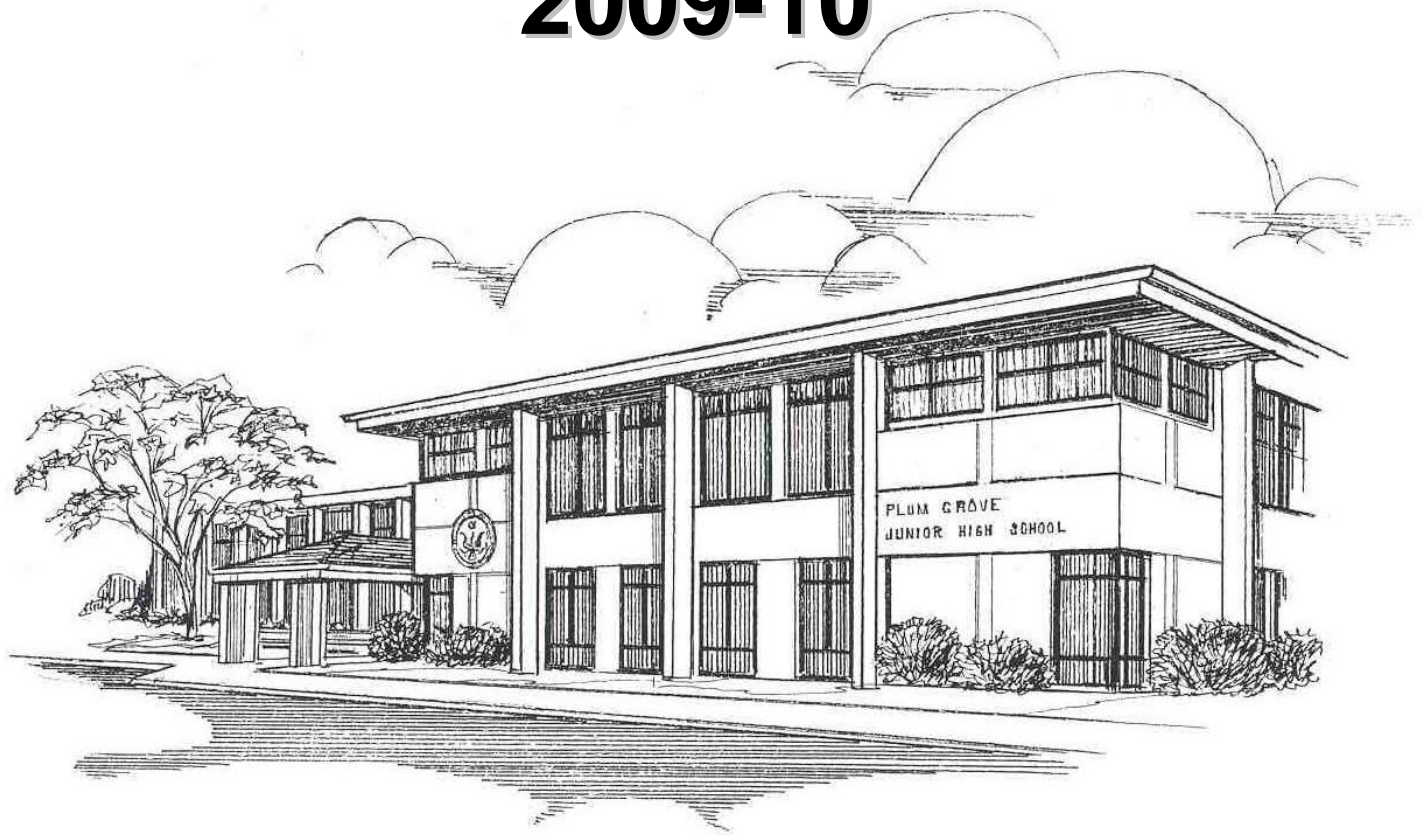


# **Plum Grove Junior High School Parent Handbook 2009-10**



**Plum Grove Junior High School**  
2600 Plum Grove Road  
Rolling Meadows, IL 60008  
847-963-7600

Absence Telephone: 847-963-7601  
School Nurse: 847-963-7602  
Fax: 847-963-7606

Kerry Swalwell, Ed.D., Principal  
Jonathan Puklin, Assistant Principal  
Lois Southard, Secretary



### Message from the Principal

The Plum Grove Junior High Staff would like to welcome you to the 2009-10 school year. Our district mission of producing world-class learners by building a connected learning community is what we strive to meet on a daily basis. Our rigorous curriculum, critical thinking, and problem solving skills will prepare our students for success in high school and beyond. We also offer a variety of extracurricular activities to allow students to develop and explore their own interests.

A very warm welcome to your family from Plum Grove Junior High School. We look forward to an exciting school year.

Respectfully,

Dr. Kerry Swalwell

### School Mission Statement

Plum Grove's mission is to produce world-class learners by building a connected learning community.

### School Pledge

- Foster a respectful, safe and positive environment
- Encourage students to acquire the 21<sup>st</sup> century skills of oral and written communication
- Have 90% of the student population who have been in the district for one or more years meet or exceed Illinois mathematics standards

### School Phone Numbers You Should Know

Kerry Swalwell, Ed.D., Principal.....	847-963-7605
Jonathan Puklin, Assistant Principal .....	847-963-7604
Amy Peldiak, School Nurse .....	847-963-7602
Attendance .....	847-963-7601
Activity Line .....	847-963-3333 extension 6214 (daily updates on activities)

### School Staff List/Phone Numbers (847-963-\_\_\_\_\_)

Anderson, Laura (andersol@ccsd15.net) .....	7681	Filosa, Meegan (filosam@ccsd15.net) .....	7654
Baez, Susan (baezs@ccsd15.net).....	7607	Freeman, Loren (freeman@ccsd15.net).....	7629
Blair, Laura (blairl@ccsd15.net).....	7666	Furgason, Ron (furgasor@ccsd15.net) .....	7650
Brewer, Aaron (brewera@ccsd15.net).....	7631	Hamann, John (hamannj@ccsd15.net) .....	7638
Bridges, Anne (bridgesa@ccsd15.net) .....	7642	Helfrich, Jeremy (helfricj@ccsd15.net) .....	7632
Britton, Joe (brittonj@ccsd15.net).....	7659	Kamath, Ana (kamatha@ccsd15.net).....	7628
Britton, Patty (brittonp@ccsd15.net) .....	7658	Krueger, Beth (kruegere@ccsd15.net) .....	7661
Casey, Eileen (caseye@ccsd15.net) .....	7627	Landerman, Doug (landerm@ccsd15.net).....	7641
Cichon, Kim (cichonk@ccsd15.net) .....	7671	Lennstrom, Sharon (lennstrs@ccsd15.net) .....	7652
Clements, Mary (clement@ccsd15.net).....	7637	Lightfoot, Rob (lightfor@ccsd15.net) .....	7636
Craig, Debbie (craigd@ccsd15.net).....	7617	Lonergan, Kari (lonergak@ccsd15.net) .....	7681
Dalton, Beth (daltonb@ccsd15.net) .....	7624	Martins, Rebecca (martinsr@ccsd15.net).....	7641
Erbele, Denise (erbeled@ccsd15.net) .....	7681	Meadows, Karen (meadowsk@ccsd15.net) ....	7663
Falk, Patience (falkp@ccsd15.net) .....	7648	Milford, Minerva (milfordm@ccsd15.net) .....	7649
Fehlberg, Linda (behlberl@ccsd15.net).....	7664	Muller, Amy (mullera@ccsd15.net).....	7633

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Munoz, Stella (munozs@ccsd15.net) .....	7609	Ruta, Gina (rutag@ccsd15.net) .....	7670
Northam, Lesa (northaml@ccsd15.net) .....	7661	Salerno, Carol (salernoc@ccsd15.net) .....	7643
O'Brien, Maureen (obrienm@ccsd15.net) .....	7655	Schlatterer, Sandra (schlatts@ccsd15.net) ...	7665
O'Kelly, Mark (okellym@ccsd15.net) .....	7669	Schultz, Marianne (schultzm@ccsd15.net) .....	7634
Ouimet, Tom (ouimett@ccsd15.net) .....	7670	Stix, Arlene (stixa@ccsd15.net) .....	7660
Petitt, Ruth (petitr@ccsd15.net) .....	7626	Suzuki, Naomi (suzukin@ccsd15.net) .....	7666
Pisarski, Dawn (pisarskd@ccsd15.net) .....	7661	Vanderploeg, Trish (vanderpt@ccsd15.net) ....	7672
Quitschau, Julie (quitschj@ccsd15.net) .....	7679	Vasey, Angela (vaseya@ccsd15.net) .....	7668
Rafferty, Donna (raffertd@ccsd15.net) .....	7667	Vassos, Nick (vassosn@ccsd15.net) .....	7632
Reid, Maura (reidm@ccsd15.net) .....	7625	Wistrom, Lorraine (wistroml@ccsd15.net) .....	7679
Rittner, Ralph (rittner@ccsd15.net) .....	7657		

### Bell Schedule

1<sup>st</sup> hour: ..... 7:55–8:40 a.m. (attendance, announcements, lunch counts)

2<sup>nd</sup> hour: ..... 8:43–9:23 a.m.

3<sup>rd</sup> hour: ..... 9:28–10:08 a.m.

4<sup>th</sup> hour: ..... 10:11–10:51 a.m.

5<sup>th</sup> hour: ..... 10:54–11:34 a.m. .... 10:54–11:20 a.m. (7<sup>th</sup> grade lunch)

6<sup>th</sup> hour: ..... 11:23 a.m.–12:03 p.m. .... 11:37 a.m.–12:03 p.m. (8<sup>th</sup> grade lunch)

7<sup>th</sup> hour: ..... 12:08–12:58 p.m.

8<sup>th</sup> hour: ..... 1:01–1:41 p.m.

9<sup>th</sup> hour: ..... 1:44–2:25 p.m.

### School Closings

School District 15 takes the responsibility of deciding whether to close schools seriously. Generally, schools will remain open except for extremely inclement weather. When severe weather conditions exist, parents must decide whether their children can get to school safely. *Even when the school district decides to keep schools open, parents should review their own situation to determine if they should send their children to school.* Snow, ice, and extremely cold temperatures may affect bus pick-up and drop-off times, sometimes causing buses to run late. If a snow day is called, that decision is made by 5 a.m. and announcements via (see below) follow shortly.

1. Phone (School Messenger\*)
2. E-mail (D15 E-News\*\*)
3. Web (<http://www.ccsd15.net/Home/SafetyEmergencyClosings/Index.html>)
4. Radio\*\*\* (WGN-AM 720, WBBM-AM 780)
5. TV\*\*\* (CBS-2, NBC-5, ABC-7, WGN-9, FOX-32, and CLTV News)
6. Recorded Message (recorded on the district's main number, 847-963-3000)

\*The district uses the phone system School Messenger to dial the phone number(s) listed on your child's school registration form. That phone system is able to call every phone number in about 15 minutes. (Please contact the school office if your phone number has changed or you wish to add additional phone numbers to contact.)

\*\*D15 E-News will send an e-mail announcing any school closures from the e-mail address listed on your child's school registration form. Parents may add additional e-mail addresses by visiting [www.ccsd15.net](http://www.ccsd15.net), and entering the e-mail address in the "Sign Up to Receive D15 E-News" box.

\*\*\*The announcement on the radio and TV describes our district as: “District 15, Palatine, Rolling Meadows, Cook County.”

If the possibility exists that a parent or older sibling will not be home, we encourage parents to designate an alternate destination for their children if school dismisses early due to inclement weather or an unforeseen circumstance.

In situations where parents pick up their children at school due to inclement weather or other emergency, proper identification must be made before students are permitted to leave the building. When someone other than the parent comes for the child, a letter from the parent must be on file in the school’s office giving this approval. In extreme emergencies, verified phone authorization is acceptable.

### **Change of Address/Telephone Number**

It is very important that parents notify the school promptly in writing of any change of address, phone number, emergency contact information, or other information that might be pertinent to school records. Parents reporting address changes will be asked to provide two forms of identification that show both the parent/guardian name and the new address.

### **Withdrawal from School**

Parents are asked to call the school office at least one week in advance of a move outside the school’s attendance area. This will allow the school *and parents* adequate time to complete the necessary forms to ensure a timely transfer of school records.

### **Permission Slips**

Written permission from parents is required for:

- Field trips
- Participation in intramural
- Emergency release to a specific person other than a parent
- Bussed students who walk or ride a bike home
- Early dismissal from school
- Children going home with another student after school or for lunch.

At the beginning of the school year, parents will receive a Student Name/Photo Release form, which should be returned to the school as soon as possible. A separate form must be completed for each child every year he/she attends District 15 schools. Checking “yes” gives permission for your child’s name and/or photo to be used in publications, presentations, videos, Web pages, or news releases produced by District 15 or by agencies working with the district. Checking “no” means that your child’s name and/or photograph may not be used in any publication, presentation, video, Web site, or news release that is distributed outside of the school community. If parents do not return the form, it will be considered a “no” response.

Annual school yearbooks are considered internal school publications and are not subject to these restrictions. If you don’t want your child’s name/photo included in the annual school yearbook, please notify the school principal in writing.

In the case of a special project or event at the school, parents may be asked to sign a Student Name/Photo Release Special Project/Event Consent Form which gives consent for their child to participate in the special event and be interviewed, photographed, and/or videotaped for purposes of school/district publications, newspaper articles, and/or local media coverage.

### Home/School Communication

Ongoing parent/teacher communication is important for each child's educational success. Parents who have questions or concerns are encouraged to contact teachers, the school office, or school administrators. All teachers have phones in their classrooms equipped with voice mail so parents can leave messages. The best time to call is before or after school or during your child's lunch period. Calls made to teachers during instruction time will go into voice mail. Parents may also e-mail teachers, using the teacher's last name and first initial (up to eight characters) @ccsd15.net.

### Emergencies

It is extremely important that the school office have up-to-date home and work telephone numbers, addresses, and emergency contacts on file. Parents will be contacted in the event a child becomes sick or is injured.

Children will be released only to their parents or legal guardians during an emergency, such as a tornado warning. No child will be released to a non-family member unless the school has a letter from parents on file and then only with the principal's approval.

To ensure the safety of our students and staff, District 15 schools perform various safety drills during the school year. During fire drills, each classroom has a prescribed fire emergency evacuation route and an alternate route for exiting the building. Children should follow directions, walk quickly to the assigned location, and wait quietly for further direction from teachers or administrators. At least once a year, schools also conduct tornado drills. Teachers will lead the children to the designated emergency shelter area. Schools also conduct lock-down drills to practice procedures which would be implemented in circumstances such as an environmental hazard, an intruder in the building, or other emergency situation. During lock-down drills, students will remain in their classrooms until an all-clear is given. In addition, twice a year students will participate in bus evacuation drills. Please discuss the seriousness of these drills with your child.

### Parent/Visitor Procedures

For the safety of students and staff, exterior doors of the school building will be locked at all times except when children are entering or exiting. Parents and other visitors must ring the doorbell, and a staff member will release the lock. Visitors must enter the office, sign in, and wear an identification badge at all times while in the building. Parents and visitors are welcome at the school. Because unannounced visits can be disruptive and interfere with instructional time, all visits must be arranged through an appointment with the classroom teacher. Younger siblings in the classroom are a distraction; please make other arrangements for them if you plan to visit.

Items dropped off for students, such as lunches, notes, homework, keys, or musical instruments, will be delivered from the office before lunch or before dismissal.

Parent Volunteers—see Phyllis

### Attendance

Regular on-time attendance is very important. Children who are absent unnecessarily miss vital classroom instruction time which may have a negative impact on their academic progress and grades. Repeated absences may have a negative effect on a student's progress, work habits, and attitude. Please make every effort to schedule vacations and medical appointments so they do not interfere with school attendance.

The Illinois State Board of Education dictates what adds up to a full day of school vs. a half day of school, as well as tardies and trancies. District 15 follows the standard shown below:

- Any student who is late for school 30 minutes or less will be marked tardy. (We understand that school buses sometimes run late due to unforeseeable circumstances and in these instances students will not be marked tardy.)

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- Any student who leaves 30 minutes or less before the end of the school day will be marked with an early pick-up.
- Any student who is in attendance for more than 150 class-time minutes (the lunch/recess hour does not count) but less than 300 class-time minutes will be marked absent for a half-day.
- Any student who is in attendance for less than 150 class-time minutes (the lunch/recess hour does not count) will be marked absent for the full day.

Our first concern when a child is absent is to verify the child's safety. For that reason, it is very important that the school office knows the whereabouts of your child(ren) when they are absent or will be late arriving at school. When your child is absent, it is your responsibility to call the school absence line or the school office to notify the staff of your child's absence. Please state your child's full name, section, the date of the absence, and the reason for the absence.

If your child's whereabouts are unknown, every effort will be made to reach you using the phone numbers you have provided. Please make sure that your child's school office has all current phone numbers on record. If you have not notified the school with the reason of an absence and the school office has exhausted all attempts to reach you, your child will be marked truant for that school day and any other school day that your child is unaccounted for.

### Vacations

Taking students out of school for vacations is discouraged and is considered an unexcused absence. If a student is to be absent because of a family vacation, parents should notify the school office in writing at least one week before the planned absence.

### Tardies

Students are expected to arrive on time for school and to be in each class throughout the day at the start of the period. Those who do not are considered tardy. We closely monitor students who are frequently absent or tardy. If truancy or tardiness becomes a problem, parents will be contacted to resolve the issue.

Students receiving a second tardy for the same class, including homeroom and lunch, in the same quarter will be assigned an after-school detention from 2:25 to 4:00 p.m. during the next scheduled detention period (usually on a Tuesday or Thursday). A detention slip will be issued and the student must return the slip, signed by a parent, to the detention teacher on the day of the detention. Each subsequent tardy within the same quarter will result in the same consequence.

A student who is excessively tardy (i.e., has more than two tardy detentions in one quarter) will be referred to an administrator.

### Missed Homework

When students are absent, make-up work will be allowed. Students are responsible for obtaining and completing missing assignments or parents may contact their child's teacher directly regarding homework assignments. After returning to school, students will have three days to complete missing work. Teachers are not required to provide homework assignments in advance of an absence.

### **Arrival Procedures**

To maintain a safe environment, we are asking parents to do the following when dropping-off and picking-up students:

When entering the main entrance to the school from Old Plum Grove Road, all cars MUST turn right towards the parking lot. Buses and staff ONLY will be allowed to turn left. All cars dropping off students should circle through the parking lot and drop off students in front of the main entrance of the school. Cars are NOT allowed to pull into the bus lane in front of the building.

All exterior doors except the main entrance of the building will be locked at all times. Late arrivals must use the front entrance so we can maintain building security. All visitors to the school must come first to the main office and sign in at all times, including arrival time and destination. This procedure is in place for the safety of our students and staff.

### **Leaving during School Day**

Students are not permitted to leave school grounds on their own at any time during the school day. When a student needs to be excused during the school day for an appointment, parents should state in writing the reason for early dismissal, date and time the student is to be picked up, and by whom (parent or other designated person). The note should be brought to the office at the beginning of the school day. Students must report to the office prior to leaving, and the parent or designee must come in to the school office to sign the child out. Students will only be released to parents or the designee, and either may be asked for identification when picking up their child. Students returning to school must report to the office, sign in, and get a pass to return to class.

### **Lockers**

Students are assigned a locker for storing coats/jackets, book bags or backpacks, and other personal items during school hours. Students may not change lockers without permission from administrative staff. Lockers should be kept locked and the combination kept confidential. The school assumes no responsibility for the loss of articles from a locker. School administrative personnel have the right to inspect lockers at any time.

Lockers are on loan to students and remain the property of the Board of Education. Any damage to the locker is the student's responsibility. Lockers should be kept clean and neat. No open food or beverage other than water may be stored in lockers. Scotch tape and masking tape may be used inside lockers, but stickers are not permitted, as they damage the paint. Lockers may be decorated before or after school for special occasions, but permission must be obtained from the office before decorating. No balloons, confetti, or hallway signs are permitted.

### **School Supply List**

The school supply list for our school is posted on the District 15 Web site at [www.ccsd15.net](http://www.ccsd15.net). Go to the tab marked District 15 schools and click on the school's name. The school supply list is in the Quick Links on the right side of the page.

### **Backpacks/Book Bags**

Students are not permitted to carry backpacks and book bags from class to class during the school day. All backpacks and book bags must be placed in students' lockers during the day. Purses or handbags may be carried during the school day; however, such items must not be larger than 8½" x 11".

### **Lunch Information**

Junior high schools do not have open campuses, so students are expected to eat in the school cafeteria. No food or drink may be taken from the cafeteria.

A hot lunch is available for purchase daily at a cost of \$2.10 per meal, or students may bring a lunch from home. Milk and snack items are available for purchase on an a la carte basis. Monthly menus are available on request and are also posted on the District 15 Web site at [www.ccsd15.net](http://www.ccsd15.net). Meal payments must be made in advance. Money should be brought in a sealed envelope with the student's name and section on it. An online meal payment option is available. For more information, see the district Web site or go to [www.mymealtime.com](http://www.mymealtime.com).

Students from homes that meet federal guidelines are eligible for free or reduced-price meals. Parents must apply for this program at the beginning of each school year. Parents may also apply for free or reduced-price meals at any time during the year as circumstances change. Guidelines and applications are available in the school office.

### **Health Services**

A full-time registered nurse is at the school every day to respond to health concerns and medical issues. The nurse also maintains health records on all students and provides treatment to students and staff in case of illness or accidents. If you have questions about medications or special health concerns, please contact the school nurse.

When a student has a fever of 100 degrees or higher, is vomiting, and/or has diarrhea, parents will be contacted to pick up their children. It is important that the school has accurate phone numbers for parents and/or emergency contacts. Please notify the school office immediately with any changes in contact information.

Children who exhibit any of the following should be kept home:

- Fever (child must be fever-free without medication for 24 hours before returning to school)
- Vomiting
- Diarrhea
- Contagious diseases such as chicken pox or fifth disease
- Rash of unknown origin

### Medication Policy

Medications will be administered in accordance with the Board of Education policy, which requires:

- A consent form signed by a parent
- A doctor's written order specifying time, dosage, and duration of medication (separate from the prescription)
- The medication in a prescription container
- Over-the-counter medication cannot be administered to a child without a doctor's written direction. Over-the-counter medication should not be sent to school.

Medication should be brought to school by the parents and turned into the school office, along with the required information. Medication will be kept in a secure location and administered only by the school's registered nurse, a school administrator, or another consenting school staff member such as a secretary or a clerical assistant. Any change in medication policy must come in writing directly from the doctor.

### **Social workers/student advisors**

Plum Grove Junior High has one full-time student advisor and one full-time social worker who are available to assist students in a variety of ways to help them have a positive and successful experience at our school. Students are welcome and encouraged to talk to either of them about any topic of concern to them that is getting in the way of their success.

Students can contact them in a variety of ways: 1) Make contact with them in the hallways during passing period, 2) Have a friend, teacher, parent, or someone in the office deliver your message, or 3) Write a note (it may simply list your name) and drop it off at the office or slip it under their office door.

### **Discipline**

Discipline is used to discourage inappropriate student behavior through consequences that are implemented fairly and consistently. Consistent discipline helps educate children on appropriate behavior and teaches them to make better choices in the future. Students who fail to comply with school/district rules and guidelines will be referred to the principal or assistant principal. The administrator will determine consequences for the student's misbehavior and contact parents, either by phone and/or referral form.

Student misconduct is classified as Type I, Type II, or Type III, and each type has specific disciplinary consequences.

#### Type I misconduct

Examples of Type I misconduct include, but are not limited to: failure to carry out directives from staff members; dishonest (verbal and written); booking (knocking books or other possessions from students' hands or arms); engaging in conduct that inhibits a teacher's right to teach; inappropriate display of affection; violation of classroom, hallway or cafeteria expectations (see below); use of inappropriate language; or littering.

Disciplinary consequences may include verbal correction, phone conference with parents, classroom modifications, after-school detention (2:25-4:15 p.m.), conference with student and/or parents, withdrawal of privileges such as participation in activities or dances, or other appropriate options.

#### Type II misconduct

This category includes repeated Type I misconduct, failure to carry out directives from staff members, or engaging in conduct that inhibits a teacher's right to teach. Students are referred to an administrator for appropriate disciplinary options, which may include: parent conference with teacher and/or other school personnel by phone or in person; student conference with teacher, administrator, and/or other school personnel; detention; withdrawal of privileges; referral to school district support services; Alternate Classroom Assignment (ACA) for one or more days; out-of-school suspension; behavior contract; social work; temporary removal from class; or other appropriate options.

#### Type III misconduct

The most serious category of misconduct, Type III is considered gross disobedience or misconduct. It included disobeying directives from staff members, gross disrespect (obscene language or hand gestures); possession or use of unlawful substances or objects; truancy or excessive tardiness; possession of weapons of any kind; fighting; damage or destruction of school property; harassment (sexual or other types); smoking or possession of tobacco or drugs; stealing; tampering with fire alarms or extinguishers; inappropriate use of computers or the Internet; possession, use, or distribution of electronic signaling devices; or gang or gang-related activities.

Disciplinary options include parent conferences, program modification, temporary removal from the classroom, financial restitution for damages; Alternate Classroom Assignment (ACA) for one or more days; out-of-school suspension; involvement of law enforcement officers when appropriate; withholding of privileges; expulsion recommendation to the Board of Education; or other appropriate options.

### **Student Expectations**

#### **Hallway Expectations**

Students at Plum Grove Junior High School are expected to observe the following behavior guidelines in the hallways: (Type I, II, or III disciplinary consequences apply for disregarded rules and regulations)

1. To walk at all times.
2. To keep hands, feet, and objects to themselves.
3. To refrain from using gum, candy, food, or drink.
4. To keep the halls clean.

5. To maintain voices at a conversational level.
6. To report directly to their destinations (no alternate routes).
7. To follow the directions of adults at all times.
8. To stay to the right side on the stairs.
9. To have respect for the personal property of others.
10. To refrain from knocking books or other items from others

### **Cafeteria Expectations**

Students at Plum Grove Junior High School are expected to observe at all times the following behavior in the cafeteria (Multi-Purpose Room):

1. To follow adult directives without question or complaint.
2. To enter the cafeteria on time by the designated door and line up in an orderly manner if they wish to purchase food.
3. To eat food in the cafeteria only.
4. To refrain from chewing gum.
5. To keep the cafeteria clean, especially the table and floor area. Both the table and the floor must be clean before students are dismissed.
6. To speak to students actually sitting at their lunch table only.
7. To speak in a conversational tone at all times.
8. To walk at all times in the hallways and in the cafeteria itself.
9. To remain seated unless dismissed by a supervisor. Students may change their seat at the beginning of each quarter only.

Important: Seven teachers supervise the cafeteria during each lunch period. The supervising teachers are responsible for the safe and efficient management of the lunch period and they are fully supported in their efforts by the principal and the assistant principal. Any violation of these expectations will be dealt with according to the disciplinary options listed under Type I, II, or III misconduct. In addition to the above, students may be assigned an alternate seat or may be temporarily or permanently removed from the cafeteria for disruptive behavior.

### **Fire and Tornado Drill Expectations**

Fire and tornado drills will be held periodically throughout the school year. The purpose of these drills is to familiarize students with emergency procedures to be followed in the event of an actual fire, tornado or other disaster. At the beginning of the year and prior to announced drills, teachers will tell students which routes to follow. The main route and an alternate route are posted in each classroom. Students are expected to be attentive, cooperative, orderly, and quiet during these important drills. They are designed to save lives in the event of an emergency and should be taken seriously.

### **Classroom Expectations**

Because students spend a large part of the school day in class, it is imperative that they understand what is expected of them in the classroom and know the procedures that will be followed if they fail to meet these expectations. When a substitute teacher is conducting a class, students must make every effort to be even more courteous and helpful than usual. Such efforts reflect good citizenship standards and a high regard for the regular classroom teacher as well. All of our substitutes are qualified teachers and are fully certified by the State of Illinois.

Students at Plum Grove Junior High School are expected to do the following regarding classes:

1. To prepare for class.
2. To report to class on time!
3. To treat others with respect and to accept others' views.
4. To complete assignments each day.
5. To use school supplies and materials appropriately.
6. To keep the classroom clean.
7. To keep hands, feet, and objects to themselves.
8. To have respect for the personal property of others.
9. To follow teacher directives at all times.
10. To refrain from chewing gum or eating candy.
11. To bring necessary materials to class.
12. To report unsafe conditions or situations to school personnel.

### **Spectator Expectations**

Students are encouraged to attend various sporting events held at Plum Grove throughout the year. Spectators are expected to observe the following guidelines to ensure an enjoyable experience for all:

1. No food or beverages in the gym.
2. Be seated and remain in the gym. Leave only at halftime or at the end of games.
3. Do not stomp on the bleachers.
4. Have fun, but behave in a sportsmanlike manner at all times.

### **Gum/Candy are Prohibited**

No candy or gum are allowed. Offenders may be assigned a detention. Chronic repeaters could lose school privileges, i.e., activities, dances, games, etc.

### **Non-Harassment Policy**

Plum Grove Junior High School is committed to providing an educational environment free from harassment. We expect our students to refrain from negative verbal conduct such as derogatory slurs or unwanted invitations or comments; physical conduct such as assault or unwanted touching; and threats, demands, or retaliation that would be unlawful or harmful to others. Appropriate disciplinary action will be taken against students who harass others.

Sexual harassment of students is prohibited. Sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, services, or treatment; or (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

If a student believes he or she has been subjected to sexual harassment, it should be reported immediately to the principal or to the assistant principal. Appropriate follow-up action will be taken and all information will remain strictly confidential. Further information regarding the reporting of harassment may be obtained from the principal or the assistant principal.

### Harassment/Bullying

Harassment or bullying of any kind (physical, verbal, non-verbal or sexual) will not be tolerated. Because these behaviors show disrespect and are harmful to all involved, they should be reported to the school administration or any staff member. Harassment is a serious offense which may result in suspension from school.

Article 5 of the Student Discipline Policy—“...using or possessing an electronic paging device or using a cellular telephone, personal digital assistant (PDA's), digital camera, or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs, cheat, signal others, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the building principal, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.”

Article 9 of the Student Discipline Policy—“...using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, cyberbullying, hazing, or other comparable conduct. Cyberbullying is the use of e-mail, instant messaging, chat rooms, pagers, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate someone. Cyberbullying can include such acts as making threats, sending provocative insults or racial or ethnic slurs, gay bashing, attempting to infect the victim's computer with a virus, and flooding an e-mail inbox with nonsense messages.”

With regards to pages posted on public networking sites outside of school facilities, hours, and equipment, it is important to know that a student is not necessarily exempt from discipline by the school. The courts have ruled that when a student creates a page on a social networking site or sends electronic communications that serve to intimidate, harass, threaten, or otherwise bully a student or staff member, “the student may be disciplined for expressive conduct, even conduct occurring off school grounds, when this conduct would foreseeably create a risk of substantial disruption within the school environment.” Typically this kind of conduct outside of school starts in school and spills back over into the school environment causing disruptions to the delivery of instruction and/or student welfare.

### Student Appearance Policy

Appropriate student dress helps the school maintain an atmosphere conducive to learning, not only during school hours but also at all school functions.

Clothing and accessories that display undesirable and/or unhealthy images (such as, but not limited to, alcohol, drugs, cigarettes, or violence) do not belong in a school setting. Also inappropriate are depictions of vulgar actions/language/behavior, gang signs, or sexually suggestive pictures or statements. Any obvious combinations of current gang colors will not be allowed. These policies will be strongly enforced.

A determination that a student's dress is inappropriate will be made by the principal, assistant principal, or police liaison officer. The following guidelines are used in determining whether attire is appropriate. They include, but are not limited to:

- No bare midriffs
- No undergarments of any kind showing
- No bare or lace-up backs
- Shoulders must be covered by at least two inches of fabric
- Skirts and shorts must not be shorter than mid-thigh
- Tops may not be lower than an imaginary line drawn from armpit to armpit

- No hats or bandannas are to be worn inside the building except when entering or preparing to leave the building unless they are for religious or medical purposes
- Temporary hair coloring, glitter, or other alterations that may cause distractions in the classroom are not permitted
- No night clothes (e.g., pajama pants)
- Mismatched shoelaces

For safety reasons, students should follow these guidelines:

- Footwear which is safe for indoor and outdoor physical activity should be worn at all times (shoes with wheels are not allowed, platform shoes and thong-style sandals are discouraged)
- No belts, necklaces, or bracelets with spikes or chains, including chains connecting wallets to a belt
- No pants or skirts which drag on the floor
- No coats, jackets, or other outerwear in the classroom

Students who do not comply with the student appearance policy are subject to disciplinary action and will be required to change into appropriate attire.

### Articles Not Permitted in School

Articles that interfere in any way with school procedures, disrupt the educational process, or are hazards to the safety of others are not allowed at school. Such items include, but are not limited to:

- Cigarettes and other tobacco products
- Drugs, including over-the-counter drugs (see section on Medication Policy, page 5)
- Alcohol
- Weapons or look-alike items (firearms, knives, etc.)
- Lighters or matches
- Laser pointers
- Aerosol cans

Possession of these items is prohibited at school and may result in suspension. A student who uses, possesses, distributes, purchases, or sells an explosive, firearm, or any other object that can reasonably be considered a weapon can be expelled in accordance with Board of Education policy. If a student brings a firearm or weapon to school, the criminal justice or juvenile delinquency system will be notified.

Cell phones, MP3 players, iPods, and/or other electronic devices may not be used in school. On arrival at school, they must be turned off and placed in the student's hallway locker immediately and remain there throughout the school day and during after-school activities. **The school district is not responsible for the loss of personal property.**

Any items brought to school that do not have an educational purpose may be confiscated by teachers or administrators. When appropriate, the item(s) will be returned to a parent or guardian only.

### Cell Phones

Individuals talking on cell phones may be distracting to classrooms. This can also make it very difficult for office staff to help others, either on the phone or at the desk. We ask you to help us create an environment free of distractions and disruptions for our students and staff by turning off your cell phone while visiting the school.

Students may carry cell phones on school grounds as long as the following conditions are met:

1. Phones are to be turned off before entering school property (buses included).
2. Phones may not be turned back on until after school once students have left school property.
3. During the day the phones must be turned off **and** must remain in the student's backpack for the entire day (not shirt/pants or sweatshirt/jacket pockets).
4. At no time during the day are students allowed to use a recording device in the building (especially the washroom). This includes, but is not limited to, items such as: video recording (picture or video from a phone camera) and voice recording (some phones have the capability to record conversations).
5. Electronic devices may not be used to communicate to other individuals within or outside of the school during school hours (text messaging, IM via the phone, etc).

### **Unacceptable Behaviors**

The following list shows examples of some unacceptable student behaviors that may result in disciplinary action as determined by the building administrators:

- Cutting class
- Excessive absence or tardiness
- Insubordination
- Any form of bullying
- Harassment
- Threatening comments
- Disruptive behavior
- Fighting
- Intimidation and verbal abuse
- Gambling (including sports pools)
- Theft
- Extortion
- Use of profanity (written or spoken)
- Vandalism
- Possession of a weapon or a look-alike weapon
- Possession of drugs and/or alcoholic beverages
- Leaving the school grounds without permission
- Dress code violations
- Public displays of affection or any physical contact
- Safety infractions
- Smoking
- False fire alarm or 911 calls
- Disrespect shown to any person in the building or on school grounds

- Cheating
- Plagiarism
- Gum chewing (not allowed in school)

### INSTRUCTIONAL PROGRAM

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Our school offers a variety of educational opportunities and support programs for all students. Our curriculum is aligned to Illinois Learning Standards and District 15 Performance Targets and includes the following subject areas:

#### **Language Arts** (reading, writing, listening, and speaking)

Students in both grades will participate in a double period of language arts each day (a reading class and a writing class). The curriculum balances the teaching and learning of reading strategies, writing processes, listening and speaking skills.

#### **History**

**7<sup>th</sup> Grade**—The social studies curriculum is U.S. history from a study of the Constitution through the Civil War period.

**8<sup>th</sup> Grade**—Social studies class centers on American history from after the Civil War to the present time.

#### **Science**

**7<sup>th</sup> Grade**—Students engage in the study of the life sciences including: cell structure, ecology, biological studies, genetics, and health

**8<sup>th</sup> Grade**—Students engage in the study of the chemical and physical sciences including chemical interactions, forces, motion, atomic structure, and health

#### **Mathematics**

##### Seventh Grade

**Algebraic Reasoning 7**—The Algebraic Reasoning 7 course extends student thinking from arithmetic to algebra. It builds upon arithmetical understanding and introduces critical foundations for thinking algebraically by exploring topics such as factorization, signed numbers, variables, exponents, ratios and proportions, solving multi-step algebraic expressions, functional notation and graphing functions, mathematical sentences and linear equations.

**Pre-Algebra 7**—Pre-Algebra is designed for students who are beginning the study of algebra. It explores topics such as variables and expressions, multi-step equations, factors and exponents, rational numbers and ratios; classifying polygons and determining various values for selected features of polygons and permutations.

**Algebra 7**—The Algebra 7 course covers topics typically introduced in a first-year high school algebra course. Specific topics include arithmetic and evaluation of expressions involving signed numbers, factors, roots and exponents, properties of real numbers absolute value, scientific notation, unit conversions, solutions of equations, the algebra of polynomials and rational expressions, Pythagorean theorem, functional notation and functions, solutions of quadratic equations by factoring, direct and inverse variation, computation of the perimeter and area of two-dimensional regions, computation of the surface area and volume of a wide variety of geometric solids.

### Eighth Grade

**Pre-Algebra 8**—Pre-Algebra is designed for students who are beginning the study of algebra. It explores topics such as real numbers, solving equations, inequalities, operations with polynomials, factoring polynomials, rational expressions and equations, radicals, quadratic equations, linear systems.

**Algebra A or B**—The Algebra A or B course covers topics typically introduced in a first-year high school algebra course. Specific topics include arithmetic and evaluation of expressions involving signed numbers, factors, roots and exponents, properties of real numbers absolute value, scientific notation, unit conversions, solutions of equations, the algebra of polynomials and rational expressions, Pythagorean theorem, functional notation and functions, solutions of quadratic equations by factoring, direct and inverse variation, computation of the perimeter and area of two-dimensional regions, computation of the surface area and volume of a wide variety of geometric solids.

**Advanced Topics**—This course explores advanced concepts relating to algebra, geometry and the introduction of trigonometry.

**Geometry**—This accelerated course is a comprehensive study of plane and solid geometry including constructions, formulas for measurement and formal proofs. It is based on the axioms and theorems that relate points, lines, planes, and solids. Many of the topics are covered in great depth, especially area and volume of solids. Additional emphasis is placed on the integration of algebraic techniques in solving geometric problems.

### **Physical Education**

All junior high students are expected to participate in daily physical education classes. A variety of physical activities are offered during the year. Children may be exempted from some or all physical activities with an excuse from parent(s)/guardian(s) for a period of up to three days. Students who need to be excused beyond that or for an extended length of time must provide a written excuse submitted to the school by a person licensed under the Medical Practice Act. Alternative activities and/or units of instruction will be provided for pupils whose physical or emotional condition prevents their participation in the physical education courses as determined by a person licensed under the Medical Practice Act.

#### Physical Education Lockers

The physical education teachers assign PE lockers. Students should lock all personal possessions in the gym locker. The school retains the right to inspect gym lockers and their contents to assure that the locker is being used for the intended purpose.

#### Physical Education Uniforms and Supplies

Students are required to have school regulation uniforms, available for purchase at the beginning of the school year. Uniforms are to be worn every day for classes. Students should take their uniforms home each week for laundering. Other supplies needed for PE include gym shoes, socks, and a sweatshirt for outdoor activities.

### **Academic Requirements**

#### Seventh Grade

Seventh-grade students will be required to:

- Pass the United States and Illinois Constitution examinations
- Satisfactorily complete assignments, demonstrating knowledge of the academic standards of the State of Illinois
- Pay all fines and fees (lost books, cafeteria, etc.)

### Interventions

Any student with a minimum quarterly average of 1.0 or a minimum cumulative average of 1.0 must participate in one or more of the following interventions (participation in interventions is determined by your child's team of teachers):

- Before-, during-, and after-school interventions
- Replacement of enrichment with additional academic resource class
- Removal from activities throughout the school year

### Eighth Grade

Eighth-grade students will be required to:

- Complete all required projects
- Satisfactorily complete assignments, demonstrating knowledge of the academic standards of the State of Illinois.
- Pay all fines and fees (lost books, cafeteria, etc.)

### Interventions

Any student with a minimum quarterly average of 1.0 or a minimum cumulative average of 1.0 must participate in one or more of the following interventions (participation in interventions is determined by your child's team of teachers):

- Before-, during-, and after-school interventions
- Replacement of enrichment with additional academic resource class
- Removal from activities

### **Graduation Participation/Probation (end of third quarter)**

Students who fail to meet the criteria below by the end of the first semester will receive notice that they are in danger of being placed on probation for the eighth-grade graduation ceremony and related graduation activities. Students who have not met the criteria below by the end of the third quarter will receive notice that they have been placed on probation.

- The student must have a minimum cumulative (all subjects, all year) GPA of 1.5
- The student must have successfully completed all required courses and testing as designated by the State of Illinois (i.e., Illinois and U.S. Constitution tests)
- The student must maintain an appropriate attitude and behavior during the school year. The administration reserves the right to remove any student from participating in graduation activities and/or the ceremony due to behavior infractions.
- The student must be up-to-date with payment of all required fines and fees.
- A student on probation may not have a U grade in the fourth quarter.

*At the discretion of the principal, a student may be placed on probation at the midterm point of the fourth quarter if the student has displayed a lack of effort either academically or behaviorally.*

To meet our goal of removing students from probation, we provide the following structure and criteria for students:

- Students are expected to successfully complete weekly **Probationary Progress Reports** that must be submitted to the assistant principal on the due date/time indicated.

- Students should seek assistance from their team of teachers.
- Students should submit all assignments on time.
- Students will meet periodically with the assistant principal to monitor progress.

### **Graduation Participation Requirements (end of fourth quarter)**

The culmination of two years of junior high school is graduation. The graduation ceremony and all other graduation activities are provided to recognize and honor students who have successfully completed the district's requirements for participation. Participation is a privilege, not a right, so students participating in the graduation ceremony and other end-of-the-year activities will need to meet the following requirements:

- The student must have a minimum cumulative (all subjects, all year) GPA of 1.0
- The student must have successfully completed all required courses and testing as designated by the State of Illinois (i.e., Illinois and U.S. Constitution tests)
- The student must maintain an appropriate attitude and behavior during the school year. The administration reserves the right to remove any student from participating in graduation activities and/or the ceremony due to behavior infractions.
- The student must be up-to-date with payment of all required fines and fees.
- A student on probation may not have a U grade in the fourth quarter.

At the discretion of the principal or assistant principal, a student may be placed on probation at the mid-term point of the fourth quarter if the student has displayed a lack of effort, either academically or behaviorally.

### **ENRICHMENT PROGRAM**

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The Enrichment Program consists of courses in fine arts, practical arts, technology, and foreign languages. The Enrichment Program is designed to provide students with an exposure to some courses in the above areas.

#### French, Spanish, or German I and II

French, Spanish, and German classes are offered based upon minimum enrollment. Students will learn about the countries and the people who speak these languages. They will learn by listening, speaking, reading, and writing activities in the new language and will learn to communicate in the target language by learning to count, greet people, and talk about daily activities. They will discover cultural similarities and differences, and will realize how much the French, Spanish, and German civilizations have contributed to life in the United States.

#### 7<sup>th</sup>-Grade Band

Offered to all students who have successfully completed intermediate band. Band rehearses every day throughout the school year. Students are also required to attend one small group lesson per week. Lesson groups meet during one class period, once a week, on a rotating class schedule. The band performs at various events throughout the school year.

#### 8th-Grade Band

Offered as an eighth-grade enrichment class to all students who have successfully completed 7<sup>th</sup>-grade band. Band rehearses every day throughout the school year. Students are also required to attend one small group lesson per week. Lesson groups meet during one class period, once a week, on a rotating class schedule. The band performs at various events throughout the school year.

### 7<sup>th</sup>-Grade Orchestra

Offered as a seventh-grade enrichment class to all students who have successfully completed Intermediate Orchestra. The 7<sup>th</sup>-grade orchestra rehearses every day throughout the school year. Students are also required to attend one small group lesson per week. Lesson groups meet during one class period, once a week, on a rotating class schedule. The 7<sup>th</sup>-grade orchestra performs at various events throughout the school year.

### 8<sup>th</sup>-Grade Orchestra

Offered as an eighth-grade enrichment class to all students who have successfully completed 7<sup>th</sup>-grade orchestra. The 8<sup>th</sup>-grade orchestra rehearses every day throughout the school year. Students are also required to attend one small group lesson per week. Lesson groups meet during one class period, once a week, on a rotating class schedule. The 8<sup>th</sup>-grade orchestra performs at various events throughout the school year.

### Music 7 & 8

The goal of this course is to give students a lifelong appreciation and understanding of the arts. To achieve this goal, students will review the basics of music notation, learn the elements of music, and explore music history. Learning is assisted by listening to a variety of musical styles and through the use of instruments and/or singing.

### 7<sup>th</sup>-Grade Art

Based on Illinois state standards in art education, the seventh-grade art program focuses on the study of art through the use and understanding of the elements (line, shape, form, pattern, variety, emphasis, and unity). The program encourages students to develop a cultural and historic awareness in the visual arts. Imagination and creativity are stressed. Students focus on problem solving, directing self and managing materials as they purposefully design and produce their own art using a variety of materials and processes.

### 8<sup>th</sup>-Grade Art

The 8<sup>th</sup>-grade art curriculum continues to encourage creativity and a heightened awareness of the world. Students will apply their knowledge of the elements (line, color, shape, form, texture, value) and principles (rhythm, balance, unity, variety, pattern, emphasis, and movement) to create original works of art. Cultures are investigated and universal themes are explored to inspire personal responses that will be reflected in their own art work. Students learn to problem solve, direct self, and manage materials. This curriculum is designed to meet state standards through experiences in art criticism, philosophical/aesthetic issues, and historical and cultural inquiries as well as production in a variety of media.

### Math Tech and Science Tech

Students will explore and investigate mathematical and scientific concepts in at least four different math and science modules in this lab-based program. Lab modules that the students will select from include: bioengineering, confident consumer, logic & reasoning, package design, personal finance, statistical analysis, alternative energy, astronomy, climates & biomes, dynamic earth, ecology, environmental issues, energy/power/mechanics, forces, forensic science, gravity, genetics, heat & energy, reactions, and weight & measures. Students will work alone or with a partner in a variety of hands-on projects in which they will demonstrate a level of understanding by applying various mathematical skills, scientific knowledge, and formulas necessary to complete each of the modules.

### **STUDENT SUPPORT PROGRAMS**

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#### English Language Learners

As required by the State of Illinois, District 15 provides programs to meet the needs of students whose native language is other than English. The purpose is to accelerate English language literacy while valuing each child's social and cultural knowledge. The programs are:

#### Transitional Bilingual Education (TBE)

TBE serves groups of 20 or more children from the same language group. Students who are not yet proficient in English receive native language support and instruction while they acquire English skills. Students exit the program when they meet the state and district exit criteria.

#### Transitional Program of Instruction (TPI)

TPI serves students who are in a school attended by 19 or fewer students of the same language group. English as a Second Language (ESL) teachers and tutors staff this program. Native language support is given, where possible, through the use of native language tutors.

#### Special Education

Special education includes the areas of learning disabilities, behavioral/emotional disorders, early childhood education, physical impairments, visual impairment, and hearing impairments. Eligibility for special education is determined by completion of a case study evaluation. Special education services are delivered in the setting which best meet the needs of individual students and may be in the regular classroom setting, as a small group pull-out, with an inclusion program, or in a self-contained classroom. Parents who have concerns about their child's educational progress should discuss the situation with the child's teacher or the school principal.

#### Speech/Language Program

Speech/language services are provided as needed for junior high students. The goal of the program is to enhance the child's ability to communicate in the educational setting. Parents who have concerns about their child's speech/language skills should talk with their child's teacher or the school principal.

#### Gifted and Talented Students

Gifted and talented students in junior high are identified for participation in accelerated math and language arts classes.

### **Homework**

Homework is an important component of all academic programs because it gives students an opportunity to practice and apply the skills and concepts taught in the classroom.

Homework assignments are due on the date specified by the teacher. Teachers will provide guidelines for their individual classroom expectations at the beginning of the year. Late homework assignments may result in a reduction in credit. Students who have excused absences are responsible for asking teachers for the assignments missed and completing them in the timeframe the teachers specify.

The amount of time students should spend on homework will vary depending on their unique needs and the work requirements of each class. However, as a general guideline, seventh-grade students may be required to spend approximately 70 minutes daily on homework assignments and related reading, while eighth graders should plan on approximately 80 minutes per day of homework assignments and related reading.

### **Progress Reports**

Progress reports (report cards) are issued quarterly throughout the school year. Parents are asked to sign the envelope and return it to school with their child. Fourth-quarter progress reports will be mailed to parents after

school is out in June. *Unsatisfactory notices* will be mailed home only to parents of students who are not making satisfactory progress.

### **Honor Roll/Student Awards**

#### Positive recognition

We believe that students should be recognized for carrying out their responsibilities. Therefore, the positive efforts of Plum Grove students are acknowledged in the following ways:

#### **Honor Roll**

Each grading period, honor rolls are established to draw attention to students who have done well academically. All classes for which a grade is received are considered when the honor rolls are determined.

High Honor Roll Award—This award is given to students who achieved a grade point average of 3.5 to 4.0.

Honor Roll Award—This award is given to students who achieved a grade point average of 3.0 to 3.49.

#### **Principal's Citizenship Award**

The principal presents a certificate of achievement to students with exceptionally good behavioral records each quarter as demonstrated by conduct grades of 1 (commendable) in seven of their eight classes. Recipients will participate in a PTSA-sponsored special event. In addition, any student earning the Principal's Citizenship Award for the first three quarters will participate in a special end-of-year event.

#### **President's Award for Educational Excellence**

This award is given to selected eighth-grade students who have attended Plum Grove for two years and have maintained a G.P.A. of 3.5 (or higher) for the first seven quarters.

#### **American Legion Award**

The American Legion Award is an annual award given to the eighth-grade boy and girl who best exemplify the American Legion ideals of honor, courage, scholarship, leadership, and service. Any seventh- or eighth-grade teacher may nominate a student for this award. Teachers determine the recipients by voting on nominated students. The names of the two students who receive this award are announced at graduation.

### **Learning Resource Center (LRC)**

The LRC houses a wide variety of educational materials including books, videos, software, tapes, and other media. The LRC teacher assists students and teachers in all areas of the curriculum. The LRC is open to all children in the school as well as to entire classrooms, small groups, or individuals working on special projects.

### **Video Studio**

A video production studio in the school is used by students to produce, edit, and televise live broadcasts of school news each morning. All classrooms have television monitors connected to the video production studio.

### **Internet Usage**

Students will be allowed to use the Internet to access appropriate learning resources only with written parent authorization. Parents should read the Network Use Guidelines and sign the Letter of Agreement. The district takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting; however, students may inadvertently discover inappropriate material despite these precautions. Student use of inappropriate material or language or violation of copyright laws may result in the loss of the Internet privileges.

### SCHOOL BUS INFORMATION

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Bus service is provided at no cost for all students who live more than 1-1/2 miles from the school or who live in an area declared to be hazardous as determined by the Illinois Department of Transportation. Bus transportation may be provided to other areas on a paid basis; for additional information on this option, see "Bus Information" on the district Web site at [www.ccsd15.net](http://www.ccsd15.net).

All bus assignments, as well as routes and stops, are determined by the Transportation Department. Parents whose children ride school buses are asked to be sure the information on the bus assignment is accurate. If the information is not correct, please call the school office.

Students who ride the bus must observe the following rules:

- Students are to board and depart the bus at their assigned stop only. They should be at the bus stop five minutes before the scheduled arrival time of the bus. While waiting for the bus, students are not to stand or play on the road or street.
- Students are not permitted to ride another student's bus.
- Riders are to remain seated throughout the entire bus route.
- Windows are not to be lowered beyond the safety mark. Hands, arms, feet, heads and all objects must be kept inside the bus.
- Loud conversation, profane language, throwing objects, or other actions discourteous to other passengers or the bus driver will not be tolerated.
- Students are responsible for any damage to the bus.
- Glass containers, live animals, and large objects may not be carried on the bus.

To enhance bus safety, video cameras with audio are installed on buses. Students who display inappropriate behavior will be subject to consequences, including discipline which may include, but are not limited to: loss of bus riding privileges, detention, or suspension.

### Field Trips

Classroom teachers occasionally plan educational trips to extend and enhance curriculum studies. Children must have a signed parental permission form to participate in these trips. The field trip form also provides space for parent permission for children who need medication while on the field trip.

Field trips are an important part of the educational program, and all students should participate in them if possible. Students who do not turn in signed permission forms and fees by the deadline may be unable to participate and may be assigned to another classroom for the day.

Student behavior expectations are the same for field trips as for the classroom. If there is a significant concern about a student's ability or willingness to behave appropriately on a trip, there is the possibility that participation could be contingent on the parent accompanying the child. Parents of children who have severe allergies or other medical conditions may also be asked to accompany their children on field trips to ensure the child's safety.

### CLUBS AND OTHER EXTRACURRICULAR ACTIVITIES

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#### The Club Program at Plum Grove: Something for Everyone!

The many clubs we offer at Plum Grove provide students with opportunities to explore interests that extend beyond the regular school curriculum. We have found that many students are even more successful when they are involved in activities beyond the classroom and the regular school day. Clubs are open to all interested students and generally meet from 2:30-4 p.m. one day after school (Monday through Thursday) each week.

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Following is a brief description of clubs that are sponsored this school year. Students will be notified of specific club starting dates and meeting times during the regular morning announcements.

### **Art Club**

This club is open to all students who are interested in art. Students work on their own projects with a variety of materials. At least once during the year, a major group project is planned.

### **Math Club/Math Counts**

Preparing for math contests, learning a problem solving strategy, competing among themselves, playing strategy games, and just having fun are the main objectives of this club. The Math Team also competes against other schools as a group and in individual contests.

### **Science Fair**

Students receive information, instruction, and guidance on the preparation of science fair projects for school, regional and state science fairs.

### **Homework Club**

This special club is available twice weekly from 2:30-4 p.m. Students can stay after school in a supervised atmosphere to work on assignments. Students from Fremd High School and Harper College, under the supervision of Plum Grove Staff, will be available to provide assistance.

### **Rocket Car Club**

Students design, build, and race their own CO<sub>2</sub> gas-powered model rocket car. The annual tournament at Plum Grove allows for categories such as "best design" and "fastest car."

### **Yearbook/Photography Club**

The club is responsible for choosing a theme, gathering information, sorting pictures, checking proofs, and selling and distributing yearbooks.

### **Spirit Squad**

Students can try out for the dance or cheer squad and learn routines which are showcased at student basketball games.

### **Community Service**

Students are involved with year-round community service projects that incorporate civic beliefs.

### **Student Council**

The students will be forming their own student body government and orchestrating and participating in grade level and school-wide activities as well as working with teachers and the administration.

### **Intramural Sports**

The following intramural sports are generally offered each school year:

Flag football	Basketball
Floor hockey	Softball
Badminton	Soccer

Intramural sports are offered before school or after school. Sign-up sheets, which explain the time and days that each sport will meet, are posted in the locker rooms. After-school intramural sports generally take place on Tuesdays, Wednesdays, and Thursdays when an activity bus is provided to take students home at 4:10 p.m. Morning intramural sports are ordinarily on a daily basis as long as the sport lasts. Games begin at 7 a.m. and end around 7:45 a.m.

### **Extracurricular Guidelines: Academic Eligibility**

1. Students who are involved in extracurricular activities must qualify for those activities by passing all of their classes.
2. Eligibility will be determined at the beginning of the activity season and checked weekly (Thursday). Students who receive a minimum of one U will be placed on a one-week probationary period. If they

are unable to raise all grades to a D or above after this one-week probationary period, they will become ineligible to participate in any extracurricular activity or sport until they do so. Students who become ineligible will have their ineligibility begin that week, Friday through Thursday. Ineligibility precludes participation in games, practices, and meetings. A student can become eligible the following week if he or she is passing all classes.

3. Probationary periods will be granted only one time per quarter. Subsequently, if a student is failing and has already used his or her probationary period, he or she will become ineligible until his or her grade has been raised to a D or above in every class.
4. Any student who is ineligible for three consecutive weeks will be removed from the activity.

### **Extracurricular Guidelines: Student Responsibilities**

1. Any student involved in an extracurricular activity must attend at least a half-day of classes in order to participate in that day's activities.
2. Students who do not participate in gym, including those with a medical excuse from a physician or a parent, will not be able to participate in any sport, intramural or spirit squad activity that day.
3. Students are expected to follow the rules and regulations set up by the coach or advisor. Poor behavior, lack of responsibility, or disrespect could result in disciplinary action including removal from the activity.
4. Students are expected to listen and learn when coaches and advisors inform them of rules, regulations, and expectations.
5. Students will satisfy the requirements of the normal disciplinary procedures before participating in an extracurricular activity.
6. Students who fail to follow school-wide and classroom rules may be excluded from some (or all) extracurricular activities until the principal or the assistant principal note improvement. Furthermore, students who fail to demonstrate appropriate behavior at any extracurricular activity may be asked to leave and his/her parents will be notified immediately. Extracurricular activities are a privilege, not a right.
7. Students who serve an after-school detention, ACA (in-school suspension), or an out-of-school suspension are not eligible to attend or participate in any after-school activities on the day they serve the detention or suspension. They must leave school property no later than 4:15 p.m.
8. Students who leave campus after school are not allowed to return to any after-school activities unless accompanied by a parent. The only exception to this rule is if Plum Grove when hosts an evening tournament.

### **Interscholastic Sports**

District 15's interscholastic sports program includes girls' and boys' basketball, girls' volleyball, cross-country, wrestling, and track and field. These teams compete against teams from the district's other three junior high schools as well as other junior high schools from nearby school districts.

All students on an interscholastic sports team must have a current physical examination on file in the nurse's office in order to participate. There is an \$85 participation fee per sport with a maximum of \$175 fee per student per year. Practices and games are scheduled after school.

Teams for girls' basketball, boys' basketball, and girls' volleyball are selected based on tryouts. Cross-country, wrestling, and track and field are no-cut sports open to all students.

### Fall Sports

#### **Cross-Country**

There are four cross-country teams: seventh-grade girls, seventh-grade boys, eighth-grade girls, and eighth-grade boys. All students may participate, and there is no limit to the number of participants. The season begins in September and runs through the end of October, closing with a district meet.

#### **Girls' Basketball**

The season begins in late September and runs until mid-November. There are girls' basketball teams for both seventh and eighth grades. Tryouts are held in early September. Twelve to fifteen girls are chosen for each team. Both teams participate in a district tournament in November.

### Winter Sports

#### **Boys' Basketball**

There are boys' basketball teams for both seventh and eighth grades. Twelve to fifteen boys are chosen for each team based on tryouts. The season runs from November through January, ending with a district tournament.

#### **Wrestling**

There is one team for both seventh and eighth graders, which is open to all students. Wrestling season begins in January and concludes in March with a district tournament.

#### **Volleyball**

There are separate teams for seventh- and eighth-grade girls. Twelve to fifteen girls are chosen for each team based on tryouts. Volleyball begins in mid-January and runs through the end of March. Both teams participate in the end-of-season district tournament.

### Spring Sports

#### **Track and Field**

There are teams for seventh-grade girls, seventh-grade boys, eighth-grade girls, and eighth-grade boys. Any student may participate. The season begins in April and runs through the end of May. A District 15 track meet is held at the end of the season.

#### **Activity Bus**

An activity bus is available for a fee of \$60 per family for students who wish to participate in after-school activities. The activity bus departs at 4:15 p.m. Monday through Thursday. There will be no activity bus the day before a major holiday or when after-school activities are canceled due to inclement weather. Parents should be aware that activity bus stops are not always the same as the student's regular bus stop.

### PTA/PTSA

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One of the important organizations at Plum Grove Junior High School is the Parent Teacher Student Association (PTSA). The PTSA meets regularly throughout the school year. This organization has a membership in the Illinois Congress of Parents and Teachers as well as the National Congress of Parents and Teachers. The PTSA works with school and community to develop good home-school relations and communication.

A calendar of PTSA-sponsored events and activities is sent home to all parents. The Plum Grove PTSA sponsors a wide variety of activities such as student assemblies, dances, back-to-school picnic, blood drive, magazine drive, W.O.W. Day, and Market Days. They also provide calendars, directories, and newsletters.

### PTA Coat Closet

The PTA Coat Closet was established so that all District 15 children would have the opportunity to be properly clothed in the winter months. The Coat Closet is located at Gray M. Sanborn School, 101 N. Oak St., Palatine. Coats, hats, gloves or mittens, snow pants, scarves, and boots, ranging in size from toddler to adult, are available. Those needing clothing should contact any school office.

Donations of *outerwear only* are accepted. The clothing may be brought to any District 15 school or directly to Gray M. Sanborn during the school day. All garments should be washed and/or in clean condition without rips or broken zippers.

We look forward to another outstanding school year working with the students, parents, and staff at Plum Grove Junior High School.

Dr. Kerry Swalwell, Principal

Mr. Jonathan Puklin, Assistant Principal

### 2009-10 Board of Education

Gerald D. Chapman, President

Mark J. Bloom, Vice President

Peggy Babcock

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Timothy Millar

Sue Quinn

### Superintendent of Schools

Daniel W. Lukich, Ph.D.



**Chargers Assignment Notebook and Student & Parent Handbook**

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*Co-sponsored by the Plum Grove PTSA membership.*

Plum Grove Junior High School  
2009-10 Academic Year

Dear Plum Grove Students and Parents:

Thanks to the generous support of our PTSA, we are pleased to provide each student with a copy of this Chargers Assignment Notebook and Student & Parent Handbook.

Students are expected to use their assignment notebook on a daily basis. It is an excellent tool to stay organized and serves to keep parents informed about school progress.

Please carefully review the Student & Parent Handbook section contained at the front of this book. We have attempted to provide a broad base of information concerning opportunities available to students, rules, procedures and positive recognition. Our primary goal is provide each student with a positive and enriching educational experience free from interruption.

The effectiveness of our Achievement and Behavior Policy depends largely upon the spirit of cooperation among students, teachers, parents and administrators.

Finally, students are encouraged to ask questions of the faculty and administration within the first week of school concerning this Student & Parent Handbook. Students are expected to understand and agree to abide by the Plum Grove rules and procedures as set forth in this publication.

**After you have taken the opportunity to review this book, please remove this page. It should be signed and returned to your child's Literature teacher no later than Friday, August 28, 2009.**

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent's Printed Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date