

# Student Handbook 2023-24

Three Rivers School

## Supplement to the District Handbook 2023-24

24150 S Ford Road

Channahon, IL 60410

815-467-4313

**ARRIVAL AND DISMISSAL PROCEDURES:** Classes at Three Rivers School begin at 7:50 A.M. Buses will drop off students at the front entrance on Ford Road before school. Students should wait outside until 7:45 AM. After school dismissal will be scheduled in three shifts. The first dismissal will be at 2:32 P.M. and the second dismissal will be at 2:39 P.M. depending on which bus the students ride. Car riders will leave after the busses dismiss. Students walking or riding their bikes will be dismissed last when all vehicles are safely on their way. Car riders should be picked up behind Three Rivers School.

**ACADEMIC STRUCTURE:** Fifth and Sixth grade students will be instructed in the fundamental learning areas of reading, science, social studies, language arts and PE. All students will also receive music, art and STEM. Sixth graders may choose to take Spanish in place of art or music.

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

**ASSIGNMENT BOOKS:** Course work is becoming more challenging and comprehensive for students at the middle level. Each student will be issued an assignment notebook. This study/organizational tool will help students formulate study plans to achieve academic success. Homeroom teachers will make every effort to check assignment books as well. Parents should check these notebooks on a daily basis and help students with their study plans for the week. Replacement assignment notebooks may be purchased for \$5.00 if available.

**BAND:** Band is a school-sponsored activity that poses a wonderful opportunity for exploration. Fifth graders will learn about band participation in early September at which time they will take a musicality test and try out different instruments. Fifth graders who elect to join band will receive small group instruction one day per week during P.E. Fifth grade performances include a Spring Concert. Sixth grade band consists of a combined effort with seventh and eighth graders in a concert band format. Sixth grade band members will have small group instruction one day per week during P.E. and two days per week during the last hour of school. Be aware that 6<sup>th</sup> grade students leave the building for rehearsal. Students who leave during the day to travel to CJHS for band are responsible for missing work.

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

**Bullying, Intimidation & Harassment:** Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct. No person shall harass, intimidate or bully another based upon a race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate.

Students who make good faith complaints will not be disciplined. Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences. (School Board Policies 7:180, 7:20, 7:190)

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

**CAR RIDERS DROP OFF AND PICK-UP:** Parents needing to pick up their child from school before the regular dismissal need to report to the office and sign them out. Parking in front of the school is acceptable for this purpose if pick up is before 2:15 p.m. As the front entrance is a bus-loading zone, parking there is prohibited between 2:15 and 2:45 p.m. All car riders, except for those students being dismissed early, should be picked up at the gym entrance behind the school. Students who are car riders need to submit a note to the office indicating parental permission. Parents who drop their students off before school should do so in the back of the school. This will eliminate a traffic conflict with our busses. The back car rider door will open at 7:45 and will be locked at 7:55 in the mornings.

Students arriving late to school should be dropped off in the front entrance of the school and report directly to the office for a pass to class.

**COMMUNICATION FROM SCHOOL TO HOME:** Every family will receive a newsletter, via E-mail on Thursdays. The Three Rivers School note is called "*TRS Thursday Note*". This note will keep parents informed about what is happening here at school. It will include important dates, details about specific activities and student highlights. The Thursday note is also available on line at [www.csd17.org](http://www.csd17.org).

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

## **CSD17 CRISIS REPORTING AND RESOURCES**

### **OPTION 1:**

Dial 911 immediately for any situations where a student is in danger of being harmed by someone or harming themselves. Do not hesitate to make your call; doing so could save student lives. After calling 911, tell a trusted parent/guardian or adult.

### **OPTION 2:**

[Safe2Help Illinois](#) provides an opportunity for students to connect with a trained crisis professional during a time of need.

Safe2Help Illinois allows students to submit an alert via:

- **Website**
- **Text**
- **Phone**
- **App**
- **Email**

All alerts are responded to by a trained Safe2Help crisis professional. Safe2Help is available 24 hours a day, 7 days a week, 365 days a year.

### **Mental Health Crisis:**

If this is a mental health crisis and you are reporting safety concerns for yourself or another person, please use the Safe2Help call line (844-472-3345) or immediately call 911.

### **School Safety Concerns:**

To make an anonymous report regarding school safety concerns, please use any of the Safe2 Help reporting options including the Online Tip option or immediately call 911.

[Connect with Safe2Help Illinois](#)(opens in new window)

*\*IMPORTANT:* District 17 staff are not the initial responders to the alert and receive each alert after the Safe2Help professional provides support.

***Additional resources you may need to assist in immediate intervention:***

[988 Suicide and Crisis Lifeline](#): Dial 988 on your phone

CRISIS Text Line: 741741

[Will County Health Department](#)

[Linden Oaks Hospital](#) - 630-305-5027

**Department of Children and Family Services (DCFS):**

Child Abuse Hotline: 800-25-ABUSE

Youth Helpline: 800-232-3798

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

**Detentions:**

- A. Lunch Detention Policy** – 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. 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.
  
- B. After School Detention** - Students who demonstrate unsafe or inappropriate behavior may be required to serve an after-school detention if necessary. 5<sup>th</sup> and 6<sup>th</sup> grade after-school detentions may be served from 2:40 p.m. to 3:40 pm on a designated day. 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 may be required to serve an additional detention
  
- C. IN SCHOOL / OUT OF SCHOOL SUSPENSION-** In school suspension consists of spending the entire school day in isolation (either in a teacher’s classroom or the office) and a writing assignment. Class work will be provided for the student and credit issued if completed satisfactorily. Students who have been suspended from school will not be allowed to attend after school activities such as dances, games, etc.
  - **WEAPONS AT SCHOOL:** A safe and secure school environment is essential if learning, which is the primary purpose of school, is to be maximized. Weapons of any sort will be strictly prohibited on school buses, in school buildings, on school grounds, or at school activities. Any student using, possessing, distributing, purchasing or selling explosives, incendiaries, firearms, knives or any object that can be reasonably considered a weapon may be subject to disciplinary measures including counseling, withholding privileges, notification of juvenile authorities and/or suspension or expulsion.

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.

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)

**Notification Regarding Student Accounts or Profiles on Social Networking Websites:**

State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.10

**DRESS GUIDELINES:** Students should be dressed in clothing appropriate for instruction at school.

Appropriate dress for all students, male and female, is defined as clothing that covers the torso from the shoulder to 'mid-thigh' and is not revealing. Shoulders and midriff must be covered. Tank tops, spaghetti strap, and teddy tops may not be worn without another shirt over it. It is recommended that short-sleeved shirts be worn. Clothing made of compression fitting spandex or similar material may not be worn unless other clothing is worn over it. Any other clothing deemed inappropriate for a school setting by the teacher and/or the building administrator will be addressed on an individual basis.

Inappropriate dress is defined as immodest clothing which disrupts the academic 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, sexually explicit wording or pictures, or devil/cult worship. Clothing or accessories containing any of these items are strictly prohibited and will not be allowed. Students violating the dress code policy shall be subject to appropriate disciplinary action as per School Board Policy 7:160 and 7:190.

**HOMEWORK CLUB / MATH LAB:** The Study Club supervisor will be available to assist students with completion of homework assignments or test preparation. Study Clubs will meet after school until 3:40 P.M. Parents are responsible for providing transportation home from Study Clubs. Students in need of additional support may be asked to participate in a study club.

**HOMEWORK POLICY:** Research illustrates that students who do homework on a regular basis achieve more academically. We will attempt to limit homework to a one hour per night total for all classes; however, students may and should choose to put forth more effort on occasion, especially in preparation for tests. Productive use of class time is essential if students want to dramatically decrease the amount of homework for home. Completing assignments will also minimize the number of books a student has to take home.

**LUNCH TIME:** Lunch will be served in two shifts of 30-minutes each. Students may bring their own lunch or purchase a lunch from school. The cost of a daily lunch including milk is \$2.60 and Sack Lunch milk will be .25 cents. A monthly menu is available on-line for children and parents to see what's cooking. If purchasing a school lunch, parents can add funds to their child's lunch accounts using Teacher Ease. Students who bring their own lunch should not bring glass containers as they have the potential for injury if they break. On good weather days students will go outdoors for recess. When the weather is bad, students will remain in the gym. We are unable to accommodate an entire class on the gym floor at once, half of the group may sit out for safety reasons. Playground and gym equipment will be issued at recess. No rough housing will be allowed due to the injury factor. Students should report to lunch prepared to either go outside or stay in, depending on the weather. Going back to classrooms to get coats will not be allowed.

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

**LOCKERS:** Each student will be assigned a hall locker to house their extra supplies and coats. Students are responsible for keeping their lockers neat and organized. Each locker has a three-digit combination. Students will want to keep their

combination private in order to maintain a secure place for their belongings. Student lockers are considered school property and authorized staff will have access to lockers if a situation were to arise necessitating success.

**PARENT/TEACHER CONFERENCES:** Parent/teacher conferences give parents a chance to meet with their child's teachers face to face. These form the basis for a good two-way communication system. Parent/teacher conferences will be scheduled during first and prior to the third marking periods. Parents are urged to schedule a conference.

**PHYSICAL EDUCATION:** Students will dress in their regular clothes for physical education, but will need a pair of gym shoes and socks for school purposes only. These shoes will remain at school. All students will participate in 30 (or more) minutes of physical education daily.

**P.E. EXCUSES:** 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.

**PERSONAL ITEMS AT SCHOOL:** Personal items are not to be brought to school without the special permission of the teacher or principal. Ipads, electronic games, etc., are not permitted due to the potential for distraction, theft, or damage. Cell phones must remain turned off and kept in their locker. Students **are not** allowed to make or receive phone calls or text messages during the school day. Cell phones will be confiscated and held in the school office if used during the school day. Any items held in the office will be released to parents/guardians only at the end of the day.

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

- Any gang related activity written or otherwise
- Possession use or distribution of drugs, drug look a likes, Alcohol, Tobacco products, inhalants or stolen property.
  - Possession or use of a weapon.
- Possession or use of electronic communications devices.
- Commission of criminal activities of a serious nature. ➤ Other serious incidents of a dangerous nature.

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

**SPORTS PARTICIPATION:** Participating in an organized sports activity is another outstanding way to explore personal interests. Fifth and sixth grade sports are designed to be developmental and skills based. Fifth grade is the entry level for organized school sports.

**Fifth graders may participate in the following sports:**

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

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

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

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

**STUDENT RESPONSIBILITY FOR TEXTBOOKS:** Students are responsible for maintaining their textbooks in the condition in which they were issued. Students will be responsible for any lost or damaged texts and fines or replacement costs will be assessed. Lost or damaged replacement books can be purchased in the office for a replacement fee.

**TARDY:** Tardiness - Students are to be at school and in their homeroom class by 7:50am. A person who receives three tardies from a single class, during a trimester, including 1<sup>st</sup> period, will be issued an after school detention. All unexcused tardies will be dealt with as truancy. Truancy is defined as an Un-excused absence from individual classes and/or significant portions of any school day will be considered as truancy. Excessive truancy will be referred to the Will County Truancy Officer. Truant behavior may also result in school issued disciplinary action.

**TEACHER EASE:** Teacher Ease is the district’s student information system. Parents are able to view their child’s attendance, grades, and check lunch/fee balances. Teacher Ease can be accessed at [www.csd17.org](http://www.csd17.org) . Please note that your TE passwords are known only to you and the schools will not be able to provide you with it if forgotten.

**TRIMESTER REPORT CARDS:**

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

- **REPORT CARDS:** Students will receive a report card, which reflects the grades they have received after each 12-week marking period. Report card envelopes are to be signed by the parent and returned to the homeroom teachers the following day of school. The 3<sup>rd</sup> trimester report cards will be sent home with students on the last day of school. Parents are encouraged to review these report cards with their children and to call the individual teachers with any concerns about the academic progress of their students.

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

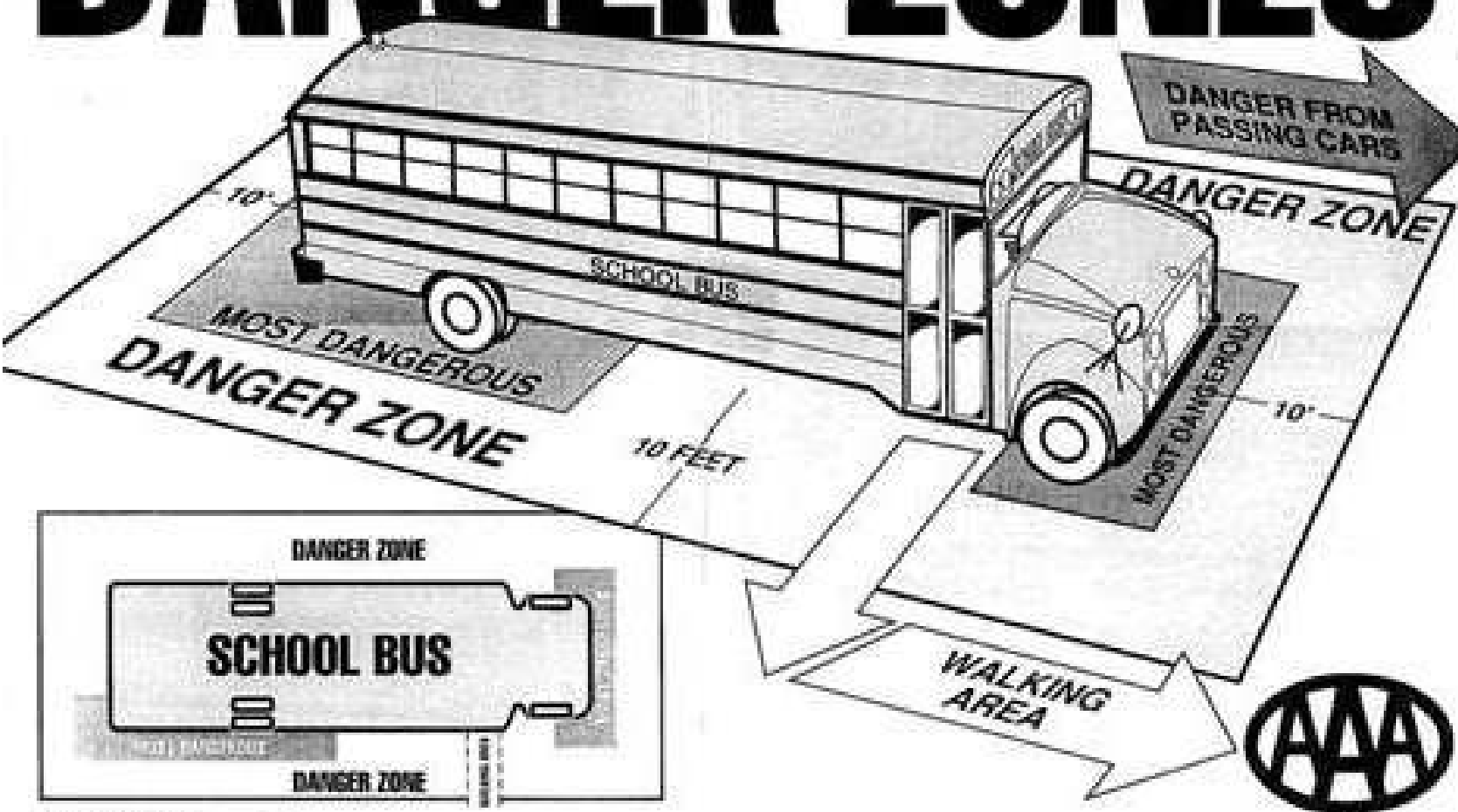
**TRUANCY:** It is the responsibility of the student’s parents/guardians to ensure prompt and consistent attendance at school. The Will County Truant Officer and/or School Social Worker (School code 7:70) will be in contact with any family who has a student with chronic absences or tardiness. Chronic 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.

## Three Rivers School

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\*\* Updated staff information can be found on our web site at [www.csd17.org](http://www.csd17.org) \*\*

# DANGER ZONES





Three Rivers School  
2023-24 School Year

## Student Acknowledgement

I have received a copy of the Student Handbook. I understand that I am responsible for reading the handbook and understanding all the rules and expectations. I will be responsible for following all of the rules and expectations of the school and understanding the consequences for failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practicable.

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Signature of Student

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Date

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## Parent Acknowledgement

I have reviewed the Student/Parent Handbook with my child(ren) in an effort to promote a better understanding of School rules and expectations. My signature below acknowledges receipt of the Student Handbook.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook

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Signature of Parent or Guardian

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Date

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**PLEASE DETACH AND RETURN THIS FORM TO YOUR CLASSROOM  
TEACHER**

**PLEASE DETACH AND RETURN THIS FORM TO YOUR CLASSROOM  
TEACHER**