

# Villa Grove Junior High 6th-7th-8th



Parent & Student  
Welcome Booklet

2017-18

Welcome to a new school year! This booklet is designed to help answer several of your questions and concerns as your child transitions into junior high. We realize this is a time of great change for you and your teen. It is our goal to help your teen progress academically, accept responsibility, build character, and challenge himself or herself while understanding the balance between academics and extracurricular activities. There may be some moments of growing pains throughout this three-year process, but by working together we can all help your child realize his or her fullest potential. Through this, your child can learn what a difference an education can make in life.

Many students will learn that junior high requires time-management skills, as well as making choices and accepting the consequences of those choices. Ultimately, your teen will need to make choices on his or her own, which is part of growing up and becoming more mature. Throughout the year it will be very important that we communicate and work as a team. Your child will need to accept responsibility for being part of that team.

We are excited to continue our PBIS program in the junior high, which focuses on improving our school's ability to teach and support positive behavior for all students. It is a proactive and systematic approach for discipline issues in which data is collected and reviewed by a team. The emphasis is on developing responsibility and maintaining a safe environment where teachers can teach and students can learn. For more information, please check the school website.

We will also continue the RTI program as we strive to help students learn the basic skills of reading and math. Using research-based tests combined with individual student data, it will be determined if your teen will attend an intervention program. This program is during daily study hall and is designed to assist with the development of basic skills.

As junior high teachers, our job is to prepare students for high school, which is a big task in a small time frame of only two years. It is expected that your child will take responsibility for his or her success. Thank you for taking the time to work with your child to help develop responsibility and positive choice-making. We look forward to having a positive impact on your child's education!

## COMMUNICATION

1. Communication- Junior high teachers are available by classroom phone, by email, and/or by note. All teachers are willing to set up parent-teacher conferences at any time throughout the year. Please contact an individual subject-area teacher with specific classroom concerns. Since we work as a team, there may be one main teacher contact who can give information to the rest of the junior high team. This person may not be the person listed as the homeroom teacher. (In junior high, the term "homeroom" is simply used as a way to group the students for scheduling.) The school phone is 832-2261 and the teacher extension is listed.
2. Teachers:
  - Superintendent-  
Mr. Tracy- ext 2601 [ntracy@vg302.org](mailto:ntracy@vg302.org)
  - 4-8- Principal/6th Reading  
Mrs. Jones ext. 2614 [sjones@vg302.org](mailto:sjones@vg302.org)
  - 7<sup>th</sup> Math/8<sup>th</sup> Math/HS Yearbook/HS Math Lab  
Mr. Cordes ext. 2641 [bcordes@vg302.org](mailto:bcordes@vg302.org)
  - 7<sup>th</sup> Science/8<sup>th</sup> Science/6th Science/ Study Hall

Mrs. Schweighart ext. 2646 [aschweighart@vg302.org](mailto:aschweighart@vg302.org)  
 8<sup>th</sup> English/8<sup>th</sup> Reading/HS English/Study Hall  
 Mrs. Malin ext. 2637 [amalin@vg302.org](mailto:amalin@vg302.org)  
 7<sup>th</sup> Reading/7<sup>th</sup> English/Resource Study Hall  
 Mrs. Olson ext. 2647 [bolson@vg302.org](mailto:bolson@vg302.org)  
 7<sup>th</sup> Geography/8<sup>th</sup> US History/HS World History/IL History/Constitution/Study Hall  
 Mrs. Hoffman ext. 2636 [shoffman@vg302.org](mailto:shoffman@vg302.org)  
 7<sup>th</sup>/8<sup>th</sup> P.E./ 7<sup>th</sup> & 8<sup>th</sup> Health/Athletic Director  
 Mrs. Acton ext. 2605 [nacton@vg302.org](mailto:nacton@vg302.org)  
 6<sup>th</sup>/8<sup>th</sup> P.E./Art Rotation  
 Mr. Hoffman ext. 2643 [lhoffman@vg302.org](mailto:lhoffman@vg302.org)  
 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> Computer Rotation  
 Mrs. Johns ext. 2651 [sjohns@vg302.org](mailto:sjohns@vg302.org)  
 7<sup>th</sup>/8<sup>th</sup> Home Ec Rotation  
 Mr. Swan ext. 2667 [bswan@vg302.org](mailto:bswan@vg302.org)  
 7<sup>th</sup>/8<sup>th</sup> Ag Rotation  
 Mrs. Parr ext. 2616 [cparr@vg302.org](mailto:cparr@vg302.org)  
 JH Choir/Band  
 Ms. Cardiff ext. 2640 [jcardiff@vg302.org](mailto:jcardiff@vg302.org)  
 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> Student Council  
 Mrs. Schable ext. 2628 [aschable@vg302.org](mailto:aschable@vg302.org)  
 7<sup>th</sup>/8<sup>th</sup> Resource Math  
 Mr. Thomas ext. 2635 [bthomas@vg302.org](mailto:bthomas@vg302.org)  
 Librarian  
 Mr. Rittman ext. 2670 [erittman@vg302.org](mailto:erittman@vg302.org)  
 6<sup>th</sup> Math/JH RTI Interventions/Special Education Coordinator  
 Mrs. Killion- ext. 2663 [ckillion@vg302.org](mailto:ckillion@vg302.org)  
 6<sup>th</sup> English/HS English/Study Hall  
 Mr. Brown- ext. 2645 [rbrown@vg302.org](mailto:rbrown@vg302.org)  
 6<sup>th</sup> P.E./Elementary P.E./HS Driver's Ed.  
 Mr. Blacketer- ext. 2654 [mblacketer@vg302.org](mailto:mblacketer@vg302.org)  
 Nurse  
 Mrs. Wicklander- ext. 2608 [lwicklander@vg302.org](mailto:lwicklander@vg302.org)

3. Student/Parent/Teacher/ Conferences- In junior high, we welcome and recommend the **student** attend conferences and actively participate. To make the best use of your time, group conferences are held with all of the teachers at the same time. In order to set up an appointment for a conference, you will need to contact Terri Jones at 832-2261 ext. 2607 or [tjones@vg302.org](mailto:tjones@vg302.org) prior to the first day of conferences.
4. Parent Connect- Parent Connect allows you to monitor your child's grades just by logging onto the computer. This is a wonderful way for you to be involved in your child's academic progress. All junior high parents will have an access code, allowing them to monitor their child's academic performance. These are given to parents during the first quarter. Please note that most grades are updated on Thursday for eligibility, so that would be the best night to check for the most updated scores. Please note\*\*\* It generally takes a few days for the teacher to grade homework/tests and then post grades.
5. Homework/School Website- Some junior high teachers post homework assignments and class information on the school website. This is a great way to keep up on what your child should be completing for class.

6. Assignment Notebooks- Each student has been issued an assignment notebook as a tool to help with their own personal responsibility. Please note\*\*\*While teachers can encourage students to use their notebooks, it is ultimately a **student responsibility!**
7. Classroom Expectations- Students are expected to be on time and prepared for class by having pencils, pens, books, folders, books, completed homework, and assignment notebooks in each class. In addition to the student handbook, each teacher has classroom procedures and expectations. Please contact the subject area teacher if you need a copy of specific guidelines.
8. Tests & Quizzes- It is very important that your child takes time to study for all tests and quizzes. In most classes, tests are worth a higher percentage of the grade. Students who study for tests and quizzes, tend to do better on tests and have less anxiety about tests in class. For most classes, a test can be expected about every two weeks. Quizzes occur more frequently and are usually once per week. There will be announced and unannounced quizzes given periodically in all classes. Students at this level are expected to inform parents about tests, as well as prioritize time to study for tests.
9. Library Book Check out- In junior high, the students have more access to a variety of reading materials from classroom libraries, school libraries, and through the interlibrary loan system. Please talk to your child about the types of reading selections that are allowed in your house. Encourage your child to communicate with you about the content of the books being read.
10. Grades/GPA/Honors Night- An individual student's grade point average is figured each quarter. Students are recognized for High Honor Roll and Honor Roll. Students who maintain honor roll and/or high honor roll all year will be recognized at the Junior High Honors Night.
11. Schedule/Changing Classes/Being on time- Students will change classes each period. They have **four** minutes to get to the next class. During this time, students are expected to get books for the next class as well as use the restroom and get a drink if needed. All students are expected to be in their seats by the time the bell **starts to ring**. Students who are not in their seats will be considered tardy. Tardies will accumulate and students who are tardy will receive consequences. Make a choice to be on time.
12. Hall passes- Students will need to have a hall pass when in the hallway during class hours.
13. Study Hall/Band/Choir/RTI- Each student will have study hall during 8<sup>th</sup> hour, unless in Band, Choir, or RTI. Band meets on Monday, Wednesday, and Friday. Choir meets on Tuesday and Thursday. RTI meets M-F based on individual student AIMSWeb scores and RTI plans.
14. 7th and 8th P.E./Health- P.E. is for three quarters and Health is one quarter. During PE, a school uniform must be worn to participate. Students who choose to dress, actively participate, and demonstrate cooperation will do well in P.E. If a student chooses not to dress three times in one quarter, the student will not pass PE. Students will have a combination lock for PE. P.E. lockers should remain locked at all times and the combination should not be shared. Generally, during PE there is not much homework, but there are written tests. During Health, homework is assigned 3-4 times per week. Please expect an increase in the amount of homework your child brings home during the quarter he or she is assigned to Health class.
15. JH Activities/Sports- We encourage all of our students to get involved in the available school-sponsored activities: Girls Basketball, Boys Basketball, Basketball Cheerleading, Track, Cross Country, Girls Volleyball, Girls Softball,

Boys Baseball, Band, Choir, Spelling Bee, Student Council, and Red Ribbon Week. In addition, other opportunities are available to students through the local JFL and Summer Recreation programs.

16. Sports eligibility/physical-Students must maintain a passing average of at least 60% in **all classes** each week in order to be eligible to participate in school sponsored activities. Grades are checked each week on Thursday for the upcoming week, which is Sunday-Saturday. If a student is ineligible three times during one sport, he or she will no longer be on the team. Students must have a sports physical on file before practicing in any sport. Physicals are good for one calendar year. In addition to the student handbook rules, the sports training rules are also in effect for students choosing to participate.
17. Student Council- Three students from each homeroom will be selected by their peers. Elections are held during the first quarter. Only students who have at least a "C" average in all classes throughout the year will be allowed to participate in Student Council. Student Council sponsors dances, field trips, special dress up days, and other activities.
18. Junior High Dances & Special Events – Our Junior High Student Council works very hard to create dances and other special events that are supervised social events for your child. In order to attend these events, students must complete work in the classroom and behave appropriately at school. Students will be notified if they have not earned the privilege of attending these special events. School dances are reserved for junior high students enrolled at VGJH. For school dances, students must stay at the dance for the entire dance unless they are picked up early by their own parent. Upon leaving the dance, all students must sign-out and personally check-out with dance supervisors.
19. Lunch Tickets/Recess- At lunch students are welcome to purchase a la carte, hot lunch, or bring a lunch from home. Students are expected to keep track of their own lunch tickets in junior high. For 6th grade, there is one recess immediately after lunch. Students are expected to follow the lunch and recess guidelines from the lunch supervisors.
20. Lockers- Each student in junior high will have a locker. Students are expected to keep it organized. If your child is having difficulty with organization, please encourage him or her to stay after school to clean out his or her locker. In addition, there is only so much space in the locker, therefore, it needs to be cleaned often. The lockers do not lock, so honesty is appreciated. Slamming lockers, kicking lockers, and/or sharing lockers is not allowed. NO GUM, CANDY, OPEN FOOD, OR OPEN DRINKS ALLOWED IN LOCKERS.
21. Dress code-Students are expected to follow the dress code in the school handbook.
22. Cell phones- During the school day, cell phones must be turned off and in lockers at all times.
23. Chromebooks- 7th and 8th grade students are expected to care for their chromebooks by keeping it in the school-issued case and charging it each night. During the school day, the chromebooks are to be used for **academic purposes only**. JH students are not to use headphones/earbuds unless directed by a teacher. Computer games are not to be played, unless under the direct instruction of a teacher. Computer games are not to be played between classes. Chromebooks should not be used in the cafeteria during the lunch hour.
24. Absences/ How to get homework for an absent student

- The parent must call the main office by 9:00 a.m. when a child will be absent for all or part of the day. Here is the procedure for getting your child's makeup work:
    - If parents would like assignments collected, please tell the office secretary to notify the teachers.
    - Teachers will complete makeup work sheets and return them to the main office. There is a silver basket on the counter which states "JH Homework" and parents (or siblings) can pick up work in the office at the end of the school day.
    - Parents will need to stop at the child's locker to pick up books for the assignments. Locker numbers are posted in the junior high hallway.
    - Please note—Junior high teachers only have one preparation time, so please be patient as teachers prepare homework assignments. Thank you for your understanding.
25. Appointments- If a student needs to leave early for an appointment, the student will need to bring a note to the office between 8:00-8:15 a.m. The office will then issue the student a white exit pass for the student to give to the teacher at the beginning of the class period in which he or she needs to leave. All students must sign out in the office prior to leaving.
26. Returning to school during the day- All junior high students returning to school during the day must sign in at the main office. They will be issued a pass to class.