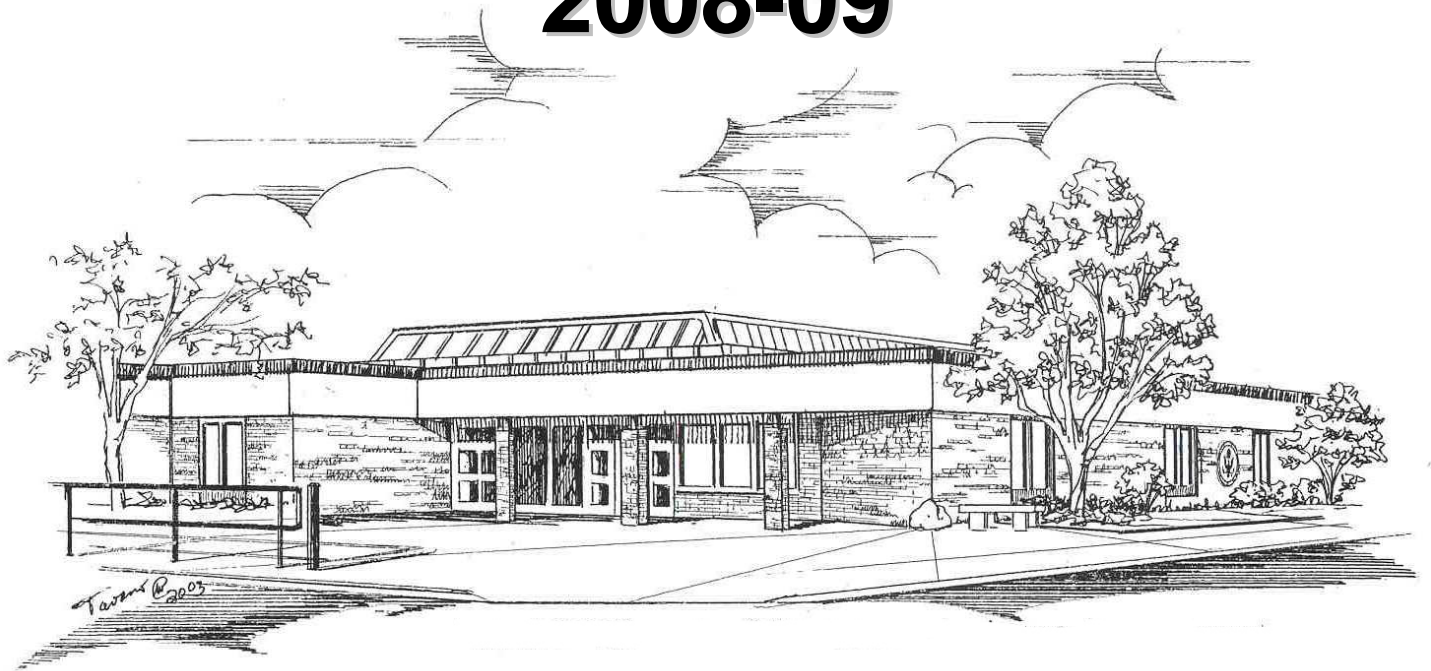


Walter R. Sundling Junior High School

Parent Handbook

2008-09



Walter R. Sundling Junior High School
1100 N. Smith Street
Palatine IL 60067-2606
847-963-3700

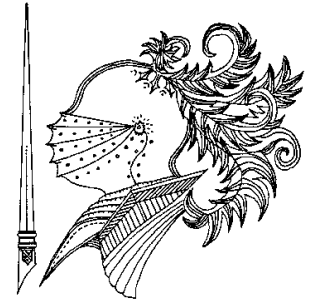
Absence Telephone: 847-963-3701
School Nurse: 847-963-3702
Fax: 847-963-3706

Yvette Davidson, Principal
Doug Harter, Assistant Principal
Sharon Sheffer, Secretary

Message from the Principal

Welcome to Walter R. Sundling Junior High School, where we strive to create a supportive learning community for approximately 750 seventh and eighth grade students.

One of the key components of our school environment is that we act as “Partners in Learning.” We believe that producing world-class learners requires sincere dedication on the part of our teachers, support staff, parents, community members, and not least, the students themselves.



The diversified curriculum at Sundling, which is carefully aligned with state standards, includes the effective use of technology. This integration of technology into learning practices reinforces what it means to be an active member of a learning community that values utilizing technology to develop the best possible product. Teachers continue to be committed to refining the process by which students learn and to maintaining high expectations for the products they create. At Walter R. Sundling, we teach not only content—the relevant factual information—but also process, so students learn how to apply their newfound knowledge. We support our basic academic program with an enrichment program, which provides students with exposure to courses based on their particular interests. Options include courses in fine arts, practical arts, technology, and foreign languages.

In order to provide a learning environment that is inviting to students, we balance our academic focus by providing a wide variety of extra-curricular activities. These include more than a dozen special interest clubs, athletics, music, student council, and much more.

Walter R. Sundling welcomes parent involvement. Our PTA provides fruitful support to our students and staff. As a parent, please consider becoming a critical part of your junior high student’s education by joining the PTA. This organization has truly become our “Partner in Learning.”

By fostering a school atmosphere where students are encouraged to honor themselves, respect others, and value their community and environment, we hope to cultivate self-motivated, lifelong learners.

Sincerely,
Yvette Davidson, Principal

School Mission Statement

The staff, with support of parents, students, and the school community of Walter R. Sundling Junior High School, is dedicated to providing a diversified curriculum that promotes the social, intellectual, and physical well being of our students. We emphasize and value the opportunity to encourage students to grow academically and socially. Our school uses Positive Behavioral Interventions and Supports to develop, demonstrate and reinforce the behaviors that allow us to exist in a positive learning environment while taking part in all Sundling academic and related activities. Sundling students are expected to model Respect, Responsibility and Safety with respect to all school related events.

School Phone Numbers You Should Know

Main Office.....	963-3700	Marci Morrison, Social Worker	963-3737
Absence Recorder	963-3701	Helen Suero, Bilingual Social Worker.....	963-3738
Health Office	963-3702	Jennifer Glazbrook, Psychologist	963-3744
Fax.....	963-3706	Tricia Prebil, School Nurse	963-3702
Yvette Davidson, Principal.....	963-3705	Julie Ferraro, School Resource Officer	963-3729
Doug Harter, Assistant Principal.....	963-3704	Sharon Sheffer, Building Secretary	963-3780
Tony Leva, Student Advisor.....	963-3728	Mary Kay Moe, Clerical Assistant.....	963-3703

School Staff List/Phone Numbers

	847-963-		847-963-
Albers, Melissa – Special Ed	3733	Olson, Anne – Vocal Music	3718
Anderson, Valerie – Speech/Lang	3735	Pappas, Georgia – Math	3745
Baker, Mark – Technology	3707	Quesse, Maureen – Special Ed	3739
Biancalana, Nancy – English/Rdg	3757	Richards, Meghan – Spanish	3726
Bruns, Dave – Science	3748	Roberts, Jerry – PE	3761
Buelow, Jennifer – English/Rdg	3751	Russo, Sabrina – English/Rdg	3749
Covington, Gloria – English/Rdg	3734	Ryza, Denny – Tech Lab	3722
Dewey, Chris – History	3750	Samuels, Kristin – English/Rdg	3741
Ellison, Nancy – English/Rdg	3742	Sielemann, Jennifer – German/Spanish	3727
Flores, Alfonso – Bilingual	3769	Smith, Jason – Special Ed	3777
TBA – Math/Science	3753	Sorrentino, Mark – PE	3720
Glazbrook, Jennifer – Psychologist	3744	Stocker, Rich – PE	3761
Hamill, Sheila – Core	3726	Suero, Helen – Bilingual Psychologist	3738
Hardek, Barbara – Rdg Specialist	3754	Summers, Heather – Special Ed	3724
Janosch, Keith – Special Ed	3730	Thas, Rebecca – English/Rdg	3736
Jones, Kylie – Special Ed	3731	Turek, Laura – Science	3756
Keehn, Kevin – Science	3752	Wade, Joy – Vocal Music	3775
Klimas, Paul – Tech Lab	3721	Wagner, Barb – Art	3719
Krysciak, Jennifer – Science	3743	Waitzman, Jinah – English/Rdg	3755
Larson, Melanie – French/Spanish	3753	Wedell, Bruce – History	3740
Lee, Jennifer – Orchestra	3717	Wilcox, Kelly – Spanish	3725
Majewski, Lori – Math	3747	Winer, Katie – Math	3745
Mason, Kitty – History	3750	Wolff, Amie – PE	3762
Mogilinski, Nicole – Math	3746	Young, Eric – History	3723
Nelson, Amy – PE	3762	Zilke, Jeff – Band	3714

Bell Schedule

1 st Period	7:55–8:41 a.m.			
2 nd Period	8:45–9:25 a.m.			
3 rd Period	9:29–10:09 a.m.			
	Sundling College	Paladin State	WRS Tech	Palatine Hills Univ.
4 th Period	10:13–10:39 a.m. LUNCH	10:13–10:53 a.m.	10:13–10:53 a.m.	10:13–10:53 a.m.
5 th Period	10:43–11:24 a.m.	10:57–11:24 a.m. LUNCH	10:57–11:37 a.m.	10:57–11:37 a.m.
6 th Period	11:28–12:08 p.m.	11:28–12:08 p.m.	11:41–12:08 p.m. LUNCH	11:41–12:21 p.m.
7 th Period	12:12–12:52 p.m.	12:12–12:52 p.m.	12:12–12:52 p.m.	12:25–12:52 p.m. LUNCH
8 th Period	12:56–1:38 p.m.			
9 th Period	1:42–2:25 p.m.			

School Closings

When severe weather conditions such as snow, ice, or dangerously cold temperatures exist, District 15 administrators will decide whether to close the schools. On these days, parents are encouraged to check the District 15 Web site (www.ccsd15.net) for up-to-date information on school closings or to listen to major radio and television stations for emergency school closing information. Parents may also call the school district's main number (847-963-3000) for a recorded message.

Parents should review their own situation and decide whether to send their children to school if the schools remain open. If a parent decides to keep the children at home, the absence will be considered "excused," and all work may be completed on the return to school.

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 intramurals
- 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.

A Student Name/Photo Release form must be on file for each student, and is valid as long as your child attends any District 15 school. If you choose to change your child's release status, you must submit a new form. Forms may be obtained from your child's school. 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.

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.

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.

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 truanancies. 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 our school buses sometimes run late due to unforeseeable circumstances and in these instances students will not be marked tardy.)
- 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.

2008-09 Walter R. Sundling Junior High School Parent Handbook

- 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, the teacher's name, 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. 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.

Walter R. Sundling staff expects students to display responsible behavior as delineated through our Behavior Matrix. Being on time to school and class is an important part of that positive experience. When a student is late to school, it creates a hardship for the student, his or her classmates, and the classroom teacher. Since this is disruptive to the educational process, we ring a student entrance bell at 7:48 am and the first class begins at 7:55 am.

Students arriving late due to doctor or dental appointments receive an excused tardy providing they have an admit slip from the doctor or dentist. Students who do not are given unexcused (avoidable) tardies. Upon receiving three unexcused tardies, other administrative actions will be warranted.

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

Parents are asked to use the circle drive by the south entrance to the building to drop off and pick up students. The north end of the building by the parking lot is reserved for bus loading and unloading, bike riders, and parking for staff and visitors. Please keep in mind that our special needs buses also use this circle drive which may cause a slight delay in your ability to move in and out quickly.

Students may not enter the building prior to the 7:48 a.m. bell unless they are participating in jazz band or chorus rehearsals, working in the Research Technology Center, attending breakfast, have a prior written pass from a teacher, or are directed to do so by a staff member due to inclement weather. Students may not wander or loiter in the hallways prior to the beginning of the school day.

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. This procedure is in place for the safety of our students and staff.

Bicycles/Skateboards/Roller blades

Bicycle racks are provided by the front entrance to the building for students who ride their bicycles to and from school. In addition, a special walkway has been provided for students to walk their bicycles through the parking lot. Bicycles should remain locked throughout the school day with a lock provided by the student.

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. 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. 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.

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. 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 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 Advisor

Junior High is a time of incredible growth and experience. At Walter R. Sundling, we are committed to helping your student achieve their maximum potential. In order to achieve that goal, we provide several support services in order to assist students with academic and social concerns. Our Student Advisor is available during the school day to help students work through difficulties with organization, peer relations, study habits, and behavioral expectations. Our Social Worker is available to work with your student when social and emotional concerns are pervasive and becoming more distracting from academic achievement. If you need to contact our Student Advisor, please call 963-3728 or email at levaa@ccsd15.net. If you need to contact our Social Worker, please call 963-3737 or email morrisom@ccsd15.net.

Student Expectations

It is expected that Sundling students will display good conduct and appropriate behavior. The Behavior Matrix shown below outlines the expectations for daily behavior that will be modeled and taught at the beginning of the school year and re-taught throughout each school year.

WRS PBIS Matrix

	Be Respectful	Be Responsible	Be Safe
All School Settings	<ul style="list-style-type: none"> • Respect School Property • Respect personal space and belongings • Listen to adults the first time • Dress appropriately • Refrain from gossip and spreading rumors • Show respect to guests • Use a conversational voice and use appropriate language 	<ul style="list-style-type: none"> • Stop and Think • Be there, be ready • Help others • Stay gum-free • Leave electronic devices in locker and turned off 	<ul style="list-style-type: none"> • Only staff opens exterior doors • Keep hands and feet to self • Walk while on school grounds • Use technology appropriately
Halls	<ul style="list-style-type: none"> • Pass politely and with manners 	<ul style="list-style-type: none"> • Have a pass • Keep the school clean • Move with a purpose to your destination 	<ul style="list-style-type: none"> • Stay to the right • Keep an aisle open
Commons	<ul style="list-style-type: none"> • Line up at the end of the line • Stay in line • Maintain appropriate table manners 	<ul style="list-style-type: none"> • Clean up after yourself • Wait your turn • Know your lunch number • Have payment ready • Pay for what you take • Buy what you touch • Keep food and drink in commons 	<ul style="list-style-type: none"> • Food stays on the table • Stay seated until permission is given to get up • Walk safely
Bus	<ul style="list-style-type: none"> • Respect the bus property • Respect your peers and the bus driver • Follow all the driver's instructions 	<ul style="list-style-type: none"> • Be on time to bus stop • Find seat quickly and stay there • Exit at your stop 	<ul style="list-style-type: none"> • Keep aisles clear • Hands and feet to self • Honor personal space and belongings • Stay seated until the bus comes to a stop • Keep all food, gum and candy in your backpack
Bathrooms	<ul style="list-style-type: none"> • Respect other people's privacy 	<ul style="list-style-type: none"> • Put garbage in the appropriate receptacle • Be quick 	<ul style="list-style-type: none"> • Wash hands with soap and water • Water stays in the sink

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)
- 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, CD and 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.

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)

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.

INSTRUCTIONAL PROGRAM

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

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

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

Science

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

8th 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 8—The Algebra 8 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.

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

- Students placed on probation will be responsible for drafting a contract with their team of teachers, parents, Student Advisor and/or Social Worker and Administration. This contract will outline the behavioral or academic expectations to be achieved throughout the probationary period.
- Students will be monitored on a weekly basis to provide the utmost support for the student to achieve the necessary goals.

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

2008-09 Walter R. Sundling Junior High School Parent Handbook

- 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.

Friday School

Students who have fallen significantly behind in academic work will be asked to take part in an academic intervention program on any given Friday after school. Friday school will take place immediately after school until 4:00 at which time students will be expected to work up to the academic expectations of their teachers. The purpose of this program is to curtail any chronic absence of class work or lack of academic effort. Parents will be informed if the student's attendance is requested at Friday School.

ENRICHMENT PROGRAM

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

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.

7th-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 7th-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.

7th-Grade Orchestra

Offered as a seventh-grade enrichment class to all students who have successfully completed Intermediate Orchestra. The 7th-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 7th-grade orchestra performs at various events throughout the school year.

8th-Grade Orchestra

Offered as an eighth-grade enrichment class to all students who have successfully completed 7th-grade orchestra. The 8th-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 8th-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.

7th-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.

8th-Grade Art

The 8th-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

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

Honor and Merit Roll certificates are awarded at the end of each quarter to those students who earn them. Students with a 3.50 grade point average (GPA) or higher, with no grades below a C, and no 4s in conduct, will be awarded Honor Roll certificates. Students with a 3.00 to 3.49 grade point average, with no grades below a C, and no 4s in conduct, will be awarded Merit Roll certificates. Students who remain on the High Honor Roll for the first three quarters of the school year will have the opportunity to participate in an all-day field trip in the spring.

Any student who brings up two or more grades during the second and third quarters while maintaining all other grades, has a GPA of 2.0 or above, OR has straight As, and no 4s in conduct will receive a Bringing Up Grades (BUG) certificate. This award is sponsored by the Palatine Kiwanis Club.

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

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.

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 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

Clubs

At Walter R. Sundling, we strive to provide a variety of extra-curricular clubs for students. Most clubs meet after school and a tentative schedule of meetings can be found in the calendar section of this publication. Revisions may be made at any time. We believe that students who are involved in one or more clubs, sports or other activities outside of the school day enjoy a more successful overall junior high experience. See a list of our clubs below:

- Art Club
- Best Buddies
- Cheerleading
- Greenhouse Club
- Math Club
- Peer Mentors
- Play/Musical
- Rocket Club
- Service Club
- Sesa Wo Suban
- Student Council
- Variety Show
- WRS UpClose
- Yearbook Club

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

The Walter R. Sundling PTA is a critical part of our academic and extra-curricular community. Our PTA meets monthly at the school and maintains a website to provide a wealth of information for parents at www.sundlingpta.org. There are many opportunities to get involved in Sundling through our PTA. Please consider joining and becoming active in our PTA as it is a magnificent way to stay connected to your student's academic and social endeavors. PTA meeting dates can be found on the calendar in this publication.

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.

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