



## 2024-2025 Parent-Student Handbook

### Absence Hotlines

Junior High	815-521-3031
Three Rivers	815-521-1991
Pioneer Path	815-521-2191
N.B. Galloway	815-521-3191

### School Closing Information

[www.csd17.org](http://www.csd17.org)

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), Christine Bucciarelli (Secretary),  
Brooke Bavalacqua (Member), Pat Clower (Member), Brandt Compton (Member), Nicole Nyalka (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, 24949 S. Tryon 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  
24949 S. Tryon 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**

**116 N. Chicago St. Suite 400 Joliet, Illinois 60432**

Dr. Elizabeth Caparelli-Ruff, Will Co. ROE Superintendent of Schools  
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**

Dr. Tiffany Frey, Director; Grace Doyle, 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 Rd Mrs. Dacia Cobarrubias, Principal 815-467-4311 Absence Line: 815-521-3191	Pioneer Path School (Grades 3rd-4th) 8:20am–3:10pm 24920 S Sage St Mr. Dan Nyalka, Principal 815-467-4312 Absence Line: 815-521-2191
Three Rivers School (Grades 5th-6th) 7:50am–2:40pm 24150 S Ford Rd Mrs. Erin Dooley, Principal 815-467-4313 Absence Line: 815-521-1991	Channahon Junior High School (Grades 7th-8th) 7:50am–2:40pm 24917 W Sioux Dr Dr. Chad Uphoff, Principal 815-467-4314 Absence Line: 815-521-3031

## Welcome to Channahon School District 17!



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 looks forward to helping your child reach the next level of success on their academic journey.

If you are new to Channahon, welcome to our community! We invite you to learn more about us by visiting our webpage ([www.csd17.org](http://www.csd17.org)). Please feel free to contact any of the School District 17 administrators if you have questions.

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 of each individual to be a productive citizen and a lifetime learner who deals effectively with others and the changing world.

### **District 17 Goals**

- To provide a safe school environment
- 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

## **ACCELERATED PROGRAM/DIFFERENTIATION**

Channahon School District's curriculum is aligned to the Illinois State Standards. Because of the determined rigor of the Illinois State Standards, Kindergarten-8th Grade students will be provided with differentiated instruction and flexible grouping to meet their individual academic needs. In reading and math, K-8 students may also be identified for Early Entrance or Grade Level Acceleration. This is determined after a thorough analysis of assessment data including math/reading scores and a social-emotional screener. Additionally, a parent conference will be held to discuss the impact of grade level acceleration. For more information, visit our Accelerated website: <https://sites.google.com/csd17.org/acceleratedlearning/home>

All learners who demonstrate a need for enrichment and extension will be provided an opportunity to advance their understanding of a respective learning target or subject area within their classroom.

## **ACCIDENT AND ILLNESS**

In the case of an illness or accident at school, first aid will be given immediately by authorized personnel and the parent/guardian will be notified as soon as possible. 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 Channahon Emergency Medical System may be contacted.

In emergencies where the school is unable to contact the parent/guardian, the emergency contact, 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. Nothing in Board Policy or the Student Handbook shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Parents/guardians who object to medical treatment have the responsibility for instructing the school in writing of 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.

A student that requires a medical assistance device (e.g. crutches, wheelchair, scooter, etc.) during school hours must provide a note signed by the physician to the school nurse.

If any student has an emergency action plan requiring medication, they will not be allowed to participate in sports, field trips, PE, or recess if their emergency medication is not available at school.

Providing an education to our students is of the utmost importance; therefore, we do everything we can to make sure our students stay in school. However, there are times when a child is ill and should not be in school. Here are some guidelines from the Illinois Department of Public Health.

**Parents should keep their child home from school if they notice any of the following symptoms:**

- Fever: has a temperature of 100.4 degrees F (oral) or higher and/or change in behavior
- Skin: has a rash and temperature of 100.4 degrees F (oral) or higher, or rash with behavior change, or impetigo (itchy, oozing sores, yellow/red sores) or chicken pox, for not less than five days after the eruption of the last vesicles (sores) or until the sores become dry.
- Eyes: has purulent conjunctivitis (pinkeye- the white of the eye is pink or red, with white or yellow discharge or crust)
- Digestive: has diarrhea and/or vomited within the past 24 hours
- Mouth: mouth sores with drooling

**Your child may return when:**

- **Chicken pox:** at least 6 days after the rash began
- **Fever:** Has been fever free for 24 hours without the use of fever reducing medications
- **Vomiting or Diarrhea:** May return when symptoms have been gone for 24 hours
- **Impetigo:** after 24 hours of treatment, if affected area is covered
- **Head lice or scabies:** the morning after the first treatment
- **Rashes:** Undiagnosed rashes require a physician's note to be clear for school
- **Conjunctivitis (pink eye):** after 24 hours of treatment
- **Mumps:** 9 days after the glands below the ears began to swell
- **Strep Throat:** after 24 hours of treatment AND 24 hours without the use of fever reducing medications
- **Mouth Sores:** when health care provider says child may return
- **Whooping Cough:** after completing 5 days of antibiotic treatment
- **Measles:** 4 days after the rash is completely gone
- **Digestive:** has diarrhea (3 or more watery stools or loose stools) and/or vomited within the past 24 hours
- **Other serious, communicable diseases noted in the IDPH code:** after the health care professional says the child can return.

## **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.**

Boy sports include: Baseball (6-8), Basketball (6-8), Cross Country (5-8) Wrestling (5-8), Track (6-8), Soccer (6-8), and Bowling (6-8).  
Girl sports include: Softball (6-8), Cross Country (5-8), Cheerleading (7-8), Basketball (6-8), Volleyball (6-8), Track (6-8), Soccer (6-8), and Bowling (6-8)

A fifteen-dollar (\$15.00) fee is required for participation in interscholastic sports.

Athletes must be in attendance for at least half of the school day to be eligible to participate in any contest on that date or the weekend immediately following the absence.

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:**

5<sup>th</sup> Grade Boys & Girls sports include: Basketball and Volleyball (girls)

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**

Research shows that regular attendance at school leads to improved outcomes for our students. Therefore, we seek to limit the number of unexcused absences of students enrolled in our schools. It is the legal responsibility of the parent/guardian to ensure that their child attends school daily and on time. Please make every effort to avoid removing your son or daughter from school for vacation or other reasons not including illness or bereavement. 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 3 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.



**Students will be considered excused from school for the following reasons:**

- student illness/medical appointments (doctor's note required for 3 consecutive days out)
- death in the immediate family
- parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone
- observance of a religious holiday
- legal obligation (ex. court order)

***Please note, family vacations and personal family business (no reason given) are not considered excused absences and will be considered 'unexcused'.***

**If a child has three (3) unexcused absences,** a social worker or counselor will begin to check in on the well-being of the student with each absence. Additionally, a letter will be sent home sharing our concern with the number of unexcused absences.

**If a child reaches five (5) unexcused absences,** a school administrator will contact the family and a letter will be sent home sharing our concern over the number of unexcused absences.

**If a child reaches seven (7) unexcused absences,** a school administrator will contact the family to have a meeting to discuss possible solutions. We will also attempt to support the family with resources from a Regional Office of Education (ROE) Truancy Officer.

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.

**BEHAVIOR**

Students who demonstrate inappropriate behavior may be required to serve an after-school detention if necessary. In grades 5 & 6, after-school detentions may be served from 2:45 p.m. to 3:45 p.m. In grades 7 & 8, 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.

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 administrators 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.

**Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a

substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

### **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. Lunch detentions may be given only 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 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 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

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.

## Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall face immediate discipline including the possibility of expulsion from school:

A firearm. For the purposes of this Section, “firearm” means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961.

Non firearms: knife, brass knuckles or other knuckle weapon regardless of its composition, a Billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above.

*\*For purposes of this provision, the Board of Education generally considers a ‘look alike’ to be any item that reasonably resembles or appears to be an actual firearm, including, but not limited to, an air gun, a ‘BB’ gun, a paintball gun, or similar item.*

## Use of Tobacco, Nicotine, or Vaping (no THC)

Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials are strictly prohibited, including without limitation, the use of electronic cigarettes. Students are not allowed to possess, use, distribute, purchase, or sell tobacco or nicotine during the school day from the time they arrive in the morning until they leave at the end of the day, and at any extra-curricular activities on or off school property. This includes any time a student is riding on the school bus. Cigarettes, smokeless tobacco, nicotine patch or gum, e-cigarettes, vaping devices, and look-alikes are treated the same. Use of nicotine or tobacco products will result in the following consequence(s):

- **First Offense** - Confiscation of materials, 2 days of ISS w/education provided by counselor or social worker, placed on hall pass restriction, parent/guardian contacted
- **Second Offense** – Confiscation of materials, 4 days of ISS w/education provided by counselor, placed on hall pass restriction, parent/guardian contacted
- **Third Offense** – Confiscation of materials, 5 days of OSS, 5 days of ISS w/education provided by counselor, placed on hall pass restriction, parent/guardian conference

*\*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.*

## Athletic and Extracurricular Code Violations:

- **First Offense** - results in immediate loss of 20 calendar days in all current athletics (no games), extra-curricular activities, and IESA events

- **Second Offense** – results in immediate loss of 40 calendar days in all current athletics (no games), extra-curricular activities, and IESA events
- **Third Offenses** – results in immediate loss of all athletics, extra-curricular activities, and IESA events for the of remainder of the school year

### **Alcohol, Drugs, or Vaping (THC present)**

Using, possessing, distributing, purchasing, or selling alcohol, drugs, or vaping (with THC present) are strictly prohibited. Students are not allowed to possess, use, distribute, purchase, or sell these substances, which are illegal for minors, during the school day from the time they arrive in the morning until they leave at the end of the day, and at any extra-curricular activities on or off school property. This includes any time a student is riding on the school bus. Possession, use, distribution, purchase, or selling of these items will result in the following consequence(s):

- **First Offense** - Confiscation of materials and In-School Suspension of no fewer than (5) days, up to the possibility of expulsion. Education provided by counselor or social worker, automatic police referral, placed on hall pass restriction, parent/guardian meeting
- **Second Offense** – Confiscation of materials, OSS for 5 days AND ISS for 5 days, up to the possibility of expulsion. Education provided by counselor or social worker, automatic police referral, placed on hall pass restriction, parent/guardian meeting
- **Third Offense** – Confiscation of materials, OSS for 10 days, up to the possibility of expulsion. Education provided by counselor or social worker, automatic police referral, placed on hall pass restriction, parent/guardian meeting
- **Fourth Offense** - Confiscation of materials, expulsion, automatic police referral, parent/guardian meeting  
*\*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.*

### **Athletic and Extracurricular Code Violations:**

- **First Offense** - results in immediate loss of 30 calendar days in all current athletics (no games), extra-curricular activities, and IESA events
- **Second Offense** – results in immediate loss of 60 calendar days in all current athletics (no games), extra-curricular activities, and IESA events
- **Third Offenses** – results in immediate loss of all athletics, extra-curricular activities, and IESA events for the of remainder of the school year  
*\*Note for Athletic Code: Alcohol, Drugs, and VAPING (THC present) violations will carry over from one school to another*

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

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Research shows that both kids who are bullied and those who bully others are at risk of serious, lasting problems. Each school takes preventative measures to stop bullying.

## 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 encounter conflict 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 consequences that are firm and appropriate. 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 consequences.*

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors are chronic. Bullying is a repeated event that has happened by the same student or group of students over a period of time.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

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, use language written, 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, physical appearance, 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 (Policy 7:20).

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. 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 (Policy 7:20) 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 (7:190). Parents of all students involved will be notified by phone and/or email within 24 hours after school administration is made aware of the incident. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

## **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. Each student must ride the same AM bus and then the same PM bus each day. A student can have two bus stops, one for the AM and another for the PM, but the AM and the PM bus must remain consistent all five days each week. If a permanent bus stop change is needed, the CSD17 Bus Stop Change Request Form must be completed and returned to your child's school for administrative review no earlier than 7 calendar days before the change may take effect. All stop change requests must be approved by School and District administration before taking effect. Approved changes are considered to be permanent. Students are not permitted to ride a bus other than the bus to which they are assigned. Students will only be picked up and dropped off at their assigned bus stops on their assigned buses. The purpose of the bus service is to take students to and from school. Students are not allowed to ride the bus to after school activities such as staying at a friend's house, Scouts, music lessons, etc.

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 taken seriously 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 anywhere from 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 the 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 must 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 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\*\***

*It is illegal in Illinois for drivers to be holding a cell phone in a school zone. Please keep our children safe and do not drive distracted.*

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**

**Inappropriate Language**

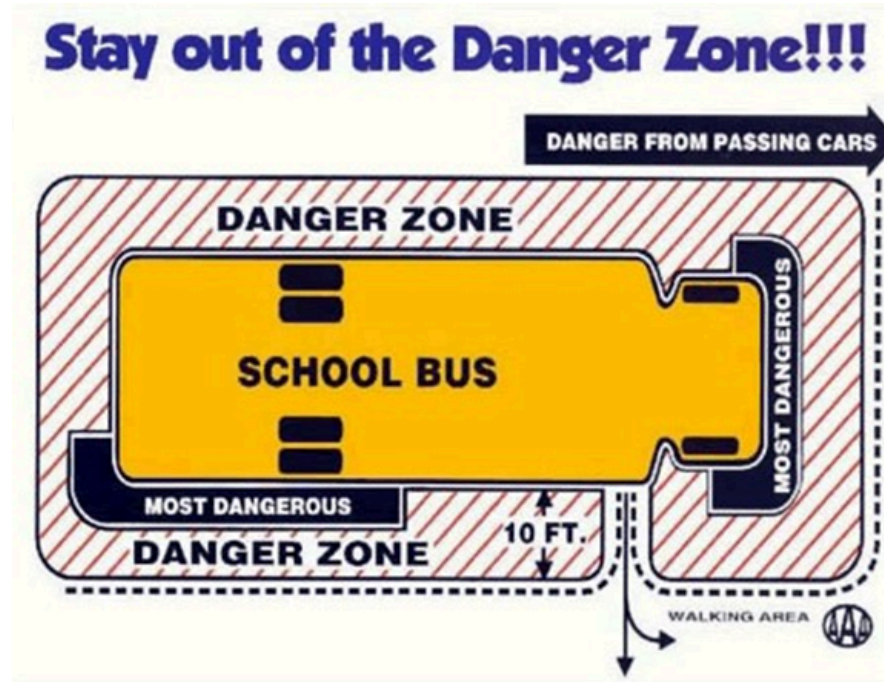
**Using Cell Phone on Bus**

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.

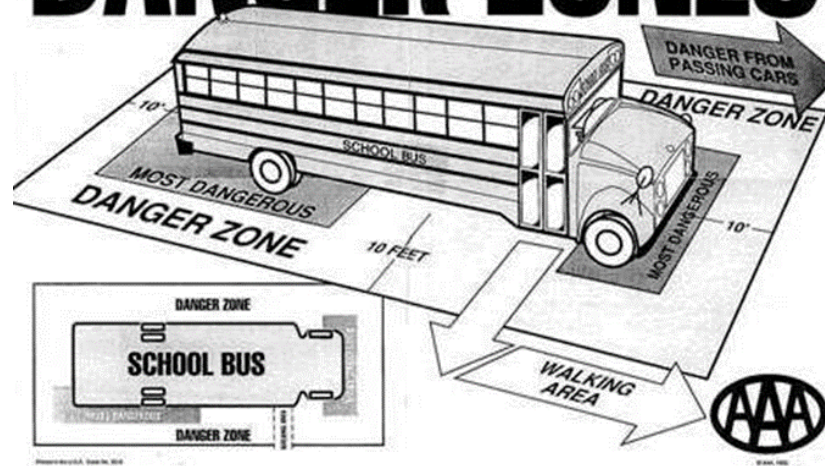
Failure to comply with any of these guidelines after a pattern of infractions may result in a bus suspension for a period of time ranging from two to ten days. If a student is suspended from riding the bus for gross disobedience or misconduct on the bus, the School Board may suspend the student from 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.



# 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 the 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 a 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**

## **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 Next Generation Science Standards, and the Illinois Social Sciences Standards. These 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 has 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.

Parents/guardians have the right to inspect all instructional materials and resources used as a part of their child's education. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by submitting a written request to school administration.

## **CELLULAR PHONES/PERSONAL DEVICES**

Personal computing devices are provided to students for instructional purposes. Board Policy prohibits the use of student cell phones and smartwatches. Students who bring cellphones or smartwatches must keep them 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. Students in grade 7 & 8 will be provided with a Yondr pouch to keep the phone locked away for the entirety of the school day. Students who violate these rules will have the following consequences.

- *For students in K-6, accessing a personal device will result in the following consequences:*
  - First offense: warning and put away
  - Second offense: student pick up at the end of the day in office
  - Third offense: parent contacted to pick up at end of day
  - Fourth offense: parent contacted - student will be required to turn in phone at office each morning for remainder of school year
- *For students in 7-8 accessing a personal device will result in the following consequences (violations per semester):*
  - First offense: Principal/Dean referral (warning given)
  - Second offense: YONDR pouch w/phone turned into office daily for remainder of trimester
  - Third offense: A third offense within a school year results in the phone being turned into the office each morning for the remainder of the school year, regardless of the trimester

## **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 5<sup>th</sup> grade. There is an annual fifteen-dollar (\$15.00) fee for participating in the Band program. The band program continues through 8<sup>th</sup> 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> and 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 and 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, school newsletters, employment information, and policies. For parent resources and other useful school related information visit us at [www.csd17.org](http://www.csd17.org).

**DRESS CODE**

Channahon School District works to provide all students with a safe and decent academic learning environment. Students should be dressed in clothing appropriate for instruction at school (Policy 7:160).

Inappropriate dress is defined as immodest or inappropriate 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.

Appropriate dress for all students, male or 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.

Shoes may be athletic, casual or dress type shoes, as long as they fully enclose the foot. Socks should be worn at all times for safety and hygienic purposes. Students in PK-8 may not wear shoes with wheels to school. Sandals should have a strap around the back. Students in grades PK-4 may not wear flip flops to school. Well-fit athletic shoes with white soles are required for Physical Education.

Students are permitted to modify his or her athletic or team uniform for the purpose of modesty in clothing in accordance with the requirements of his or her religion, values, or modesty preferences.

**DRESS CODE FOR GRADUATION–DANCES–AWARDS NIGHT**

At social events, the dress code is strictly enforced. Jeans, athletic pants, and tightly-fitted clothing are not permitted. Backless or low-back dresses; low-cut dresses, dresses that reveal cleavage, and or dresses that reveal midriff are not permitted. Clothing made of sheer or see-through material; or strapless dresses are also prohibited. Dresses must be 'Mid-Thigh' in length. A collared shirt and dress pants are acceptable, and ties are optional. Students violating the dress code policy shall not be allowed to participate in the event and will be sent home.

## **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, text, 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 will direct notification of 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 Student Registration** - Please call the District Office to receive the registration link (815-467-4315).

## **FEES**

An instructional material/technology rental fee is assessed annually by the Board of Education. Fees may include, but are 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 online or checks can be mailed to the District Office. 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 meet criteria in Policy 4:140. The Board of Education reviews the fees annually and sets the fees for the following school year.

Students who transfer out 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. 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 first day of school and are available at the District Office.

## **FOOD ALLERGY PROGRAM (POLICY 7:285)**

This program identifies students with food allergies, prevents exposure to known allergens, 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 fundraising 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.

**Definition of Standards-Based Grading (SBG):** SBG identifies exactly what a child knows and can do based on the learning objectives. Letter grades cannot communicate to parents specific areas of academic strength or weakness. SBG identifies specifically what a child actually knows and can do. Grade-level/subject area standards and expectations are available on our website. <http://www.csd17.org/index.php/parents/curriculum>

**Statement of Purpose:** The purpose of this report card is to communicate with parents and students regarding the progress students are making towards the grade level specific learning standards, work habits, and social skills.

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

- (4) **Extension** – evidence supports a complex and consistent understanding of the standard through successful completion of enrichment
- (3) **Mastery** – evidence supports achievement at grade level expectations in regard to the learning standard
- (2) **Progressing** – evidence supports some growth within reasonable parameters of meeting the learning standard
- (1) **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
- ^ = Modified Instruction
- \* = 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.

## **HEALTH SERVICES**

Channahon District 17 employs three registered professional nurses and a certified health aide. 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. 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).

Vision screenings at school are not a substitute for an eye exam. Your child is not required to undergo a vision screening if already screened by an Optometrist and has completed and signed a report within the previous 12 months and is on file at school.



## **HOMELESS (McKinney-Vento)**

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**

Meaningful homework is considered important practice and is a part of the school curriculum. Completion of homework is the student's responsibility. Assignment notebooks and/or electronic devices are provided as a tool that 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 & ROUND-UP**

To comply with school law, a child must be five years of age on or before September 1 of that school term 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. Parents of Kindergarten children may call either Galloway School (815-467-4311) or the District Office (815-467-4315) to receive the link to our online registration.

## **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 \$2.60, 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 24949 S. Tryon Street, 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 TeacherEase. 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. Every effort will be made to provide an outdoor recess for students. In the event of inclement weather (including temperatures below a 'wind chill' of 20° F), recess will take place indoors. Please make sure students dress prepared for outdoor recess.

### **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 bottles must be labeled with the current date by a pharmacist with the student's name and correct dosage.
- The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; and (3) Opioid antagonists. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).
- 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 health team or their designee.
- Three Rivers School/Jr. High: Students may self-administer under the supervision of the school's health team 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 signed by a physician.
- The registered school nurse may contact the physician, pharmacist, or other medical provider, for information relevant to administration of medication. (Il. Nursing Act, 1997).
- The nurse will maintain an individual written and/or electronic 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 acknowledges 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 accepts full responsibility for the medication administration.

## **MULTI-TIERED SYSTEM OF SUPPORT (MTSS)**

Multi-Tiered System of Supports (MTSS) is a whole child approach to provide targeted interventions and support to struggling students. MTSS supports academic growth and achievement, behavior, social and emotional needs, and absenteeism. MTSS provides a framework to respond and intervene to students with challenges that interfere with their ability to learn. The MTSS model can help general education students receive interventions sooner, thus eliminating a 'wait to fail' phenomenon because students get help promptly within the general education setting. It can also help identify sooner which students need special education.

### **Key Components of MTSS**

The MTSS model is a proactive approach to identifying students with academic, behavioral, or social-emotional needs. Early assessment and intervention optimizes student growth. The key components of MTSS include:

- Universal screening of all students three times per school year (i.e., Fall, Winter, Spring)
- Tiers of interventions with targeted support that can be amplified in response to levels of need
- Integrated plans that address students' academic, behavioral, social and emotional needs
- The use of evidence-based strategies
- Ongoing data collection and continual assessment
- Schoolwide approach to expectations and supports
- Administrators, teachers, social workers, and other specialists work as a team when they assess students and plan instruction and interventions
- Parent involvement
- Professional development so staff can deliver interventions and monitor progress effectively

## **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 compose a written request for permission to address the Board of Education.

## **PARENT-TEACHER ADVISORY COMMITTEE**

This committee, which is comprised of staff members, parents, and the superintendent, meet annually to review the District handbook. The Superintendent prepares updates to the handbook, based on committee input, and presents the handbook to the Board for approval annually.

## **PARENT-TEACHER ORGANIZATIONS**

**PTO:** 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.

### **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 Sign Up Genius ([www.signupgenius.com](http://www.signupgenius.com)) or Calendly (<https://calendly.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, requires a written doctor's note explaining the problem, cause of the problem, and length of excused time to 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 crutches). 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 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 student's 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 extracurricular 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.

Minimum Immunization Requirements Enrolling or Entering a Child Care Facility or School in Illinois, 2022-23



Vaccine Requirement <sup>1</sup>	Childcare Facility, Preschool, Early Childhood, Pre-Kindergarten Programs	Kindergarten through 12th Grade		Other Options for Proof of Immunity
		First Entry Into School (Kdg or 1st grade)	Other Grades	
<b>Diphtheria, Pertussis, Tetanus</b>	<p>Three doses of Diphtheria, Tetanus, Pertussis (DTP or DTaP) by 1 year of age, and one additional booster dose by 2nd birthday.</p> <p>Minimum Intervals:</p> <ul style="list-style-type: none"> <li>Between the first 3 doses, there must be at least 4 weeks.</li> <li>Between the 3rd and 4th dose, there must be at least 6 calendar months.</li> </ul>	<p>Four or more doses of Diphtheria, Tetanus, Pertussis (DTP or DTaP) vaccine with the last dose being a booster and having been received on or after the 4th birthday.</p> <p>Children ages 7 years and older should receive Td<sup>2</sup> instead of DTP or DTaP per the ACIP catch-up schedule.</p> <p>Minimum ages and intervals:</p> <ul style="list-style-type: none"> <li>Between the 3 or more primary series doses, there must be at least 4 weeks.</li> <li>Between the primary series and the booster does, there must be at least 6 calendar months.</li> <li>Booster must be administered on or after the child's 4th birthday.</li> </ul>	<p>Three or more doses of DTP, DTaP, pediatric DT or Td<sup>2</sup> with the last dose qualifying as a booster and having been received on or after the 4th birthday.</p> <p>Minimum intervals:</p> <ul style="list-style-type: none"> <li>Between the 2 or more primary series doses, there must be at least 4 weeks.</li> <li>Between the last dose in the primary series and the booster dose, there must be at least 6 calendar months.</li> <li>Booster dose must be administered on or after the child's 4th birthday.</li> </ul>	No proof of immunity allowed
		<p>Entering 6th grade: one dose Tdap vaccine at age ≥ 11 years, regardless of interval since the last dose of DTP, DTaP, or Td.</p>		
<p>See additional footnotes regarding catch-up schedules and inadvertent administration of DTaP and Tdap.<sup>5,6</sup></p>				
<b>Polio<sup>3</sup></b>	<p>Two doses by 1 year of age. One additional dose by 2nd birthday.</p> <p>Three doses for any child 24 months of age or older appropriately spaced.</p> <p>Minimum intervals:</p> <ul style="list-style-type: none"> <li>Between each of the first 3 doses, there must be at least 4 weeks.</li> </ul>	<p>*Progressive requirement: Starting school year 2017-18, any child entering Kindergarten shall show proof of 4 dose (booster) series with the last dose on or after the 4th birthday.</p> <p>Minimum intervals:</p> <ul style="list-style-type: none"> <li>Between each of the first 3 doses, there must be at least 4 weeks.</li> <li>Between the primary series and the booster dose, there must be at least 6 calendar months.</li> <li>Booster (4th dose) must be administered on or after the child's 4th birthday.</li> </ul>	<p>*Progressive requirement applies to grades K-6. See the rules that apply to First Entry into School (Kindergarten or 1st Grade).</p> <p>Grades 7-12: Three or more doses of polio vaccine with the last done on or after the 4th birthday.</p> <p>Minimum intervals:</p> <ul style="list-style-type: none"> <li>Between each dose, there must be at least 4 weeks.</li> <li>Booster must be administered on or after the child's 4th birthday.</li> </ul>	No proof of immunity allowed
		<p>*This is a progressive requirement starting in 2017-18. For the 2023-24 school year, the four-dose requirement applies to grades K-6th.</p>		
<b>Measles</b>	One dose on or after the 1st birthday.	Two doses of measles vaccine, the first dose must have been received on or after the 1st birthday and the second dose no less than 4 weeks (28 days) later.		See Table 2

Vaccine Requirement <sup>1</sup>	Childcare Facility, Preschool, Early Childhood, Pre-Kindergarten Programs	Kindergarten through 12th Grade		Other Options for Proof of Immunity
		First Entry Into School (Kdg or 1st grade)	Other Grades	
<b>Rubella</b>	One dose on or after the 1st birthday.	Two doses of rubella vaccine, the first dose must have been received on or after the 1st birthday and the second dose no less than 4 weeks (28 days) later.		See Table 2
<b>Mumps</b>	One dose on or after the 1st birthday.	Two doses of mumps vaccine, the first dose must have been received on or after the 1st birthday and the second dose no less than 4 weeks (28 days) later.		See Table 2
<b>Hepatitis B</b>	<p>Three doses appropriately spaced (see <i>doses in minimum interval column</i>).</p> <p>Minimum ages and intervals:</p> <ul style="list-style-type: none"> <li>• Between 1st and 2nd doses, must be at least 4 weeks.</li> <li>• Between 2nd and 3rd, must be at least 8 weeks.</li> <li>• Between 1st and 3rd, must be at least 16 weeks.</li> <li>• Third dose must have been administered on or after 24 weeks of age (168 days).</li> </ul>	<p>Kindergarten through 5th grade - not a requirement.</p> <p><i>Recommendation: Review these records and, if necessary, have the student be brought up to date with hepatitis B series.</i></p>	<p>Students entering 6th-12th grade, three doses of hepatitis B vaccine administered at appropriate intervals.</p> <p>Minimum intervals:</p> <ul style="list-style-type: none"> <li>• Between 1st and 2nd doses, must be at least 4 weeks.</li> <li>• Between 2nd and 3rd, must be at least 8 weeks.</li> <li>• Between 1st and 3rd, must be at least 16 weeks.</li> </ul> <p>The third dose of hepatitis B vaccine is not required if it can be documented that the child received two doses of adult formulation Recombivax-HB vaccine (10mcg) and was 11 to 15 years of age at the time of vaccine administration, and that the interval between receipt of the two doses was at least four months.</p>	See Table 2
<b>Haemophilus influenzae type b (Hib)</b>	<p>Proof of immunization that complies with the ACIP recommendation for Hib vaccination. Children 24-59 months of age without series shall show proof of one dose of Hib vaccine at 15 months or older.</p> <p>Refer to ACIP Hib series schedule:</p> <ul style="list-style-type: none"> <li>• <a href="#">Immunization Schedules</a></li> <li>• <a href="#">ACIP Vaccine Recommendations</a></li> </ul>	Any child five years of age (60 months of age) or older shall not be required to provide proof of immunization with Hib vaccine.		No proof of immunity allowed
<b>Invasive Pneumococcal Disease (PCV)</b>	<p>Proof of immunization that complies with ACIP recommendations for PCV. Children 24-59 months of age without primary series of PCV, shall show proof of receiving one dose of PCV after 24 months of age.</p> <p>Refer to ACIP Hib series schedule:</p> <ul style="list-style-type: none"> <li>• <a href="#">Immunization Schedules</a></li> <li>• <a href="#">ACIP Vaccine Recommendations</a></li> </ul>	Any child five years of age (60 months of age) or older shall not be required to provide proof of immunization with PCV vaccine.		No proof of immunity allowed



Vaccine Requirement <sup>1</sup>	Childcare Facility, Preschool, Early Childhood, Pre-Kindergarten Programs	Kindergarten through 12th Grade		Other Options for Proof of Immunity
		First Entry Into School (Kdg or 1st grade)	Other Grades	
<b>Varicella</b>	One dose on or after 1st birthday.	Two doses of varicella vaccine are required for all grade levels. The first dose must have been on or after the 1st birthday and the 2nd dose no less than 4 weeks (28) days later.		See Table 2
<b>Meningococcal Disease (MCV4) (MenACWY)</b>	No requirement.	No requirement.	<p><b>Students entering 6th-11th grades:</b> One dose of meningococcal conjugate vaccine on or after the child's 11th birthday.<sup>4</sup></p> <p><b>Students entering 12th grade:</b> Two doses of meningococcal conjugate vaccine, with the second dose administered on or after the child's 16th birthday and at least 8 weeks after the first dose. The second dose is not necessary if the first dose is administered on or after the child's 16th birthday.<sup>4</sup></p>	No proof of immunity allowed

**Table 1 Footnotes:**

<sup>1</sup>The chart indicates antigens that may be available in either single-antigen and/or combination-antigen vaccines.

<sup>2</sup>Td-containing vaccines include tetanus and diphtheria vaccine (Td) or tetanus, diphtheria, and acellular pertussis vaccine (Tdap).

<sup>3</sup>In accordance with the ACIP catch-up series, a fourth dose of Polio is not needed if the third dose was administered at age 4 or older and at least six months after the previous dose was administered.

<sup>4</sup>For Meningococcal Conjugate: If there is an indication for earlier vaccination (between ages 10 and 11), then the provider may submit a letter/statement stating the reasons and provide that with the vaccine records (Section 665.280). Letter/statement should be honored by School Health Authorities and **NOT** submitted to IDPH for review.

<sup>5</sup>Catch-up Immunization Recommendations for DTaP and Tdap

- Persons aged 7-18 years:
  - If persons aged 7-18 years have never been vaccinated against pertussis, tetanus, or diphtheria, these persons should receive a series of three tetanus and diphtheria toxoid-containing vaccines, which includes at least one Tdap dose. The preferred schedule is one dose of Tdap, followed by one dose of either Td or Tdap ≥4 weeks afterward, and one dose of either Td or Tdap 6-12 months later.
  - Persons aged 7-18 years who are not fully immunized against tetanus and diphtheria should receive one dose of Tdap, preferably as the first dose in the catch-up series; if additional tetanus toxoid-containing doses are required, either Td or Tdap may be used.
  - The vaccination series does not need to be restarted for those with incomplete DTaP history, regardless of the time that has elapsed between doses. The catch-up schedule and minimum intervals between doses are available at <https://www.cdc.gov/vaccines/schedules/hcp/child-adolescent.html>.

<sup>6</sup>Inadvertent Administration of DTaP or Tdap:

- Persons aged ≥7 years:
  - DTaP is not indicated for persons aged ≥7 years. If DTaP is administered inadvertently to a fully vaccinated child aged 7-9 years, an adolescent Tdap dose should be administered at age 11-12 years.
  - If DTaP is administered inadvertently to an undervaccinated child aged 7-9 years, this dose should count as the Tdap dose of the catch-up series, and the child should receive an adolescent Tdap dose at age 11-12 years.
  - If DTaP is administered inadvertently to a person aged ≥ 10 years, this dose should count as the adolescent Tdap dose routinely administered at age 11-12 years.
- Fully vaccinated children aged 7-10 years:
  - If a fully vaccinated child aged 7-9 years receives Tdap, the Tdap dose should not be counted as valid. The adolescent Tdap dose should be administered as recommended when this child is age 11-12 years.
  - The preferred age at administration for the adolescent Tdap dose is 11-12 years. However, if Tdap is administered at age 10 years, the Tdap dose may count as the adolescent Tdap dose.

## **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 obtain the policy on our website.

## **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 MAP, the Illinois Assessment of Readiness, or other testing or criteria established by the school district policy.

## **PRESCHOOL PROGRAMS**

**Early Childhood Education** – Through Southern Will County Cooperative (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 five 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 serves as a positive beginning for each child’s school experience. The Little Learners program is housed at NB Galloway School. For further information about the Little Learners program, contact NB Galloway School at 815-467-4311. Parents must provide transportation to/from the Little Learners Program. Both programs must adhere to all District 17 residency requirements.

## **RELIGIOUS EXPRESSION (Students)**

We recognize that we have students enrolled in Channahon with their own deeply held faith beliefs and understand that these beliefs are a core part of who they are (Board Policy 6:70). Federal Guidance is provided on the topic of Religious Expression in Schools and Channahon School District 17 aligns our practice and policy with that guidance. While at school, students may feel free to read a religious text, pray with a friend, incorporate their faith beliefs into a school assignment, organize a meeting, or access release time from school for religious instruction.

To be clear, Channahon 17 also fully recognizes that it would be inappropriate for any school employee to proselytize by promoting or endorsing any specific religion, or lack thereof, to students in school. Much like personal politics, our teachers and staff understand that it is inappropriate and unprofessional to advance a personal religious or philosophical belief or expectations on students or families.

## **REPORT CARDS AND MIDTERM 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. Report cards may be delivered to parents electronically or in paper format.

Mid-term notices are sent home with students at the midpoint 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 second 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. All enrolled students must sleep at the residence at least 4 nights/week throughout the school year. A taxpayer in the district may not enroll children that do not live at the in-district address. 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 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, disclosure statement from closing papers, 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, 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 the correct address (e.g. auto insurance, bank statement, credit card statement, etc.). 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 and may not enroll the following year.

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 payment of retroactive tuition for non-resident students at a rate not to exceed 110% of the per capita cost (School Board Policy 7:60).**

**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.

<p><u>N.B. Galloway</u>          Primary: Channahon Junior High          Secondary: Arrowhead Community Center</p>	<p><u>Three Rivers</u>          Primary: Pioneer Path School          Secondary: Arrowhead Community Center</p>
<p><u>Pioneer Path</u>          Primary: Channahon Fire Department          Secondary: Arrowhead Community Center</p>	<p><u>Channahon Junior High</u>          Primary: N.B. Galloway School          Secondary: Arrowhead Community Center</p>

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 <https://www.isp.state.il.us/sor/>.

## SCHOOL CLOSING INFORMATION/E-LEARNING DAYS

Channahon 17 has two distinct types of e-learning days. The first type of e-learning day is a result of weather or another unexpected temporary emergency. These are short-term closings that occur should weather conditions become extreme, we experience a power outage, there is an imminent threat to student and staff safety, etc. The second type of e-learning day is a long-term closing as a result of an extended threat such as a pandemic. Both types are defined below:

### **Short-Term Closing Due to Weather or Other Unexpected Emergency:**

In Channahon 17, emergency days may also be designated as e-learning days. When an e-learning day is called, students will be responsible for attending school virtually and there is no need for the day to be made up at the end of the school year. The decision on whether or not an emergency day will be an e-learning day or a non-attendance day (made up at the end of the year) will be announced at the same time as the school closing announcement. Teachers will take attendance posted in Google Classroom (or a similar posting medium communicated by the teacher before e-learning days are called) by 9:30 a.m. In order to be counted as attending school, students must meet the requirements set forth by the teacher. The requirements for e-learning attendance will be grade appropriate and may not all be digital lessons. Most classrooms will have several live check-ins with students throughout the day. Teachers will be available to assist students via email or other communications tools (Google Classroom, Remind, etc.) established by the teacher. On an e-learning day, students in grades 5-8 will use their school-owned Chromebooks assigned to them for completion of tasks. Students in grades K-4 will use a family-owned device for completion of tasks, but a school device may be provided upon request. Teachers will communicate with families about how to log in to required services. If you do not have a family owned device that is appropriate for schoolwork, please communicate with your school principal to make arrangements for taking home a loaner device.

This information will be posted on the District Website [www.CSD17.org](http://www.CSD17.org), emailed to parents, posted to Twitter, posted to our app, 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 <https://www.emergencyclosingcenter.com/index.html>*

- **General methodology for closing due to weather:** 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°F or colder along with wind speeds of 10 mph or greater, or when the actual temperature drops below -15°F. 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. In the event it becomes necessary to close the schools before the end of the school day, announcements will be broadcasted and an Email 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.

### **Extended Closing Due to Pandemic or Other Long-Term Threat to Community**

In Channahon 17, any planned closing due to a pandemic or other long-term threat to our students and staff will result in e-learning. These e-learning days will mirror the regular instructional day to the greatest extent possible including live instruction and following your child's regular daily schedule. These days will typically be announced with some advance notice and may follow several days of 'short-term' closings due to an evolving emergency situation.

## **SOCIAL WORK/COUNSELING**

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**

Erin's Law was enacted in 2013 and requires 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**

Ann Marie's law was enacted 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.

## 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

## SOCIAL MEDIA

Student social media use is prohibited on school grounds. Channahon School District 17 strongly advises that parents use discretion if allowing any social media at home with age-eligible students. Research consistently shows that regular social media use by teens may lead to increases in mental health challenges including depression, suicidal thoughts, etc. as well as the potential exposure to cyber bullying and child predators.

## 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 (<https://www.isbe.net/Pages/Special-Education-Disability-Areas.aspx>):

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 minors under the age of 17 shall be initially limited to not more than eight 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.



## **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 is 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 an MTSS approach, which may result in a referral for screening and a possible determination of eligibility for special education services. Note, that an MTSS 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.

**Communication and Adaptive Behavior Program (CAB):** 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.

**Education and Life Skills Program (ELS):** The Education and Life Skills (ELS) program provides students with educational and social experiences to assist them in transitioning to adulthood as active productive members of their community. The program is structured to provide both academics and life skills experiences in a small and supportive environment.

**Joseph E. Fisher School Therapeutic Program:** The Joseph E. Fisher School Therapeutic program is an intensive, structured, therapeutic treatment program for students who were having difficulty functioning in the general education environment following supportive interventions. The Therapeutic program is designed to meet the needs of students with behavioral and emotional disorders with a focus on providing a structured and safe environment that facilitates the remediation of behaviors that inhibit a student's academic and social growth.

**Education Center:** The SOWIC Education Center is committed to providing a strong foundation of academic and social experiences that will allow students to learn respect for self and others, take personal responsibility for their choices, and gain a sense of accomplishment and self-worth. The goals of the SOWIC Education Center are to assist each student in realizing more mature functioning through individualized programming in all areas (i.e. academic, emotional and social). To this end, staff will work with students in teaching personal responsibility, self-control, effective problem solving, and independent functioning strategies.

**Early Childhood:** Students enrolled in these programs have been identified as having a delay or disability which requires specialized intervention. Each child enrolled in the program has an Individual Education Plan (IEP). Our classrooms are staffed with certified special education/early childhood teachers and teacher assistants. Students can also receive speech therapy, occupational therapy or physical therapy based on their needs.

## **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, the Illinois Assessment of Readiness (IAR), 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, students in grades 5 and 8 take the Illinois Science Assessment (ISA). Finally, kindergarten through eighth grade students are administered the MAP (Measure of Academic Progress) assessments three 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 and parent 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 right 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. Annually, a parent survey (5 Essentials) is provided to all families to be completed in the fall. The 5 Essentials Survey is distributed by the Illinois State Board of Education.

## **TEACHEREASE**

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

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 TeacherEase will be provided to parents of new students when they enter the district. 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.

## **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 13-19 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. 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

Students 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).

### **Monitoring Software**

Channahon School District 17 utilizes software tools to monitor students' online work and web searching, ensuring a secure and productive digital learning environment. This monitoring is intended to promote academic integrity, safeguard against inappropriate content, and support the overall well-being of our students. We prioritize the responsible and ethical use of technology, and all monitoring activities adhere to applicable privacy laws and school policies.

### **Artificial Intelligence**

In Channahon School District 17, we recognize the importance of integrating technology responsibly into our educational environment. We also believe in fostering a culture of safe and ethical technology use. As part of our commitment to staying at the forefront of innovation, while also recognizing the risks associated with emerging technologies, we will implement a policy regarding the use of Artificial Intelligence (AI) by students. As technology evolves, so too does our approach to its incorporation in the learning process. Our AI policy is designed to adapt to the dynamic nature of technological advancements, ensuring that our students are equipped with the latest tools while maintaining a safe and secure educational environment.

### **Student Imitation of Staff Members**

The creation of a web page or app in which the creator assumes the identity of a fellow student or staff member, or the knowing impersonation of another person as the author of posted content or messages, is strictly prohibited. This includes using a picture or and/or a description of a student or staff member other than self. Students who impersonate a student or staff member will be subject to immediate disciplinary action.

## **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: Jeff Grosso, 24949 S. Tryon Street, Channahon, IL, 815-467-4315. The District Complaint Managers are: Dr. Chad Uphoff, Principal, Channahon Junior High, 24917 S. Sioux Drive, Channahon, IL, 815-467-4314 and Jeff Grosso, Chief School Business Official, 24920 S. Sage St., 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.

## **VIDEO MONITORING SYSTEMS**

A video monitoring system will be used in public areas within the school building as well as the exterior grounds. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. Recordings made pursuant to this policy shall be confidential records and may only be used by school officials, or their designees, and law enforcement personnel for investigations.

## **VISITORS**

We welcome all adults interested in observing our educational program. All approved visitors must follow our visitor procedures, which are included below:

1. At our front doors, all visitors will be asked (via 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 driver's license/state ID, is required upon entering. Visitors must sign in and be issued an identification tag. This tag must be displayed at all times. Parents wishing to visit an individual teacher must make prior arrangements with the teacher or building principal.
3. Other adults requesting access to buildings in order to observe an individual child in a classroom for medical or psychological reasons must complete the form "Request to Access Classrooms or Personnel for Evaluation and/or Observation Purposes" (Policy 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.
4. 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 Technology Rental Fee cannot be waived except for families registered through foster care or through the McKinney Vento Act.

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 Street, 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.

Per Board Policy, parents of students receiving services from Title 1 funds may contact the school to request teacher qualifications.



## **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)

**Channahon 17 App**: App store/Google Play Store

**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)