

# CJHS 2017-18 School Guidelines

## Let's Be RED!



CENTRALJUNIOR HIGH SCHOOL  
1500 EAST 9TH STREET  
WEST FRANKFORT, IL62896

CJHS OFFICE (618) 937-2444  
CJHS FAX (619) 937-2445  
SUPERINTENDENT (618) 937-2421

Charley Cass, PRINCIPAL  
Linda Warren, SECRETARY

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

## 2017-18 Bell Schedule

### 3:10 Dismissal

7 <sup>th</sup> Grade			8 <sup>th</sup> Grade		
Class Period	Start	End	Class Period	Start	End
Homeroom (9)	8:05	8:20	Homeroom	8:05	8:20
1st	8:24	9:01	1st	8:24	9:01
2nd	9:05	9:46	2nd	9:05	9:46
3rd	9:50	10:31	3rd	9:50	10:31
4th	10:36	11:16	4th	10:36	11:16
Lunch	11:18	12:08	5th	11:20	12:01
5th	12:12	12:53	Lunch	12:03	12:53
6th	12:57	1:38	6th	12:57	1:38
7th	1:42	2:23	7th	1:42	2:23
8th	2:27	3:10	8th	2:27	3:10

### 2:20 Dismissal

7 <sup>th</sup> Grade			8 <sup>th</sup> Grade		
Class Period	Start	End	Class Period	Start	End
Homeroom (9)	8:05	8:20	Homeroom	8:05	8:20
1st	8:24	8:52	1st	8:24	8:52
2nd	8:56	9:31	2nd	8:56	9:31
3rd	9:35	10:10	3rd	9:35	10:10
4th	10:14	10:49	4th	10:14	10:49
Lunch	10:53	11:43	5th	10:53	11:28
5th	11:47	12:22	Lunch	11:34	12:22
6th	12:26	1:01	6th	12:26	1:01
7th	1:05	1:40	7th	1:05	1:40
8th	1:44	2:20	8th	1:44	2:20

### 1:05 Dismissal

7 <sup>th</sup> Grade			8 <sup>th</sup> Grade		
Class Period	Start	End	Class Period	Start	End
2 <sup>nd</sup>	8:05	8:41	2 <sup>nd</sup>	8:05	8:41
3rd	8:45	9:16	3rd	8:45	9:16
4th	9:20	9:51	4th	9:20	9:51
5th	9:55	10:26	5th	9:55	10:26
6th	10:30	11:01	6th	10:30	11:01
Lunch	11:05	11:55	7th	11:05	11:36
7 <sup>th</sup>	11:59	12:30	Lunch	11:40	12:30
8 <sup>th</sup>	12:34	1:05	8th	12:34	1:05

*\*Homeroom shows up as period 9 on student schedules.*

## ATTENDANCE

Regular school attendance is very important for good academic performance and successful social adjustment. If parents stress regular attendance, school will become important to their children. The Central Junior High School staff recognizes the seriousness of irregular attendance and expects students to be here on a regular basis. Good attendance is a must for good achievement. Daily participation is 10% of their grade. The truancy officer will be called for excessive absences. Excessive absences are defined as 6 or more days regardless of whether they are excused or not. Students that have a daily attendance rate below 90% will be referred to the attendance officer.

A.5-DAY POLICY : Students are required to be in attendance every day school is in session. Parents may call to excuse their child from school up to five (5) days per semester. After five (5) days, an absence from school will require a doctor's note to be excused. Any absence exceeding the five-day (5) limit results in a loss of academic credit for the classes affected by the absences. Absences documented by physician's note and funerals within family do not count towards the 5-day limit. Students violating the policy will (1) be referred to the Truant Officer, and (2) be denied academic credit in the classes affected by the absences. Students may appeal this decision before a panel of school staff at the end of the semester before exams are taken.

\*Three tardies to a class in a semester will be considered an absences that will be counted towards a student's five (5) days. For example: 3 tardies = 1 absence, 6 = 2 absences, and so on.

\*If a student misses more than half of a class (20 minutes) then they will be considered absent.

\*Any absence from class as a result of a school-sanctioned activity is not recorded as an absence.

Excused absences are defined as:

1. Illness
2. Death in Family
3. Religious Observances
4. Family Emergency (explanation is required to be made to the building principal)

B.TARDINESS: Being on time to class is very important. Students that arrive late to class may miss instruction or cause disruption to the class. Tardiness during the day will be handled by the teachers involved and will require a tardy pass to be excused. Each semester a detention will be given when you receive your 3rd unexcused tardy and for each one thereafter.

C. ABSENCE TO ATTEND A SCHOOL SPONSORED ACTIVITY: When students are going to be absent from any class or classes to take part in a school related activity, it is the students' responsibility to make sure that they have contacted the teacher of any class that will be missed, prior to leaving for the activity. Furthermore, it is the student's responsibility to complete all assignments requested by the teacher and to make arrangements for any make-up work, before leaving for the activity.

## LUNCH HOUR

CJHS is a closed campus. Students must eat lunch at school unless their parent or guardian secures permission from the office in advance to take them off campus to lunch. Students are allowed to leave campus for lunch with their parent, grandparent, or guardian only. Students are not permitted to go to lunch with anyone other than parent, grandparent, or guardian.

Energy Drinks

Due to the adverse health effects of caffeine intoxication, energy drinks, shots, or supplements may not be consumed by students at school. Energy drinks are defined as any product advertised or promoted to boost a person's energy or enhance their neurological functioning. Please see the address below to read the American Academy of Pediatrics' guidance and recommendations.

*[http://www.aap.org/en-us/advocacy-and-policy/federal-advocacy/Documents/SchneiderSenateCommerceCommitteeEnergyDrinksTestimony\\_7\\_31\\_13.pdf](http://www.aap.org/en-us/advocacy-and-policy/federal-advocacy/Documents/SchneiderSenateCommerceCommitteeEnergyDrinksTestimony_7_31_13.pdf)*

Arrangements for food to be brought in for table parties during the lunch period:

1. Permission for table parties will only be granted on a child's birthday and must be secured from the office at least a day before the planned activity by the parent or guardian.
2. Cafeteria supervisor must be notified.
3. The building principal shall have total discretion in determining the granting of permission to conduct the activity.

Students may purchase water after having completed their lunch. The chaperones will give permission to go to machines. No food or drinks may be taken into the gym or onto the grounds. Littering may result in machines being turned off.

Food and/or drinks, whether purchased at school or brought from home, cannot be taken outside or into the gym at any time.

Students who throw any food will be required to help clean tables for a minimum of 2 lunch periods.

Lunch Hour Pass: You must have a pass to be out of the Redbird Cafe or the gym during the lunch hour to go to your locker or to a classroom.

### **TEXTBOOKS**

Once books are assigned, care of textbooks will belong to the student. It will be the student's responsibility to ensure that the assigned textbooks are not written in, damaged, or lost. Teachers will check textbooks for damage prior to assigning a student a textbook, at semester break, and prior to the end of the school year. The cost of repairing or replacing damaged or lost textbooks will be the responsibility of the student and parents. Fees for other textbooks will be determined based on a depreciating scale.

### **ANNOUNCEMENTS**

Announcements are made daily in during first hour. Only announcements, which have the written approval of a faculty member, will be read. Announcements need to be in the office by 7:55 a.m.

Announcements received during the day to update extracurricular activities will be announced during class time so that students can make arrangements to notify their parents for transportation home. Class disruptions will be kept to a minimal for such announcements.

### **CONFERENCES**

If parents have questions or concerns about their child's educational program or progress, they are most welcome to contact the school for a conference with the teacher. A phone call to reserve a time is necessary to avoid schedule conflicts.

Communication with parents concerning a student's academic performance is an essential part of any student's assessment program. The school will keep parents informed if a problem should arise with the student's academic or behavioral progress. We encourage parents to talk with their child's teacher if concerns arise. In almost all situations, problems can be resolved at the parent/teacher level.

### LOST AND FOUND

Students who have lost or found items shall use the following locations:

- A. Textbooks. . . The northeast corner of the café, the library or classrooms
- B. Clothing. . . . The northeast corner of the café.
- C. Jewelry or other personal items. . . . the office

### FEES

All pupils must pay a fee of \$40.00 yearly to cover book rental, technology expenses, and assembly program expenses. In addition some additional fees such as a lab fee will be charged in individual classes for consumable items. Book rental does not cover the book damage or lost books. All damaged or lost books will be reported to the main office. All students are responsible for their textbooks. Please do not share or loan books to friends or other students.

Unpaid fees can result in the withholding of report cards or eighth grade diplomas. Parents and students can contact the office at any time to request a balance.

### USE OF TELEPHONE

The use of the counter phone in the office is a privilege. It should be used only when absolutely necessary and students should have a hall pass that has been issued by a classroom teacher for the telephone use time frame. The phone is not for routine calls caused by a lack of planning or irresponsibility on the part of the student. Books, homework assignments, gym clothing, lunch money, etc. should be placed in a designated place in the home in preparation for each day.

### HOMEWORK POLICY

Homework is expected to be an extension of classroom learning that allows students further practice of skills or concepts taught. It allows students to have ownership of their learning and fosters confidence and competence in learning tasks. Students that complete homework assignments are showing responsibility and a commitment to their own learning. Homework completion is essential to the success of the student in any class.

Failure to complete homework will result in the assessment of points against a student as stated in the Disciplinary Policy. This could lead to disciplinary consequences such as Social Suspension.

Failure to complete homework will have an impact on a class grade. Homework may account for as much as 15% of a student's total grade and could contribute to the failure of a class.

If a student is referred three (3) times for not completing homework, they will be required to attend Overtime after school to complete their assignments. Students must attend four (4) session of Overtime or they will be assigned lunch detentions until they do so. *This means that all after-school activities will be missed in order to catch up on assignments.*

### PHYSICAL EDUCATION

All students shall take physical education unless there is a religious or medical excuse (written excuse signed by a physician or pastor). DOCTOR'S NOTICE MUST INCLUDE DURATION OF EXEMPTION AS WELL AS THE REASON FOR THE EXEMPTION. STUDENTS MAY BE REQUIRED TO GET ANOTHER SLIP IF THE DURATION IS NOT INCLUDED. It is the responsibility of the student to be dressed properly for gym (shorts, T-shirt, socks, and shoes). Seventh and eighth grade physical education will be coed and will meet DAILY.

### GRADING SYSTEM

CJHS uses a five-point grading system TO DETERMINE SEMESTER AND YEARLY AVERAGES:

A - 5 points = Excellent

B - 4 points = Good

C - 3 points = Average

D - 2 points = Below Average

F - 1 point = Failing

0 - 0 points = No Work

Inc = All required work has not been completed

Honor roll students will be those who have an average of 4.00 or above

CJHS CLASSROOM GRADING SCALE IS AS FOLLOWS:

100 - 90 A

89 - 80 B

79 - 70 C

69 - 60 D

59 - 0 F

### Failing Grades

Students that are failing classes at the end of each midterm will be mandated to attend Overtime for the remainder of the quarter.

Athletic Eligibility – Students failing one (1) class at each weekly grade check will not be allowed to participate in team contests. If they have been assigned to Overtime, they will miss team activities in favor of raising their grades.

### PROMOTION/RETENTION

Promotion to the next grade level is based on credits. Each semester class is worth ½ of a credit. 7<sup>th</sup> grade students must earn 6 credits and 8<sup>th</sup> grade students must earn 7 credits in a full year to be promoted. This is in addition to the following requirements:

Student must pass a full year of:

Math

Literature

English

8<sup>th</sup> Grade Computer Science

Example for an 8<sup>th</sup> grade student:

Class	Semester 1 Grade	Semester 2 Grade	Credits Earned
PE	A	A	1
Computer Science	C	C	1
Social Studies	D	F	0.5
Literature	C	B	1
Science	A	B	1
Pre-Algebra	D	C	1
Exploratories	A	A	1
English	C	B	1

This student would be promoted to 9<sup>th</sup> grade because he/she earned 7.5 total credits for the year and passed the required classes.

### Semester Exams

Each semester class will end with a semester exam. The exam will count as 20% of the final semester grade. Students may be exempt from taking the exams if the following conditions are met:

- A "B" average in the class,
- No more than 5 days missed in the semester for that particular class,
- No ACR or out of school suspensions,
- And 8<sup>th</sup> graders that have Met or Exceeded in all areas of the ISAT.

### RESPONSE TO INTERVENTION

Response to Intervention (RTI) is an initiative required by the state of Illinois to address the learning difficulties of all students. At CJHS we are taking an active approach to address deficit areas. Our goals for this program are to 1) identify the areas of concern for each student, 2) Identify ways to teach students to overcome those deficits, and 3) prepare them for their future academic endeavors.

These goals will be met in our Redbird Hour class period, which is part of every school day. Students will be assigned to a teacher for this class period based on their determined deficit area. In this class they will receive the support they need to overcome common secondary school troubles.

Students will be assigned to tier levels that will determine how much intervention is required. If students perform well and make progress they may move to a higher tier level. Tier 1 students are those students who possess core academic skills and are not a performance concern. Their RTI class will focus on challenging activities that help utilize their skill set. Tier 2 students are those that lack some key skills and need some extra help. Activities in this class will be geared towards strengthening those minor areas of weakness. Tier 3 students are those that need intensive help for critical weaknesses. The setting will be small and involve very small group work. Students that cannot progress in this setting will be referred to the Problem Solving Team to determine further interventions.

#### How are student's deficits determined?

The primary method for determining deficit areas will be the student's performance on assessments. The scores will reveal reading and math problems. If a student is meeting or exceeding academic expectations, they will be placed in Tier 1. Students who are failing classes, struggling to understand concepts, stay organized or need homework support will be placed in a setting that best fits their needs.

### BYOD

Central Junior High School is a **Bring Your Own Device (BYOD)** school. This policy will allow students to bring many of their own technology devices to school for use in our classrooms. We will now be incorporating the use of devices for educational purposes only. Similar to other personally owned items, the district is not liable for the loss, damage, misuse, or theft of personally owned devices brought to school. Please note that students are never required to bring in outside technology to school. All students will continue to be able to utilize our school equipment. No student will be left out of the instruction process.

#### **Requirements:**

1. The following devices will be recognized as BYOD devices:
  - a. Smart phones
  - b. Tablets – iPads, Kindle, Android
  - c. Netbooks – including Chromebooks and Surface
  - d. Laptops
2. Students must register their device by MAC or IP Address with the school.
3. **Students must download the assigned Google Apps for Education.**

#### **Expectations:**

1. Students will only use appropriate technology at teachers' discretions.
2. Students will only use appropriate educational applications on their device (i.e. not games and/or non-school related tasks and functions).

3. Students are permitted to access only the school's network through personal devices, not private networks. Students must register their device with the school or they will not be permitted to use the network. More information will be provided to students for accessing the available network.

**Reinforcement:**

Students utilizing this opportunity to its fullest capacity within school expectations will find numerous benefits to instruction, resources, completion of assignments and personal organization.

Students not following expectations for use of personal devices will face school disciplinary measures and lose the privilege to utilize personal devices in school for a period of time commensurate with the infraction. The nature of the incident will determine what disciplinary infraction has occurred and will be addressed accordingly. This includes the misuse of social media and text messaging. There are many state laws and district policies in place that govern the school's responsibility concerning poor behavior on social media. As such, students are not allowed use social media during the school day.

Social Media

The use of social media sites such as Facebook, Twitter, Snap Chat, etc. is prohibited during school hours. There are some activities during the year in which is it allowed but those will be announced ahead of time.

Emergency Protocol

In the event of a major incident that requires the activation of our emergency/crisis plan, parents should be informed that the school safety team has carefully designed safe areas for students to ensure their well-being. In many instances, it is not safe to come into the building or be near it when an incident is occurring. Please do not attempt to pick up your child from school during these times. This ensures the student's and the parent's safety.

Special Note: Parents may not be able to pick up their students during a tornado watch or warning dependent upon the conditions. Students will be in their designated safe areas. An automated phone call will go out to parents when students are allowed to return to class.

**PLEDGE OF ALLEGIANCE**

School law requires the Pledge of Allegiance to be recited each school day by pupils in educational institutions supported or maintained in whole or in part by public funds. The Pledge of Allegiance will be recited at the start of 1<sup>st</sup> hour each day

**TELEPHONE NOTIFICATION SYSTEM**

Telephone Notification System: In an effort to improve communication, District 168 has instituted an instant telephone notification system called School Reach. The system will be used by school administration in the event of an emergency, to announce changes in the regular school day, and for general announcements. Parents must have an active phone number on file with the school office to receive messages.

***It is critical that a current number is on file for every student. In the event of a major incident, students may be relocated for safety purposes so being able to contact parents/guardians is very important.***

**Personal Items**

Central Junior High School is not responsible for personal item brought to school by students. This would include any item that is not academically necessary to the school's program. Additionally, students must adhere to the following:

- It is unnecessary to bring a hat to school. If you must, it must stay in the student's locker.
- Sugary drinks and open containers of drinks may not be stored in a locker unless it is part of a lunch. It must remain sealed until it is consumed at lunch. Special note: water bottles are acceptable to have in your locker and may be taken into the classroom at the teacher's discretion.



- Body sprays and spray deodorant may only be used in the locker room. They may not be applied in the hallway.

### DISCIPLINE POLICY

Central Junior High School is committed to creating a positive school and classroom climate through rewarding good behavior and correcting disruptive or inappropriate behavior. A positive school climate is the key to helping student succeed academically and socially. To achieve this, school staff will promote positive behaviors and correct negative behaviors.

Students are expected to follow classroom and school policies when it comes to behavior. These behavior expectations will be taught throughout the school day and over the course of the year. When students follow them they will be rewarded in a variety of ways. These might include but are not limited to:

- Homework passes
- Special field trips
- Student of the Month Recognition
- Special prizes or drawings

When students fall outside expected school appropriate behavior, systems of support will take place. For any given behavior referral, students will be assessed consequences based on the nature of the offense. These consequences may include, warnings, lunch detentions, Alternative Classroom (ACR) and out of school suspensions. Student behavior is also accounted for in a point system that is used to progress them through a system of support to correct problematic behavior. The charts below serve as guides for students and parents as to what should be expected if negative student behavior is repetitive.

Behaviors		
Tier 1	Tier 2	Tier 3
1 Point	3 Points	5 Points
Tardiness Chewing Gum Not bringing materials to class. Dress Code Violations. Refusal to do or not completing homework.	Disruption of class. Disrespect to students or staff. Truancy/Skipping BYOD Policy Violation Minor vandalism Harassment Insubordination	Fighting Aggressive Speech or Conduct Weapon Possession Drugs/Narcotics Possession Tobacco/E-Cigarette possession Gross Misconduct Sexual Harassment

Point Accumulation	Intervention Strategy
5	Conference between Student and Principal.
6-9	Student Council led peer intervention.
10	A Parent/Student/Principal conference must be held to help correct problem behaviors. In addition, the student will be socially suspended for 20 school days. Social Suspension is defined as the following: Devices cannot be brought to school, No dances or field trips can be attended, and Students may not attend extracurricular events at school such as ball games.
15	The student will be referred for social work/counseling services.
16+	Any combination of the above may be necessary including eligibility for exclusionary discipline such as out of school suspensions.

Students that demonstrate that they cannot correct negative behaviors despite intervention and counseling services are eligible for long term out of school suspensions or placement at Star Quest Academy Regional Safe School. It is the mission of the school to prevent these outcomes and we will work with students and parents in any reasonable way to ensure success.

### Exclusionary Discipline

Exclusionary discipline describes any type of school disciplinary action that removes a student from his or her usual educational setting. The most common exclusionary discipline practices at schools include suspension, expulsion, and placement in an alternative school setting. Star Quest Academy Regional Safe School serves as our alternative school.

Students that are subject to suspension or expulsion are allowed to complete any missed assignments for full credit. It is the responsibility of the student and parent to collect assignments from the office when a student is suspended. The assignments are expected to be returned when the student returns to school.

Any student returning from suspension or expulsion must participate in a Re-Engagement Plan to get them prepared to return to school and avoid further behavior consequences. The plan will be executed by the building principal with support from school staff.

### BULLYING BEHAVIOR

Disciplinary action may be taken against any student who uses any form of aggressive or bullying behavior that does physical or psychological harm to another. The Olweus definition of bullying includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

In his writings, Dr. Olweus is very clear that bullying is **peer abuse** that should not be tolerated under any circumstances. You can locate Illinois law on bullying at [http://www.violencepreventionworks.org/public/laws\\_illinois.page](http://www.violencepreventionworks.org/public/laws_illinois.page).

#### Types of Bullying

1. Verbal bullying including derogatory comments and bad names
2. Bullying through social exclusion or isolation
3. Physical bullying such as hitting, kicking, shoving, and spitting
4. Bullying through lies and false rumors
5. Having money or other things taken or damaged by students who bully
6. Being threatened or being forced to do things by students who bully
7. Racial bullying
8. Sexual bullying
9. Cyber bullying (via cell phone or Internet)

#### Bullying is Not Teasing

It might be hard to tell the difference between playful teasing and bullying. Teasing usually involves two or more friends who act together in a way that seems fun to all the people involved. Often they tease each other equally, but it never involves physical or emotional abuse.

If a student feels they have been bullied or has witnessed bullying, they can report it anonymously to the principal using the SNAP box. The SNAP box is found online at:

[http://frankfortcjh.sharpschool.net/staff\\_directory/principals\\_corner/contact\\_me/](http://frankfortcjh.sharpschool.net/staff_directory/principals_corner/contact_me/)

### ACCEPTABLE CLOTHING COVERAGE

Student dress can cause disruption to the school environment. As such, students are asked to adhere to these guidelines when it comes to student dress:

- Clothing must cover students from the neckline down to the fingertip length on their leg.
- All tops must have sleeves.
- No undergarments should be visible.
- Pants must be at the waist/hip level.
- Shoes must be worn at all times.
- No clothing that promotes drug or alcohol use may be worn.
- Nothing can be worn to cover the face such as hoods or handkerchiefs.
- Student dress that can communicate gang activity may not be worn.

Students that are not wearing acceptable clothing will be addressed in a variety of ways. They may simply be asked to change into a PE shirt, or turn their shirt inside out. A call home for appropriate attire may be necessary or disciplinary consequence can be imposed for repeated violations.

### **Clubs/Activity Membership and Expectations**

#### Show Choir

The Central Junior High School "Red Rhythm" Show Choir is an exploratory class offered during the Spring Semester for seventh and eighth graders. Those wishing to be a part of this class must demonstrate the ability to sing on pitch; therefore, they must audition for Mrs. Levanti. During the audition, they will be asked to sing a song of their choosing. In the class, they are taught to sing using harmony and presented with music theory elements as well as rhythm. The show choir sings on WSIL TV 3 for their "Sound of the Season Special" highlighting Christmas music. They perform in a Spring Concert with the FCHS "Redvolution" Show Choir, at CJHS graduation, and at the end of the year talent show. The students are also encouraged to compete in the Illinois Grade School Music Regional and State Vocal Competition. This class is a great way to prepare the student for transition into music at FCHS.

#### Theater

The Central Junior High School Theater Class is an exploratory class offered during the Fall Semester for seventh and eighth grade students. Students in this class not only can be an actor or actress in the musical, but also can help build and paint the set, run the sound, work backstage, do make-up, or work the lights for the production. They are taught vocal techniques, as well as how to present themselves on a stage in front of an audience. This class prepares the student for upcoming high school presentations like the FCHS Fall play and Spring musical.

#### Beta

Students must maintain an average of 4.5 or higher, have an attendance rate of 90% or higher, and have No detentions or ACR.

#### DUSO Club

Students must be in 8th grade and have taken DUSO as a 7th grader or will be taking it the first quarter of their 8th grade year. Student's behavior and character will be reflected on in determining the final club list.