

**2018-2019  
Parent-Student  
Handbook and Calendar**

**Absence Hot Lines:**

**Junior High 815-521-3031**

**Three Rivers 815-521-1991**

**Pioneer Path 815-521-2191**

**NB Galloway 815-521-3191**

**School Closing Information**

**WJOL (1340AM), WGN (720AM),**

**WBBM (780AM), WLLI (96.7FM),**

**WLS (890AM/94.7FM)**

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### **Board of Education**

Joseph Pope (President), Derek Breen (Vice President), Julie Bankes (Secretary),  
Pat Clower (Member), Joan Ferguson (Member), Dee Forman (Member), Mistey Kosek (Member)

Members of the Board of Education are elected by voters of the school district to four-year terms. The Board of Education is responsible for the establishment of all school district policies and providing a quality education for all children in Channahon School District 17. The Board appoints and hires an administrative staff to carry out these policy functions.

Regular Meetings of the Board of Education are generally held on the fourth Monday of each month at 7:00pm at Pioneer Path School, 24920 S. Sage Street, Channahon, IL. If for any reason the date or location of a meeting is changed, a notice will appear on the District website [www.csd17.org](http://www.csd17.org). The public is welcome to attend District 17 School Board Meetings. The agendas and minutes of the Board of Education meetings are available on the district website ([www.csd17.org](http://www.csd17.org)).

### **Administration Center**

8:00 a.m. – 4:00 p.m. (Regular School Year)

7:00 a.m. – 4:00 p.m. (Summer, M-Th)

### **Dr. Nicholas Henkle, Superintendent Channahon School District 17**

24920 S. Sage St. Channahon, ILL. 60410 815/467-4315 Fax 815/467-4343 email: [nhenkle@csd17.org](mailto:nhenkle@csd17.org)

### **Illinois State Board of Education**

State Superintendent of Education (217) 782-4321 ISBE website: [www.isbe.net](http://www.isbe.net)

### **Will County Regional Office of Education**

Shawn Walsh, Superintendent, 702 W. Maple St. New Lenox, Il., 60451

815-740-8360 Fax 815-740-4788 Will County website: [www.willroe.org](http://www.willroe.org)

### **Southern Will County Cooperative (S.O.W.I.C.) Office of Special Education**

William Roseland, Director; Tiffany Frey, Assistant Director

Bridget North, Special Education Administrator

1207 N. Larkin Avenue, Joliet, IL 60435 · 815-741-7777 Fax 815-741-7779 website: [www.sowic.org](http://www.sowic.org)

N. B. Galloway School (Grades EC-2nd)

8:20am—3:10pm

24805 W. Roberts

Mrs. Mary Kelly, Principal

815-467-4311

Absence Line: 815-521-3191

Pioneer Path School (Grades 3rd-4th)

8:20am—3:10 pm

24920 S. Sage St

Mrs. Laura DuBois, Principal

815-467-4312

Absence Line: 815-521-2191

Three Rivers School (Grades 5th-6th)

7:50am—2:35pm

24150 S. Ford Road

Channahon, IL 60410

Mrs. Susan Kavich, Principal

815-467-4313

Absence Line: 815-521-1991

Channahon Junior High (Grades 7th-8th)

7:50am—2:35pm

24917 W. Sioux Drive

Channahon, IL 60410

Dr. Chad Uphoff, Principal

815-467-4314

Absence Line: 815-521-3031

## **A Message from Dr. Nicholas Henkle, Superintendent**

Dear Channahon 17 Students and Families:

Welcome to Channahon School District 17, where you will find caring educators, high quality instruction, and a student-centered learning experience! Our team of professionals look forward to helping your child reach the next level of success on their academic journey. We are very proud of our District and can't wait for you and your child experience what we call 'Channahon Pride'!

If you are new to Channahon we invite you to learn more about us by visiting our webpage ([www.csd17.org](http://www.csd17.org)). You can also follow us on [Twitter](#). Please feel free to contact any of the District administrators if you have questions or cannot find the information you are looking for on our website.

Sincerely,  
*Dr. Nicholas Henkle*  
Superintendent

### **District 17 Mission Statement**

Channahon District 17, in keeping with its proud tradition, is dedicated to providing for the academic, physical, and social development of all students, staff and community members in an interactive, caring, safe environment that emphasizes real life applications and challenges each individual to be a productive citizen and a lifetime learner who deals effectively with others and the changing world.

### **District 17 Goals**

- To improve student outcomes through high level curriculum and Instructional strategies.
- To develop and implement strategies that provide for the short and long term financial stability of the district.
- To make opportunities available to expand relationships among the school board, administrators, staff and the community.
- To provide a safe school environment.

### **Accelerated Programming/Differentiation**

Channahon School District's curriculum is aligned to the Common Core State Standards, which implies an advanced curriculum in both reading and math. Because of the determined rigor of the Common Core, Kindergarten-8th Grade students will be provided with differentiated instruction and flexible grouping to meet their individual academic needs. In reading and math, 7th and 8th grade students may be grouped into accelerated classrooms based on their academic scores.

### **Accident and Illness**

In the case of an illness or accident at school, first aid will be given as soon as possible by authorized personnel and the parent/ guardian will be notified immediately. The parent/guardian will be asked to make a determination as to whether the student should be taken to a hospital or physician, should be taken home, or remain at school. The parent/guardian will assume full responsibility for transportation of the child if the child is to leave the school. If a parent/guardian cannot be reached, the individual listed as the emergency contact will be called. If a parent/guardian cannot be reached and there is need for immediate medical attention, the physician named by the parent/guardian will be contacted. In cases of extreme emergency, or if no physician has been designated by the parent, the first available physician or the Channahon Emergency Medical System will be contacted.

In emergencies where the school is unable to contact the parent/guardian, the emergency contact, or a physician, the district nurse or building administrator will act in loco parentis and authorize whatever action is determined to be in the best interest of the student. The Channahon School District will not assume any financial obligation resulting from securing emergency medical assistance or emergency transportation.

Parents/guardians who object to medical treatment have the responsibility for instructing the school in writing the procedure they wish the school to follow in the event of a medical emergency.

In the event that a parent/guardian does not have a phone, the Channahon Police may be contacted by school personnel to request assistance in notifying the parent/guardian of the child's illness or accident.

In the event of an accident, the staff member who witnessed the accident will be required to complete an accident report form. These forms will be placed in the student health file. The district nurse will follow-up on all reported accidents or illnesses.

### **Interscholastic Athletic Programs:**

The philosophy of athletics in Channahon District 17 is to provide students with a well-rounded, quality athletic program that contributes to the physical, mental and emotional well-being of all those who participate. The athletic program is guided by the philosophy that success is based on individuals and teams playing to the best of their abilities. Channahon District 17 offers two types of athletic programs to students attending Channahon Schools. *Athletic Schedules can be found at [www.csd17.org](http://www.csd17.org)* under “Athletics”

The interscholastic sports are offered to both boys and girls at Three Rivers School and Channahon Junior High School.

Boys sports include: Baseball (6-8), Basketball (6-8), Cross Country (5-8) Wrestling (5-8), Track (6-8), and Soccer (6-8).

Girls sports include: Softball (6-8), Cross Country (5-8), Cheerleading (7-8), Basketball (6-8), Volleyball (6-8), Track (6-8), and Soccer (6-8).

A Fifteen dollar (\$15.00) fee is required for participation in **each** interscholastic sport.

Channahon District 17 athletic programs are affiliated with the Illinois Elementary School Association. Our District follows the rules and regulations of the IESA.

All students participating in interscholastic and/or instructional sports must have a current physical (6th grade school physical is sufficient) on file in the nurses’ office prior to trying out for the team. A sports physical is good for 395 days. Students are to turn in their physical to the school office/nurse prior to the first try out session so that they may receive a participation slip. Participation slips are then given to the coach. Students without current physicals may go to the tryout but are unable to participate until a current physical is on file. Coaches will not be collecting physicals unless prior arrangements have been made with the athletic director.

The following 5th grade sports are not interscholastic and the programs are instructional in nature: 5<sup>th</sup> grade

Boys & Girls sports include: Basketball and Volleyball

There is not a fee for participating in 5th grade non-interscholastic sports. All athletes will receive an athletic handbook. It is the responsibility of the student and the parent/guardian to review and follow the athletic rules and regulations.

### **\*Intramural Athletic Program:**

An intramural athletic program is offered and run by the Channahon Park District. Information regarding co-educational Basketball and Volleyball is available through the Park District at 815-467-7275.



## **Attendance**

Consistent student attendance is a key factor in student achievement and educational success. It is the legal responsibility of the parent/ guardian to ensure that their child attend school daily and on time.

In the event that you have advance knowledge that your child is going to be absent, please send a written note to your child's school explaining the absence. When an unexpected absence occurs, parents/guardians are required to telephone the school before 9:00 a.m. and provide the school with a reason for the absence. Each school has an Absence Hotline listed in the beginning of this handbook.

In accordance with school policy, school personnel will contact the parent/guardian at either home or work to verify a student's absence when parents/guardians have not reported the child's absence. Parents may request make-up work when reporting a student absence. Make-up work due to absence may be sent home with another student or picked up after school.

A physician's release must be provided for any student who is absent from school for 4 or more days due to illness or a contagious disease. The physician's written release must contain the dates of and reasons for the absences. If absences are excessive, the district may require additional written medical verification from a physician licensed to practice medicine.

Excused absences include illness, death in the immediate family, attendance at funerals, and medical/dental appointments. These absences will be considered excused after a parent reports and explains the reason for the absence. Students continue to be responsible for their school assignments when absences are excused. Parents/guardians and/or the student should contact appropriate school personnel to make arrangements for completing missing assignments. See page 9 for "Make-Up Work".

If your child is absent without valid cause for 5% or more of the previous 180 regular school attendance days (PA97-0218 effective July, 2011) or if tardiness becomes problematic, a meeting with the parent/guardian and school officials may be scheduled. If, after the meeting there is no improvement in a child's attendance, the district will file a truancy report with the Will County Truant Officer.



**Behavior:**

Students who demonstrate inappropriate behavior may be required to serve an after-school detention if necessary. In 5<sup>th</sup>-6<sup>th</sup> grades, after-school detentions may be served from 2:45 p.m. to 3:45 p.m. In 7<sup>th</sup>-8<sup>th</sup> grades, detentions may be served Tuesday, Wednesday, and Thursday. Any student receiving a detention will be exempt from participating in any previously planned extracurricular activities on the day the detention is to be served. Students who fail to serve a detention will be required to serve an additional detention.

Students who accumulate three detentions per marking period at Channahon Junior High and Three Rivers School will be subject to further disciplinary consequences, including in-school suspension. During in-school suspension, students are expected to complete all assignments given and utilize any additional time to read independently. Parents will be responsible for providing transportation from the after-school detention.

Disciplinary decisions will be based on individual infractions (case-by-case basis). The District will make every effort to provide preventative interventions to support all students. Whenever possible, school officials will consider forms of non-exclusionary discipline. However, out of school suspensions will be assigned when it is determined that a student's continuing presence in school is either:

1. A threat to the safety of students, staff, or members of the school community, or
2. A disruption to the operation of the school or other students' learning opportunities.

**Lunch Detention**

Whenever possible, students will participate in lunch and daily recess. This time provides an important break in the day and is proven to contribute to social, emotional, physical and cognitive development. However, lunch detentions may be given when a student's behavior is a safety concern to self or other students. Teachers who assign a lunch detention will contact parents/guardians on the day of the offense either by email or phone and will share the misbehavior that caused the detention. Any student who receives a third lunch detention will serve it as a before or after school detention. Lunch detentions will not be given for missing academic work therefore it is the student's responsibility to make up for any missing or incomplete work on their own time or at a time after school as arranged by the classroom teacher.

Students who serve an out of school suspension will participate in a re-engagement process, which will support the student's ability to be successful in school following the period of exclusionary discipline. The re-engagement process will include the opportunity to complete any required coursework, which will be worth equivalent academic credit.

Participants in extracurricular activities must abide by the conduct code for the activity and the student handbook (School Board Policy 7:190)

Disciplinary procedures have been established for the purpose of deterring student misbehavior and ensuring each school has a climate of order which enhances all students' opportunities to learn. Disciplinary procedures include but may not be limited to lunch/recess detention, after-school detention, in-school detention, in school suspensions, out of school suspensions and/or expulsion. Parents are entitled to a hearing, upon request, in front of the Board of Education. Student disciplinary information is found in School Board Policies, 7:20, 7:140, 7:180, 7:185, 7:190, 7:200, 7:210, 7:220, 7:230, 7:240 and 7:242.

School Board Policy 7:190, Student Behavior, outlines the disciplinary action that may be taken against any student guilty of gross disobedience and/or misconduct, which includes, but is not limited to:

- ⇒ Using, possessing, distributing, purchasing, or selling tobacco products.
- ⇒ Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- ⇒ Using, possessing, distributing, purchasing, or selling illegal drugs, controlled substances, "look alike drugs, or drug paraphernalia.
- ⇒ Using, possessing, controlling, or transferring a weapon.
- ⇒ Engaging in hazing or any kind of bullying or aggressive behavior.
- ⇒ Engaging in any activity, on or off campus that interferes with, disrupts, or adversely affects the school environment.
- ⇒ Engaging in teen dating violence that takes place in school, on school property or school sponsored activities.

Any of the above-mentioned gross disobedience and/or misconduct may result in notification of parents, disciplinary conferences, seizure of contraband, suspension from school, expulsion from school, and/or notification of juvenile authorities.

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas.

The Superintendent or building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment of illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. (School Board Policy 7:140)

School administrators ask that parents be cognizant of inappropriate items that students may choose to bring to school. Please make sure that those items remain at home.

## **Bully Behavior Position Statement**

***We declare our school to be an educational establishment.***

*Our purpose is to empower children to meet the challenges of life by teaching them the social skills that are most effective when encountering bully behavior. If we can teach them how to do this when they are children, we will be helping them for a lifetime as they will be encountering meanness throughout their lives and into adulthood. We will do our best to teach students to solve their interpersonal problems on their own. Our schools will strive to establish a disciplinary code of rules and punishments that are truly moral; otherwise we will be causing more harm than good. Our schools will strive to minimize the need for punishment. Parties involved in disputes will be encouraged to solve their problems directly with each other to their mutual satisfaction. However, when this process fails, or when people break inviolable school rules, it can become necessary to administer punishment.*

### **Bullying, Intimidation & Harassment**

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall, using written language, verbally or electronically, to harass, intimidate or bully another based upon race, color, nationality, sex, sexual orientation, ancestry, age religion, creed, physical or mental disability, gender identity, order of protection status, status of homeless, or actual or potential marital or parental status, including pregnancy or other protected group status. The school and district will not tolerate harassing, intimidating conduct or bullying whether verbal, physical or visual, that interferes with or limits the victim's ability to participate in opportunities offered by the school. Our schools have consistent procedures for investigations relevant to these issues

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with a teacher, social worker or principal. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

(School Board Policies 7:180, 7:20, 7:190)

## **Bus Transportation**

Bus transportation is provided to all students who reside more than 1.5 miles from school or where walking conditions meet the hazardous conditions criteria set forth by the Illinois Department of Transportation.

Each eligible student is assigned a bus and a specific bus stop at the beginning of the school year. No student will be allowed to ride any bus other than the bus assigned unless the student presents to the bus driver a signed permission slip from the building principal. Written requests for permission to change buses for child care reasons only must be given to the building principal.

Parents/guardians who must provide transportation to and from school because free transportation is not available for their child may be eligible to receive money from the State to help offset the cost of transportation. Contact the Business/Transportation Director at the District Office (815)521-2123 for more information about Parent/Guardian State Pupil Transportation Reimbursement if you wish to file a claim. All claim applications must be completed before the end of June.

Bus vandalism is a serious crime and all acts of vandalism will have a consequence. In the event of bus vandalism by a student, the parent/guardian will be contacted by school personnel by phone and in writing. Depending on the nature of the vandalism, transportation privileges may be suspended for 2 to 10 days. In addition, parents/guardians will be held responsible for the cost of the repair.

Parents/guardians wishing to appeal either the suspension or repair charge may do so by writing a letter to the Superintendent requesting an opportunity to discuss the matter with the Board of Education at their next regularly scheduled meeting.

While in transit, school bus riders are under the authority of the school bus driver. Please Note: School bus drivers may not get out of his/her driving seat.

Good bus conduct is expected at all times and includes transportation to and from school as well as to and from school athletic events. In order to ensure bus safety at all times, students are required to follow the following bus safety rules:

1. Students must remain seated facing the front of the bus with feet on the floor at all times.
2. Students must keep hands and heads inside the bus.
3. Students must not throw items, talk loudly, or distract the driver. Students must stop talking when approaching a railroad crossing.
4. Students must keep the bus clean. No food or drinks allowed. Students must not bring animals, toys, or radios on the bus, unless permission is granted from building principal.
5. Students must not vandalize the bus.
6. Students must walk in front of the bus when exiting.
7. Students must know that all school rules apply inside the bus.
8. Cell phone use is prohibited on the bus.

Students need to be at their assigned bus stop at least five minutes before their designated pick up time.

While waiting for the bus, students are to be standing off the road.

Students are to wait for the bus to come to a complete stop before moving toward the bus.

Students cannot request the driver to make an unauthorized stop.



**Reminder: Parents may NOT board the buses UNLESS:**

- Authorized to do so by the building principal or superintendent.
- Assisting the Early Childhood Special Education bus.

**Stop Arm Violations:**

**DO NOT PASS** a school bus with a stop arm out. This is a serious safety hazard and against the law. Stop arm violators will be turned over to the police.

**DO NOT USE A CELLULAR PHONE** in a school zone.

Our School bus drivers use “Bus Behavior Cards” to warn students of inappropriate behaviors. A student may be handed a Bus Behavior Card stating:

**Out of Seat**

**Loud Voice**

**Touching Others**

**Bad Language**

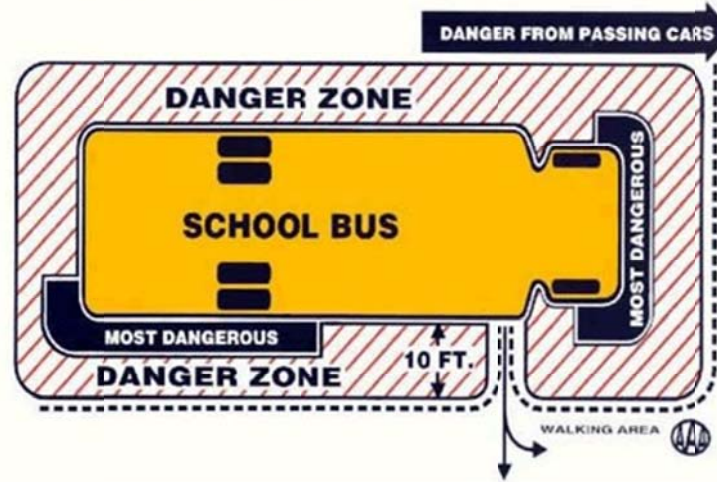
**Using Cell Phone on Bus**

Students who receive a behavior card must personally take the card to their building principal. The building principal will process through the inappropriate behavior with the student so that the student is aware that the behavior should not happen again. No other consequences are assigned to the student as a result of the first infraction.

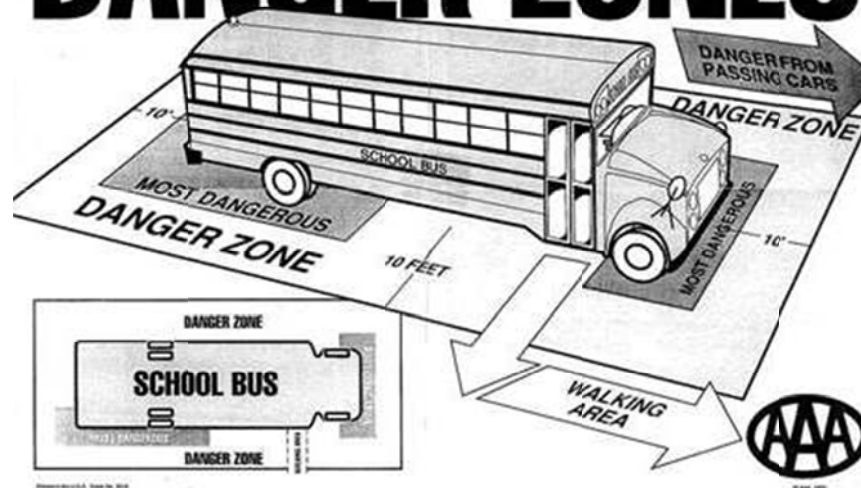
Failure to comply with any of these guidelines after a pattern of infractions may result in a bus suspension for a period of time ranging from two to ten days. If a student is suspended from riding the bus for gross disobedience or misconduct on the bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. (School Board Policy 7:220) In the event that bus transportation services are temporarily suspended, transportation to and from school will become the responsibility of the parent/guardian.

Please approach the buses with caution. Do not approach the bus from anywhere except the designated 'walking area' labeled below.

## Stay out of the Danger Zone!!!



# DANGER ZONES





### **School Clubs**

School clubs provide students with activities outside of the regular school day. Clubs will be formed for students in grades five through eight in areas where sufficient student interest is demonstrated. Fee for club participation will be determined by the club sponsor and subject to administrative and Board approval.

### **Homework Club**

Homework Club is located at Pioneer Path School for students in grades three and four. Homework Helpers, Student Council and Friday Friends occur at the Three Rivers School for students in grades five and six. Clubs available at Channahon Junior High include the following: Art, Entrepreneur's Club, Drama, Homework Helpers, Math Team, Scholastic Bowl, Speech Contest, Pep/Red Riot, Friday Friends Club, and Student Council.

### **Beta Club**

Beta Club is for eligible students in grade seven and eight. In order to be named a member of Beta Club, students must: (1) maintain a GPA of 3.4, and (2) receive less than two detentions during current school year (three lunch detentions shall count as one detention). One violation which results in an in-school suspension shall count as two detentions. Any out of school suspension shall result in immediate dismissal). In order to be recognized as Beta Club member at the graduation ceremony, students must meet the same GPA and discipline criteria, and complete a total of fifteen hours of service (7.5 community service and 7.5 school service hours). Additionally, members must participate in all Beta-sponsored activities.



### **Curriculum and Instruction**

The Kindergarten through eighth grade curriculum is aligned to the Illinois Common Core Learning Standards in English/Language Arts and Mathematics. The Illinois Common Core Standards place a greater emphasis on preparing students to meet the high expectations of a challenging and demanding career and/or college experience. Although we have high expectations for all of our students, we recognize that each child have their own talents and abilities. They are unique individuals with different learning styles, skill levels and experiences. Differentiation is a teaching strategy that makes an adjustment to what skills and concepts are taught, what materials might be used, or how learning will be assessed based on the individual needs of the students. This approach allows the classroom teacher to provide a rigorous educational experience for all students at their instructional level.



### **Cellular Phones/Smart Devices**

Personal computing devices are provided to students for instructional purposes; however, student cell phones may be used in the event that the classroom teacher decides it is appropriate for an instructional task. If not explicitly required for an instructional task, students should keep cell phones off and out of sight. The district is not liable for any lost or stolen devices. Personal devices may not be used while riding on a school bus.

### **Child Abuse/Child Neglect**

The Abused and Neglected Child Reporting Act requires that school personnel must report all suspected cases of abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS). Any person filing a report is immune from civil or criminal liabilities, regardless of whether or not the suspicion of abuse is confirmed or not confirmed. The school district is not required to release the name of the individual who makes a report to DCFS.



### **Choral/Instrumental**

Students who have an interest in playing a musical instrument have the privilege of joining the Channahon School Band program beginning at 5th grade. There is an annual fifteen dollar (\$15.00) fee for participating in the Band program. The band program continues through eighth grade.

The Jr. High band consists of Marching Band, Concert Band, and Pep band. Band rehearsals take place during study hall. Each participant will be taken out of P.E. once each week for band sectionals which will be arranged by the director. On occasion, band rehearsals may be scheduled after the school day. Jazz band is an extra performing group that is offered to 7<sup>th</sup> & 8<sup>th</sup> grade students and meets after school. Parents are responsible for providing transportation for before and after school band practices. Any student interested in becoming a member of the Band program should contact Mr. Becker, Band Director, Channahon Junior High School, at 815-521-3087.

Students who have an interest in choral music have the option to take part in Chorus beginning in the Third grade through eighth grade. Third & Fourth grade chorus is an informal, learning program facilitated by the Music Teacher at that grade level school. Fifth through Eighth grade chorus is facilitated by the Music teacher at that grade level school.



**District Website: [www.csd17.org](http://www.csd17.org)**

Channahon School website provides parents, the community, and teachers with useful information regarding school programs, Board of Education meeting information, the district budget, school calendars, school lunch menus, Thursday notes, employment information, capital development updates, and policies. For parent resources and other useful school related information visit [www.csd17.org](http://www.csd17.org).

**Dress Code**

Channahon School District works to provide all students with a safe and decent learning environment. Students should be dressed in clothing appropriate for instruction at school.

Inappropriate dress is defined as immodest clothing which disrupts the learning environment. Student choice of clothing can disrupt the learning environment when it is representative or suggestive of violence, illegal acts, drug/alcohol/tobacco use, offensive/obscene gestures/pictures, gang affiliation or devil/cult worship. Clothing or accessories containing any of these items are strictly prohibited and will not be allowed. At social events, the dress code is strictly enforced. Students violating the dress code policy shall be subject to appropriate disciplinary action as per School Board Policy 7:160.

Appropriate dress is defined as clothing that covers the torso from the shoulder to no more than 2 inches above the knee and is not revealing. Shoulders and midriff must be covered. Tank tops, spaghetti strap, or teddy tops may not be worn without another shirt over it. It is recommended that short sleeved shirts be worn so that shoulders are always covered. Clothing made of compression fitting spandex or similar material may not be worn unless other clothing is worn over it. Skirts with leggings are allowed. (Any other clothing deemed inappropriate for a school setting by the Teacher and/or the Building Administrator will be addressed on an individual basis).

**8<sup>th</sup> Grade Dance Dress Code**

Female students may not wear: backless or low-back dresses; low-cut dresses or dresses that reveal cleavage; dresses made of sheer or see through material; or strapless dresses. Additionally, dresses must be fingertip in length.

Male students may not wear: jeans, athletic pants, or shorts. Male students must wear dress pants and a collared shirt; ties are optional.

Students violating the dress code policy shall be subject to appropriate disciplinary action as per School Board Policy 7:160. Tightly-fitted clothing is prohibited.

## Emergency Procedures

The Emergency Response Plan is designed to minimize danger to anyone who might be occupying our school should an emergency occur. The main objective is to attend to the health and welfare of your children in the event of an emergency. In most emergency situations, it is expected that your children will remain and be cared for at the school. In the rare event of an emergency affecting the school that forces evacuation and prohibits reentry into the building, students and staff will be transported to one of several predetermined and secure sites away from the school. Follow this procedure if you hear of a school emergency:

1. PLEASE DO NOT TELEPHONE THE SCHOOL. We have limited phone lines and these must be available to respond to the emergency.
2. PLEASE DO NOT COME TO THE SCHOOL UNLESS REQUESTED TO PICK UP YOUR CHILDREN.

If an emergency necessitates relocating the students and staff, you will be notified by phone, email, or via the media.

In the event of a nuclear emergency necessitating the evacuation of all Channahon residents, **ALL** Channahon school children will be transported by school buses to a safe area (Sandburg High School in Orland Park, Illinois will be the destination in the event of a nuclear disaster). If school is in session, the Superintendent upon notification, will call district bus drivers into service. Additional buses will be obtained by the Will County ESR Superintendent. All students will be evacuated by bus to the shelters, and **will not** be released to parents at school. Students will be released to their parent/guardian at the evacuation center after the parent/guardian has signed the student out of the shelter. Homeroom teachers will be responsible for children in their rooms. Teachers without homerooms will be assigned to help homeroom teachers. Teachers will stay with their students until dismissed by an administrator. Principals will remain until all students are released to parents/guardians.

Attendance registers and homeroom lists will be taken. Each principal will take the building student enrollment card file as well as medical information and permission for emergency treatment. Teachers will provide supervision to students on the buses. In the event that some teachers are designated to follow the buses, identification stickers will be provided for these vehicles. Local radio stations will be informed of the evacuation.

## Enrollment:

State law requires that every child ages 6 through 17 be enrolled in school and maintain regular school attendance. To be eligible for admission to kindergarten (kindergarten is not mandatory), a child must be five (5) years of age on or before September 1st of that school term. Children who enter first grade must be 6 years of age on or before September 1st of that school term. A child who qualifies for special education services is eligible for admission at 3 years of age. A copy of the child's certified birth certificate must be presented at the time of registration and for all students newly enrolled in Channahon District 17. If the student had previously attended a public/private school or an approved kindergarten program, an Illinois Student Transfer form showing "Good Student Standing" is required at registration. A copy of the most recent report card indicating grade placement and special education records, if applicable, should also be presented at the time of registration.

New students must register for school at:	District 17 Administrative Center
	24920 S. Sage Street
	Channahon, IL.

**Fees:**

An instructional material/technology rental fee is assessed annually by the Board of Education. Fees may include, but is not limited to any paper supplies, testing supplies, and computer supplies. In addition, students may have additional materials to purchase in order to complete required projects. Registration/technology rental fees for returning students should be paid and returned with the Registration Packet. New student fees are due upon enrollment.

In the event that a family is unable to pay material fees, an application for fee waivers is available at the District Office and at each school building. Students will be eligible to have fees waived if the student is eligible for free lunches or the student is receiving public aid. (Policy 4:140) The Board of Education reviews the fees annually and sets the fees for the following school year. Please note rental and graduation fees are not waivable.

Students who transfer out or into the school district after the start of the school year shall be refunded a portion of the fees or assessed a prorated fee. Refunds will be determined by the student's length of enrollment. At the time of student transfer, students are required to return all textbooks and non-consumable materials to the school. An assessment for repair or replacement may be required if damage to books is beyond normal usage. Parents will be charged the replacement cost for all lost school textbooks or materials.

**Field Trips**

Field trips are an extension of the instructional program. There is educational value in visiting places of interest in the community and in surrounding areas. Parents/guardians shall be informed, in writing, in advance of each field trip, and written permission shall be secured from the parent/guardian. Only students in the designated field trip classroom will be allowed to participate. There may be a charge for participation on field trips for both students and adults.

Parents/guardians are sometimes asked to accompany classrooms on their field trips to assist in supervising students. This is one of the ways in which parent volunteers' efforts are of great value to the school program. Appropriate supervision ratios will be determined by the building principal. For the safety and security of our students, parents/guardians who are selected to accompany classrooms for added supervision will not be allowed to take pictures or videos of any student on the field trip. Cameras and/or cellular phones or other devices with the capacity for taking pictures may not be used. (The 8th Grade Washington DC Trip and Dinner Dance activity do not fall under this procedure.)

**Financial Audits**

The financial statements of any organization affiliated with the school or using the school for money making projects will be turned over to the district for audit of which the results are then reported to the District 17 Board of Education as part of the annual audit.

**Free and Reduced Lunch Program**

Children enrolled in Kindergarten through eighth grade may be eligible to receive free lunch. Specific eligibility for this program is based on family income, overall family financial status or in some cases extenuating family circumstances. The State of Illinois establishes the eligibility guidelines each year. Applications for the free and reduced lunch program are distributed before the 1<sup>st</sup> day of school and are available at the District Office.

### **Food Allergy Program (POLICY 7:285)**

This program identifies student with food allergies, prevents exposure to known allergies, and provides response to allergic reactions with prompt recognition of symptoms and treatment. It also designates education and training for staff about the management of students with food allergies. This program is facilitated by the District's Wellness Committee.

### **Fundraising**

The District 17 Board of Education must first approve all fundraising activities sponsored by charitable organizations. Students may not sell fundrais- ing candy or other items at school or on the bus.

### **Grading Scale/Standard-Based Grading**

A Standard-Based report card is used for students in Kindergarten through Eighth grade. Please refer to our website; <http://www.csd17.org/index.php/parents/standards-based-grading>, for more information.

#### **Indicators used for levels of understanding:**

**Exemplary** – evidence supports consistent demonstration of standard over time. Students capable of completing work of a complexity beyond what is expected at that grade level.

**Proficient** – evidence supports achievement at grade level expectations in regard to the learning standard.

**Approaching** – evidence supports achievement within reasonable parameters of meeting the learning standard.

**Limited** – minimal evidence exists to support understanding of the grade level learning standard.

Indicators to be used for levels of Frequency (Process): A mid trimester check-in will be sent home at 6 weeks using the codes:

+ = No Concerns

✓ = Needs Improvement

\* = The behaviors portion may be different for grade levels K-4 and 5-8

## **Graduation Requirements**

Each student must have successfully completed all of the designated requirements for promotion to the ninth grade as set forth by the Illinois State Board of Education. Successful completion includes satisfactory completion of the Constitution of the State of Illinois and Constitution of the United States examinations.

Diplomas will be awarded to graduates by the Board of Education upon the recommendation of the Channahon District 17 Superintendent.

## **Head Injuries/Concussions:**

All parents and student athletes participating in school district sports are required to sign the Concussion Information Form before participating in practice or interscholastic competition (Board Policy 7:305). Student athletes will also be required to view a concussion awareness and safety video. Students who suffer any kind of injury to the head during the course of the school day will immediately be sent to the nurse's office for analysis and parents will be notified. Parents will be asked to assess the injury and make the decision regarding medical services needed.

Any athlete suspected of suffering a head injury or possible concussion during a practice or athletic contest shall be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or possible concussion, regardless of how mild it seems or how quickly symptoms clear, without a medical clearance. Any student returning to school or athletic competition from a head injury must complete the district's concussion "return-to-play" and return- to learn" protocol. The injured student must be approved to return and signed off by a physician or athletic trainer working under a physician's license/direction.

The district concussion oversight team includes: Athletic Director, School Nurse Physician (at least one), In addition, MD/DO, PT, OT, ATC, RN, PsyD may be requested.

## **Health Records**

Student health records are maintained for all students enrolled in Channahon District 17 schools and SOWIC programs. The health record is considered a part of the student's permanent record.

In the event that a student transfers out of the district, the parent/guardian will be given a copy of their child's Health record, a transfer form and any other state required form. Any student that requires a medical assistance device (eg. Crutches, wheelchair, scooter etc.) during school will need to provide a medical note.

## **Health Services**

Channahon District 17 employs two registered professional nurses and two certified health aides. The "medical professionals" assist students with health related issues such as first aid, medication management, and wellness activities. The nurses review and interpret student records to ensure that all students are up to date with immunizations, physical, dental and visual examinations, coordinate vision and hearing screenings and follow-ups. The nurses complete referrals for health problems, health counseling, individual health instruction and chronic disease management. Nurses assist teachers in teaching matters pertaining to health; implementing emergency care when necessary, and reporting applicable communicable diseases to the proper authorities (i.e. chicken pox, measles, mumps, pertussis, and rubella).

**Homeless**

Any homeless child shall be immediately admitted, even if the child's parent/guardian is unable to produce records normally required to establish residency. Board policy 6:140, Education of Homeless Children, and its implementing administrative procedure govern the enrollment of homeless children.

**Homework**

Homework is a part of the school curriculum and is the student's responsibility. Assignment notebooks and/or electronic devices are provided as a tool students may use to enable them to organize their work.

**Honor Roll**

At the end of each marking period, extracurricular eligibility and honor roll will be calculated using the TeacherEase grading system.

**Insurance**

Since Channahon District 17 is an eligible member of the Workers' Compensation Self-Insurance Trust (WCSIT), Student Accident Coverage is provided to parents who wish to access it for enrolled students. With this valuable supplemental insurance coverage, your child is covered against medical expenses for accidents that occur while attending regular school sessions. Since most families have insurance protection, the ISDA student accident insurance can help to fill the gaps in coverage left by deductibles or coinsurance payments. Additional 24-hour accident-only protection coverage is available per school year. Further information regarding the benefits under the accident insurance plan is distributed the first day of school and is available at each of the school offices.

**Kindergarten Registration and Round-Up**

To comply with school law, a child must be five years of age on or before September 1 of a given year to be eligible to enter kindergarten in August of that year. Parents are required to present a copy of a certified birth certificate at the time of registration as well as comply with the registration requirements. Kindergarten Round-Up typically takes place in late February. If parents miss the Kindergarten round-up they may register children at the district office during school hours.

**Lost-and-Found**

There is a lost and found container at each school. Unclaimed items will be donated to charitable organizations approximately three times per year. Parents/guardians are strongly encouraged to label all school clothing and have their child check the containers for their lost items.



### **Lunch/Closed Campus**

Channahon District 17 serves lunch daily when school is in session. The cost of a daily lunch is \$2.40, which includes milk. Individual cartons of milk can be purchased for \$.25 each. The District uses a debit card system as well as an online portal for purchasing lunches. Parents will be required to make deposits into their child's lunch account. Payments can be sent to school with your student or sent to Channahon School District 17 at 24920 S. Sage, Channahon, IL 60410. Debit card accounts will be established using a student I.D. number set up by the school district. Parents can monitor their child's lunch account balances online in PowerSchool. Parents will be notified when their child's debit card accounts reach a negative balance.

Channahon District 17 operates a closed campus lunch program. Students are not allowed to leave the school grounds during the lunch period unless the parent/guardian signs a permission form. The parent/guardian requesting their child leave school during the lunch period will be responsible for ensuring the student returns to school on time.

### **Make-Up Work**

In the event that a student is absent, the school will prepare the student's assignments and have items available for pick-up at the end of the day. The parent/guardian must make the request for pick-up by 9:00 a.m. of the day of the excused absence. Students will be expected to turn in all completed assignments. In instances where the student is absent and no arrangements to pick-up assignments have been made, the student will be responsible for completing all missed work.

With adequate notice, classroom teachers will assemble homework/class work for time missed due to an extended absence. Work that was assigned during the extended absence will also be expected to be made up. Timelines for making up work will be determined at the school building level. Parents should refer to the individual school handbooks for additional information on make-up work timelines.

### **Media Release**

We ask that parents/guardians sign a media release so that students may be photographed at school as per School Board Policy 7:340. Photographers will intermittently take pictures in our classrooms or a special event for recognition of a student. During registration, a media release form will be completed by the parent. If at any time you should choose to change your option, a written request must be sent to the building principal.

## Administration of Medicine in Schools

### **Channahon School District 17 established the following guidelines regarding medication administration:**

Primary responsibility for administration of medications rests on the parent. However, some conditions can be controlled /corrected only at intervals, which may be within school operating hours. In those instances, a child's physicians may determine that administering medicine during school hours is necessary. The district endorses the following procedure in accordance with Policy 7:270.

Medications are both over the counter and prescription drugs. The physician and parent will complete their respective sections of the Medication Authorization Form for each medication. Medications will not be administered at school until forms are completed, signed and filed with the registered school nurse.

Medications must be brought in by the parent/guardian in the original container or prescription bottle. Prescription bottle must be labeled by pharmacist with student's name and dosage.

Medications will be stored in a locked designated area.

Students are not permitted to carry any medications on their person in school: exceptions include prescriptions for inhalers or epi-pens.

Galloway/Pioneer Path: Medication will be administered by the school's registered nurse, or their designee.

Three Rivers School/ Jr. High: student may self-administer under the supervision of the school's registered nurse, or their designee.

At the beginning of each school year, and/or when medication dosages change, the parent/guardian must provide a new Medication Authorization Form.

The registered school nurse may contact the physician, pharmacist, or other medical provider, for information relevant to administration of medication. (Ill. Nursing Act, 1997).

The nurse will maintain an individual written record of any medication dispensed at school in the student's temporary health file. Record will list the time, date, dosage, route and signature of the individual administering the medication.

The parent/guardian may come to school and medicate their own child when needed.

The nurse, upon request of the physician or parent, will provide feedback relative to any observed reactions to medications.

Parents are to pick up any unused portion of the medication when the medications are changed or at the end of the treatment regime. If medications are not picked up by the parent at the end of the school year, they will be disposed of in an appropriate manner.

When signing the Consent for Medication in School form, the parent/guardian acknowledge and agrees to waive any claim and hold harmless Channahon School District, its employees and its agents any claims of damages resulting from medications administered by personnel or self-administered. The parent/guardian accept full responsibility for the medication administration.



### **Parent/Guardian School Problem Resolution**

In the event that there is a problem between home and school, parents are strongly encouraged to work collaboratively with the child's teacher for the purpose of finding a solution. If, after conferring with the teacher, the parent/guardian continues to have concerns, a conference with the building principal should be requested. Problems that persist after a meeting with the school principal may be directed to the District Superintendent. If the parent/guardian has exhausted all avenues to resolve the problem, they may request in writing permission to address the Board of Education.

### **Parent-Teacher Advisory Committee**

This committee comprised of staff members, parents and the superintendent meets annually to review the District handbook, disciplinary policies, RtI procedures and interventions, and any new/updated policies. The Superintendent prepares updates to the handbook, based on committee input, and presents the handbook to the Board for approval annually.

### **Parent-Teacher Organization**

The goal of the PTO is to foster a cooperative spirit among parents, patrons and school staff. The PTO meets the second Thursday of each month with school administrators and parents to determine and discuss needs and activities. The PTO provides informative programs for parents/guardians and oversees a variety of fundraising events and projects. Money raised from fundraising activities is used to purchase materials and equipment for the schools.

### **Music Booster Organization**

The goal of the Music Boosters is to involve parents with music and band in school and out of school activities. The Music Boosters meet the second Tuesday of each month with school administrators and parents to discuss band and music needs as well as arrange special outings for students involved. Fundraising events specific to Band and Music are facilitated by this organization.

### **Athletic Booster Organization**

The goal of the Athletic Booster Organization is to provide additional services and funds to the district athletic programs and the students who take part in those programs. The Athletic Boosters Organization meets the second Monday of each month with the school administrators to determine specific athletic needs. This organization works dynamically with the Minooka High School Booster Club. Both organizations facilitate a summer golf outing which generates monies specific to the athletic programming.

## **Parent-Teacher Conferences**

Parent-Teacher conferences are a vital part of a child's educational program. They allow parents/guardians the chance to meet with their child's teacher(s) to discuss a variety of issues that can have a significant impact upon the learning process. All parents/guardians are strongly encouraged to attend Parent/Teacher Conferences. The conference dates are listed on the school calendar. The timing of these conferences enables teachers to share their impressions of a child's achievement, growth, socialization, motivation and other important factors that will enable home and school to work together. Parents/guardians are encouraged to schedule appointments to meet with their child's teacher(s). Reserved appointments for the Parent/Teacher Conferences can be made by using SignUpGenius at [www.signupgenius.com](http://www.signupgenius.com)



Parents are also encouraged to request a conference at any time if they have concerns about their child's progress. Home to school communication forges a strong partnership. In addition, teachers may request additional parent conferences when necessary to discuss academic progress, behavioral concerns or in the case of possible retention.

## **Pesticide Applications/Asbestos Hazard Emergency Response Act**

In 1999, the Illinois General Assembly passed laws requiring that public schools notify parents/guardians and school employees at least 48 hours prior to any pesticide applications on school property. The term "pesticide" includes insecticides, herbicides, rodenticides and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobial agents (such as disinfectants, sanitizers or deodorizers), insecticide baits, and rodenticide baits.

Channahon School District #17 notifies all students and their parents/guardians and staff members of any pesticide application. Notification will occur two days before the use of pesticides at the school. Any questions you may have regarding the District's pest management practices may be directed to the Director of Building and Grounds at 815-521-2128.

Channahon School District #17 has prepared a Management Plan pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA,49CRG763). A Copy of the plan is available for review in the administrative office of the school district and in the administrative office of each school building. Any questions you may have regarding the districts may be directed to the Director of Building and Grounds at 815-521-2128.

### **Physical Education Excuse**

A written excuse must be provided for any student who is unable to participate in physical education. All notes excusing students from PE class must be turned in at the beginning of the school day to the Nurses office. A parent/guardian may excuse a student for illness or a condition that does not warrant daily medical attention for one day, three times per trimester. Cases such as these required parental discretion as to the seriousness of the illness or injury bearing in mind that full participation in physical education is an important goal. Excuses for minor illnesses such as colds or aches and pains are not accepted. In the event of an extended medical condition, which is defined as 3 consecutive days or longer, a written doctor's note explaining the problem, cause of the problem, and length of excused time must be given to the school nurse. In the event that a doctor's note does not clarify a return date, a written note from the doctor is required to return to PE. Those students who have an extended excuse from physical education will participate in an alternate activity. A doctor's note is required for any student with stitches, staples, splint, cast or the need for crutches (explaining that the student has been trained to use crutch use). Any student excused from physical education will not be allowed to participate in lunch recess or extra-curricular sports activities. If the physician deems it necessary that the student should have a modified PE class, the PE teacher and the nurse will meet to discuss appropriate modifications.

### **Physical Education Uniforms**

Students in seventh and eighth grades are required to wear P.E. uniforms while participating in physical education class. These uniforms are specified by the district and consist of a shirt and shorts. The shirts and shorts need to be purchased by parents from a local vendor that the district has chosen. The cost of the uniform is determined prior to each school year.

### **PHYSICAL EXAMINATIONS AND IMMUNIZATIONS**

Illinois state law requires that all children entering a public school for the first time must provide proof of:

Vision Exam by October 15

Dental Exam by May 15

**Physical Examination prior to the first Student Attendance day.**

All Kindergarten and sixth grade students must provide proof of a current physical examination and required immunizations prior to or on the first day of student attendance. **Failure to comply with our physical/vaccination requirements by the first day of school will result in the students exclusion from school until the required health forms are presented to the school (see Policy 7:100).** Physical, vision and dental examination forms are available at each school, and on the school's web site. All students who participate in extra-curricular sports are required to submit annually proof of a current sports physical.

Students *transferring into the Channahon District 17 schools* from another Illinois school must provide the school with a copy of their latest physical exam and immunizations. Students transferring from out of state schools will be granted conditional enrollment for six weeks pending receipt of the health record from the previous school.

Our nurses screen for the following:

Vision: Preschool, Kindergarten, 2nd Grade, 8th Grade, Special Education, Teacher Referral or New To the District.

Hearing: Preschool, Kindergarten, 1st Grade, 2nd Grade, 3rd Grade, Special Education, Teacher Referral or New To the District.

**Note: Per Illinois law, student immunization data must be made publicly available upon request.**

Students not immunized for Tetanus, Diphtheria, Pertussis, Polio, Measles, Mumps, or Rubella will be temporarily excluded from school if one suspected case of these communicable diseases is reported in school. The nurses are required to report communicable diseases to the Will County Health Department.

### **DISEASE INFORMATION**

For up to date information please use the following link: [Illinois Department of Public Health](http://www.idph.state.il.us/)

**Proof of Immunization for Students:** Please refer to the requirement guide. If you have any questions, contact the Nurse at your child's school.

Vaccine Requirement	Child Care Facility, Pre-school, Early Childhood Pre-Kindergarten Programs	Kindergarten through 12th Grade		Minimum Intervals Allowed Between Doses and Other Options for Proof of Immunity
		First Entry into School (Kindergarten or First Grade)	Other Grades	
DTP/DTaP/ or Tdap, Td (Diphtheria, Tetanus, Pertussis)	Three doses by 1 year of age  One additional booster dose by 2nd birthday	Four or more doses of DTP/DTaP with the last dose qualifying as a booster and received on or after the 4th birthday	Three or more doses of DTP/DTaP or Td; with the last dose qualifying as a booster if received on or after the 4th birthday  For Students entering 6th thru 12th grades: 1 dose of Tdap	Minimum interval between series doses: 4 weeks (28 days) Between series and booster: 6 months <i>No proof of immunity allowed</i>
Polio	Two doses by 1 year of age.  One additional dose by 2nd birthday	Four or more doses of the same type of Polio vaccine with the last dose qualifying as a booster and received on or after the 4th birthday. (progressive requirement)	Three or more doses of Polio with the last dose qualifying as a booster and received on or after the 4th birthday. *If the series is given in any combination of polio vaccine types, 4 or more doses are required with the last being a booster on or after the 4th birthday.	Minimum interval between series doses: 4 weeks (28 days) For Grade K: 6 month interval between 3 dose series and booster; booster must be on or after 4th birthday <i>No proof of immunity allowed</i>
Measles	One dose on or after the 1st birthday but prior to 24 months of age	Two doses of Measles Vaccine, the 1st dose must have been received on after the 1st birthday and the second dose no less than 4 weeks (28 days) later.		Laboratory evidence of measles immunity OR Certified physician verification* of measles disease by date of illness *Cases diagnosed after 7/1/2002 must include lab evidence of infection
Rubella	One dose on or after the 1st birthday but prior to 24 months of age	Two doses of Rubella Vaccine, the 1st dose must have been received on after the 1st birthday and the second dose no less than 4 weeks (28 days) later.		Laboratory evidence of rubella immunity History of disease is not acceptable proof of immunity to rubella
Mumps	One dose on or after the 1st birthday but prior to 24 months of age	Two doses of Mumps Vaccine, the 1st dose must have been received on after the 1st birthday and the second dose no less than 4 weeks (28 days) later.		Laboratory evidence of mumps immunity OR Certified physician verification of mumps disease by date of illness
<i>Haemophilus influenzae</i> type b	Refer to Hib ACIP recs for schedule for series Children 24-59 mos. without series must have one dose after 15 mos. of age	Not required after the 5th birthday (60 months of age)		Refer to ACIP Hib vaccination schedule  <i>No proof of immunity allowed</i>
Invasive Pneumococcal Disease	Refer to PCV ACIP recs for schedule for series Children 24-59 mos. without series must have one dose after 24 months of age	Not required after the 5th birthday (60 months of age)		Refer to ACIP PCV vaccination schedule  <i>No proof of immunity allowed</i>

## Minimum Immunization Requirements for Those Entering a Child Care Facility or School in Illinois

Vaccine Requirement	Child Care Facility, Preschool, Early Childhood Pre-Kindergarten Programs	Kindergarten through 12 Grade		<u>Minimum Intervals Allowed Between Doses and Other Options for Proof of Immunity</u>
		First Entry into School (Kindergarten or First Grade)	Other Grades	
Hepatitis B	Three doses for all children  Third dose must have been administered on or after 6 months of age (168 days)	No Requirements	For Students entering grades 6 thru 12:  Three doses hepatitis B vaccine administered at recommended intervals	Minimum intervals between doses: 1 & 2- at least 4 weeks (28 days) 2 & 3 - at least 2 months (56 days) <u>1 &amp; 3 - at least 4 months (112 days)</u> <i>Laboratory evidence of prior or current infection</i>
Varicella (progressive requirement)	One dose on or after 1st birthday	Two doses of Varicella Vaccine, for Students entering Kindergarten and grades and 1 The 1st dose must have been received on after the 1 birthday and the second dose no less than 4 weeks (28 days) later.	One dose of Varicella on or after the 1st birthday for Students entering grades 1-12	Minimum intervals for administration: The 1st dose must have been received on after the 1st birthday and the second dose no less than 4 weeks (28 days) later. <i>Statement from physician or healthcare provider verifying disease history OR Laboratory evidence of varicella immunity</i>
			Two doses of Varicella Vaccine for Students entering grades 2, 6, 7, 8, 9, 10, & 11	
Meningococcal Conjugate Vaccine (progressive requirement)	No Requirements	No Requirements	Applies to Students entering grades 6, 7, or 12 beginning 2016-2017 school year  1 dose of Meningococcal vaccine for entry to grade 6 or 7  2 doses of Meningococcal vaccine at entry to 12TH grade	Minimum intervals for administration: The first dose received on or after the 10th birthday; second dose at least eight weeks after the 1st dose. Only one dose is required if the first dose was received at 16 years of age or older. <i>No proof of immunity allowed.</i>

Source: Child Health Examination Code/Part 665,  
Prepared by: Illinois Department of Public Health Immunization Section, January 2016

## **POLICIES**

Channahon School District #17 Board of Education approves and adopts policies that govern eight categories: School District Organization, Board of Education, General School Administration, Operational Services, Personnel, Instruction, Students and Community Relations. Many policies are referenced within this handbook. Parents/guardians may request a policy by calling the District Office.

## **POWERSCHOOL**

PowerSchool is our District student-management system which provides parents/guardians with the opportunity to view important student academic, attendance and lunch balance information online. PowerSchool allows parents and students to upload free apps to smart phones and/or smart devices to follow their academic progress.

Parents who have more than one child are able to access the accounts of all their children on one page. Instructions for how to access PowerSchool will be provided to parents of new students when they enter the district. Returning students can access the PS tutorial at <http://www.csd17.org/PSTutorial.shtml>. Please note, that your PS passwords are known only to you and the schools will not be able to provide you with it if forgotten.

## **PROMOTION**

The new education reform law approved in December 1997 requires that, on or before September 1, 1998, each school board must adopt and enforce a promotion policy to ensure that students meet local goals and objectives and can perform at the expected grade level prior to promotion. (Policy 6:280)

Decisions to promote or retain students in any classes shall be based on successful completion of the curriculum, attendance, performance on the PARCC Test, or other testing or criteria established by the school district policy.

## **PRESCHOOL PROGRAMS**

Early Childhood Education - Through Southern Will County Corporative (SOWIC), eligibility for the Early Childhood Special Education Program is determined through referrals from Early Intervention, preschool screening, and ultimately after a child has participated in a play based assessment. Students enrolled in this program have been identified as having a delay or disability which requires specialized intervention and each child that participates in this program has an Individual Education Plan (IEP). Our classrooms are staffed with certified special education/early childhood teachers and assistants. Students can also receive speech therapy, occupational therapy, physical therapy, or social work services based on their needs. The program offers AM or PM sessions 5 days a week throughout the school year. Transportation is provided.

Little Learners – Section 2-3.71 of the Illinois State School Code authorizes the State Board of Education to fund educational programs for children 3 - 5 years old who are identified through a screening process to be “At-Risk” of academic failure. This program provides children with educational and involvement activities. Channahon District 17 provides an At-Risk program that serve as a positive beginning for each child’s school experience. The Little Learners program is housed at the NB Galloway School. For further information about the Little Learners program, contact NB Galloway School 815/467-4311. Parents must provide transportation to/from the Little Learners Program. Both programs must adhere to all District 17 residency requirements.

## **REPORT CARDS AND MID-TERMS NOTICES**

Parents/guardians are informed about the academic and social progress of their children through a combination of report cards and conferences with teachers. Report cards include academic progress for each subject, work habits, growth data, absences, and teacher comments.

Mid-term notices are sent home with students at the mid-point of each trimester. Report cards are issued at the end of each trimester (approximately every twelve weeks). Trimester report cards will be issued to parents/guardians prior to the Parent-Teacher Conferences, however, for students attending Galloway and Pioneer Path, report cards will be issued to parents at the time of the Parent-Teacher Conference. Report cards for the 2nd trimester will be sent home with students. Report cards for the third trimester are sent home with students.

It is understandable that parents may want to discuss their child's grade with the classroom teacher. Parents are encouraged to contact the teacher in order to schedule an appointment to discuss the student's school performance.

## **Residency Requirements**

Children who are legal residents of Channahon School District 17 shall be entitled to attend school on a tuition-free basis. In order to satisfy the attendance eligibility in District 17, a student is a legal resident of the district when he/she permanently resides with the person who has “Physical/Residential custody” and who has established residency in the district. In cases where parents are divorced, the parent/ guardian who has legal custody must provide the school with the **custodial/residential agreement**, and show proof of physically living in the district.

To enroll the student, the parent/guardian having legal custody must provide the following documents when applicable:

1. Provide a copy of a current lease containing a five digit street address, signed by the landlord, identifying the parent/guardian, beginning and ending dates of occupancy of the house or apartment within the District 17 attendance boundaries.
2. Provide a copy of a mortgage/property title, or current year County Tax Bill indicating ownership of the house within the District 17 boundaries.
3. Provide a copy of two of the following: the “previous” month’s electric, gas bill or water bill. Bills must contain both the name and address of the parent/guardian.
4. If living with another Channahon Resident-an Affidavit of Residency is required. This is a two part form which must be completed by the “district resident” and the person seeking to enroll the student. The affidavit must include a statement by the legal resident identifying the family members residing in the household and for how long these family members may be living in the household. In addition, the legal district resident must provide the district with the required proof of residency documents. The person seeking to enroll the student must provide documentation with their name with correct address. (eg. Insurance ) The Affidavit must be notarized.

Students who have proven residency but move out of the district at any time during the school year may complete the current year. However, the student is no longer eligible for the district’s bus service.

Each year an investigative firm will run a comprehensive database check on all students at the time of registration. When necessary, physical investigations will be conducted into residences identified as questionable.

**Any person who knowingly or willingly presents to Channahon District 17 any false information regarding residency for the purpose of enabling the student to attend school on a tuition-free basis will be subject to legal action and may also be subject to pay- ment of retroactive tuition for non-resident students at a rate not to exceed 110% of the per capita cost (School Board Policy 7:60).**



### **Response to Intervention (RtI)**

RtI is a process designed to help schools focus on high quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from an RtI process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program. The RtI model is used also to address behavioral and social emotional needs. Positive intervention supports are practiced at the universal level of the tier 3 model. Tier 2 and tier 3 interventions are more specific to the child and may include social skills small group, check-in-check out mentoring or other appropriate interventions that promote a positive impact to the student's learning success. The District maintains building level RtI Leadership teams.

### **What are the Benefits of RtI?**

RtI eliminates a "wait to fail" situation because students get help promptly within the general education setting. As soon as assessment data indicates a problem area for a student or a group of students, interventions are put into place to address these concerns. School staff monitors progress that these students make in their problem areas. These progress monitoring techniques used within the RtI process provide information that allows teachers and Social Workers to better evaluate student needs and match instruction, resources and interventions appropriately.

### **Safety Information-School Safety Drills**

Each school holds annual fire, disaster, evacuation, and Lock Down/Active Shooter drills in compliance with state regulations. In the event that a school needs to be evacuated (due to a natural gas leak or similar problem) each of our buildings have a designated PRIMARY EVACUATION SITE and SECONDARY EVACUATION SITE.

School Board Policy 4:170 authorizes these drills.

#### NB Galloway:

Primary: Arrowhead Community Center  
Secondary: United Methodist Church

#### Three Rivers:

Primary: Pioneer Path School  
Secondary: St. Ann's Church

#### Pioneer Path:

Primary: Three Rivers School  
Secondary: Skateland

#### Channahon Junior High:

Primary: NB Galloway  
Secondary: St. Ann's Church

All District operations, including the education program, shall be conducted in a manner that will promote the safety of everyone on District property or event. Our district has developed and implemented a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan includes provisions for: injury prevention; bomb threats, weapons, and explosives on campus; school safety drill program; tornado protection; instruction in safe bus riding practices; emergency aid; post-crisis management; and responding to medical emergencies at an indoor and outdoor physical fitness facility. (each of our buildings houses an Automatic External Defibrillator).

Convicted Child Sex Offender and Notification Laws: Our district follows State law which prohibits a child sex offender from being present on school property or loitering within 500 feet of school property. The sex offender website is [www.isp.state.il.us](http://www.isp.state.il.us)



## School Closing Information

In the event that weather conditions become extreme, it may be necessary to close the Channahon District 17 schools. This information will be posted on the District Website [www.CSD17.org](http://www.CSD17.org), emailed to parents and broadcasted before school starts on the following radio stations: WJOL (1340 AM), WGN (720 AM), WBBM (780 AM), WLLI (96.7 FM), and WLS (890 AM/94.7 FM). *Information regarding school closings may also be obtained via the Emergency Closings Center at <http://www.emergencyclosings.com>.*

- **General methodology:** We would anticipate the possibility of closing schools under the condition of a *Wind Chill Warning, as issued by the National Weather Service. A Wind Chill Warning is typically issued when the wind chill is forecasted at -30 degrees Fahrenheit or colder along with wind speeds of 10 mph or greater, or when the actual temperature drops below -15 degrees Fahrenheit. While this is used as a baseline other variables such as snow will also be taken into account before making the decision to close school.*"

In the event it becomes necessary to delay the start of the school day, the Superintendent will notify the radio stations. A delayed start results in school starting 60-90 minutes later than normal times.

In the event it becomes necessary to close the schools before the end of the school day, announcements will be broadcasted and E-mail Blast will be sent to Parents/Guardians. In the event of the early dismissal, students will be dismissed to their usual destination unless the school is advised otherwise. Parents/guardians should make arrangements to have a specific place for their child to go should they not be home when these emergencies arise.

## Social Work Services

School social work services serve as an important connection among a student's home, school, and community. As part of the educational team, school social workers work collaboratively with teachers, administration, and parents in providing support to help address students' social/emotional or behavioral concerns in the school setting. School social workers support the implementation of positive behavioral supports and can assist teachers and staff in implementing academic and/or classroom interventions. The school social worker also provides: informal/formal group counseling; individual academic and/or social/emotional counseling; parent education; consultation with classroom teachers; referrals to outside agencies [when appropriate]; and an increased awareness of career opportunities for students through assistance with the transition to high school. Ultimately, it is the school social worker's goal to provide students with an opportunity to maximize their self-awareness, self-esteem, and social/emotional growth by building positive peer relationships, improving overall social skills, and assisting students in independently solving problems and/or coping through uncomfortable situations. School social work services are available to individual students by the request of the student, parent/guardian, and/or school staff member.

### **Erin's Law**

In January 2013, Governor Quinn signed Erin's Law, a law requiring all public schools to provide "age-appropriate sexual abuse, assault awareness, and prevention education in grades pre-kindergarten through twelve." Channahon School District is proud to partner with Guardian Home Community Services to meet the requirements of this law. All CSD students will hear a presentation on Healthy Relationships that is aimed at helping protect children from sexual abuse and/or dating violence. The general goals of the presentation include:

- Identify traits of a healthy relationship (K-8)
- Define and discuss personal boundaries, including how to end a bad relationship (K-8)
- Discuss the cycle of abuse and identify warning signs (including grooming) of abusers (K-8)
- Help students identify safe people in their lives whom they can talk to when they have a problem or a secret, no matter how big or small (K-8)
- Help students learn how to say "no" and understand that they have the right to do so (K-8)
- Identify the different types of sexual abuse, including sexual harassment (7-8)
- Discuss teen dating violence and strategies to prevent it (7-8)
- Discuss and define sexting and digital abuse (7-8)

### **Ann Marie's Law**

Governor Rauner signed Ann Marie's law in August 2015 requiring school boards to implement a suicide awareness prevention and training policy in hopes of decreasing youth suicide in the state of Illinois. The ISBE working group will use PRESS policy 7:290, Suicide and Depression Awareness and Prevention to develop guidelines for implementing the policy, along with resources and other materials to assist school districts with the implementation of the policy.

In compliance of the law, Channahon Staff Members are trained in youth mental health first aid, students are screened through the strengths and difficulties questionnaires, school social workers will provide age appropriate information on depression and/or suicide awareness and school social workers are available to provide support to families and students with mental health concerns.

## Special Education Services

Channahon School District 17 provides district-wide support to building staff and our community regarding the education of students with disabilities, who may qualify under either Section 504 or the Individuals with Disabilities Education Act (IDEA). Under either provision, District 17 supports the intent of the federal and state mandate to meet student needs in the Least Restrictive Environment possible. In meeting the requirements, our school community continues to embrace inclusive instructional practices, which are designed to provide accommodations and/or special education services within the context of the general education setting to the greatest extent possible.

Channahon School District 17, services are provided for children who qualify for an Individual Education Plan through the following eligibility categories. Specific definitions for each of these areas are available in the state guide. ([http://www.isbe.net/spec-ed/pdfs//parent\\_guideenglish.pdf](http://www.isbe.net/spec-ed/pdfs//parent_guideenglish.pdf)):

Autism	Cognitive Disability	Deaf-Blindness	Deafness
Multiple Disability	Hearing Impairment	Emotional Disability	Developmental Delay (ages 3-9)
Orthopedic Impairment	Other Health Impaired	Specific Learning Disability	Visual Impairment
Traumatic Brain Injury	Speech Impairment	Language Impairment	

### Confidentiality/Consent for Minors

- Mental Health and Developmental Disabilities Code:
  - Sec/ 3-501. Minors 12 years of age or older request to receive counseling services or psychotherapy on an outpatient basis.
  - (a) Any minor 12 years of age or older may request and receive counseling services or psychotherapy on an out-patient basis. The consent of the minor's parent, guardian, or person in loco parentis shall not be necessary to authorize outpatient counseling services or psychotherapy. However, until the consent of the minor's parent, guardian, or person in loco parentis has been obtained, outpatient counseling services or psychotherapy provided to minor under the age of 17 shall be initially limited to not more than (8) 90 minute sessions. The service provider shall consider the factors contained in subsection (a-1) of this Section throughout the therapeutic process to determine, through consultation with the minor, whether attempting to obtain the consent of a parent, guardian, or person in loco parentis would be detrimental to the minor's well-being. No later than the eighth session, the service provider shall determine and share with the minor the service provider's decision.

**CAB Program**

The CAB program was established for the purpose of providing a safe and therapeutic environment for students with autism or suspected autism. CAB is designed for students in Pre-kindergarten through Eighth grade who require a more specialized school environment than is available in his/her home school.

Inclusive in the program are highly structured environment, low student/teacher ratio, individualized instruction, and usage of a variety of research based methodologies. Students receive speech and language therapy, occupational therapy, physical therapy as indicated on his/her Individual Education Plan.

A pre-academic and academic component aligned to Illinois state standards is utilized. When appropriate, students are given opportunities to interact with and model students in the general education environment during the school day.

**Child Find/Eligibility:**

Students are identified for special education through a child find process as required by federal and state guidelines. For students who are 3-5 years old, developmental screening are available through S.O.W.I.C with services offered at NB Galloway School. For students who are currently attending our K-8 buildings, the district uses a Problem solving process to provide early interventions to supplement research based core instruction for academic or behavioral concerns. The building level team regularly reviews classroom performance and assists in connecting students to appropriate interventions. The data from this process then provides the foundation for a RtI approach, which may result in a referral for screening and a possible determination of eligibility for special education services. Note, that an RtI process is specifically mandated by the State of Illinois in the determination of a specific learning disability. Parents may contact the Special Education Program Administrator at 815-741-7777 with any questions regarding the Child Find process.

**Programming Continuum:**

District 17 is a member of the Southern Will County Cooperative for Special Education (S.O.W.I.C). While the vast majority of our students receive services in their home school, if a student's needs cannot be met with the support at their school the educational team will determine an appropriate, least restrictive service delivery option that best addresses their needs. A full continuum of special education programs and services are provided by District 17 in cooperation with S.O.W.I.C. to district students (unless enrolled in High School) who have been found to have a disability that adversely affects their educational performance.

**Related Services:**

Each building is staffed with personnel who are qualified to provide the appropriate services and support, as determined by the IEP. Social work, psychological services, speech/language therapy, occupational and physical therapy and hearing itinerant services are some of the related services provided. The intent of these services is to support the participation of students in the general education classroom.

## **STUDENT ASSESSMENT/TESTING PROGRAMS**

District 17, as well as other Illinois School districts, are subject to an ongoing quality review/school improvement process. As part of the process, our schools are required to gather testing data, analyze it, and develop programs and/or curriculum that will help to improve student performance in accordance with Illinois State Board of Education Academic Standards.

Students in grades 3 through 8 will participate in computer-based state assessment which is made up of a rich set of performance-based tasks. Delivery of the State assessment allows the test items to both measure those skills needed for life beyond high school and be interactive and engaging. Students take the State assessment once each year. Additionally, kindergarten through eighth grade students are administered the MAP (Measure of Academic Progress) assessments 3 times per year. Other textually and locally developed assessments are also administered throughout the course of the school year. Results of these assessments are provided to parents.

## STUDENT RECORD INFORMATION/ILLINOIS SCHOOL RECORDS ACT

The Illinois State Board of Education has mandated that all local school districts notify students and their parents of the rights afforded by the “Illinois School Records Act.”

Each student has a set of permanent records which must be kept for sixty (60) years after graduation or withdrawal, and which consist of:

1. Basic identifying information, including student’s and parent’s names and addresses, birthdate and place and gender.
2. Academic transcript, including grades, graduation date and grade level achieved.
3. Attendance record.
4. Accident reports and health record.
5. Record of release of permanent record information.

No other information will be placed in the student’s permanent record.

Each student also has a set of temporary records, which are to be destroyed five (5) years after graduation or withdrawal, and which consists of all information not required to be in the student permanent record which may include:

1. Family background information.
2. Intelligence test scores, group and individual.
3. Aptitude test scores.
4. Reports of psychological evaluations, including information obtained through test administration, observation or interview.
5. Elementary achievement level test results.
6. Teacher anecdotal records.
7. Disciplinary information.
8. Special education files including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recording relating to special education placement hearings and appeals.
9. Other verified reports or information from non-educational persons, agencies or organizations.
10. Record of release of temporary record information.
11. Honors and award received.
12. Information concerning participation in school sponsored activities or athletics, or offices held in school sponsored organizations.

Parents have a right to inspect and copy permanent and temporary records at the cost of copying such records. Non-custodial parents have the same rights as custodial parents unless specifically denied by a court order.

Parents have the rights to challenge any entry exclusive of grades in the school student records on the basis of accuracy, relevance, and/or propriety. The request for a challenge hearing shall be submitted in writing to the school principal and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge. An initial informal conference will be held within fifteen (15) school days of the receipt of the request for a hearing. If the challenge is not resolved by informal conference, formal procedures may be initiated. Formal procedures are further explained in the Student Records Act which are available in each school office.

Information may be released without parental consent in connection with an emergency to appropriate persons if knowledge of such information is necessary to protect the health or safety of the student or other persons. The school will grant access to information contained in school student records to persons authorized by the State Board of Education, to any person for the purpose of research, statistical reporting, or planning, provided that such person has the permission of the State Superintendent of Education and that no student or parent can be identified from the information released, and pursuant to a court order. Records are also routinely sent to the high school district upon graduation.

Channahon School District 17 has designated the following as directory information: identifying information (name, address, gender, grade level, birthdate and place, and parents’ names and address); academic awards, degrees and honors; information in relation to school sponsored activities, organizations and athletics; and period of attendance in the school district.

The parent has the right to copy any school student record or information proposed to be destroyed or deleted. The records will be reviewed every four (4) years or upon a student’s change in attendance centers. All permanent records on file in Channahon School District 17 will be destroyed sixty (60) years after graduation or permanent withdrawal. The temporary record will be reviewed every four (4) years for destruction of out-of-date information and will be destroyed entirely within five (5) years after graduation or permanent withdrawal. (Ref: 105 ILCS 10/1; Excerpt printed, School Board Policies 7:340, 7:130)

## **Surveys**

Eliciting parent comments and suggestions is not only important but vital in maintaining a strong school/ home relationship. A parent survey (survey monkey) is provided to all parents annually in the fall during Parent-Teacher conferences. Additionally, the 5 Essentials Survey distributed by the Illinois State Board of Education is available for access January-February annually.

## **Teen Dating Violence Prohibited**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. The term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. (Board Policy 7:185)

## **Technology Usage**

Students and staff have access to and the opportunity to use various technology devices for learning and instruction, including desktop computers, laptop computers, Chromebooks, and iPads. Learning and instruction that takes place with the help of technology comes in the form of websites, installed software, and apps. Please reference our Vision 2020 plan and 1:1 program website at <http://bit.ly/CSD17tech> Internet safety education is incorporated into our curriculum in grades three through eight (School policy 6:60). Students may learn about: (depending on the grade level)

- Safe and responsible use of social networking websites, chat rooms, electronic mail, bulletin boards, instant messaging, online gaming, and other means of communication on the internet.
- Recognizing, avoiding, and reporting online solicitations of students, their classmates, and their friends by online predators.
- Risks of transmitting personal information on the Internet.
- Recognizing and avoiding unsolicited or deceptive communications received online.
- Recognizing and reporting online harassment and cyberbullying.
- Reporting illegal activities and communications on the Internet.
- Copyright laws on written materials, photographs, music, video, and other electronic/online media.
- Cell phone/smart phone safety as it relates to the above topics.

Student and staff must understand and practice proper and ethical use of technology devices (such as computers, iPads/tablet computers, cell/smart phones) and the internet. In order to maintain the highest level of online security and safety, all staff and students will be asked to read, understand, and sign the Authorization for Internet Access Agreement. This Agreement shall remain in effect until notification from the parent/guardian requesting the child not be permitted to access the Internet. In addition, the District 17 Security Policy will be displayed on the computer screen each time students or staff log into a school district PC. While the policy may not be visible before using a device such as an iPad or Chromebook, the policy agreement still exists.

Failure of any user to follow the terms of the Authorization for Internet Access Agreement will result in the loss of privileges, disciplinary action and/or appropriate legal action. The building administrator will make all decisions regarding whether a user has violated this authorization, and may deny, revoke, or suspend access at any time (as per School Board Policy 6:235).



## **TITLE IX**

Title IX of the U.S. Elementary and Secondary Education Act (EASA) guarantees educational equity regardless of gender. Any District 17 employee, job applicant, or student has a right to a hearing if he/she believes his/her right to fair treatment has been abridged because of discrimination. Suspected violations should be brought first to the attention of the building administrator.

Students who believe they are victims of sexual harassment or who have witnessed sexual harassment are encouraged to discuss the matter with the classroom teacher, Building Principal, the District Nondiscrimination Coordinator or the District Complaint Manager. All complaints will be kept confidential to the extent possible during an investigation.

Sexual harassment occurs when an employee, district agent, or student engages in behavior characterized by unwelcome sexual advances, a request for sexual favors, or engaging in other verbal or physical conduct of a sexual nature that denies or limits the provision of educational aid, benefits, services or treatment; or that makes such conduct a condition of a student's academic status; or that has the purpose or effect of substantially interfering with a student's educational environment, creating an intimidating, hostile or offensive educational environment, depriving a student of educational aid, benefits, services or treatment, and/or making submissions to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Any student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any district employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including dismissal. Any person making a knowingly false accusation regarding sexual harassment will be subject to disciplinary action up to and including dismissal (employees) or suspension and/or expulsion (students).

The District Non-discrimination Coordinator is: Mike Schroeder, 24920 S. Sage Street, Channahon, IL., 815-467-4315.

The District Complaint Managers are: Chad Uphoff, Principal, Channahon Junior High, 24917 S. Sioux Drive, Channahon, IL., 815-467-4314 and Susan Kavich, Principal, Three Rivers School, 24150 S. Minooka Road, Channahon, Illinois 60410, 815-467-4313.

## **Tornado/Severe Weather Procedures**

Procedures for tornadoes and severe weather are established in the district. Each school and the district administration office are equipped with an emergency weather radio.

When a tornado watch is received all schools are notified and the schools proceed with their emergency plans.

- School will usually not be dismissed until regular dismissal time. If the storm is severe or conditions warrant, students may remain at school until the danger is past.
- Release of any children to parents/guardians prior to dismissal will be at the principal's discretion depending on the severity of the weather.

## **Transfer Policy**

Children transferring to District 17 must present evidence of their grade placement.

Children transferring from District 17 should notify the school office not less than two days before the final day of attendance. The new home address and the address of the new school should also be supplied. Parents will be given a copy of the student health record, a transfer form and any other state required forms. The student's cumulative records will be forwarded to the new school upon request.

Students who transfer out of the district after the start of the school year are entitled to continue their attendance in the district, however, the parent/guardian becomes responsible for the student's transportation. District transportation may not be used for the remainder of the school year.

## **Treat Policy**

Students who choose to bring in birthday or holiday 'treats' must bring in only non-edible items to meet revised state nutrition guidelines and to protect students who have allergies or sensitivities to specific foods. Occasionally, classrooms will still have classroom events in which food will be provided by the teacher and/or the PTO. These items will meet all nutrition/allergen requirements.

### **Truancy**

It is the responsibility of the student's parents/guardians to ensure prompt and consistent attendance at school. The Will County Truant Officer and/or School Social Worker (School Code 7:70) will be in contact with any family who has a student with chronic absences or tardiness. *Chronic or habitual truancy* is defined as a child who is subject to compulsory school attendance is absent without valid cause for such attendance for 5% or more of the previous 180 regular school attendance days.

### **Vandalism**

Vandalism in or on school property will not be tolerated. The parent/guardian of any student found to be responsible for school property damage will be required to compensate the school district for any and all damages incurred as a result of the vandalism. In the event of significant vandalism, the student may face disciplinary and/or legal action.

### **Visitors**

We welcome all adults interested in observing our educational program. We would appreciate having the following rules observed at all times in order to ensure a safe environment for our students and staff.

1. At our front doors, all visitors will be asked (through the intercom system) their name and reason for business prior to being allowed to enter into the building.
2. All visitors must report directly to the school's main office, and a photo ID, such as drivers license/state ID, is required upon entering. Visitors must sign in and be issued an identification tag. This tag must be displayed on your person at all times. Visitors ID will be retained in the office until departure from the building.
3. Parents wishing to visit an individual teacher must make prior arrangements with the teacher or Building principal.
4. Other adults requesting access to buildings in order to observe an individual child in a classroom for medical or psychological reason, must complete the form "Request to Access Classrooms or Personnel for Evaluation and/or Observation Purposes" -8:30 AP2/E2. This form is available in the Principal's office of each school. Visitors who do not complete this form will not be allowed entrance.
5. Children not enrolled in school will not be permitted to visit unless prior approval is obtained from the building principal.

### **Waiver of Fees**

Families with children enrolled who would like to apply only to have their registration fees waived can obtain an application at the District Office. The \$50 Technology Fee and \$35 Graduation Fee are required and will not be waived. Note: CSD17 currently does not charge registration fees, this is reviewed yearly by the Board of Education.

Waiver of Fee and Free and Reduced Lunch applications must be submitted by October 1st of each year to the District Office at 24920 S. Sage St. Channahon Illinois. Specific eligibility is based on family income, overall family financial status, or in some cases extenuating family circumstances.

You will receive written notification regarding your child's eligibility or ineligibility for lunch and/or fee status. Direct any questions to the District Office at (815) 467-4315





**Channahon School Song!**

Red and White fight, fight and win this game!  
To carry onward dear ole Channahon's fame!  
The fact that we should ever be so strong!  
As we march to Victory! To Victory!  
So carry onward all ye loyal ones,  
This game is over & won!  
Fight!—Fight!— Fight! for Channahon!  
For the dear ole Red and White,  
Fight!

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**School Web address: [www.CSD17.org](http://www.CSD17.org)**

**Internet Safety Information: [www.Netsmartz.org](http://www.Netsmartz.org) & [www.I-Safe.org](http://www.I-Safe.org)**

**States Attorney of Will County: [www.willcountysao.com](http://www.willcountysao.com)**