lose his/her bus riding privilege until the problem is resolved.
- e) Students are not allowed to change bus routes. Special requests and emergencies should be requested two days in advance to the Transportation Supervisor for review. Exceptions must be approved by Mr. Burt at 233-4561.

GENERAL TRANSPORTATION

Students who use other means to travel to or from school, i.e. bicycles, skateboards, etc., must follow all safety rules applicable for the current academic year. Failure to do so revokes the privilege to use such vehicles for a specified period of time. The same applies for walkers and car riders. Cooperation is expected from all.